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Introduction

Preparation of a thesis is one of the most important parts of your work leading to a master's degree. This manual is meant to help you meet the required standard of organization, appearance and format for theses at the University of Rochester.

Many guidebooks and style manuals are available for dissertation writers. Consult with your school or department regarding preferred styles and writing guides for your field. Regardless of reference format and other stylistic differences, the basic formatting stipulations of this manual apply.

Formatting your Thesis

The thesis will be returned to you if you do not adhere to the following guidelines. Therefore, you are encouraged to pay close attention to what is required as you prepare your thesis for your defense and beyond.

Language and General Rules of English

Your thesis must be written in English, except where the subject matter demands otherwise and an exception has been approved by the school's dean for graduate studies.

General rules of English should be followed, including:

1. Capitalize the first and last words of the title and all nouns, pronouns, adjectives, verbs, adverbs and subordinate conjunctions therein;
2. Use lower case for articles, coordinate conjunctions and prepositions (unless they are the first or last words of the title);
3. For hyphenated words in titles, always capitalize the first element. Capitalize the second element if it is a noun or proper adjective or if it has equal force with the first element (e.g. Twentieth-Century Literature);
4. Use the simplest possible scientific words or terms that are recognizable to those in your field. The title of your thesis will be accessed by search engines based on the words it contains. Lay persons within the University also will receive listings that include your thesis title. Avoid abbreviations, esoteric terms and jargon;
5. Specific rules apply to capitalization of non-English words including Latin words such as genus and species. Please refer to guidelines of your specialty for proper expression.

Page and Document Formatting

The narrative of the thesis should be formatted for 8.5 x 11-inch paper in portrait format (text running across the shorter dimension of the page).

All margins must be at least 1.25" (one and one-quarter inches), including those on tables, figures, and appendices. Tables or figures may be printed in landscape layout (content running across the longer dimension of the page) if necessary. See page number section for numbering on those pages.

Page headers in the top margin may be used, but footers in the bottom margin should not be used. The header font should match the font used in the text. Headers should be short enough to accommodate page numbering.

Font size must be at least as large as 10-point Arial or 12-point Times New Roman. Fonts in figures and tables may be smaller than 11-point, but all must remain legible when reduced to 50% size.

The front matter (abstract, biographical sketch, dedication, contributors and funding sources, table of contents, etc.) and body of the text must be double-spaced.

Long quotations set apart in paragraphs, figure captions, tables, figures and lists in appendices may be single-spaced. The bibliography or reference list may be single-spaced.

Page Numbering

After the title page, each page in the thesis, including pages with tables, figures, references and appendices, must include a page number.

The front matter (all pages preceding the first page of Chapter 1), including the title page, is numbered using lower-case Roman numerals (ii, iii, iv, etc.) The title page is considered page “i” but is the only page that does not include a number on the page.

The first page of Chapter 1 is page 1. All pages that follow, including the narrative, any figures or tables, bibliography and appendices, are numbered consecutively in Arabic numerals. Do not renumber from the start of each chapter. Page numbers must be placed in the top margin of each page, preferably at the top right. They may be placed outside of the required margins (between the required margin and the page edge) but should be at least ¾ inch from the edges of the page.

If you are including any landscape-oriented pages, number all your pages in the upper right corner rather than centered at the top of the page, because at least half the time, the numbers will be in the correct position to appear in the upper outside corner when the thesis is printed double-sided. When the landscape page appears on the left side (back of a page) with the top of the image to the left, the page number will be correctly located on the upper right (usual position when numbering is automatic). However, when the landscape page appears on the right side with the top of the image toward the binding, the page number will need to be at the bottom right of the landscape page in order to appear on the upper right when the document is bound. In this case, the automatically printed page number can remain, but it should be supplemented by a second page number added as a text box at the bottom right. The numbers on landscape pages may face sideways, as long as they are positioned correctly on the page.

Placement of Tables and Figures in the Text

Each table and figure must have a unique number and title and must appear on a numbered page, either alone or on a page with text. Table and figure titles must be identical in the table of contents list and the text. If it is necessary to have the legend on a separate page, it must carry its own page number.

The Order of Thesis Contents

The thesis must include the following components in the following order. Optional pages are noted. Instructions follow on format and content of several of these sections. Each heading in your front matter must be the same font/size/placement. This includes the Table of Contents, List of Tables, List of Figures, etc.

The page numbering scheme is provided as an example, but numbering should be adjusted based on the components included and the number of pages of each. Page numbers on all front matter are lower case Roman numerals. Title page is page i but is not numbered. Page numbers on thesis content are Arabic numbers. Chapter 1 is page 1 and is numbered.

Content Order	Sample Page Numbering
Title page	i
Counted as first page but not numbered	
Do not include in Table of Contents	
Dedication (optional)	ii
Do not include in Table of Contents	
Table of Contents	iii
Include front matter listed below followed by entries for text of thesis	
Do not include an entry for the Table of Contents in the Table of Contents	
Biographical Sketch	iv
Acknowledgements (optional)	v
Abstract	vi
Contributors and Funding Sources	vii
List of Tables (when applicable)	viii
List of Figures (when applicable)	ix
List of Schemes (when applicable)	x
List of Symbols (when applicable)	xi
Chapter 1 (numbered)	1
Remaining Chapters	2, 3, etc.
Summary or Conclusion (may be a section in the final chapter)	4
Bibliography or References	5
Appendices (when applicable)	6

Title Page

The title of the thesis is typed in upper and lower case letters. Do not use all upper case letters. This is to insure that the words (such as proper names) within the title are capitalized correctly when listed elsewhere.

Do not include degrees or credentials of your advisor(s) and do not list other members of your committee. Committee members are listed in the Contributors and Funding Sources page. Include the word 'Professor' in front of the name of each advisor on the title page.

The name of your department and school appear on the title page. If you are in an interdisciplinary program, list the program name rather than a department, followed by the school(s).

Provide the year (but not the month or day) of your expected degree conferral. The degree conferral may, or may not, be the same year as the defense. Please refer to the PhD calendar for completion dates required for each of the five conferral dates through the year.

Dedication (optional)

This is a single statement on its own page following the title page indicating an individual or group whom you wish to honor by the production of this work. If you include a dedication, it will be numbered as page ii. Acknowledgments are different; see below.

Table of Contents

The table of contents needs to include entries for all of the front matter except for the title page and table of contents page. Also include, as part of the front matter, entries for your List of Tables, List of Figures, etc. (if applicable). Following those entries, indicate the title and page numbers of the main divisions or chapters and the major subdivisions or subheading levels. The numbering and wording used in the Table of Contents **must match the numbering and wording of the titles and headings in the front matter and text**. See above for correct page numbering.

You need not include every level of subheading, but if you include any listings from a certain level, you must include all from that level. Levels can be indicated in the table of contents by indenting, numbering or both.

The bibliography and any appendices must be listed with their starting page numbers.

Biographical Sketch (not to be called Curriculum Vitae)

In one to three paragraphs, provide some basic facts about your scholarly life and career, without including personal data such as birthdate. These include the colleges and universities attended, the major fields of study at each, and the degrees and academic honors awarded. If you have relevant professional experience such as employment in your career field, you may describe it briefly. Follow this with a description of your work at the University of Rochester, including dates of residence, graduate programs pursued, name(s) of advisor(s), and all university appointments (e.g. fellowships, scholarships, research and teaching assistantships or traineeships). Do not include a complete scientific curriculum vitae or professional resume. Do not include future plans or employment.

Follow this narrative with a *r e f e r e n c e* list of all works published or in review for publication during your time at the University, including content or results from the dissertation that have been published in full or in part. This listing may include publications mentioned on the Contributors and Funding Sources page. See that section below on including previously published articles as chapters in the dissertation.

Acknowledgments (optional)

Acknowledgments are a statement of appreciation from you to others such as mentors, advisors, colleagues, friends and family, for their support during your doctoral study. Recognition of colleagues' or mentors' direct contributions to this work and of awards or funding sources that provided support for the work will appear in a subsequent section on Contributors and Funding Sources.

Abstract

The abstract should present a brief summary of the thesis indicating the purpose, the procedures or methods used, the results or product that was produced, and the conclusions you reached.

Contributors and Funding Sources

In this section, name all members of the dissertation committee. Then, any collaboration with others in carrying out your dissertation research or in publications reflecting that research must be clearly described, and your independent contributions must be made clear. The sources of financial support for your research

must be listed. If you completed all the work independently without outside funding support, indicate this here as well.

You may include as chapters or sections in the dissertation your own work that has been previously published elsewhere, as long as that publisher's copyright permits, and as long as your contribution to multi-authored work is made clear in this section. The dissertation will not be approved if any content is subject to governmental or other restrictions that limit freedom of publication.

List of Tables (when applicable)

If tables are included, all tables, whether on separate pages or included in pages of text, must be numbered and listed. Tables must be numbered uniquely and consecutively from beginning to end of the thesis. **Table titles listed must be identical to the titles used within the body of the work.**

List of Figures, List of Schemes and/or List of Symbols (when applicable)

If photographs, maps, diagrams, graphs or drawings are included, a list with numbers, titles, and thesis page numbers must be included. If more than one category of illustration is used, provide an individual List of Figures, an individual List of Schemes and an individual List of Symbols, etc., each starting on a new page.

As for tables, figures must be numbered uniquely and consecutively from beginning to end of the thesis, and **figure titles listed must be identical to those used within the body of the work.**

A List of Symbols or List of Abbreviations may be included after the List of Tables and/or List of Figures. Provide, in alphabetical order, the abbreviations and the words they represent. Page numbers are not required.

Bibliography or Reference List

Books, articles and other materials used in the dissertation should be listed according to the accepted bibliographic practice in the field of your thesis. A single bibliography at the end of the dissertation is preferred. If you list references or a bibliography at the end of each chapter, the first page of each should be listed in the Table of Contents. Bibliographies may be single-spaced.

Ethical scholarship requires that you show clearly the sources of the facts and concepts represented in your dissertation, whether published books and articles, unpublished historical documents or theses or personal communication with other workers in the field. The format of this documentation varies by field. Consult with your department and advisor for standard reference procedures in your discipline and apply them consistently. **Plagiarism, even if unintentional, can result in forfeit of your degree.**

Appendices

Long or detailed tables, questionnaires, approval letters or other materials that are relevant to the thesis but are not necessary to understanding the text, should be placed in an appendix or appendices and listed in the Table of Contents. All appendix pages must be numbered and are to be included in the Table of Contents.

Previously Copyrighted Material

If your dissertation includes any material (your own or others) subject to prior copyright, including psychometric instruments, poetry, fiction, images or figures, you **MUST** provide evidence that you have permission from the prior publisher to include them in your thesis.

Format of Title Page

Dissertation Title Typed in Upper and Lower Case Letters: Not all Caps or all Lower Case Letters

by

Your Name [no degree credentials]

Submitted in Partial Fulfillment of the

Requirements for the Degree

Master's of XXX (Indicate Arts or Science)

Supervised by Professor [Your Advisor(s)' first and last name-- no degree credentials]

(School Name and department or program, if applicable, centered on the page (see examples below))

Department of Chemistry
Arts, Sciences and Engineering
School of Arts and Sciences

OR

Department of Mechanical Engineering
Arts, Sciences and Engineering
Edmund A. Hajim School of Engineering and Applied Sciences

OR

Department of Music Theory
Eastman School of Music

Health Practice Research
School of Nursing

Education
Warner School of Education

Business Administration
Simon School of Business

OR

Department of Biochemistry and Biophysics
School of Medicine and Dentistry

Program in Neuroscience
School of Medicine and Dentistry

University of Rochester
Rochester, New York

2017 (or year of degree conferral)

Notes: No page number is printed on the title page but it is counted as page "i".

Primary advisor or co-advisors are listed, not the entire committee.

Preface the advisor(s)' name(s) with the word Professor

Department name is listed if program arises from one department.

Program name is listed if different from department name or crosses departments.

School or schools are listed.

Example of
Table of Contents

This will be either page ii or page iii, depending on whether or not you have a dedication page.

Include your front matter with headings and lower case Roman numeral page numbers. Use of the word processor table of contents function or a table format (with no borders) rather than tabs is recommended.

Do not include listings for the title page, dedication page or the table of contents itself

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Chapter 5 Intended and Foreseeable Consequences, Acquiescence, and Moral Responsibility	156
Chapter 6 The Failure of Utilitarianism	197
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Appendix A	256
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Note: Be sure the page numbers line up beneath one another. They can be either right or left justified.

In the pages following the Table of Contents, include the List of Tables, List of Figures, etc., if applicable, continuing the lower case roman numeral page numbering.

Example of Table of Contents

This will be either page ii or page iii, depending on whether or not you have a dedication page.

Include your front matter with headings and lower case Roman numeral page numbers. Use of the word processor table of contents function or a table format (with no borders) rather than tabs is recommended.

Do not include listings for the title page, dedication page or the table of contents itself

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Contributors and Funding Sources	viii
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1.2 Early Landmark Studies of Highly Vibrationally Excited Molecules	4
1.3 Intramolecular Vibrational Energy Redistribution from Frequency Domain Spectra	6
1.3.1 Introduction	6
1.3.2 Perturbation Theory Point of View	7
1.4 Spectral Congestion in IVR Studies	17
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2.1 Vibrations in Polyatomic Molecules: Local vs. Normal Modes	25
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Example of
Biographical Sketch (do not call this Curriculum Vitae)

The author was born in [City, State, Country.] He/She attended [XXXX] University and graduated with a Bachelor of Arts/Science degree in [major]. Provide a similar description for any Masters degrees.

Describe professional or career path prior to your study, if applicable. He/She began doctoral studies in [field] at the University of Rochester in [year]. He/She was awarded a Name(s) Fellowship in 200X and 200X][if applicable]. He/She pursued his/her research in (subject area) under the direction of advisor(s) names(s).

The following publications were a result of work conducted during doctoral study: [list full bibliographic reference information in the format used elsewhere in the dissertation]

Publication A

Publication B

Etc.

Notes: The Biographical Sketch is written in the third person.

Do not include the anticipated date of your doctoral degree nor any future plans or employment.

Example of
Contributors and Funding Sources

This work was supported by a dissertation committee consisting of Professor XXXX [advisor – also note if co-advisor] and XXXX of the Department of [Home Department] and Professor(s) XXXX of the Department of [Outside Department]. The data analyzed for Chapter 3 was provided by Professor XXXX. The analyses depicted in Chapter 4 were conducted in part by Rebecca Jones of the Department of Biostatistics and were published in (year) in an article listed in the Biographical Sketch. All other work conducted for the dissertation was completed by the student independently. (If applicable) Graduate study was supported by a XXXX [name of Fellowship]. Also include any sponsoring grant information here.

Example of
List of Tables

(use the same format for List of Figures, List of Schemes and List of Symbols, if applicable)

Table	Title	Page
Table 4.1	Laser operation parameters.	65
Table 4.2	Gas conditions for supersonic free jet expansion.	69
Table 5.1	Deconvolution calculation of the 5νOH spectrum of CH ₃ OH.	83
Table 5.2	Fundamental frequencies (in cm ⁻¹) for methanol and isotopically substituted methanols in the gas phase.	86
Table 5.3	Zero-point energies (from ref. 11) and relative populations at different temperatures for the for the different conformers of CH ₂ DOH and CHD ₂ OH.	100