TABLE OF CONTENTS

Page

GENERAL INFORMATION FOR THESES, CLINICAL PAPERS,

AND FIELD PROJECTS 4

Introduction 4

Manuscript Preparation and Requirements 6

Registration 6

Committee Selection 6

Research Proposal Form 6

Approval for Human Participation and Animal Care 7

Resources for Preparing Thesis, Clinical Papers, and Field Projects 8

UW Oshkosh Writing Center 8

UW Oshkosh Presentation Lab and Instructional Resources

Center 9

UW Oshkosh Computer Labs 9

Format Approval 9

Submitting the Finalized Thesis, Clinical Paper or Field Project 10

Grading 13

FORMATTING A THESIS, CLINICAL PAPER, OR FIELD PROJECT 15

Typists 15

Paper Quality 15

Print Quality 16

Character Size 16

Font Type and Size 16

Italics and Underlining 16

Color 17

Photographs 17

ORGANIZATION OF THE THESIS, CLINICAL PAPER OR FIELD PROJECT 18

Preliminary Pages 18

Abstract 18

Title Pages 21

Official Degree Titles 21

Dedication 26

Acknowledgments 27

Table of Contents 28

TABLE OF CONTENTS (Continued)

Page

List of Tables/List of Figures 30

Text 31

Formatting Tables and Figures 31

Pagination 32

Justification 32

Line Spacing 32

Margins 32

Seriation 33

Reference Citations 33

Landscape Printing 33

Chapter Title 33

Levels of Heading 34

Back (End Matter) 35

Appendix/Appendixes 35

APPENDIXES

APPENDIX A: Research Proposal Form 37

APPENDIX B: Request for Extension of Project Completion 39

APPENDIX C: Manuscript Submission Checklist 41

APPENDIX D: Copyright/Digitized Copy Upload Agreement 43

APPENDIX E: Manuscript Binding Submission Form 45