

Thesis and Dissertation Preparation

Regulations for preparing theses and dissertations

Deadlines for submission

The original should be submitted to the UAMS Library Administrative Office for checking no later than **ten business days** before the degree is to be granted (see Academic Calendar for due dates).

One additional unbound copy must be submitted to the UAMS Library Administrative Office before the date the degree is to be granted.

One PDF copy **with committee signatures** must be uploaded to ProQuest within two business days of submitting the dissertation to the UAMS Library.

Requirements

1. The paper

- a. 8 1/2 X 11 inches, white, high quality bond, watermarked, 100% rag or cotton fiber
- b. Common brands include Lancaster Bond, Old Hampshire Bond, Permanized Parchment Bond. If you have any doubts, take a sample piece of paper to the UAMS Library Administrative Office (2nd floor) for approval.
- c. Special paper instructions
 - i. Photographs, prints, etc.: use photomount paper or dry mounting tissue, available at photographic supply stores. Extra large charts, maps, etc: roll them and turn them in with the thesis; proper folding will be done by the bindery. Where a single fold is necessary, this should be made 1/4 inch from the outer edge.
 - ii. Computer output paper trimmed to standard 8 1/2 X 11 inches may be included directly in the thesis or dissertation in some cases. Consult with a member of the UAMS Library Administrative Office before including computer printouts.

2. Margins

- a. All pages of text must have the following:
Left: 1 1/2 inches; right: 1 inch; top: 1 inch; bottom: 1 inch
- b. Exceptions may be made, at the discretion of the major advisor, for charts, graphs, and special tables.
- c. CAUTION: A too-narrow left margin may result in loss of a portion of the table or illustration in binding.

3. Font, spacing, page numbering

- a. 10 or 12 point font
- b. Print with black ink. Color is acceptable in illustrations, figures, etc.
- c. Double spaced (though tables may be single spaced. Talk to your major professor about formatting if you are not sure).
- d. Bibliography should be single-spaced within entries and double-spaced between entries
- d. Page numbering
 - i. May be top center, top right, or bottom center. Must be consistent.
 - ii. Page numbering must be consecutive. Do not skip pages.
 - iii. Supplementary material, such as appendices, should be numbered.
 - iv. The abstract is not numbered.

4. Copies

- a. Two copies, on high-quality bond paper, must be deposited in the UAMS Library. One is archived and one is available for checkout.
- b. If copies are being made from an original, the type of paper used for the original is unimportant as long as there is clear contrast between paper and print. Use letter quality computer print.
- c. Check that illustrations copy clearly. Pay particular attention to color illustrations.
- d. You may print both copies as long as you are using a well-maintained printer that prints clearly.
- e. Poor quality copy may be rejected by the UAMS Library.
- f. Make sure that a copy is kept with the original signatures for uploading to ProQuest (described later).

Required arrangement of the thesis or dissertation

1. Fly leaf (blank page)
2. Half title (page bearing title only)(See example at end of instructions)
 - a. Center 1/8 inch to the right of the center of the page
 - b. Title: Begin 25 single-spaced lines from top
3. Title page (See example at end of instructions)
 - a. Center 1/8 inch to the right of the center of the page
 - i. Title: Begins 12 single-spaced lines from top
 - ii. Statement 5 lines from last line of the title
For Master of Science thesis

A thesis submitted in partial fulfillment of the requirements for the degree of Master of Science

For Doctor of Philosophy dissertation

A dissertation submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy

- iii. By (5 lines from last line of statement)
 - iv. Full name of the author (5 lines from the word "By")
 - v. Previous degree or degrees with the name of the institution and the year granted (next line down)
 - vi. The year in which the degree sought is **to be awarded** (9 lines from previous line)
 - vii. The University of Arkansas for Medical Sciences (next line)
4. Approval Sheet (See example at end of instructions)
- a. For master's thesis: This thesis is approved for recommendation to the Graduate Council. (12 lines from top, 2 ½" from left side)
 - b. For doctoral dissertation: This dissertation is approved for recommendation to the Graduate Council. (12 lines from top, 2 ½" from left side)
 - c. Words "Major Professor:" (4 lines below the last line)
 - d. Line (3 lines from the above) needs original signature
 - e. Typed name (next line)
 - f. Words "Dissertation Committee:" for doctoral dissertation or "Thesis Committee:" for master's thesis (2 lines down)
 - g. Line (3 lines from the above)-needs original signature
 - h. Typed name (next line)(Repeat last 2 items for each additional member of committee with 3 lines between each 2)
 - i. Must show original signatures, preferably in blue ink.
5. Acknowledgements (not required)
- a. Be sure to acknowledge any funding source.
 - b. You may also want to acknowledge your committee.
6. Table of contents with page references
7. Body of thesis/dissertation
8. Bibliography
9. Vita of the author, one page (not required)

10. Index (not required)

11. Final fly leaf (a blank page)

Abstract (only required for dissertations)

All items associated with the abstract (described below) should be placed at the front of the dissertation prior to the items listed above. Do not number these pages.

1. Fly sheet (blank page)

2. Half title page (same as for dissertation)

3. Title page (See example at end of instructions)

- a. Centered 1/8" to the right of center
- b. Title of dissertation on line 12 (skip 11 lines)
- c. Statement 5 lines from last line of title: "Abstract of dissertation submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy"
- d. By (5 lines from last line of statement)
- e. Full name of author (5 lines below "By")
- f. Degrees, institution granting, year (next line down)
- g. The year in which the degree sought is **to be awarded** (9 lines from previous line)
- h. The University of Arkansas for Medical Sciences (next line)

4. Approval sheet (See example at end of instructions)

- a. "This abstract is approved by:" (15 lines from top, 2 1/2 " from left side)
- b. Line for signature (5 lines from above)
 - i. Must have original signature, preferably in blue ink
- c. Typed name of major advisor (next line)

5. Body of the abstract

- a. Center the word "Abstract" over the first page
- b. 350 words or less. If the candidate or major professor considers it advisable for the official abstract to exceed the 350 word limit, two copies of a longer version may be submitted, together with one copy of an abridgement of 350 words or less.
- c. No page numbers

6. Fly sheet (blank page)

Publication of dissertation and abstracts

The University of Arkansas for Medical Sciences participates in the ProQuest Dissertations Publishing. All candidates for the PhD are required upload their dissertation to this site at the time the dissertation is submitted to the UAMS Library except in those cases in which copyright clearance cannot be obtained. When you upload your dissertation to ProQuest, you give them a non-exclusive license to distribute your dissertation and publish your abstract. You will receive an email from the Graduate School office instructing you how to log on to the ProQuest site.

The dissertation must be uploaded in PDF form, including the abstract signature page, the abstract, and the complete dissertation (including the dissertation signature page). You must also enter your abstract separately (cut and paste works) into one of the fields. Additionally, you must enter up to six key words for your dissertation. Once it is uploaded, the Graduate School office is notified and must approve.

Dissertations may be copyrighted, if desired, through ProQuest at an additional charge. The fee may be paid by credit card at the time the dissertation is uploaded. You can also copyright your work on your own through the U.S. Copyright [office](#).

Useful resources

1. Turabian, Kate L. Manual for Writers of Term Papers, Theses, and Dissertations. Chicago: University of Chicago Press
2. Campbell, William Giles. Form and Style in Thesis Writing. Boston: Houghton Mifflin Company
3. The MLA Style Sheet, PMLA
4. Committee on Form and Style of the Conference of Biological Editors, Style Manual for Biological Journals, Washington

Characterization of SarA-a global virulence gene regulator in *Staphylococcus aureus*

Characterization of SarA-a global virulence gene regulator in *Staphylococcus aureus*

A dissertation submitted in partial fulfillment of the requirements for the
degree of Doctor of Philosophy

By

Author full name
Previous degree, Institution, Year

Year PhD awarded
University of Arkansas for Medical Sciences

This dissertation is approved for
recommendation to the Graduate Council

Major Professor:

Typed Name, Degree

Dissertation Committee:

Typed Name, Degree

Typed Name, Degree

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