

**Thesis Instructions
for
Master of Science in Biology**

submission and formatting instructions

Thesis Format Requirements for Master of Science in Biology

This manual provides formatting guidelines for students writing theses in the Master of Science in Biology program. Thesis guidelines are based on *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers* (8th ed.). Additional document formatting guidelines reflect University of the Incarnate Word's standards for presentation of student scholarly work.

Student theses are deposited into *The Athenaeum*, University of the Incarnate Word's electronic repository. *The Athenaeum* is an open-access repository, which means that works in the repository may be accessed and read by anyone at no charge. Given this heightened level of access to student work, it is important that all such work be accurately and correctly presented.

Faculty thesis supervisors have the leeway to specify individual thesis formatting elements including citation systems and heading styles; therefore, when submitting theses to *The Athenaeum* as part of the process of format review and approval, students must include information about their faculty supervisor's specific formatting instructions.

Procedure for Submitting Theses for Format Review and Approval

Students use *The Athenaeum* to submit theses to the Office of Research and Graduate Studies for format review and approval. This is a short description.

1. Go to <https://athenaeum.uiw.edu/> .
2. Find Author Corner and select "Submit Research."
3. At the Submit Your Research page, select the link "Theses & Dissertations."
4. At the Login page, select the "Sign up" link.
5. Complete all fields.

6. A Submission Agreement page will open. This agreement gives the library permission to display your work. For questions about the agreement, read the information available under *The Athenaeum's* "About" and "FAQ" tabs. Select the checkbox and the "Continue" button to go to the intake form.
7. Follow the instructions to complete all fields. Important: In the Author information field, enter a permanent email address, not your UIW email. The Athenaeum system is programmed to send you updated readership statistics about your work. Lastly, make sure to add University of the Incarnate Word as your institution.
8. The final step to completing the intake form is Upload Full Text. This allows you to upload your thesis to the system. Use the "upload the file from your computer," not the "import file" or "link out to."
9. Select "Submit." This will complete your order and will send a notice to the Office of Research and Graduate Studies that a student document has been deposited and is ready for format review.
10. Your initial order is complete. As the review process continues, you will receive emails asking you to login to your account to view various files. Files that will be added to your account as supplementary files include a SafeAssign Report and a Format Report that details format corrections that must be made before your thesis is approved/accepted. These files are visible only to you and site administrators.
11. When all format corrections /revisions are completed, you will login to upload the final version of your thesis. Once the final version is approved, you will receive a copy of the Thesis Clearance form. The stakeholders in your degree and thesis process are listed at the bottom of the form.

12. After approval, and after the Registrar has confirmed the awarding of your degree, the thesis is turned “live” in *The Athenaeum*. If you have requested an embargo on your work, viewers will be able to see only your metadata until the end of the embargo period.

Policies for Master’s degree programs: see the Graduate Bulletin 2016-2018, pp. 28–33. Thesis policies and procedures are detailed on pp. 30–33.

General Elements of the Thesis

Theses should have the following page elements in the following order:

Preliminary pages

- Title page
- Copyright page
- Acknowledgments
- Dedication page (optional)
- Abstract
- Table of Contents
- List of Tables (if used in text)
- List of Figures (if used in text)
- Other Lists (if used in text)

Narrative pages

- Body of text
- References (Bibliography)
- Appendices (if used)

Preliminary Pages

Preliminary pages are formatted to UIW standards, and CSE style does not apply to them. Best practice is to use the preliminary page templates; you can simply insert your own text where needed.

All pages are numbered using lowercase roman numerals in the upper right page corner.

Your text should appear as it is in the template pages, including case, spacing, and location on the page. You may, however, choose to use another font.

Narrative Pages

Guidelines for narrative pages do not apply to preliminary pages, but apply to all Arabic numbered text pages, including references (or bibliography) pages, and appendices.

Language

The thesis must be written in English.

Punctuation

Observe all conventional standards for punctuation and attend carefully to the specific conventions of the style guidelines pertinent to your discipline. Punctuation guidelines are based on standard U.S. English usage.

One Space After Final Punctuation

It is perfectly acceptable to use two spaces after final punctuation in any draft of the thesis; however, it is essential to remove this double space before submitting for format review. Manuscripts with double spacing between sentences will be returned for correction.

Typeface & Typeface Size

Your faculty supervisors may express a font preference; the generally accepted default preference is Times New Roman. Whatever font is chosen, use that same font on all pages, including all body text, headings, page numbers, table titles, and figure captions. You may, however, use a different font inside tables and figures.

Font Styles

Use regular font throughout—do not use script, italic, slanted, or bolded fonts, or typefaces with characters of different sizes. Where appropriate, italic, bold, and other font treatments may be used, but authors must always follow their style manual guidelines.

Line Spacing

Double space all lines of text, including in references.

Margins

1 inch margins all sides, top, bottom, left, and right. Document headers and footers should be set to .5" (1/2 inch).

Pages with illustrations placed in the landscape orientation must be positioned with the top of the illustration at the left, or binding, edge. The page number for landscape page will need to be manually placed in the portrait position. For advice on how to manually place a page number in Word, see <http://support.microsoft.com/kb/211930/>.

Justification

Justify only the left margin. Use a ragged (non-justified) right margin and allow all lines to wrap automatically. Do not divide words with a hyphen at the end of a line of text. Left justify all block quotes and any other text that is further indented from the left margin.

Page Numbering

Number all pages consecutively in the upper right corner of the page. Assign a number to every page of the thesis. Use the same font for page numbers as used in the rest of the document. Do not embellish any numeral with punctuation or other typographical symbols.

Reminder: Page numbering for preliminary pages differs from text pages. Use lowercase Roman numerals placed in upper right corner for preliminary pages; use Arabic numbers for text pages.

Headings

Council of Science Editors style guidelines do not make recommendations for headings. Their guidelines state simply that headings should be consistent; your advisor may have a preference for the style of headings which best illustrates the structure of your thesis

presentation. A commonly used heading system is one in which major headings are placed all in uppercase letters and centered on page:

HEADING

Subheadings are also centered, but are italicized and in title case:

Subheading

Another acceptable format system is that of the American Psychological Association (APA). APA headings allow for as many as five levels; however, most biology theses will utilize only levels one and two, and, occasionally, level three. APA headings are shown here:

<p>Centered, Boldface, Uppercase and Lowercase Headings</p> <p>Left-aligned, Boldface, Uppercase and Lowercase Heading</p> <p style="padding-left: 40px;">Indented, boldface, lowercase heading with a period.</p> <p style="padding-left: 40px;"><i>Indented, boldface, italicized, lowercase heading with a period.</i></p> <p style="padding-left: 40px;"><i>Indented, italicized, lowercase heading with a period.</i></p>

Citations

Your advisor can help you choose your citation formatting system. CSE style accepts three options, which are the **name-year**, **citation-sequence**, and **citation-name**. The name-year system is similar to the APA author-date system, with a references section ordered A to Z by last name of author. The citation-sequence and citation-name systems use superscript numbers to indicate the citation; in the citation-sequence system the references are listed in numerical order (the order in which they appear in text), whereas in the citation-name system the references section is ordered A to Z by last name of author

See the CSE manual, chapter 29, for examples. An authoritative citation/reference entry quick guide is available at this link: <http://www.scientificstyleandformat.org/Tools/SSF-Citation-Quick-Guide.html>