

**Standards for the Preparation of Theses and Dissertations
at the University of Massachusetts Boston**

**Office of Graduate Studies
Campus Center, 2nd floor, suite 2100**

**617-287-7400
graduate.studies@umb.edu**

**May 2023
Supersedes All Previous Editions**

Welcome!

Congratulations on the completion of your studies and your thesis/dissertation! Now it is time to prepare your document for publication, both in bound volumes and online. These standards will guide you through the process of preparing your thesis or dissertation for submission to the Office of Graduate Studies (OGS) where an editor will review it for compliance with these Standards. These Standards will help you create a polished and professional document suitable for publication.

Please use these guidelines from the moment you begin your thesis or dissertation. Doing so may save you time by shortening the review process once you have submitted your document to the Format Editor at OGS. *You should not use theses or dissertations written prior to October 2018 as models for manuscript preparation and formatting, since they may not conform to the current standards*

Your manuscript **must** meet these standards in order to be approved for publication. You may find that some of these requirements may differ from style manuals published by professional associations. For those works which you may have already published as articles in professional journals, some changes to your document may need to be made in order for the document to meet these University guidelines.

All theses and dissertations must be submitted electronically to the UMass Boston-ProQuest/UMI web site. No paper copies will be required or accepted.

A step-by-step guide to using submitting your document to the ProQuest/ETD is available at the UMass Boston Graduate Studies website - https://www.umb.edu/academics/graduate/info_for_graduate_students/graduating_from_umass_boston/theses_dissertations

DEADLINES FOR SUBMISSION:

You must submit your defended, completely revised (if required by your committee), and fully formatted thesis or dissertation to the Office of Graduate Studies (OGS) via the UMass Boston/ProQuest/UMI ETD website by the following dates:

April 20 for a May degree date

July 20 for an August degree date

December 1 for a December degree date

OVERVIEW

WHAT SHOULD I DO FIRST?

1. Defend your dissertation or thesis and have your committee members sign the signature page. You must have a signed signature page in order to submit your document for format review.

An important note about the signature page

Ideally, you must have your committee sign the original paper copy of your signature page. Electronic signature pages will be accepted if you have a committee member who is off campus or out of reach in person.

Once your page is signed, create a scan of the page because you will need it for submission of your document. You will need it when you submit your document to ProQuest. Upload the scan as a supplemental file.

But you must still send the original paper copy to Carol Cullen at the Office of Graduate Studies. Electronic signatures will be accepted.

2. Format the document in accordance with these Standards. Follow the sample pages exactly. Create a signature page by following the sample page. Do not add anything more than you see on the sample. For example, do not add "PhD". Send the signature page to the format editor for approval before it is signed by your committee.

3. Submit your document to the ProQuest website. Your document must be **defended, revised (if required by your committee), and fully formatted** before you submit it. Email the signed signature page to the format editor or submit it on ProQuest as a supplemental file. Submit a pdf of your document via the UMass Boston-ProQuest/UMI ETD website:

<http://www.etdadmin.com/cgi-bin/school?siteId=283>

A note about PDF conversion

Your materials must be a PDF (Portable Document Format). If you do not have conversion software, there is a conversion program on the website. However, this conversion takes significantly longer than doing the conversion yourself. If you have any problems, contact ProQuest customer service at 800-521-0600, and a representative will assist you.

Supplemental files

All sound files, computer animations, and video files should be submitted as separate files as supplemental files. You may also include other items in supplemental files such as datasets and larger tables, figures, or appendices. Supplemental files will be included on a CD in the bound volumes.

"Fair Use" and copyright permissions

Remember that for submissions of previously copyrighted materials that exceed the parameters of "Fair Use" as that term is used in U.S. Copyright law, submitters must obtain permission from rights holder.

Seeking an Embargo

There are a number of reasons that an author may wish to restrict access to his or her work, including patent pending, data sensitivity, and pre-publication concerns. The ETD submission software provides a method for written restriction requests. The university will consider all such justifications for no more than a three year embargo period, during which your document would not be made available. All embargoes must be recommended by your advisor/graduate program director and approved in writing by the Graduate Dean. At the end of the requested period, your document will join all other theses and dissertations available to the public at ProQuest and the UMass Boston Library.

Future publication considerations

Many authors, especially in the humanities, produce books from their dissertations. Some publishers may have concerns about a book based on a thesis or dissertation that has been previously available on the web. We recommend, therefore, that you check with your program director and/or your publisher about whether depositing your document in the repository would jeopardize your publication plans in the future. Since most books produced from dissertations require considerable revision, there is a strong argument that depositing a thesis or dissertation in the repository would not amount to a prior publication.

Copyright information

A thesis or dissertation automatically falls under general copyright protection as soon as it is fixed in final form. No fee or formal registration with the Library of Congress is required. However, a copyright notice should be placed on the page following the title page. See the sample page at the end of these standards. This copyright notice is generally sufficient, but if formal registration is desired, you may either contact the Copyright Office at the Library of Congress or (in the case of doctoral dissertations only) obtain this registration as a supplementary service from ProQuest/UMI when the work is submitted. An electronic copy of the abstract may be kept by the Office of Graduate Studies or Healey Library and may be published (hard copy or electronically) as part of collections of abstracts, theses and/or dissertations.

University of Massachusetts Intellectual Property Policy, Amherst and Boston (Doc. T96-040) states that "Theses and Dissertations - The texts of all student theses and dissertations, and derivative works of these works, are considered Exempted Scholarly Works; therefore, the student will own copyright to the Scholarly Work...., subject to a royalty-free license to the University to reproduce and publish the Scholarly Work."

Purchase requirement

When you submit your document, you will be required to purchase two bound copies, one for the library and one for your program. You will also be able to order bound copies for yourself, if you wish.

WHAT DO I NEED FOR SUBMISSION TO THE PROQUEST WEBSITE?

1. Your thesis or dissertation in PDF format; make sure there is no password protection on the file. You should include an unsigned Signatory Page in the pdf; do not include the signed signatory page in the pdf.
2. An electronic copy of your abstract to cut and paste
3. Supplemental files that are part of your document, if any
4. **Signed Signatory Page:** attach an electronic copy of your signed signature page as a supplemental file to your submission on ProQuest.
5. Chairperson and Committee Members names and titles
6. Subject Categories - ProQuest will ask you to assign categories to your document.
7. Credit/Debit Card for payment

FEEES FOR SUBMISSION

The fees for the submission of your thesis/dissertation must be paid when you submit your initial thesis/dissertation. The amount of the fees will depend on the publishing options you select. ProQuest determines these fees.

ETD Fees (May 2023)

Traditional Publishing: \$0

Open Access Publishing: \$95.00

Register copyright: \$75.00

Library Bound - \$30 - The system will require you to order two library bound copies of your thesis/dissertation. One copy goes to your program and the other to Healey Library. You may order additional copies for your personal use.

When you have submitted your document to the ProQuest website, the site will send you an email acknowledgement.

WORKING WITH THE FORMAT EDITOR

Before your defense, if possible

Introduce yourself to your format editor by email (optional). Feel free at this time to ask any questions you may have about format. Your editor will be Carol Cullen (carol.cullen@umb.edu).

Email the format editor a copy of your Signatory Page to obtain approval of its format before seeking the actual signatures. Follow the sample page in the Standards. Please be attentive to the details of the signatory page, particularly the name and title of each committee member, since errors will require you to have the page re-printed and re-signed by your committee again.

After your submission, the review process will begin.

You will be contacted by the format editor within ten days of your submission. If you do not hear from the editor within ten days, please email her.

Theses and dissertations will be reviewed for format in the order in which they are received. You are welcome to submit your thesis/dissertation prior to the published initial submission date in order to give yourself more time to make revisions. We recommend beginning the formatting process as soon after your defense as you can.

The editor will review your document and email you with any changes required to bring your document into compliance with these Standards. You will be given a deadline by which you should make these changes. You must make all the revisions that are required by the format editor within the deadline the editor has given you, so that you can complete the process in time to qualify for graduation.

Ph.D candidates must also complete the Survey of Earned Doctorates, which the format editor will send to you. You must return the completion certificate to the editor.

The format editor is responsible only for the standards listed in this document. This manual will delineate important issues such as pagination, margins, and font. Should any discrepancy exist between these standards and the manual used in your program, these requirements take precedence. Issues of content, grammar, footnote and endnote format, and bibliographical format are the purview of the program.

For issues unrelated to the formatting requirements set out in these standards, you should consult with your program director regarding the specific format-and-style manual adopted by your program and approved by the Office of Graduate Studies. For any issue not covered in your program's approved style guide or these requirements, refer to Kate Turabian, *A Manual*

for Writers of Term Papers, Theses, and Dissertations, 7th edition (paperback), Chicago: University of Chicago Press, 2007.

The format editor is primarily responsible for making sure that you have correctly followed these OGS standards in all respects. He/she will not approve your thesis/dissertation until ALL of these standards for format have been successfully met.

Please note: *There may be multiple steps to the revision process, and you may need to revise your thesis/dissertation more than once before you obtain the final OK from your format editor.*

When your formatting is complete, the format editor will notify you in writing.

When will the copies be delivered?

The copies you ordered for your program and the Healey Library will be delivered eight weeks after your graduation date. Any personal copies you ordered will be mailed to you by ProQuest. Please make sure that ProQuest has your most current address. If you move after graduation, contact ProQuest customer service at 800-521-0600.

HELPFUL HINTS TO FORMAT YOUR DOCUMENT

These hints are designed to help you avoid common mistakes that will take you the most time to correct. In particular, any mistakes that affect pagination can be time-consuming to fix because then you will have to redo your Table of Contents as well. So make sure you follow the margin instructions exactly. Please use the following tips to help you format your document.

PLEASE NOTE: These are not all the guidelines, and you must still read and incorporate all the guidelines in this Standards for the Preparation of Theses and Dissertations booklet.

1. Make sure you use Times New Roman 12 point font. If you use the wrong font, your page numbers will change when you correct this, and your Table of Contents will have to be redone.
2. Check your margins. They should be LEFT 1.25", RIGHT 1", TOP: 1", BOTTOM: 1". The left margin must be 1.25" because your document will be bound in an 8" x 11" volume. A too tight left margin will cause you to lose important data. This is a common mistake. If you need to correct margins after submission, all the page numbers will change and you will need to create a new Table of Contents.
3. Page numbers should be positioned at least 1" from the bottom of the page (measured from the bottom of the page number to the bottom of the page).
4. The title of each chapter must be 2" from the top of the page, and you should hit return a few times to create some space between the title and the beginning of the text. Use the same spacing between the chapter title and the text in every chapter.
5. Use the orphan/widow control found in most versions of Word. No page can begin or end with a single line of text.
6. Page numbering - Page numbering begins with roman numerals on the Abstract page, which should be page iv. There should be no page numbers on the title page, copyright page or signature page. Continue roman numerals until the first page of your thesis or dissertation, which should be arabic numeral 1.
7. Placement of Tables, Illustrations, and Charts can be tricky. If the table, illustration or chart fills more than half the page, then it can remain alone on the page. If you have sequential small tables, illustrations, and charts that can fit two to a page, then do so.

No landscape pages are allowed. They will not fit when the document is bound into an 8.5 x 11 volume. You may place a table or figure on its side on a portrait-oriented page to make it fit. You

may also shrink it to make it fit. But the title must be at the top of the portrait-oriented page, and the page number must be at the bottom of the portrait-oriented page.

Feel free to contact the format editor with questions or samples of tables/illustrations/charts placement while you are working and before you submit your document.

8. Lists of Figures and Tables - for titles in the Lists, use only the text up to the first period of the title as the title, even if the title on the table/figure is longer than that. Make sure the text you use for your title in the List is identical, word for word, including the words you choose to capitalize, in the text and in the List.

9. All subheadings in the Table of Contents must be identical, word for word, including the words you choose to capitalize, to the subheadings in the text.

10. References - don't split references. Keep the entire citation on the same page.

11. Subheadings - this is a common area of difficulty for students and can be time-consuming to correct. This is how it should work.

The first time the reader sees a subheading in chapter 1, that is the first level subheading. However you format that first level subheading in chapter 1 is how you must format every first level subheading in the entire document. So for example, if the first level subheading in chapter 1 is bold, centered, the first level subheadings in all chapters must be bold, centered. Also, in the Table of Contents, the first level subheading is indented once.

For second level subheadings, these must be formatted differently from the first level subheadings, and every second level subheading must be formatted the same way in every chapter. So for example, if the second level subheading in chapter 1 is flush left, italics, then the second level subheading in every chapter must be flush left, italics. The second level subheadings are indented twice in the Table of Contents.

For subsequent levels, format each level (3rd, 4th, etc.) in a unique way and use that format in every chapter as you did for the first and second level subheadings above. Then indent the subheading one more time per level in the Table of Contents. So the third level subheading is indented three times, the fourth level subheading is indented four times, and so forth.

This can be confusing, but it has to be done this way. One way to keep track is by listing Ch 1, first level subheading, second level, etc., and the format of each one on a separate piece of paper. Then when you do chapter 2 and all other chapters, refer to that list to keep them straight. That is the method the editor will use to keep track of them.

FORMATTING REQUIREMENTS

FONT: The font **MUST** be consistently Times New Roman throughout the thesis or dissertation. There are no exceptions to this rule.

TYPE: The type must be 12 point throughout the text of the thesis or dissertation, with the exception that other type sizes may be used in charts or appendices along with the captions on tables and figures.

STYLE: Throughout the beginning sections (#1-8 below), the style must be plain lettering (i.e. no bold, italics or underline). **No bold, italics or underlining in the Table of Contents.** In the actual text, however, you may use bold, italics and underline, *except* in chapter headings, which must be in plain lettering.

TITLE/AUTHOR/DEGREE: The title of the work, the author's full name and the degree to be awarded must appear *exactly the same* on the title page, signatory page, and abstract. In other words, this information must be identically worded and punctuated in all three places. The title must appear in all capitals in all three locations.

CHAPTER HEADINGS/SUBHEADINGS: Chapter headings and subheadings must be identical, word for word, including the words you choose to capitalize, in the Table of Contents and the text.

DIVISIONS: Pages should not contain "widows" or "orphans," which are single lines of text at the beginning or end of a page. At least two lines are required before the next paragraph or division break. Set the widow/orphan control in WORD to avoid this problem.

SPLIT REFERENCES/CAPTIONS: Do not split references in your bibliography from one page to another. Complete each entry on a single page. Similarly, do not split captions in lists of tables/figures/illustrations from one page to another. Captions for tables and figures must be on the same page whenever possible.

PAGINATION

- All page numbers must be at least 1" from the bottom of the page. All page numbers must appear centered at the bottom of the page. Be sure that the position of the page numbers does not shift, even slightly, from page to page.
- *Do not number* the Title Page, Copyright Page, or Signatory Page. The pages before the text should be numbered using lower case roman numerals. Begin numbering

with the Abstract, which should be numbered iv. Continue Roman numeral numbering throughout the Acknowledgements, Table of Contents, and Lists of Figures and Tables.

- The first page of your dissertation (where the text begins) should be Arabic numeral page 1.
- Once Arabic page numbering has begun, continue throughout the work, including appendices, endnotes, and bibliography.

MARGINS

- The requirements for margins are as follows for ALL pages of theses and dissertations:

LEFT: 1.25"

TOP: 1"

RIGHT: 1"

BOTTOM: 1"

- Two exceptions to the rule:

CHAPTER HEADINGS: text must start 2" from the top

TITLE PAGE: top margin may be greater than 1"

HEADERS AND FOOTERS

There may NOT be any running headers or footers in a thesis or dissertation.
Use of footnotes (rather than endnotes) is acceptable, if approved by your program.

TABLES AND FIGURES

Tables and figures that are too wide for the page may be placed on their sides on a portrait-oriented page. The title should be at the top of the page, and the page number must remain centered on the bottom of the page. **NO LANDSCAPE-ORIENTED PAGES ARE ALLOWED.**

ORDER OF SECTIONS –Traditional Format

Please note that neither the order nor the style of the sections labeled 1-8 may vary from the published standards. There is NO room in these sections for interpretation or creativity. Fonts, spacing, punctuation, and styles must be precisely as specified. Please follow the directions and the sample pages *exactly*.

Title Page - Required, not numbered

Copyright Page - Required, not numbered

Signatory Page - Required, not numbered

Abstract - Required. Begin page numbers, using lower-case Roman numerals, starting with “iv.”

Continue lower-case Roman numeral page numbers until page 1 of your document. Dedication,

Acknowledgments - Optional

Table of Contents - Required

List of Tables/Figures, etc.- If applicable

Text: Begin Arabic numerals, starting with page 1.

Appendices - If applicable; numbered sequentially.

Citations/Endnotes/Footnotes - Consult style manual approved by your program for correct format. Numbered sequentially

Bibliography - Required. Consult style manual approved by your program for correct format. Do not double space entries, and entries must be alphabetized.

ORDER OF SECTIONS - Multi-Monograph (Alternative) Format

The Multi-Monograph thesis/dissertation has at its core a set of monographs (commonly three, but this might range from two to six) each judged by the thesis/dissertation committee to be of a quality and form suitable for publication in the peer reviewed literature of a relevant field. In addition, comprehensive introductory and concluding chapters are **required** and, when appropriate, supplementary supporting materials are to be presented in appendices.

The purpose of the **introductory** chapter is to explain the background or context in which the research is set, and to lay out its significance for the field. This chapter serves as an overview to connect the individual monographs together. It provides an argument justifying the choice of thesis/dissertation topic and would typically include a literature review demonstrating that the research was needed, not yet performed by others, and has a reasonable chance of achieving its stated objectives.

The monographs, which form the body of the thesis/dissertation, are of “publishable quality” but they are often longer than the currently acceptable length of papers in most journals. This permits the thesis/dissertation to serve its archival value, documenting the detailed research methods and results more fully than journal publication will permit. The level of detail in the monographs will be agreed upon by the candidate and the thesis/dissertation advisor and/or committee.

The document’s concluding chapter provides the opportunity to present the broad conclusions of the body of work because it focuses on implications for the field as a whole, rather than simply on the next steps in the research process. In addition, this chapter presents the necessary opportunity to discuss the interdependence of the individual monographs.

The following outline presents the format for the multi-monograph thesis/dissertation. The outline illustrates its basic similarity to the traditional format. It differs in only minor ways, chiefly that methods, results, references, etc., may be presented in smaller units relevant to the various aspects of the work, rather than being collected together in single, large chapters.

Multi-Monograph Thesis/Dissertation Format Sequence

- Title Page - Required, not numbered
- Copyright Page - Required, not numbered
- Signatory Page - Required, not numbered
- Abstract - Required. Begin page numbers, using lower-case Roman numerals, starting with "iv."
- Continue lower-case Roman numeral page numbers until page 1 of your document.
- Dedication, Acknowledgements - Optional
- Table of Contents - Required
- List of Tables, Figures etc - If applicable
- Introduction (Overall)
- Body - Each monograph must contain the following
 - Methodology
 - Results
 - Discussions
 - Conclusions
 - Recommendations
 - Literature Cited

Conclusion (Overall)

Appendix

Biographical Sketch of Author - Required

Although formats for citations vary from journal to journal, literature cited in each monograph must conform to that of the traditional format. **Each reference must include complete authorship, title, journal name, date of publication, volume, and inclusive page numbers.**

In either format, traditional or multi-monograph, the work must be logically connected and integrated into a thesis/dissertation in a coherent manner. Binding reprints or collections of manuscripts together is not acceptable as a thesis/dissertation in either form or concept. The thesis/dissertation must also meet the requirements of the department and the Graduate School; these include originality, creativity, and demonstration of mastery of the subject area, which are discussed further below.

When master's/doctoral research is part of a larger collaborative project, it is crucial that an individual student's contribution be precisely delineated. Candidates must demonstrate the uniqueness of their contributions and define what part of the larger project represents their own ideas and individual efforts. The candidate should be the sole or first author on the manuscripts included in the thesis/dissertation.

TITLE PAGE DIRECTIONS

All text on the title page should be centered both horizontally and vertically, so that there is a reasonable amount of space between written sections on the page. One good way to achieve the exact format is to use the electronic version of the sample page as a template, replacing the information on it with your own.

TITLE: The title in your title page must be at least one inch from the top, but may be more. It must be centered, in all capital letters and double-spaced.

PRESENTATION: “A Dissertation Presented by CAROL A. SMITH” must be exactly as shown in the sample, centered, double-spaced and with the same capitalization. Make sure that the word “by” is not capitalized (AutoFormat may try to capitalize it!) and that the name of the author is capitalized.

If you are a Master’s student, simply change “A Dissertation Presented” to “A Thesis Presented.” The rest of the rules are the same.

SUBMISSION: Again, the submission section (“Submitted to the Office of Graduate Studies... for the degree of”) should look exactly the same for all theses and dissertations. Make sure that you match capitalization exactly. This section should be single-spaced.

DEGREE: This part should be in all capitals.

You should choose the appropriate degree from the following:

- DOCTOR OF PHILOSOPHY
- DOCTOR OF EDUCATION
- MASTER OF ARTS
- MASTER OF BUSINESS ADMINISTRATION
- MASTER OF EDUCATION
- MASTER OF FINE ARTS
- MASTER OF SCIENCE

DATE: Write the month and the year of your graduation. This should appear as December, May or August. Please note that there is no comma between the month and the year and that the month is not in all capitals.

PROGRAM: Make sure that you give the name of your "Program," not of your "Department," and that you write the program name out in full. Do not include tracks.

MARGINS: Margins must match those of the entire document, with the exception of the top margin, which may be larger.

PAGE NUMBER: There should be NO page number on the Title Page.

COPYRIGHT PAGE DIRECTIONS

The copyright notation should be single-spaced and centered, just below the middle of the page. Please note capitalization on the sample page and the fact that there is no period after "All rights reserved...." There should be NO page number on the copyright page.

SIGNATORY PAGE DIRECTIONS

Please note that you should include an **unsigned** signatory page in your pdf; **an electronic copy of the signed page must be submitted with your document to the ProQuest website.** There should be NO page number on the signatory page.

TITLE: Title must be identical in wording, spacing and punctuation to the way it appears on the Title Page and Abstract.

PRESENTATION: The presentation section must match exactly the same section on the Title Page.

APPROVAL: This section should be identical for theses and dissertations, with capitalization and punctuation as shown on the sample page.

ALIGNMENT: Please note that the lines for signatures are aligned on the left with the name/role of the professor. The right end of the lines should also match up exactly with each other. For the Program Director and Chairperson (where applicable), the left alignment should be near the center of the page.

SPACING: You should have the same vertical spacing between each professor, including the Program Director and Chair (where applicable).

PROFESSORS:

The correct academic rank/title for each member of your thesis or dissertation committee should follow the professor's full name. These are some examples of academic ranks/titles: Professor, Associate Professor, Assistant Professor, Lecturer, Adjunct Professor, Distinguished Professor. **Do not include Ph.D in the listings.**

For dissertation committees, any external committee members should be listed in the same manner as other committee members. If external committee members are not professors, they should be listed with their exact titles (see sample page).

Only external professors (those who work outside of UMass Boston) should have their University named after their academic title;; for example

Annabella Maria Iacobacci, Associate
Professor University of North Carolina, Chapel
Hill Member

The line below the member's name (or institution, for external members) specifies the role he/she played in your dissertation/thesis process. Please note that the first professor should be "Chairperson of Committee" and all others should be "Member".

The Program Director and the Chairperson of the Department should be listed after and to the right of the members of the committee. Please note that they should be labeled "Program Director" or "Chairperson" only, without specification of their academic rank/title (e.g. Professor, Assistant Professor).

ABSTRACT DIRECTIONS

An abstract, double-spaced, must be prepared and included in the manuscript. This abstract should be carefully written and proofread, as it will be published in the manuscript and elsewhere exactly as you submit it. It is intended to be a concise summary of the work and usually contains a statement of the problem, the procedure or methodology used, and the conclusion. Please have it read and approved by the thesis/dissertation advisor for style and content before submitting it.

TITLE: First, write the word "ABSTRACT" in all capitals, centered at the top.

Quadruple space, then write your title, exactly matching the way it appears on the Title and Signature Pages.

DATE: Write the month and year (with no comma in between).

AUTHOR/DEGREES: You should center this part, and it should be single-spaced. Write your name (exactly as it is elsewhere in the document, but lower case), followed by your undergraduate degree (B.A. or B.S.) and college/university. There should be a comma between each of these.

On the second line, write the second degree you earned, followed by the university. Repeat this process until you get to the degree that you are currently obtaining, as you will have this degree by the time this work is published.

ADVISOR: Centered: write "Directed by" plus the name of your advisor. Use his/her academic title, followed by the name, written exactly the way it was on the signatory page.

TEXT: Double space and begin your abstract. The text must be double-spaced.

TABLE OF CONTENTS (TOC) DIRECTIONS *(FOLLOW THE SAMPLE PAGES EXACTLY!!)*

TABLE OF CONTENTS: Should be written in all capitals and centered at the top of the page.

LEADER CHARACTERS/PAGE NUMBERS: You must use leader characters (a line of periods between the title and the page number) and right justify the page numbers. In most versions of Word, you can do this in the Tabs section. Do not use only periods without setting the tabs because the page numbers will not line up on the right exactly. Here is a link to a video that will show you how to set tabs and leader characters.

<https://www.youtube.com/watch?v=81-YvgN439k>

Everything listed in the Table of Contents should be given a page number.

If the title of the chapter/subheading is more than one line long, then the leader characters should be placed at the end of the title. The ends of the previous lines of the title should not extend beyond the right-hand end of the leader characters.

BEGINNING SECTIONS: Here, you will list Acknowledgments and/or Dedication, and the Lists of Figures/Tables/Illustrations, as applicable. The entries for these sections should be in all capitals, left-aligned, and double-spaced.

CHAPTER/Page: In the left column, above the list of chapters, write CHAPTER in all capitals. Then, in the right column, above the page numbers, write Page (not all caps). There should *not* be leader characters between CHAPTER and Page. Do this on all pages of the Table of Contents.

CHAPTERS: Chapter titles must be written in all capitals. You may use either Roman or Arabic numerals for chapter numbers, but you must use the same ones in the Table of Contents and the text. You should double-space *between* chapter listings, but single-space subheadings *within* chapter listings. Single space long titles. Follow the sample page in the Standards.

If you have to split a chapter listing between pages of the TOC, make sure you do not leave a single subheading widowed/orphaned either at the bottom of the page or the top of the next one.

PARTS: If you have different “parts” in your thesis or dissertation, you may label them in all capitals, centered, without page numbers. Notation of “parts” is the only notation in the TOC that should not be listed with a page number.

CHAPTER SUBHEADINGS: Chapter subheadings should not be in all capitals. You should tab for the first level of subheadings, and this tab should remain constant throughout the TOC. Tab twice for a subsequent level of subheadings. **Subheadings in the Table of Contents and in the text must be identical, word for word, including the letters you choose to capitalize.** Single space long titles. Follow the sample page in the Standards.

LIST OF TABLES, FIGURES or ILLUSTRATIONS DIRECTIONS

Please follow all the same rules as for the Table of Contents, with the exception that:

- If it is a LIST OF FIGURES, then you should write “Figure” on the top left column (instead of “CHAPTER,” as in the TOC). If it is a LIST OF TABLES, then you should write “Table” on the top left column, and so forth. Do this for all pages of the Lists.

- If you have both figures and tables, then you should normally create two separate lists on separate pages.
- If you have two or fewer in either category, then you may combine the lists into one, labeled “LIST OF FIGURES AND TABLES.” You should still write “Figure” in the top left column above the figures; then below the first list, write “Table” in the top left column above the tables.
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COLLEGE IN THE LATER YEARS: THE EFFECTS OF FORMAL EDUCATION
ON THE CAREERS OF OLDER WOMEN

A Dissertation Presented
by
CAROL A. SMITH

Submitted to the Office of Graduate Studies,
University of Massachusetts Boston,
in partial fulfillment of the requirements for the degree of

DOCTOR OF PHILOSOPHY

June 2023

Clinical Psychology Program

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ABSTRACT

COLLEGE IN THE LATER YEARS: THE EFFECTS OF FORMAL EDUCATION
ON THE CAREERS OF OLDER WOMEN

June 2023

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Directed by Professor Francis Jones

Careers of women who graduated from an educational program in psychology were examined. Three major research questions were addressed: 1) What forces led these women...

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CHAPTER 1

INTRODUCTION [top ^](#)

Different models of speciation may predict different phylogenetic tree topologies (Wiley 1981a. 2). For example, peripheral isolation results in the persistence of the ancestor (fig. 4.16a), whereas a large-scale geographical subdivision may cause ancestra