

2006-07

HANDBOOK FOR WRITING

Theses and Dissertations

UI Graduate Guide

UI Graduate Guide

GREETINGS

This Graduate Handbook for Theses and Dissertations has been prepared to assist you in the production of your work. It provides you with the guidelines required for format and appearance. These guidelines have been established to insure that theses/dissertations (hereafter referred to as “document[s]”) presented to the University of Idaho reflect the standards of excellence instituted by the Graduate Faculty.

The staff of the College of Graduate Studies strives always to be objective and fair in its judgments. Questions of neatness and consistency are judgment calls by the staff. If you have any questions about the material in this Graduate Handbook, please call us or visit us before progressing further in your work.

The goal of the student, the graduate college, and the student’s committee members, is to insure that a document has been produced that will reflect credit on the student, the student’s committee, the department, the College of Graduate Studies, and the University of Idaho.

We urge you to plan your work carefully in order to avoid any last-minute problems. In particular, it is advisable that you turn your defended document and any paperwork in to the College of Graduate Studies in person at least several days before you plan to leave town. This responsibility should not be passed on to your major professor or to a friend. We are happy to review your document during any phase of writing to help you avoid any possible problems.

STUDENT RESPONSIBILITY

It is your responsibility to read and follow the requirements presented here and to submit a document of the highest quality. Besides being careful to eliminate misspellings and typo-graphical errors, you are responsible for the correct arrangement of materials; correct grammar and punctuation; proper reference citation form, as determined by your department; the accuracy of quotations, tables, and other illustrative materials; and neatness. The spelling in any standard college dictionary of American English is acceptable and must be followed consistently.

It is also your responsibility to meet the deadlines for submission, as listed in each semester's Time Schedule.

The following requirements cover the general rules for format and appearance. Please consult your department for specific content requirements.

Do not use theses or dissertations from the library or departments as models for correct format. It sometimes happens that errors have been overlooked, exceptions to rules have been allowed for reasons, which may not apply in all cases, or rules have been subsequently changed to provide greater efficiency for both the authors and the readers.

The statements in this edition of the University of Idaho Graduate Handbook for Theses and Dissertations (hereafter referred to as the "handbook") will take precedence over statements in previous handbooks.

If you have any questions about material in this handbook, please ask the staff of the College of Graduate Studies (Morrill Hall 104, 885-6243).

CONSISTENCY IS THE MOST IMPORTANT CONCERN.

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Preparations for Completion

Registration Requirements

If you are doing any phase of research for your document, you must be registered in the appropriate number of credits in your department's course number 500 (thesis) or 600 (dissertation), even though you may have completed the number of credits stated on your study plan.

You must be registered for your department's course number 500 or 600 the semester in which you defend and/or submit your document. You must be registered for such credit by the first day of the semester in which you plan to defend and/or submit a document.

REGISTRATION
 You must be registered for 500/600 if you are working on any aspect of your thesis/dissertation and consuming faculty time

Deadlines

If you do not complete all requirements by the end of the semester, but do so before the official opening date of the new semester, you are awarded the degree at the end of the following term without further registration.

Deadlines are absolute. If the document is not in by the deadline for a semester or is in but not in acceptable form, it **cannot** be accepted for that semester but will instead be held for approval in the following semester or session. You may be required to register for the following academic session.

Please try to have all work in well before the deadline in order to be ready for the unexpected. Please check the schedules of all faculty and administrators who must sign your document to insure they will be available when your document is ready for their signatures. You must have all signatures, except from the College of Graduate Studies, to submit the final copies of the document.

Application for Advanced Degree

Consult the academic calendar for the deadline for filing the Application for Advanced Degree. If you file the form but realize you will not graduate, please let us know immediately so that we may place the form on hold until you complete the degree requirements. No further application fees are required. Please notify the College of Graduate Studies office at the beginning of the semester in which you plan to graduate. Delay in this process may cause your name not to be listed in the commencement program. It could also cause a delay in the granting of the degree.

Graduation
To avoid a late
fee, apply for
degree the
semester before
you plan to finish.

Committee Review of Drafts

You are urged to arrange with each committee member for review of individual drafts prior to submitting them for review. You should be aware that many faculty members are on academic year appointments, and may not be available during intersessions or summer sessions. Normally it is expected that a minimum of four weeks will be allowed for the review of each draft. Such review periods should not extend into an interim or summer session except with prior approval by the committee member if he/she is on academic year appointment.

Final Defense

Complete the "REQUEST TO PROCEED WITH FINAL DEFENSE OF THESIS/DISSERTATION" form on page 18. When you bring it, signed, to the College of Graduate Studies, you will be issued a "REPORT OF FINAL DEFENSE" form to be used for grading purposes at your defense. **Doctoral Students: You must bring the completed form to the College of Graduate Studies at least 10 working days in advance of your defense** in order to advertise it legally as an official "open meeting."

The "REPORT OF FINAL DEFENSE" form is to be submitted to the College of Graduate Studies after the defense (regardless of the results) by the major professor.

PhD Students must
Request to Proceed
with Final Defense
ten working days in
advance.

Submission of Final Copies to the College of Graduate Studies

You must have successfully completed the final oral and/or written defense prior to submitting the final copies of the document to the College of Graduate Studies.

The document is due for submission to the College of Graduate Studies within six (6) months after the defense. Reminder: you must be registered for your department's course number 500 or 600 the semesters in which you defend and submit your document, even if they are separate semesters. All degree requirements must be completed by the stated deadline for you to be granted a degree for a specific semester. Please check the Time Schedule or ask in the college office for the deadlines.

The College of Graduate Studies staff will review the document for compliance to the requirements. The document will be considered for final approval after all necessary corrections have been made.

After review and acceptance by the College of Graduate Studies, the document will be forwarded to the university library. The library will bind the copies, placing one copy in circulation and one copy in the archives. You should retain your original copy.

You will be recommended for the degree sought when the document completely satisfies the requirements stated in this handbook, you have completed the approved study plan, you have met all departmental requirements, and you have applied and been approved for the degree.

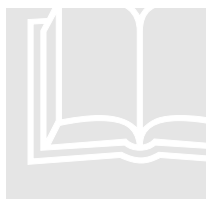
Paper

All document copies deposited at the College of Graduate Studies must be on or folded to 8 1/2 x 11 inch white bond paper of at least 25% fiber content. Bond paper can be identified by a visible watermark. Since the paper normally used in copy machines does not meet this requirement, you must specifically request this quality paper when having the document reproduced. The same brand of bond paper must be used to copy the entire document

Bond paper that is 11 x 17 inch is available but advanced planning is required to be sure the paper is in stock. Contact the staff in the College of Graduate Studies for folding instructions.

Duplexing

Although a document may be printed on both sides of the paper ("duplexing"), this option is not recommended. If you choose to duplex, please contact the College of Graduate Studies staff before you begin.



Number of Copies Required

Master's candidates: Two copies of the thesis (loose leaf/unbound) and one extra title page.

Doctoral candidates: Two copies of the dissertation and two extra copies of title page and one extra copy of the abstract.

Students with majors in – Earth Science, Geography, Geological Engineering, Geology, Geophysics, Hydrology, Materials Science & Engineering, Metallurgical Engineering & Metallurgy -- have a publication form to complete. This form (called “Documentation for Students in ...”) can be found in this Handbook or at our website (see GeoRef form). Turn the form, with a title page & abstract attached, into the Graduate College when you bring in the final copies of your thesis/dissertation.

Additional Copies and Binding

All other copies of the thesis/dissertation, including any required by the department and/or major professor, are produced and bound through arrangements made personally by the student. The major professor or departmental secretary can help determine who expects copies and how they should be bound. Most photocopy outlets can provide information on binding services.

IMPORTANT! READ PRIOR TO BEGINNING ANY RESEARCH

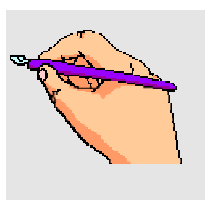
Prior to beginning any research projects, approval must be granted by one or more of the following groups if it applies to the research that you are undertaking: **Human Assurance Committee** for research involving human subjects; the **Animal Care and Use Committee** for research using vertebrate animals, the **Biohazards Committee** for research using any biological agent or recombinant DNA, the **Radiation Safety Commission** for research using radioactive materials; the **Idaho Research Foundation** for research that has the possibility of patent or license outputs; the **University Research Office** for research involving agents or federal controls on the development, use and distribution of technology; or the **Office of Sponsored Programs** for activities funded through external grants and contracts. Should the research methodology or source funding change, the appropriate group must be notified.



Specifications for Theses and Dissertations

Language

The document must be written in English.



Format

The document consists of three main parts: the preliminary pages, the text, and the reference section. You, in consultation with your committee chair, determine the internal arrangement within the text and reference sections. You should be guided on matters of style by the chair and members of your committee.

The handbook takes precedence in all matters of format. If you are advised by your department to use a format different from the acceptable graduate college format, special permission must be obtained from the graduate college. In this case, it is your responsibility to obtain written permission prior to beginning your document. Failure to obtain prior approval may result in rejection of your document.

Margins

Margin requirements apply to ALL materials to be bound with the document, including figures, tables, illustrations, plates, and appendices. Documents must be typed using the following margins: 1 1/4"-1 1/2" on the left (whichever you choose, just be consistent), 1" at the bottom and right. For the top margin see "Pagination." The extra quarter or half of an inch on the left allows the binder to bind the document without hiding any of the text.

Allow adequate space for footnotes if they are to be added to the bottom of the page.

A RAGGED RIGHT MARGIN IS PREFERRED. Because the right margin

must be close to one inch, hyphenation of words is acceptable to avoid large spaces at the ends of lines.

If you do justify the right margin, use only **proportional** justification. Proportional justification adjusts the spaces occupied by individual letters, but maintains equal spacing between words. If you use non-proportional justification, you will have large ugly spaces between words. The copies of the document will be returned to you and you will need to reformat.

Spacing

The contents must be double-spaced or space-and-a-half. Tables, block quotations, and bibliographic entries may be single-spaced with a double space between entries, unless a different format is being used. Be consistent throughout the document.

The spacing of the preliminary pages must be consistent with the spacing of the document. If you have double-spaced the document, the preliminary pages must also be double-spaced. If you use 1 1/2 spacing, the preliminary pages must also be 1 1/2 spaced.

Pagination

All page numbers in all sections of the document are located in the upper right corner. They are placed at the right margin and 3/4" down. The text begins after a double space (except for the dedication page and a more-than-two-line appendix title.)

The page numbers are given without embellishment or punctuation. NUMBER THE FIRST PAGE OF THE TEXT as well as chapter heading pages regardless of journal style recommendation.

Every page in the document must have a number on it except the title page. Page insertions using sub-numbers (10a, 10b, 10c, etc.) are not acceptable. These pagination rules are required to aid the binder should any pages get out of the correct order; however, no page number is put on the title page.

Use lower case Roman numerals for numbering the preliminary pages. The numbering is continuous including the title page, although the number is not given on the title page.

Text pages are numbered with Arabic numbers beginning with 1.

If a page within the text has been reduced, the page number must remain full-size and must appear in the same location, as are all other page numbers.

If a page number has been skipped, a sheet properly paginated should be inserted. This inserted page should contain the following note, typed four inches down from the top of the page, centered, and signed by the major professor:
This page inserted for pagination

(Signature of Major Professor)
Typed name of major professor

No more than one missing page correction may be inserted.

Each chapter or its equivalent must begin on a new page.

Fonts

Any legible font (except script, italic, or ornamental fonts, which may be used for special purposes only) is acceptable. The chosen font must be of a standard size that is easy to read and must be used consistently throughout the manuscript. Fonts used for charts, drawings, graphs, tables, and captions may differ from that used for the text, but should be consistent for these items. The print should be letter quality with dark black characters that are consistently clear and dense.

Headings

The placement of the titles of each preliminary page must be consistent with the placement of chapter titles in the main text: all must be centered or all must be at the left margin, and all must begin two lines after the page number, except for the dedication page if you choose to have one.

Symbols

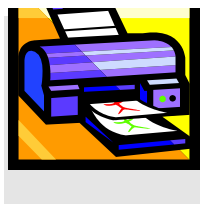
All symbols are expected to be computer generated.

Readability

Spacing, headings, graph and table styles should be selected for their readability. A heading or title that can be confused with the text is not acceptable. Graph lettering must be legible. The final copy must be neat and correct in grammar, punctuation, and format. The print must be of the same intensity throughout the entire document. Consistency in all areas mentioned is required throughout the document.

Corrections

The following corrections to the copies submitted to the graduate college cannot be accepted: pen or pencil corrections, use of any cover-up or whitening substance, or interlinear insertions.



Printers

All documents must be printed in letter quality. If you have any doubt at all whether the printer you wish to use will be accepted, please check with the College of Graduate Studies' staff before you begin your document.

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Organization of Content

Title Page

The title page (the first typed page in the document) is page i, but the number is not placed on the page. For the title page and for the "Authorization to Submit" page, the correct name is the College of Graduate Studies, not the Graduate School. Pages using the incorrect name will not be signed and will be returned. Pages that do not list the correct degree and major name will also be returned. Please refer to the list of degrees and majors on the last page of this handbook. All doctoral degrees from disciplines in CNR are with a major in Natural Resources and all doctoral degrees from disciplines in the College of Education are with a major in Education.

Authorization to Submit Thesis or Dissertation

See page 20 for the correct format. You must enter your individual information on the form by making the choices appropriate to your document. Insert only enough lines for the number of your committee members. There should be no blank lines. The names of those people who will be signing the page are to be entered under each of the lines. The typed name and the signature must match. **All** the signatures, except for the signature from the College of Graduate Studies, are required before the document is submitted to the College of Graduate Studies. The Dean of Graduate Studies places an original signature on the submitted copies.

This page is numbered ii, and must be in the same font and spacing as the rest of the document. It must also match the paper of the document. Black ink is strongly recommended for the signatures because it photocopies most legibly. The two signature pages that are submitted with the two copies of the document remain a part of the document. If you want an extra page signed and returned to you, please include one when you submit your document. After signature, it will be returned to you as per your instructions.

Abstract

The abstract includes a statement of the problem, describes methodology, and summarizes the results. It should be written in narrative style rather than outline form. Dissertation abstracts should be no longer than 350 words. While there is no defined limit to a thesis

abstract, brevity is important. If the thesis is to be published by UMI (author's option) it must be no longer than 150 words. This page is numbered iii (and iv, etc., where necessary) and must be spaced exactly as the rest of the document.

Vita

This is a brief summary of your academic background. It is not an autobiography. Inclusion of a vita is optional.

Acknowledgments

Acknowledgments recognize the individuals to whom you are indebted for guidance and assistance, those to whom you are grateful for any special or non-routine aid, and any grant support you may have received for your work. Acknowledgments should be expressed simply, tactfully, and professionally. This page is also spaced according to the rest of the document.

Dedication

An optional page, the dedication precedes the Table of Contents. When using a dedication, place the statement 4" from the top.

Table of Contents

This table lists all the contents of the document including all the preliminary pages, first-order subheadings, appendices, notes, and bibliography. The title of each entry must correspond exactly to that of the text. If it is necessary to list some second-order subheadings in the Table of Contents, list all second order subheadings. All page numbers are aligned at the right margin

Lists of Tables, Graphs, Illustrations, and/or Other Illustrative Material

Each list must appear on a separate page. State the item number, caption or title, and page number. Include all items in these lists, even those appearing in the appendices. If a table or illustration extends beyond one page, only the first page number is entered in the Table of Contents. Tables must be numbered consecutively throughout the document. The title should match that of the text; however, if a title or caption is lengthy, a shortened form may be substituted. The shortened form may be truncated, but the order of the words must be retained.

Theses or Dissertations in Journal Article Format

A thesis or dissertation may include articles submitted or about to be submitted to professional journals. **IMPORTANT:** If you are using copyrighted and/or published articles, whether they are your own or someone else's, you must include a letter of permission from the copyright holder granting permission for the articles to be used in your document.

If you are using individual papers that have been prepared for submission to different journals, each may be listed as a separate chapter. In this case, the bibliographic citations and reference materials will appear after each chapter. If the articles are related, and each article represents a chapter of the entire document, the bibliographic citations and reference materials are to appear at the end of the document.

Consistency is very important. All general organization and format rules mentioned previously apply to documents using this format. A uniform style of headings, fonts, pagination, margins, and spacing, as stated in other sections of this handbook, must be adopted for this style of document. Standardized preliminary pages are also required.

Footnotes, Endnotes, and Bibliography or References

Normally, each document has a **bibliography**, or list of works cited, after the text of the document. In addition, many documents provide specific reference to works used as primary and secondary sources. The bibliography remains at the end of the text, usually before the **appendices**.

References to works cited may be in the form of footnotes at the bottom of the page, endnotes at the end of each chapter, or endnotes at the end of the document. That choice is yours and your committee's. The only requirement is that you cite your sources in a consistent place (bottom of the page, OR end of each chapter, OR end of the document) throughout the entire document.

The format of your footnotes and bibliography is up to you and your committee, but the style chosen must be clear, logical, and consistent throughout the document. Regardless of the style selected, the student must cite the exact page number of a source when documenting a direct quotation. Entries, regardless of their location, may be single-spaced within the citation and double-spaced between each entry. If Endnotes are used, the placement of the page heading must be consistent with the placement of all other chapter headings and must be listed in the Table of Contents

Protocol Approval

If you plan to do research or development activities that involve human or animal subjects, biological agents or recombinant DNA, radioactive materials, the possibility of patent or license outputs, select agents or federal controls on the development, use or distribution of technology or funding through external grants and contracts, you must have your work reviewed and **approved by the appropriate committee before you begin your research**. A copy of the letter from the appropriate committee approving the protocol must be included as an appendix in your document. For more information, call the chairperson of these committees, which correspond to your intended research:

1. Animal Care and Use Committee
2. Biohazards Committee
3. Human Assurance Committee
4. Idaho Research Foundation

5. Office of Sponsored Programs
6. Radiation Safety Committee
7. University Research Office

Appendices

Appendices are normally placed after the bibliography or references. Auxiliary material gathered into appendices continues sequential pagination from the main body of the document. The appendices must conform to paper, pagination, and margin guidelines, but may be typed single- or double-spaced. Appendix material must be titled. When more than one appendix is used, each of the appendices must be numbered or lettered in sequential order, i.e., Appendix A, Appendix B, Appendix C, or Appendix 1, Appendix 2, Appendix 3, as well as by title.

4

Illustrative Materials, Tables, and Graphs

Numbering, Labeling and Oversized Items

Illustrative materials, tables, and graphs are each numbered consecutively using one of three options: (1) consecutive numbering throughout the entire document, (2) consecutive numbering within each article (1.1, 1.2, 2.1, 2.2, 3.1, 3.2), or (3) individual numbering within each article (1, 2, 3, 1, 2, 3). **Consistent** numbering is required in the options. All items are labeled with a caption and are listed in the List of Tables, List of Graphs, List of Figures, or List of Maps. They must also conform to the regular margin, paper, and pagination requirements explained elsewhere in this handbook.

Tables, graphs, figures, or maps may be placed on separate pages or within the text, depending on size and the student's preference. Materials placed on a separate page should cover at least half of the page or be centered on the page. Wide tables, oversized tables, or figures may be placed landscape on a separate page, or they may be continued from page to page. If they are placed landscape, the top is toward the binding. It may be necessary to use a reducing copier in order to maintain proper margins. Please remember that page numbers are to be regular size, not reduced, and in the same location and direction on the page as the text page numbers. Labels or symbols rather than colors should identify lines on a graph. Shaded areas, such as countries on a map, will have better contrast during microfilming than will color.

Photographs, Illustrations, Slides, and Color Copies

The acceptable methods for inclusion of a photograph are either to have the photograph digitally imported into your document, photocopied onto the same bond paper as the rest of the document, or placed on archival paper available at the UI photo center. At this point the photograph becomes an illustration and is referred to in this section as an illustration.

- All illustrations must be of high quality; "washed-out" or unclear illustrations are not acceptable.
- If illustrations are placed together as a special section of the text, they must continue the sequential pagination from the text.
- Slides are not acceptable.

- You must conform to margin requirements, and you must avoid causing the document to be bulky or unwieldy.
- If color is used as a describer, a non-color describer should also be used. For example, "The red line, marked A, is a river." In this way people reviewing black and white copies of the document can also understand the meaning.

Captions

If there is room on the page for the caption, the caption is to be placed on the page. The caption style adopted must be used consistently throughout the document. The caption should be single-spaced. The placement of captions (above or below the table, figure, etc.) must be consistent throughout the document.

Captions on Preceding Pages

Occasionally, full-page illustrations, charts, plates, etc., are placed in a document and it becomes necessary to place the caption on a different page. The caption is placed on the page preceding the full-page item. The page is sequentially numbered, as are all pages in the document.

Size Requirements

Illustrative material must conform to the required text margins. If it cannot, we suggest two alternatives:

Reduction. This is the preferred method. Photocopy equipment can reduce items to fit within the margin requirements. Remember: page numbers must remain full-size on pages with reduced materials.

Folding. If it is not possible to reduce the materials, an oversized page may be used. Please contact the College of Graduate Studies personnel for specific instructions because folding incorrectly may result in important parts of the material being inadvertently severed during binding.

Pockets

In very rare situations, you may request that the library provide a pocket in the back binding of the document for oversized material that cannot be reduced. The addition is to be folded so it is no larger than 7 1/2 x 10 1/2 inches. The material must be listed in the Table of Contents after the Bibliography or final textual listing. The use of a pocket is not recommended: materials placed in a pocket are frequently lost from the bound copy, and hence serve little purpose for subsequent readers.

Exhibits

A document may include an exhibit such as a film, tape, videotape, DVD, etc., if the exhibit is an integral part of the document. Please contact the College of Graduate Studies staff for specific instructions. Such exhibits also are frequently lost from the bound copy, and hence serve little purpose for subsequent readers.



Copyright and Publication

Microfilming

Microfilm publication by University Microfilms International (UMI) is required for all doctoral dissertations and is optional for master's theses. The microfilming is in addition to any previous or planned publication of any or the entire document and provides worldwide distribution of the work. UMI keeps a master microfilm of your document and makes copies of the document on demand. You can also opt to have them distribute the abstract only. UMI is granted the non-exclusive right to reproduce and distribute the dissertation, in whole or in part, in and from an electronic format.

For UMI purposes, abstracts for doctoral dissertations are limited to 350 words; abstracts for master's theses are limited to 150 words.

UMI forms are available from the College of Graduate Studies (and online at www.grad.uidaho.edu) and are to be presented in completed form with your document at the time you submit it to the graduate college.

Copyrighting and Use of Copyrighted Materials

Please see the Faculty-Staff Handbook, Section 5300, which is available in print in most department and dean's offices or on the UI homepage.

If you are using copyrighted material in your dissertation, a statement from the copyright owner giving you permission to use the material must be submitted with the document. All documents that are being submitted to UMI must contain a permission letter stating that the copyright owner is aware that UMI may supply single copies on demand and may proceed under the contract on the agreement form. This statement should be attached to the UMI form.

Documents that contain or consist of published articles must have a statement from the journal or press giving permission to use the material.

Publishing

The university strongly believes that you have an obligation to make your research available to other scholars. This obligation is met when the College of Graduate Studies submits your document to the university library to be bound and shelved for public use. However, we also encourage you to make your research available through publication in refereed journals and presses.

Withholding Your Document

All theses and dissertations will be forwarded to and housed in the university library for public review. The university urges students **not to include** classified or confidential material as a part of the dissertation or thesis that would impair the ability to have the documents published or shelved in the university library. The Dean of the College of Graduate Studies may, under substantiated circumstances and with the endorsement of and an explanatory letter from the chair of the committee, permit the document to be held from shelving for a six-month period. If you are considering the inclusion of such material, you must receive permission from the Dean of Graduate Studies before you begin your research.

CHECKLIST FOR FINAL SUBMISSION OF DOCUMENT

Listed below is a checklist to be sure your document is ready for submission. Please be sure that your document:

1. has all major headings in the same location on every page.
2. has conformed to all margin requirements.
3. has been properly paginated with a number on every page, except for the title page. The title page counts as page i.
4. has the title is the same on both the title page and the authorization to submit page
5. has the preliminary pages listed in the Table of Contents as well as all major chapter headings, bibliography and appendices.
6. has been duplicated on white paper of at least 25% fiber content and that the same paper has been used for the entire document (including the "Authorization to Submit Thesis/Dissertation" form).
7. has no dots, spots, marks, etc., that would prevent it from being accepted.
8. has an "Authorization to Submit Thesis" or "Authorization to Submit Dissertation" form in each copy of the thesis or dissertation, with all signatures (except for the College of Graduate Studies). Original signatures are not required on the pages you submit but the copies must be legible. If you want a signature page returned to you, please be sure to include an extra copy of the page.
9. is deposited at the College of Graduate Studies unbound. **MASTER'S CANDIDATES** submit two copies of the document and one extra title page. **DOCTORAL CANDIDATES** submit two copies of the document, two title pages, and one extra abstract. The UMI form and the Survey of Earned Doctorates form are submitted with the dissertation. If you are earning a degree in Earth Science, Geography, Geological Engineering, Geology, Geophysics, Hydrology, Material Science & Engineering, Metallurgical Engineering or Metallurgy, the completion of a form requesting information regarding your document, obtained from the graduate college office, is required with another title page and abstract attached to it.

In order for a document to be submitted, you must meet the registration requirements as stated on page 1 of the Theses and Dissertation Handbook.

Please be sure that you have an Application for Advanced Degree either filed or activated in the College of Graduate Studies for the semester in which you wish to graduate. There is a December commencement ceremony on the Moscow campus as well as commencement ceremonies in May in Moscow, Boise, Coeur d'Alene and Idaho Falls. It is important that you update your mailing address information on the UI computer system for general university correspondence. Your diploma will be sent to the address you gave on your Application for Degree. If your diploma mailing address should change, please notify the Registrar's Office.

REQUEST TO PROCEED WITH FINAL DEFENSE OF THESIS/DISSERTATION

Complete and return this form to the College of Graduate Studies. You will then be given the "FINAL DEFENSE REPORT" form that the committee will use to indicate the results of the defense.

Doctoral candidates must file this form at least 10 working days prior to the defense. There is no time restriction for master's candidates.

NAME OF STUDENT _____ ID _____

DEGREE _____ MAJOR _____

The thesis/dissertation of the above named student has been reviewed by each committee member as indicated by the **signatures** shown below, and permission is hereby given to schedule the final defense. All committee members **must** be present at the time of the defense.

MAJOR PROFESSOR _____

COMMITTEE MEMBERS _____

TITLE OF THESIS/DISSERTATION (Please print clearly) _____

LOCATION OF DEFENSE _____

DATE OF DEFENSE _____

TIME OF DEFENSE _____

NOTE: Theses and dissertations must be submitted no later than six months following the final defense. Student registration is required during the semester a student defends and/or submits document

COLLEGE OF GRADUATE STUDIES OFFICE USE ONLY

_____ Final Defense Report Form issued _____ to student _____ to major professor
_____ sent in campus mail to _____ Notice sent to Idaho Register for doctoral students

EDWARD LEE GREENE AND VERATRUM VIRIDE:

A BOTANICAL ENIGMA

A Dissertation

Presented in Partial Fulfillment of the Requirements for the

Degree of Doctor of Philosophy

with a

Major in Botany

in the

College of Graduate Studies

University of Idaho

by

Johannes Verdi

June 2006

Major Professor: John S. Doe, Ph.D.

[Example of a Title Page]

DEGREES AND MAJORS

The following is a list of University of Idaho degrees and majors that offer a thesis and/or dissertation option. The degree and major on the title page and the Authorization to Submit page must come from this list.

Master's Degrees

Master of Arts
Master of Fine Arts
Master of Music
Master of Science
Master of Public Administration

Doctoral Degrees

Doctor of Philosophy (Ph.D.)
Doctor of Education (Ed.D.)

Adult Education
Agricultural Economics
Agricultural Education
Animal Physiology
Animal Science
Anthropology
Architecture
Art
Bioinformatics and Computational
Biology
Biological and Agricultural Engineering
Biological Sciences
Biology
Chemical Engineering
Chemistry
Civil Engineering

Computer Engineering
Computer Science
Counseling and Human Services
Creative Writing
Curriculum and Instruction
Economics
Education
Educational Leadership
Electrical Engineering
Engineering Management
English
Entomology
Environmental Engineering
Environmental Science
Family and Consumer Sciences
Fishery Resources
Food Science
Forest Products
Forest Resources
Geography
Geological Engineering
Geology
Geophysics
History
Hydrology
Industrial Technology Education
Interdisciplinary Studies
Landscape Architecture
Mathematics
Materials Science and Engineering
Mechanical Engineering
Metallurgy
Metallurgical Engineering
Microbiology,
Molecular Biology & Biochemistry
Music
Natural Resources
Neuroscience

Nuclear Engineering
Philosophy
Physical Education
Physics
Plant Science
Political Science
Professional Technical and Technology Education
Psychology
Public Administration
Rangeland Ecology and Management
Recreation
Resource Recreation and Tourism
School Psychology
Soil and Land Resources
Soil Science
Special Education
Statistics
Systems Engineering
Teaching English as a Second Language
Theatre Arts
Veterinary Science
Wildlife Resources

Option in Waste Management offered at Idaho Falls only through Chem. Engr., Civil Engr., Mech. Engr., Metal. Engr, Interdisciplinary Studies.

Note: All PhD degrees in the College of Natural Resources disciplines are listed as a PhD in Natural Resources. All PhDs and EdDs in the College of Education are listed as PhD/EdD in Education.

