

UNC Charlotte Graduate School Sample Pages for Dissertation and Thesis Formatting

To supplement our Manual of General Formatting Requirements, the following sample pages have been created to provide visual examples of what certain important parts of your dissertation or thesis should look like. We have highlighted a number of significant features in red. Be sure to pay special attention to the following:

- The title page should look just like our example: the text should be centered, the title should be in ALL CAPS, and the spacing between the lines of text should be exactly as we specify in red (You can download templates [here](#)).
- There is no page number on the title page. Numbering begins with Roman numeral ii on the copyright page. The numbering starts over again with Arabic numeral 1 on the first page following the front matter. In order to start the numbering over, you'll need to add a Next Page section break in Microsoft Word just before page 1.
- Make sure that your title and your name are the same on the title page, abstract page, and in the metadata that you enter into ProQuest. The formatting of the title on the abstract page and in the ProQuest metadata should be in Title Caps.
- Tables, figures, and text should not extend into the margins.
- Table captions appear above the tables, while figure captions appear below the figures--unless your style guide (such as APA) specifies otherwise.
- You do not need to include corresponding page numbers on the list of abbreviations.
- The reference page included is a sample. Refer to your field's style guide (for example: MLA, APA, IEEE) for how to properly format your reference section.
- All appendices should have a name and should appear in the table of contents.
- The minimum 1-inch margin is required on every page (all sides). We will accept left margins set at 1 ½ inches if you want your thesis/dissertation to be bound.

No page number should appear on the title page.

1 inch margin

ENTER YOUR TITLE HERE

1 inch
(or 1 ½ inches in case of binding)

3 single spaces

1 inch

by
1 single space

Your Name Here

4 single spaces

A dissertation submitted to the faculty of
The University of North Carolina at Charlotte
in partial fulfillment of the requirements
for the degree of Doctor of Philosophy in
Your Major Here

This text should reflect the correct name of your degree and your major/program (please check your DegreeWorks audit to verify) and should be followed by the year that you submit your work (which may not be the year you defend).

1 single space
Charlotte
1 single space
2023

There should be no committee members' signatures on the title page that is submitted to ProQuest (however, a signed title page MUST be sent as PDF to your Graduate School Liaison).

Approved by:

Dr. John Doe

Dr. Jane Doe

Dr. James Doe

Page numbers begin on this page
using lowercase Roman
Numerals.

ABSTRACT



YOUR NAME HERE. The Title of Your Dissertation or Thesis Should be in Title Caps.
(Under the direction of DR. COMMITTEE CHAIR)

Please, follow these
instructions!



Please use Times New Roman, and center and single space all of the text above this line. Your name and the name of your chair should be in all caps. The abstract itself should be double-spaced. There is no word limit for the abstract, and you can even add keywords to the metadata when you submit your work to ProQuest.

If you're unsure of how to write an abstract, there are many resources available online. Here is one way of describing the purpose of the abstract: "Abstracts present the essential elements of a longer work in a short and powerful statement. The purpose of an abstract is to provide prospective readers the opportunity to judge the relevance of the longer work to their projects. Abstracts also include the key terms found in the longer work and the purpose and methods of the research. Authors abstract various longer works, including book proposals, dissertations, and online journal articles. There are two main types of abstracts: descriptive and informative. A descriptive abstract briefly describes the longer work, while an informative abstract presents all the main arguments and important results."¹

¹ With thanks to our colleagues at The Writing Center at the University of North Carolina at Chapel Hill.
<https://writingcenter.unc.edu/tips-and-tools/abstracts/>

Please, follow these instructions!

ACKNOWLEDGMENTS



The important element in the Acknowledgments is simple courtesy in which there are usually two possible ingredients to consider. First you should acknowledge any significant help you received from any individual whether in your department or elsewhere. Specifically, you should acknowledge the source of special materials, documents, or equipment. Further, you should acknowledge the help of anyone who contributed significantly to the work or to the interpretation of the work. Second, you should acknowledge any outside source of financial assistance, such as grants, contracts, or fellowships. A word of caution is in order. Often it is wise to show the proposed wording of the Acknowledgments to the person whose help you are acknowledging. He or she might well believe that your acknowledgment is insufficient or (worse) that it is too effusive.

The dedication page is optional.

DEDICATION

I dedicate my dissertation work to my family and many friends. A special feeling of gratitude to my loving parents, Carlo and Marta Rossi whose words of encouragement and push for tenacity ring in my ears. My sisters Asia, Sofia and Giovanna have never left my side and are very special.

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If table/figure captions are long you may prefer to single space them. (See Table 2 vs Table 5).

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Long lines of text
should not touch or
overlap the page
numbers; wrap long
items to the next
line.

LIST OF ABBREVIATIONS

ABA	abscisic acid
ABRE	abscisic acid response element ANOVA analysis of variance
BHT	butylated hydroxytoluene
cDNA	complementary DNA
DS	dextran sulfate
dATP	deoxyATP
ddATP	dideoxyATP
2,4-D	2,4-dichlorophenoxyacetic acid
EcMt	early cysteine-labeled metallothionein KN Kinetin
mAb	monoclonal antibody
mRNA	messenger RNA

You do not need corresponding page numbers for your list of abbreviations.

Make sure your abbreviations and their corresponding definitions are aligned properly and are readable.

CHAPTER 1: INTRODUCTION

The body of the text starts with page 1.

Transposons are genetic elements that are mobile within a genome, therefore, they are one of the major causes of genomic variation (Lewin 1994). However, evidence is growing that transposable elements are capable of horizontal transfer. That is, they can move across genomes of different species (Prins and Zadocks 1992). Our laboratory is interested in the identification and characterization of bacterial transposon-like nucleotide sequences found in the wheat genome that may be an example of horizontal DNA transfer.

Reynolds and Kitto (1992) screened a Mexican spring wheat (*Triticum aestivum* cv. Pavon) cDNA library to identify genes expressed specifically during pollen embryogenesis. After sequencing unique clones from this library, four sequences were found that showed high homology to the bacterial transposon, Tn1721. This transposon was derived from a gram-negative bacterium and is a Tn3-like transposon found in the Tn21 subgroup (Grinstead et al. 1990). It is a unique sequence since it contains a basic transposon (Tn1722) that is capable of independent transposition. As shown in Figure 1, Tn1722 contains an open reading frame that encodes a 525 amino acid chemotaxis protein (Allmeier et al. 1992). The Tn1722 portion of the transposon contains the *tnpR* and *tnpA* genes which are utilized during the genetic resolution and integration of either the major or minor sequences. The entire transposable element also includes three inverted repeats which function as the insertion and excision sites for the transposon.

Make sure all tables / figures / appendices fit within the margins, which should be at least 1 inch on all sides.

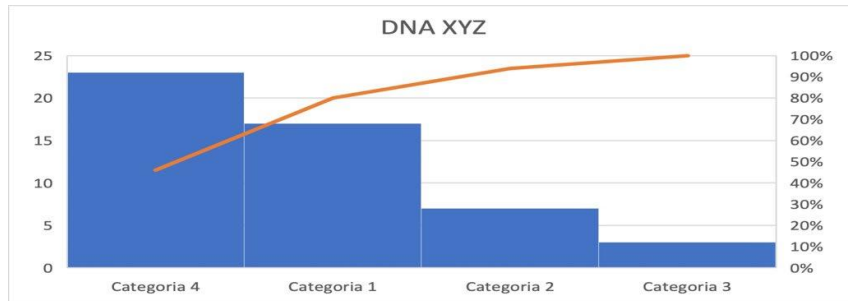


Figure extends into the left margin.



Figure extends into the right margin.

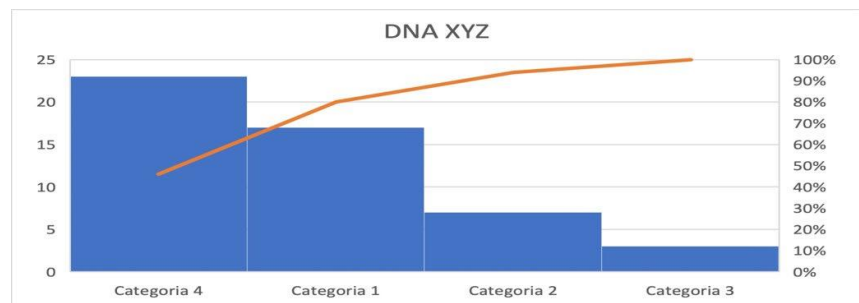
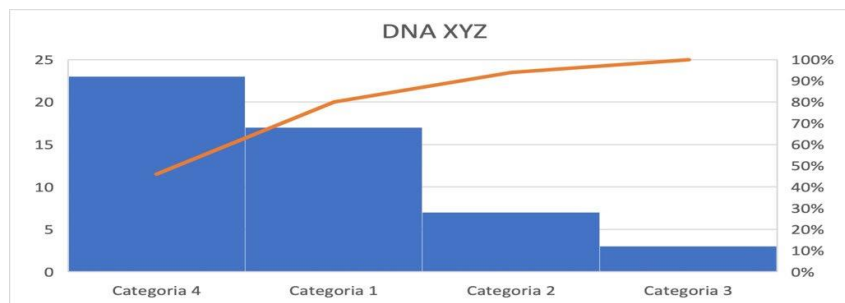


Table 1: Table captions go above the tables.



Correct! Figure inside margins.

Figure 1: Figure captions go below the figures.

REFERENCES

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└───▶ Hyperlinks should be all black, not blue, and should
not be underlined.

APPENDIX A: PCR OPTIMIZATION

The optimization of the PCR reactions were conducted on the bacterial plasmid pJOE105, which contains the entire Tn1721 transposon. This optimization required three independent experiments to determine the best parameters for each set of primers: MgCl₂ concentration, target DNA concentration, and thermal cycling parameters.

Magnesium provides the divalent cations required by the DNA polymerase to function. The MgCl₂ concentrations were optimized by titration reactions ranging from 1.55 mM to 3.55 mM final concentration in each reaction tube. The concentration of target DNA was optimized to ensure the highest possible primer specificity. DNA was diluted serially for each reaction to determine the lowest concentration of polynucleotide that still yielded visible bands on EtBr-stained agarose gels; for pJOE105 this was # 1 ng of DNA.

PCR cycle parameters were examined to reduce the so called plateau effect which results in the non-specific amplification of background products. Taking this into account, cycling parameters were set to allow efficient amplification with the lowest number of cycles. Conditions were set at 33 cycles of 1 min. at 94 C for denaturation, 1 min. at 56.5 C for annealing, and 2 min. at 72 C for synthesis, followed by 10 min. at 72 C for extension.