



State University of New York
College of Environmental Science and Forestry

The Graduate School

Instructions and Guidelines for Formatting Theses and Dissertations

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1. Requirements and Guidelines for Completing Graduate Theses and Dissertations

The following are general ESF requirements and guidelines for preparing and submitting theses and dissertations. Individual departments may have additional requirements. The student should consult with their department and/or major professor regarding these specific guidelines.

Document Style:

Document styles may vary but must be applied consistently throughout theses and dissertations. The general style manual for the college is the Council of Science Editors Style Manual (latest edition), available in the reference area of Moon Library and at the Reference Desk of Bird Library. Quick reference guidelines can be found in the embedded [link](#). A department may opt to use a style manual that is more discipline-oriented.

Department Formatting:

In opting to use a specific style manual, the department accepts the responsibility of communicating this preference along with any other special requirements to the graduate students concerned. It is the student's responsibility to be aware of the style manual and any special requirements of the department and to have the prior approval of the student's major professor and steering committee concerning the guidelines adopted. Students should be sure to use this style during document preparation. Theses and dissertations will be acceptable as first determined by individual departments.

Digital Commons:

The college now participates in electronic archiving through the Moon Library called Digital Commons. The submission of your graduate thesis/dissertation to Moon Library's Digital Commons repository will open your work to the world, if you allow availability. The Digital Commons is fully Google-searchable and provides open access to your work, allowing anyone to download and make non-commercial use of it. Electronic theses and dissertations draw hundreds of downloads from repositories every month. Prospective employers have been known to use electronic theses and dissertations to scout new potential hires. For these reasons it is vital that you ensure that the work you provide is the final version, ready to be shared with the world.

In order to give the Digital Commons a non-exclusive right to reproduce and distribute in electronic format via the World Wide Web, students must authorize this when uploading their documents. Students also have the option of restricting access in the permanent digital archive to local access only (available to ESF students/faculty/staff).

2. Formatting the Thesis or Dissertation- Sequencing of Pages

Font- Font should be the same size, color, and style throughout the entire document (including chapter and page headers).

Pagination

- 1) **Front matter-** Roman numerals (lower case) should be used consecutively for all pages preceding the document body (for example, i, ii, iii, iv, v, vi, etc.). Please note that while the *Title Page* and *Copyright page* do count toward the running total, numerals **do not appear** on these pages.
- 2) **Body & Chapters/Main Division of the Body-** Arabic numerals should be used consecutively for all pages of the main document, typically beginning with the first page of Chapter 1. Switching to Arabic numbering, the numbering begins with 1 and runs consecutively to the last page of the paper- (i.e. 1,2,3, etc.); a page number must appear on the final page if there is any substantive text. See example on page 17.

Reference this helpful video for tips on breaking up pages and page number conventions in Microsoft Word, but do not follow the formatting suggested by the video:

<https://youtu.be/I51qr77PVwc?t=207>

Front Matter- Front matter includes the “preliminary” parts of the thesis or dissertation, including the Title Page, Copyright, Table of Contents, Lists of Tables and Figures, Abstract, etc. The following suggests formatting for typical front matter pages included in theses and dissertations at ESF:

1) Title Page- The student is considered the author of any thesis or dissertation and as such only the student's name shall appear on the title page along with the following names to be typed below the degree program for easy identification and future reference.

- 1) the Major Professor (or co-Major Professors, where applicable)
- 2) the Department Chairperson or Graduate Coordinator
- 3) the Chair of the Examining Committee
- 4) Dean of the Graduate School.

The date listed on the title page should be the month and year in which the document was successfully defended. For example, if the defense is April 12, 2021, the date on the title page should be “April 2021.” See sample format on page 9.

2) Copyright (optional)- The Copyright Act of 1989 does not require that published works carry a copyright notice in order to secure copyright protection. See sample format on page 10.

3) Acknowledgements (optional)- When the author feels that acknowledgements are necessary, it should be remembered that brevity is a virtue. Section appears after Title Page and/or Copyright.

4) Table of Contents- The Table of Contents **should not reference** the content on any pages preceding it (i.e., title page, copyright notice, acknowledgments). Table of Content titles should be limited to one sentence in length, and not multi-sentence. The wording of the chapter titles and all subheadings should exactly follow the wording within the body of the paper. Omit underlining in the Table of Contents. Period leaders between headings and page numbers should be used. All page numbers must be aligned to the right of the page. Set up Table of Contents using Word to ensure alignment and proper page numbering. See sample format on page 12.

5) List of Tables- Following the Table of Contents, the List of Tables should follow the exact wording within the body of the paper. Table titles should be limited to one sentence. Omit underlining in the List of Tables. Period leaders between headings and page numbers should be used. The List of Tables and List of Figures should be on separate pages. See sample format on page 14.

6) List of Figures- Following the List of Tables, the List of Figures should follow the exact wording within the body of the paper. Titles should be limited to one sentence in length, and not multi-sentence. Omit underlining in the List of Tables. Period leaders between headings and page numbers should be used.

7) List of Appendices- Following the List of Figures, the wording of the List of Appendices should follow the exact wording within the body of the paper. Omit underlining in the List of Appendices. Period leaders between headings and page numbers should be used. A List of Appendices is only appropriate when the document contains multiple appendices.

8) Abstract with Key Words- The abstract is the last page paginated with Roman numerals. The abstract summarizes a thesis or dissertation. The abstract page is required and will contain key words listed a few lines below the abstract. Abstracts are bound with the document and are not to exceed 150 words for a master's thesis, or 350 words for a doctoral dissertation. The abstract date and month should be the same as the defense date in the Title Page.

If the thesis or dissertation is divided into manuscript style, the main abstract should be inclusive of all manuscript content included in the document. Each manuscript may include its own abstract, without a particular word limit. Likewise, the conclusion section should be a synthesis of all included manuscripts. See sample on page 16.

Thesis/Dissertation Body- The “body” is composed of the various chapters of text.

Components- The following are traditional components of the body of a thesis or dissertation at ESF:

- 1) Introduction
- 2) Literature Review
- 3) Models and Materials
- 4) Results
- 5) Discussion
- 6) Conclusions

Chapters or Main Division of the Body - For the chapters and the remainder of the manuscript, including text, charts, illustrations, appendices, bibliography, vita, etc., use Arabic numerals (1,2,3, etc.). Each page must be consecutively numbered in the bottom right-hand margin at the foot of the page. Do not use letter suffixes such as 10a, 10b.

Back Matter- “back matter” is the material following and supporting the main body or text of the thesis or dissertation. Pagination for the back matter remains in sequence and style with the body using Arabic numerals. Arabic page numbering continues consecutively from the Body through the Back Matter section. Following are traditional components of the back matter to be included in theses or dissertations at ESF:

Reference list or Bibliography

Appendices

Resume or Vita (This is the last page of the document and should include the last Arabic page number)

3. Bibliography or References

The Graduate School recommends that students follow the standard citation format used for the journal publications in the student's field of study. The format must be consistent throughout the manuscript and placement of the bibliography or references should come at the end of the manuscript. Students may also opt to use the Council of Science Editors (CSE) style guide to format their references. Following are some examples of references in the name-year sequence of the CSE style guide. Please refer to the CSE style guide found in Moon Library for more information.

4. Graduate School Review & Submitting your Electronic Thesis or Dissertation

Students must submit draft documents of the thesis or dissertation electronically to esfgrad@esf.edu for format review at least two weeks prior to the semester deadline for submission. The Assistant Dean or a graduate assistant will review what you submit and provide feedback concerning the formatting. Documents containing a significant number of formatting errors may be returned to the author for corrections prior to further review. Only the format will be reviewed - not the contents of the complete document. If you do not hear back from the Graduate School, do not assume everything is correct. Check with the office before you submit your final copy.

Once the document has been reviewed for formatting errors and approved by the defense committee for submission, final theses/dissertations should be uploaded to Google Forms for transfer to the Digital Commons: <https://forms.gle/qe1d4fVYZacVoCra6>. If you do not have a Google account, you can access your SU Google account by using your personal NetID@g.syr.edu and your SU password. For more information on accessing your google account, see page 8.

Students should get the “Final Thesis/Dissertation Approval Form” also known as the Form 8a (see Attachment A) signed by all listed members on the Title Page and turn it into the Graduate School, at 227 Bray Hall or esfgrad@esf.edu before the final deadline (typically the Friday before the next semester’s classes begin). Students in the Division of Engineering must also obtain the signature of the Director of the Division of Engineering on the Final Thesis/Dissertation Submittal Form (8a).

Finally, students must pay their Thesis Processing Fee to the Cashier and turn in the Graduation and Key Return Form. These forms are located in Attachment B on page 19 and Attachment C on page 20. Electronic copies of the forms are also found at <https://www.esf.edu/graduate/>.

Personal Copies/Bindery:

If you wish to have personal copies bound, we found a bindery in Rochester, NY. You will have to upload a PDF of the document. Please note this is not an endorsement of this bindery, but simply the name of a bindery that might produce single copies: Book1One at <https://www.book1one.com/> in Rochester.

Please Note: The Department of Landscape Architecture requires students to include the following disclaimer in all theses: *‘The ideas and opinions expressed in this publication are those of the author and should not be interpreted as those of the State University of New York College of Environmental Science and Forestry.’*

6. Manuscript Format or Other Type of Style Guide (approved by individual departments)

The “Title Page” should remain unnumbered, and all the rest of the front matter (i.e. the pages following the Title Page, and ending with the Abstract) should be numbered in lower-case Roman numerals, starting with “ii” at the bottom right-hand margin. The front matter should be ordered as shown below, so that the Abstract is the last page numbered with lower-case Roman numerals. The page following the Abstract, which is the first page of the body of the document (Chapter 1/Introduction), should start with page ”1” and Arabic numerals should run thereafter until the last page of the student’s vita at the very end of the document. Identify the name of the style guide on the Abstract page.

Front Matter:	Title page Acknowledgments Table of Contents Abstract
Body:	Introduction Manuscripts Conclusions
Back Matter:	Literature Cited Appendices Vita or Resume

Students must submit a vita or resume (See sample on page 17) as the last page of the thesis or dissertation. It is the student's responsibility to ensure that components of all submitted documents are in the correct order, with all pages included.

7. Logging into Your Syracuse Google Account

You may not think you have one, but if you are an ESF student, you do.

Use the following link for instructions on how to log into your Google account:

<https://ols.syr.edu/google-account-for-syracuse-university/>

Once logged into your syr.edu google account, you should be able to use all of Google applications, including the Google Forms for uploading your thesis/dissertation.

Sample Title Page

Double space this section	AN EXPLORATION INTO THE COMPONENTS OF EFFECTIVE PROFESSIONAL DEVELOPMENT FOR SCIENCE EDUCATORS: A CASE STUDY WITH THE ENVIRONMENTAL EDUCATION PROJECT LEARNING TREE	Text: all caps, inverse pyramid format
Single space this section	by Sara Velardi A thesis submitted in partial fulfillment of the requirements for the Master of Science Degree State University of New York College of Environmental Science and Forestry Syracuse, New York May 2022	For doctoral students, replace “Master of Science” with “Doctor of Philosophy”. Use month and year of the actual defense.
	Department of Environmental Biology	
	Approved by: Elizabeth Folta, Major Professor Yuan-Zong Lai, Chair, Examining Committee Donald Leopold, Department Chair Valerie Luzadis, Dean, The Graduate School	Single space this section

Sample Copyright Page

© 2014
Copyright
S.H. Velardi
All rights reserved

Sample Acknowledgements Page

Acknowledgements

There are many people to thank for this research project. First of all I would like to thank my major professor, Beth Folta for guiding me through the interpretation program at SUNY-ESF, giving me advice on research, jobs and goals for my future. I would like to thank her for introducing me to this research project and giving me the opportunity to work closely and learn so much from the environmental education organization Project Learning Tree®. Furthermore, I would like to thank Project Learning Tree® and all of their help and support throughout this research project. I would especially like to thank Tom Shimalla and Betsy Ukeritis. Betsy, thank you so much for answering all my emails at a moment's notice and always putting me into contact with the right person to answer all of my questions. Tom, thank you very much for your consistent communication throughout the project, always providing quick feedback and guidance on the research process.

And thank you very much to my steering committee, Laura Rickard and Diane Kuehn for their feedback and support throughout the research process. Also thank you to Steve Stehman for providing guidance and advice on my statistics for this project.

Lastly, I'd like to thank my parents for always supporting me in whatever educational endeavor I set out to do. Thank you for listening to all of the highs and lows of this research project and giving me the consistent support I needed to keep moving forward.

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Proper format and order for Acknowledgements Page. First page where a page number appears, with the number system accounting for the Title and Copyright Pages.

Sample Table of Contents

Proper format for a Table of Contents, listing only the sections of the document that appear AFTER the Table of Contents (i.e., omitting the Acknowledgements, Copyright, and Table of Contents). The Table of Contents should be formatted in Word, with page numbers aligned to the right and page leaders between the headings and page numbers. See the following page for instructions on constructing a Table of Contents in Word 2007.

TABLE OF CONTENTS	
LIST OF TABLES	vi
LIST OF FIGURES	vii
LIST OF APPENDICES	viii
Abstract	ix
CHAPTER 1: INTRODUCTION	1
OVERVIEW	1
CULTURAL HISTORY OF WILDERNESS	2
PERCEPTIONS AND MAPPING	9
THE ADIRONDACK STATE PARK, NEW YORK	11
THESIS SUMMARY	14
LITERATURE CITED	16
CHAPTER 2: WILDERNESS PERCEPTIONS AMONG COMMUNITIES IN THE ADIRONDACK STATE PARK, NEW YORK.	20
INTRODUCTION	21
<i>Wilderness and the Adirondack Park, New York</i>	25
HYPOTHESES	26
METHODS	27
<i>Study Area</i>	27
<i>Survey Instrument</i>	30
<i>Data Analysis</i>	33
RESULTS	35
<i>Survey Instrument</i>	35
<i>Sample Population</i>	37
<i>Wilderness Perceptions: Total Scores</i>	39
<i>Wilderness Perceptions: Purism Scale and Distribution</i>	42
DISCUSSION	46
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CHAPTER 3: MAPPING THE WILDERNESS PERCEPTIONS OF STAKEHOLDER GROUPS IN THE ADIRONDACK PARK, NEW YORK.	56
<i>Wilderness Legislation and the History of the Adirondack Park, NY</i>	60
METHODS	63
<i>Study Area</i>	63
<i>Survey Data</i>	64
<i>Mapping</i>	65
<i>Comparisons of Perceived and Legislated Wilderness</i>	74
RESULTS	75
<i>Map Extent and Total Area</i>	75
<i>Perceived and Designated Wilderness</i>	80
<i>Implications for WILDERNESS and Management in the Adirondacks</i>	89
CHAPTER 4: CONCLUSIONS	94
VALUE OF COMBINED METHODS	94
WILDERNESS PERCEPTIONS IN THE ADIRONDACK PARK	95
IMPLICATIONS OF THIS RESEARCH	96
LITERATURE CITED	98

8. Setting up Table of Contents

A Table of Contents can be constructed in Word based on a pre-existing document with headings and subheadings. Insert the cursor at the start of the document, or where you intend the Table of Contents to appear. In Word 2007, navigate to the References tab, select Table of Contents, Automatic Table 2. This will insert a blank Table of Contents, as seen below.

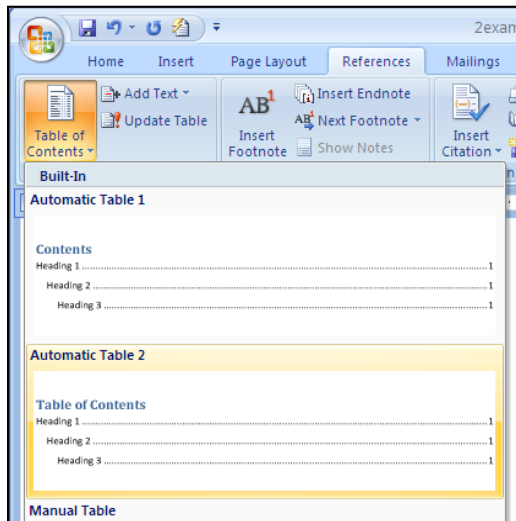
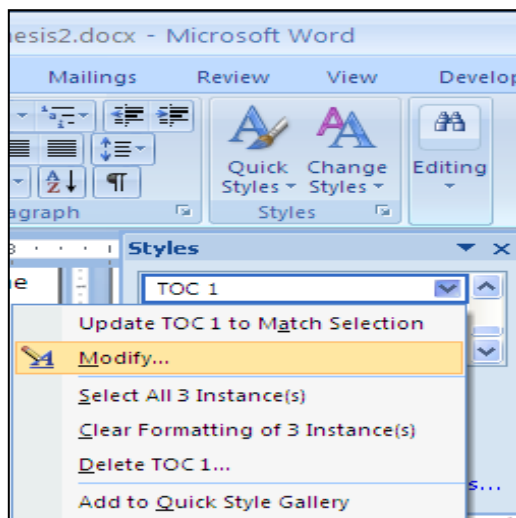


Table of Contents

No table of contents entries found.

Next, select content to add to the table by highlighting various headers and using “Add Text” under the References tab. Here, you can define the levels of text, which corresponds to the indentation and order in the Table of Contents. You will have to “Update Table” after you “Add Text.”

Word will typically reformat your document text once you “Add Text.” You can either reformat the text within the document, or reformat the style for the document under Home tab, Styles, then select each layer of text (e.g., TOC 1, TOC2, TOC3, etc.) and select Modify. Here, you can set the text to a specific color, size, or format (bold, italics, capitalized). You can also edit text appearance within the Table of Contents.



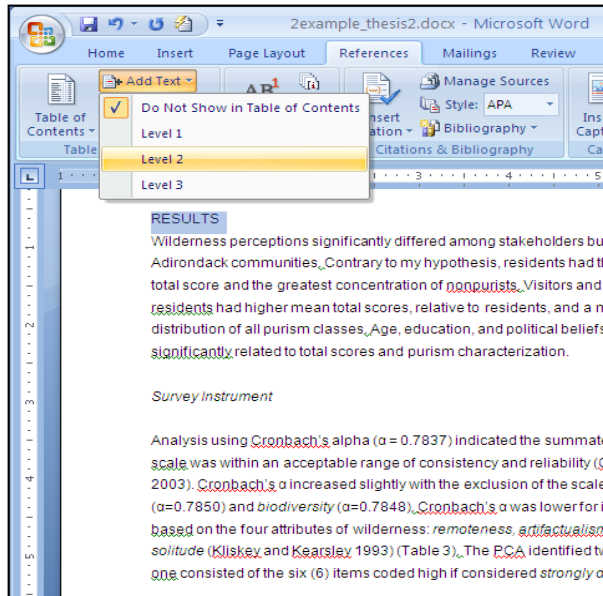
Each time you Add Text to the table, or change the page location of a heading, you will need to update the table by clicking on the Table of Contents.

For more information on setting up a table of contents, visit:

<http://cybertext.wordpress.com/2010/07/23/word-2007-create-an-automatic-table-of-contents/>

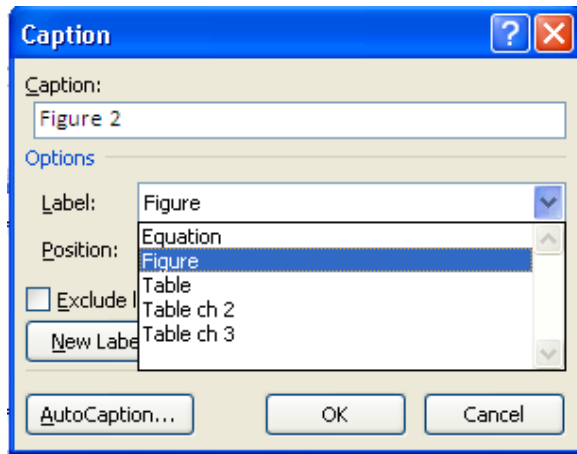
9. Setting up List of Figures/List of Tables

Formatting a List of Figures and List of Tables is a similar process, but through different options in Word 2007.



First, you must designate the number and description of each table/figure as a Caption. Select the table or figure then under the References tab, select Insert Caption. In the space provided, enter the description of the table or figure. It is likely that Word 2007 will reformat your text, but you can define the format within the Home tab, styles, captions, then modify.

To organize tables/figures by chapters, you can either use a precise numeric or you can create new, specific labels for the tables and figures of each chapter within Insert Caption. You should create captions before you insert the Lists. Once you have entered all the captions, you can create Lists for Tables and then Figures, or organize each of those lists by chapters.



Tables are updated by selecting Update Table from the Captions section on the References tab. A similar List can be created for Appendices, if the end of your document contains multiple Appendices. The List of Tables, List of Figures, and optional List of Appendices are the first items to appear in the Table of Contents. Throughout all tables, remove any optional hyperlinks and use page leaders

For more information, visit:

<http://www.brighthub.com/computing/windows-platform/articles/26635.aspx>

Sample List of Tables Organized by Chapter

LIST OF TABLES	
Chapter 2	
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Table 2: Buffer distances (km) for undesirable items	70
Table 3: Percent of layer total area out of Adirondack Park total area	78
Table 4: Overlap between areas perceived as wilderness and APA designations	80

The List of Figures and List of Appendices are both similar.

Note: For these lists please only include the label ("Table 1") and a short title, not a full multi-sentence caption. Unfortunately, Word's "autocaption" option for lists of tables and figures inputs the entire multi-sentence caption, so you may need to directly edit the lists after they have been generated to remove any extra sentences.

Sample Abstract Page

	Print title exactly as it appears on title page, using Initial Caps. Use the total number of pages, tables, and figures of the document as well as the year the document was defended (not the year of graduation, if there is a difference)	
Abstract	↓	
Use first and middle initial plus last name →	S.H.Velardi. An Exploration Into the Components of Effective Professional Development for Science Educators: A Case Study with the Environmental Education Project Learning Tree, 134 pages, 11 tables, 22 figures, 2011. APA style guide used.	Type of style guide used ←
	Wilderness can be understood via individual perceptions that may contrast with legal definitions. This contrast was explored within the Adirondack Park (NY), a unique combination of land uses and stakeholders with a history of conflict over policies that restricted development to conserve natural resources. This research used wilderness perception mapping (WPM) to identify differences between perceived and legal wilderness in the Adirondacks, based on the desirability of landscape characteristics (e.g., maintained campsites) reported by questionnaires. I used this approach to gain insights on differences among stakeholders and communities, and to construct maps of wilderness perceptions to compare with existing land use classifications. Survey and map analyses indicated clear differences among stakeholders, particularly between residents and non-residents, and between legally designated and perceived wilderness areas. These insights contribute to a greater understanding of diverse stakeholder groups and improved management of the Adirondack Park landscape and natural resources.	
	←	
	The maximum acceptable length for an abstract to be published in Master's Thesis Directories is 150 words, and the maximum acceptable length for a dissertation to be published is 350 words. ProQuest will only accept the online submission of abstracts at this word maximum, and will omit any additional words. It is in your best interest to maintain this maximum. You can prepare more lengthy abstracts within each document chapter.	
	Key Words: stakeholder groups, Adirondack communities, purism scale, geographic information systems.	
		Month and year of defense. Should match the date printed on the title page. ↓
	S.H.Velardi Candidate for the degree of Master of Science, May 2014 Elizabeth Folta, Ph.D. Department of Environmental and Forest Biology State University of New York College of Environmental Science and Forestry, Syracuse, New York	
		ix
For Co-major professors, list both names ↗		

CHAPTER 1: INTRODUCTION

OVERVIEW

Wilderness designation and preservation is based on current legal policy that defines the wilderness concept. An alternative understanding of wilderness can be gained via individual or cultural perceptions. The Adirondack State Park of New York provides an ideal environment for the study of wilderness perceptions, with a six million acre mixed landscape of public and private lands and a history of conflict between residents and nonresidents over the use of Adirondack lands and resources. Wilderness perception research in the Adirondack Park could improve the understanding of differences among stakeholders and assist managers and policymakers seeking to balance conservation and development in this unique wilderness landscape.

This section begins with page number 1, with subsequent page numbers running in sequence throughout the remaining document. The final page of the document must contain the student's resume or Vita. Students can either include the current version of their resume or Vita, or can follow the formatting guide provided below.

Name

Date and Place of Birth

Education

	<u>Name and Location</u>	<u>Dates</u>	<u>Degree</u>
High School:			

College:

Graduate School:

Employment

<u>Employer</u>	<u>Dates</u>	<u>Job Title</u>
-----------------	--------------	------------------

nth page number

10. Final Thesis/Dissertation Approval Form

(Attachment A)



Form 8a

Final Thesis/Dissertation Approval Form

Name of Student: _____ SU ID _____

Title of Thesis/Dissertation: _____

Total number of pages (including title page, front matter, chapters, and vita or resume) _____

The above named thesis/dissertation has been approved, including the abstract page, in partial fulfillment of the requirements for the Master of Science/Doctor of Philosophy Degree, State University of New York, College of Environmental Science and Forestry, Syracuse, New York.

Month and year of Defense

Name of Department or Program

Approved by:

Chair, Examining Committee

Major Professor

Co-Major Professor (if applicable)

Department Chair

Dr. Gary Scott, Engineering
(if applicable)

Return form to the Graduate School, 227 Bray Hall, 1 Forestry Drive, Syracuse, New York 13210
The Graduate School 102217

11. Thesis Processing Fee Form

(Attachment B)



Thesis Processing Fee

Date: _____

Student Name: _____ SU ID# _____

Academic Department: _____ Semester/Year _____

A \$35 mandatory processing fee is required at the time your electronic thesis/dissertation is submitted to the Graduate School. All fees are payable to the Cashier in 102 Bray Hall with checks payable to "SUNY ESF" or with a credit card. Return this form, including cashier endorsement below, to the Graduate School in 227 Bray Hall as evidence that you paid.

Return completed form to the Graduate School, 227 Bray Hall, 1 Forestry Drive, Syracuse, New York 13210

To be completed by cashier:

Receipt number: _____ 900580-00; GL#33800.19

Thesis Processing Fee sheet updated: 10/2/17

12. Graduation and Key Return Form

(Attachment C)

SUNY COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY
Graduation and Key Return Form

NAME _____
(PRINT CLEARLY your name as you wish it to appear on your diploma)

SU ID # _____

DEGREE LEVEL _____ CURRICULUM _____

EXPECTED DATE OF GRADUATION: December _____ May _____ August _____

Keys returned (University Police signature required or attach receipt):

☐ University Police _____ Date _____

If continuing at ESF (and not returning keys), major professor or supervisor signature:

☐ Major Professor _____ Date _____

**ADDRESS WHERE DIPLOMA WILL
BE MAILED:**

Diplomas are mailed after graduation.

This address should be one which will
not change for at least 6 months after
graduation.

PERMANENT MAILING ADDRESS:

List here an address through which mail
will always reach you. If this address is
the same as above, write "same."

Date this form was completed: _____

OFFICE RECORD – CANDIDATES SHOULD NOT WRITE BELOW THIS LINE.

Diploma ordered _____ Date graduated _____

Diploma received _____ Diploma sent _____

Commencement fee paid _____

DIPLOMA COVER PICKED UP: _____

Return completed form to the Graduate School, 227 Bray Hall, 1 Forestry Drive, Syracuse, New York 13210