



| University of New Haven

# UNH MASTER'S THESIS AND Ph.D. DISSERTATION DOCUMENTATION REQUIREMENTS

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(Approved by University Academic and Student Affairs Committee on 12/08/2014)

*The policies and procedures in this document are effective January 1, 2015 and apply thereafter until further notice to all prospective and current students of the University. Current students, in consultation with their dissertation advisor, may request a formal exemption from the Academic and Student Affairs (ASA) Committee. The dissertation advisor should submit a written petition containing a brief explanation for the request to the Chair of the Academic and Student Affairs (ASA) Committee. The decision rendered by the ASA Committee will be communicated in writing to the advisor and the student within 14 business days.*

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# INTRODUCTION

This document contains the University of New Haven's requirements for the style and physical presentation of master's thesis and Ph.D. dissertation documents. Students preparing a research project, or internship, report also may be asked to follow these requirements.

This document is not designed to serve as a guide to writing or as a handbook or manual of style, but should be used alongside the style manual approved by the thesis or dissertation advisor. The approved style manual will be the current edition of either (1) *The Chicago Manual of Style* (available in *A Manual for Writers of Term Papers, Theses and Dissertations* by Kate L. Turabian) or (2) the *Publication Manual of the American Psychological Association*, or in special cases another standard published reference selected by the student's thesis or dissertation adviser.

The choice of style manual should be made in accordance with department policy and consideration should be given to styles and formats which are required and/or suitable for academic publications in the chosen field of research in order to encourage and enhance the potential publication of research done by UNH students.

The thesis or dissertation must be written in accordance with the approved style manual and it is highly recommended that students purchase their own copies of the approved style manual.

# **MASTER’S THESIS AND DOCTORAL DISSERTATION PROCEDURES**

This text describes the preparation of thesis and dissertation documents. Policies and procedures relating to graduate degrees at UNH are described in “*UNH policies and procedures for graduate degrees*”. Nothing in this document overrides those policies.

## REQUIRED DOCUMENTS

After a successful defense, the candidate will make all necessary changes in the thesis or dissertation document. The candidate will then print two original copies of the thesis/dissertation which must be on 100% cotton, watermarked, acid-free, superior quality bond (20 pound or heavier). The appropriate paper is typically sold as “Thesis Paper.”. The candidate is responsible for getting all of the original (not copied) signatures on the signature pages of these original copies. The Provost’s Office will forward these two unbound copies to the University Librarian. The Library will bind these copies; one will be placed in the University Archives and one in the circulating collection.

The candidate is responsible for making one additional copy of the final, approved dissertation for submission to ProQuest Dissertation Publishing. This copy may be produced by photocopy on ordinary photocopy paper or as a PDF with accompanying metadata. An additional copy of just the abstract must also be provided for ProQuest to use for *Dissertation Abstracts*.

The candidate is responsible for delivering the two original copies, the ProQuest copy, the additional copy of the abstract, plus two ProQuest forms to the Provost’s Office. The *Survey of Earned Doctorates* form is available from <https://sed.norc.org/doctorate/showRegister.do>, and the *ProQuest Dissertation Publishing* form from: [http://media2.proquest.com/documents/umi\\_agreement\\_papersub.pdf](http://media2.proquest.com/documents/umi_agreement_papersub.pdf).

The candidate will also submit a PDF version of the approved and signed copy of the dissertation to the University Librarian for inclusion in the Institutional Repository. Information about the work (metadata) will be entered and the pdf will be available for

download. For students who do not wish their work to be available by download, embargoes may be placed on work for a period of time of up to five years.

## **COPYRIGHT PROTECTION NOTICE**

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For additional information about procedures, specifications, application for copyright and/or submission of dissertations to ProQuest, contact the staff in the Provost's Office.

# **ORDER OF MATERIAL**

The various sections of the thesis must be assembled in the following order:

TITLE PAGE

COMMITTEE APPROVAL PAGE

DEDICATION/ACKNOWLEDGMENT

ABSTRACT

TABLE OF CONTENTS

LIST OF TABLES

LIST OF ILLUSTRATIONS/FIGURES

PREFACE OR FOREWORD (optional)

TEXT (main body of the thesis)

APPENDICES

ENDNOTES (if compiled at the end of the text)

GLOSSARY (if needed)

REFERENCES

## STYLE AND FORMAT

**Responsibility for Accuracy:** The author of the thesis or dissertation is responsible for not only the content of the thesis, but also the style and format.

**Page Numbers:** The preliminary pages following the title page and preceding the first page of the text of the thesis proper are numbered in lower-case Roman numerals centered at the bottom of the page. The title page counts as *i* and the half-title page counts as *ii*, although the numerals do not appear on these two pages. Beginning with the first page of the text of the thesis, number each page with Arabic numerals beginning with 1. Number all pages in the same location on the page, preferably centered at the bottom of the page. All tables, illustrations, figures, graphs, appendices, glossary, endnotes and references (or bibliography) are paginated consecutively with the text.

**Title Page and Committee Approval Page:** The form of the sample pages (See Appendix) should be followed exactly. It should be stated explicitly that the work is in partial fulfillment of requirements for a specific master's or doctoral degree at the University of New Haven. The Committee Approval Page is not used for research projects.

**Dedication/Acknowledgment:** It is customary that the thesis and any articles, summaries, or books developed therefrom should contain a brief statement of appreciation and recognition to members of the faculty and others who have directed the work or who have been of material assistance in the production of the thesis or other publication. The acknowledgment is placed on a separate page and is listed in the table of contents. A dedication, though not often appropriate for a thesis or dissertation, should only state "To

[person's name]" and should be on a separate page immediately preceding the acknowledgment, placed centered on a line at least 3 inches from the top margin of the page and with no final punctuation. A dedication is not listed in the table of contents.

**Abstract:** All theses, dissertations and research projects must include an abstract which provides a brief survey of the content and purpose of the paper. The abstract should be a concise (1 page to 2 pages in length), comprehensive summary of the research. The abstract must not exceed 350 words, the maximum allowed by *Dissertation Abstracts*. The abstract should describe

- the problem or topic under investigation, in one sentence if possible;
- the purpose and scope of the study or theory, including the pertinent characteristics of the subjects if an empirical study is reported;
- the experimental method used in an empirical study;
- the sources (observation or literature search); and
- the findings, results, conclusions, implications, and/or applications of the study or research.

**Table of Contents:** The format should follow the sample included in these instructions. The supplemental style manual approved for the thesis should be consulted if a more complex listing, with headings for subsections of chapters, is required. The Table of Contents should be positioned on the page to present a balanced appearance, but in no case should the first line of typing begin less than 1¼ inches below the upper margin of the page. The Table of Contents is not generally required for research projects unless specified by the Department or Program.

**List of Tables:** The format should follow the sample included in these instructions. Table numbers may be either Roman or Arabic. The List of Tables should be positioned on the page in the same manner as the Table of Contents to present a balanced appearance. Tables should present data in easy-to-read format. The List of Tables is not generally required for research projects unless specified by the Department or Program.

**List of Illustrations/Figures:** This section may be titled List of Illustrations or List of Figures, depending on which term more accurately describes the content. The format should be the same as for the List of Tables, but should be on a separate page. Figures may consist of drawings, photographs, charts, or graphs. The List of Illustrations/Figures is not generally required for research projects unless specified by the Department or Program.

**Preface/Foreword:** Inclusion of this section is optional, and it may vary in content and/or length. A preface or foreword is a short section which provides information that will enhance the understanding and/or use of the thesis subject matter, speaks directly to the reader and leads into the material that follows.

**Text:** The text of the thesis should contain an introductory section, the main body of the paper and a conclusion. The introduction contains the author's opening remarks on the thesis subject and should describe the scope of the thesis. In either case, this section should be treated in the same manner as a chapter of the text. The introduction may be designated as Chapter 1 or it may be a separate section before the chapters, parts, or sections of the text (see preceding paragraph regarding preface/foreword). The introduction should present the specific content and purpose of the research; state the hypotheses, research method,

experimental design, theoretical implications and applications of the research; and provide appropriate background material. The main body of the paper should be organized into a logical progression. The usual practice is to review the literature; describe in detail the research procedure; report the results or information obtained in the research; discuss the results or information obtained in terms of validity, justification, evaluation, and interpretation; and finally, address the conclusions that may be drawn, theoretical implications that exist, and applications that may be made. The text of the paper should be divided into chapters, parts, or sections. In some papers, each section will in turn be divided into subsections. These subsections are given titles, or subheadings, which are described as first-, second-, or third-level subheadings. The placement and format of the headings and subheadings should follow the approved style manual.

**Appendices:** Material that may be useful or related to the text, but is neither essential nor suitable for inclusion within the text, may be placed at the end of the text of the paper as an appendix. This material might be in the form of tables, technical notes, copies of questionnaires or documents, case studies, or other appropriate material. The writer should consult the approved style manual for additional information and instructions.

**Endnotes:** In most cases, the style and format guide designated by the department will stipulate the appropriate treatment for documentation and reference citations within the text. Parenthetical author-date citations are the most common format used for "reference citations" which indicate the sources of facts, opinions, and quotations used in the text or provide cross-references to other pertinent material. Complete instructions for parenthetical author-date citations are included in the Chicago/Turabian and APA style

manuals. Generally, endnotes are the recommended format for "content" notes, which provide information, documentation or comment that is incidental to or in addition to the text. These may be placed at the end of each chapter or in a combined list at the end of the text. If for some reason footnotes are used, they should be placed at the bottom of the page on which the reference to the footnote appears. In all cases, consistency in the use of citations, references and notes throughout the work is mandatory.

**Glossary:** Inclusion of a glossary is helpful if the thesis or dissertation contains a large number of unfamiliar phrases, foreign words, abbreviations or technical terminology. The words or phrases should be arranged alphabetically, with the definitions formatted as a hanging indent if they are longer than a single line.

**References:** The reference list is the last item in the thesis or dissertation. The style and format of the reference list must follow exactly the style and format of the approved style manual. A list that contains only those sources actually cited in the text is titled "References," "Selected References" or "Works Cited." Please note that a bibliography is a list of all sources consulted by the author, whether actually cited in the thesis or not. The list of works actually cited in the text must be included in the thesis or dissertation. If additional works were consulted and the student's adviser approves, they may be listed separately immediately following the References. Such a bibliographic list needs to be clearly identified. Complete instructions and specific examples are included in the Chicago/Turabian and APA style manuals as well as reference software such as Mendeley (<http://www.mendeley.com/>).

# PRODUCTION INSTRUCTIONS

**Responsibility for production:** It is the responsibility of the student to see that the thesis or dissertation is submitted in the proper form. The quality of production must conform to a high standard of excellence in terms of mechanical details.

**Paper:** Paper size must be 8.5 x 11 inches (22 x 28 cm), printed one side only.

The unbound original manuscripts for master's theses and doctoral dissertations destined for the Library must be 100% cotton, watermarked, acid-free, superior quality bond (20 pound or heavier). The appropriate paper is typically sold as "Thesis Paper."

The additional copy of the final, approved dissertation and the additional copy of just the abstract for submission to ProQuest may be produced on ordinary printer paper or as a PDF. Details are available from:

<http://www.proquest.com/products-services/dissertations/submitting-dissertation-proquest.html>.

There are no paper quality specifications or restrictions for additional copies prepared for other purposes

**Font (Typeface, Size), and Color:** The font selected for the text should be a serif typeface and should include italic. Lettering on figures should also be sans serif. The preferred typeface is Times Roman because it is easy to read; Courier is acceptable.

Font size should be 12-point (10 characters per inch) for the text; notes may be

10-point type (12 characters per inch), but no smaller. The color should be black.

**Margins and Placement on the Page:** In keeping with the ProQuest Guidelines all margins must be 1 inch (2.54 cm). Page numbers cannot be less than  $\frac{3}{4}$  of an inch (1.9 cm) from the bottom of the page. The right side margin should be kept as even as possible. Block quotations should be indented at least 2 inches (5.08 cm) from both side margins.

**Spacing:** The text of the thesis should be double-spaced. This spacing between lines allows for superscripts and subscripts in addition to providing text that is easier to read. The only exceptions to this spacing in the text of the thesis or dissertation are footnotes (if used) and block quotations.

**Block quotations:** Block quotations are single-spaced with no opening or closing quotation marks, and should be indented at least 2 inch (5.08 cm) from both side margins with double spacing above and below the block. The block form should be used for all direct quotes of four lines or more if typed within the text. Quotes of less than four lines are placed in the text within quotation marks.

**Headings for Major Divisions:** Each major division (e.g., chapter of the text, appendix, bibliography, index) should begin on a new page with the heading at the top margin. Titles and headings of major divisions will be typed all in capitals and will be centered between the vertical margins. Any title which is more than  $5\frac{1}{2}$  inches (13.97 cm) in typed length should be divided into two or more lines with each successive line of the title being shorter than the preceding line. Multiple-line titles for major divisions of the text should be double-spaced; multiple-line titles for subdivisions should be single-spaced. No terminal

punctuation should be used for the title of the thesis or dissertation or for the heading of a chapter or section.

**Headings for Subdivisions:** Headings should be consistent throughout the text. All standard style manuals contain examples of format for capitalization, placement, italics and/or use of boldface to indicate various levels of subheadings. Students should follow the format in the approved style manual.

**Endnotes/Footnotes:** The notation system for endnotes (preferred) or footnotes must be consistent in placement and form, which should follow the approved style manual.

**Tables, Illustrations and Figures:** Specific instructions for the production of illustrative material and graphs or tables will be found in the following section of this document and also appears in most style manuals.

Each item should be numbered and titled, and should be positioned in the text as close to and following the first reference to the item as possible. Tables, graphs and figures are used to enhance, explain or demonstrate points in the text. They must be accurate as well as easy to read and interpret. Great care should be taken to produce the illustrative material or tables in a professional manner. Images, diagrams, photographs, like all work should have a citation, if not the result of the student's own work.

**Proofreading and Corrections:** The entire thesis or dissertation must be thoroughly proofread and completely corrected prior to its presentation to the readers before the defense.

# TABLES, GRAPHS, ILLUSTRATIONS, AND FIGURES

**Placement and Margins:** Where such material occupies a full page and does not consist exclusively of textual material, it must be produced with margins of at least 1 inch at the top and bottom and both sides. Thus, the area available is 6.5 inches by 9 inches (16.5 cm by 22.9 cm).

**Oversized Material:** Maps and charts which cannot be reduced or sectioned to fit the area of 6.5 inches by 9 inches (16.5 cm by 22.9 cm) must be included loose in a packet or envelope to be attached to the inside back cover of the thesis binding. Candidates should discuss exceptional problems with the Provost's Office or Director of the Library.

**Photographic Reproductions:** Only high quality reproductions are acceptable in any copies of the thesis or dissertation submitted to the Provost's Office. All other types of reproduction of documents will be rejected. Transparencies and transparent paper may not be used. Graphic presentations about which there is any doubt must be approved by the Provost's Office. All reproductions should be clear and sharp with written material large enough to be read easily. Photographic reproductions, when used, must be produced on the best quality paper available. If the size of the image approximates 6.5 inches by 9 inches (16.5 cm by 22.9 cm), the print should be made on a paper of the same dimensions as the paper used for the text of the thesis. If the prints are of smaller size, they may be mounted on paper leaving margins of at least 1 inch (2.54 cm) all around and using mucilage or

photographic dry-mounting tissue. Rubber cement and other adhesives, which have a tendency to dry out and lose their adhesive quality, are not satisfactory. If photographic means are used to reduce large charts, maps, etc., the reduction may not exceed 50 percent.

**Graphs and Figures:** Graphs and figures should be printed in a professional manner on the same fine-quality, acid-free bond paper used for the final original copy of the thesis or dissertation. If the margins of the area actually utilized for the graph or figure (including all captions and legends) are less than 1 inch (2.54 cm) all around, the drawing should be reduced.

**Symbols, Minor Illustrations:** Any material (such as symbols which do not exist in standard software for tables/graphics) which must be inserted by hand on the printed pages of the text must be inserted in black India ink or black permanent professional drafting pens on the original copy. Symbols hand inserted on the original should be done in a manner that reproduces clearly.

**Rule Lines in Tables:** Tables of more than two vertical columns should be ruled horizontally. Vertical rules should be used in tables with more than two vertical columns unless the columns are spaced far enough apart to be read accurately and easily.

**Copyrighted materials:** Copyrighted materials such as figures, tables, surveys or other measurement tools taken from published sources and reprinted must be clearly identified as such and permission obtained from the copyright holder.

## SELECTED BIBLIOGRAPHY<sup>1</sup>

*The Chicago Manual of Style*, 16<sup>th</sup> ed. Chicago: University of Chicago Press, 2010.

Hacker, Diana. *A Pocket Style Manual*. Boston: Bedford Books of St. Martin's Press, 1993.

Luey, Beth. *Handbook for Academic Authors*, rev. ed. New York: Cambridge University Press, 1990.

Miller, Joan I., and Taylor, Bruce J. *The Thesis Writer's Handbook: A Complete One-Source Guide for Writers of Research Papers*. West Linn, OR: Alcove Publishing, 1987.

*Publication Manual of the American Psychological Association*, 4<sup>th</sup> ed. Washington, DC: American Psychological Association, 1994.

Strunk, William, Jr., and White, E.B. *The Elements of Style*, 3<sup>rd</sup> ed. New York: Macmillan, 1979.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7<sup>th</sup> ed. Chicago: University of Chicago Press, Year?.

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<sup>1</sup> This Selected Bibliography is presented in *Chicago Manual* style.

# APPENDIX

(Sample title page for doctoral dissertation)

THE UNIVERSITY OF NEW HAVEN

THE ROLE OF TECHNICAL, POLITICAL, AND CULTURAL DYNAMICS  
IN STRATEGIC ORGANIZATIONAL CHANGE: A CASE STUDY  
OF A COMMUNITY HOSPITAL IN CONNECTICUT

A DISSERTATION

submitted in partial fulfillment

of the requirements for the degree of

DOCTOR OF PHILOSOPHY MANAGEMENT SYSTEMS

BY

Patricia Clement

University of New Haven

West Haven, Connecticut

August 1997

(Sample signature page for doctoral dissertation)

THE ROLE OF TECHNICAL, POLITICAL, AND CULTURAL DYNAMICS IN  
STRATEGIC ORGANIZATIONAL CHANGE: A CASE STUDY  
OF A COMMUNITY HOSPITAL IN CONNECTICUT

APPROVED BY

---

[first name, middle initial, last name, Ph.D.]  
Committee Chairperson

---

[first name, middle initial, last name, Ph.D.]  
Committee Member

---

[first name, middle initial, last name, Ph.D.]  
Committee Member

---

[first name, middle initial, last name, Ph.D.]  
Committee Member

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[first name, middle initial, last name, Ph.D.]  
Committee Member

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[first name, middle initial, last name, Ph.D.]  
Director of the Doctoral Program

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[first name, middle initial, last name, Ph.D.]  
Dean of the College

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[first name, middle initial, last name, Ph.D.]  
Provost

(Sample title page for master's thesis)

THE UNIVERSITY OF NEW HAVEN

THE EFFECTS OF EDUCATIONAL SUBSIDIES ON THE  
INTRINSIC MOTIVATION OF M.B.A. STUDENTS

A THESIS

submitted in partial fulfillment

of the requirements for the degree of

MASTER OF ARTS IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

BY

Noah L. Durkin

University of New Haven

West Haven, Connecticut

January, 1987

(Sample signature page for master's thesis)

THE EFFECTS OF EDUCATIONAL SUBSIDIES ON THE  
INTRINSIC MOTIVATION OF M.B.A. STUDENTS

APPROVED BY

---

[first name, middle initial, last name, Ph.D.]  
Thesis Adviser

---

[first name, middle initial, last name, Ph.D.]  
Committee Member

---

[first name, middle initial, last name, Ph.D.]  
Committee Member

---

[first name, middle initial, last name, Ph.D.]  
Program Coordinator

---

[first name, middle initial, last name, Ph.D.]  
Dean of the College

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[first name, middle initial, last name, Ph.D.]  
Provost

(Sample title page for master's research project)

THE UNIVERSITY OF NEW HAVEN

THE INDUCTION OF APOPTOSIS UNDER THE ACTIONS OF DOXORUBICIN

AND CARBOPLATIN VERSUS ITS RESCUE USING PROPRANOLOL:

THE ROLE OF p53 AND BAX IN THE

INTRINSIC APOPTOTIC PATHWAY

A RESEARCH PROJECT

submitted in partial fulfillment

of the requirements for the degree of

MASTER OF SCIENCES IN CELLULAR AND MOLECULAR BIOLOGY

BY

Olatz Arrizabalaga

University of New Haven

West Haven, Connecticut

June, 2011

(Sample acknowledgment page, optional)

## ACKNOWLEDGMENTS

Sincerest thanks to Professor [first name, last name], Professor [first name, last name] and Professor [first name, last name] for their patience and support.

Special thanks also to [first name, last name]; and appreciation to UNH.

(Sample abstract page)

## ABSTRACT

Twenty-five or more years of research have attempted to identify situations where the receipt of extrinsic rewards undermines intrinsic motivation to perform a task. The present field study tested Deci's cognitive evaluation theory among M.B.A. students receiving educational benefits, from their employers. It was expected that subjects' value orientations and ratings of concern/importance about the task as well as structural issues of reimbursement level and scenario (contingent vs, noncontingent) would moderate the effects of receiving tuition reimbursement on the subsequent intrinsic motivation toward the M.B.A. program. Subjects with a high expressive (intrinsic) value orientation were more intrinsically interested and satisfied with the M.B.A. program than were those with a low expressive (more extrinsic) value orientation. With respect to level (magnitude) of reimbursement received, subjects with a high expressive value orientation showed greater intrinsic interest as reimbursement increased; subjects with a low expressive value orientation showed less in intrinsic interest as reimbursement increased, Finally. for subjects whose reports of concern and importance about the task were high, greater intrinsic interest and satisfaction with the M.B.A. program was reported than those reporting low concern and importance. The results, therefore, supported a "compensatory" theory of extrinsic rewards among those whose primary motives are instrumental in nature.



(Sample list of tables)

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## DISSERTATION AND THESIS SUBMISSION CHECKLIST

- ✓ At least two weeks prior to the defense, the written thesis or dissertation is distributed to the advisor, committee members, Director of the doctoral program or Coordinator of the master's program, the Dean of the College, the Provost's Office, and other individuals specified by the thesis or dissertation advisor.
- ✓ Following the oral presentation, all required corrections are made.
- ✓ The candidate is responsible for printing two original copies of the final document following these guidelines. Additional copies may be prepared for the candidate and the project advisor.
- ✓ The candidate is responsible for getting all of the signatures on the original copies of the dissertation or thesis.
- ✓ The candidate makes a copy of the final document plus a copy of the abstract for ProQuest.
- ✓ The candidate delivers the two original copies plus the ProQuest copies, plus two ProQuest forms to the Provost's Office.
- ✓ The Provost's Office forwards two unbound copies to the Library for the permanent record.
- ✓ The candidate submits a PDF version of the document to the Librarian.
- ✓ The Advisor submits a final grade for the project once the final copies have been accepted by the Library.
- ✓ Optional: The candidate is advised to complete the process for a copyright on dissertation work.