

### III. ARRANGEMENT OF THE THESIS/DISSERTATION

#### ARRANGEMENT (ORDER) OF PAGES

Preliminary pages: All pages are counted however; the first page with a *printed* number on the page is the ABSTRACT. The preliminary pages are numbered using lower case roman numerals (iii, iv, v...), printed on the bottom, center

1. Title Page (required : counted as page i, but page number is not printed)
2. Copyright (optional: if a registration is filed; the page is counted, and the number is not printed)
3. Approval Page (required: the page is counted, and the number is not printed)
4. Dedication (optional: the page is counted, and the number is not printed)
5. Acknowledgment (optional: the page is counted, and the number is not printed)
6. Abstract (required: first page with a *printed* appropriate preliminary page number. Counted as page iii without optional pages. Count all pages prior to this page for the appropriate numbering.)
7. Table of Contents (required: *printed* preliminary page numbering continues to CHAPTER I )
8. List of Tables (if any, numbering continues)
9. List of Figures (if any, numbering continues)

Text pages: All pages are counted with numbers *printed* on the bottom, center. Pages are numbered consecutively using Arabic numerals (1,2,3...) to the last page of the manuscript.

10. Text (body of thesis/dissertation begins CHAPTER I, page 1)
11. Bibliography/References/Literature Cited (numbering continues)
12. Appendices (numbering continues)
13. Index (if any, numbering continues)

**TITLE PAGE:** (counted as the first page, but the number is not printed on the page)

The title page includes the thesis title, the student's name, and the degree(s) already received. It also announces the degree for which the student is a candidate and the month and year in which the degree is to be awarded. For persons who hold more than one degree, the degrees should be listed chronologically. The title and student's name should be in all capital letters and double spaced on the page. The title should clearly describe the contents of the thesis. If possible, word substitutes should be used for formulas, symbols, superscripts, Greek letters, and so on (See Appendix A & B). The title appearing on the spine of the bound copies of the thesis **must not exceed 65 characters, including spaces**. If the thesis title exceeds 65 characters, an **additional** edited title must be submitted (**on a separate sheet of paper**) when the deposit copies are submitted for final approval.

**COPYRIGHT NOTICE:** (the page is counted, page number is not printed)

A copyright notice may be included. The copyright notice follows the title page. The essential components of the copyright notice are: copyright symbol ©, student's full legal name, and the year in which the copyright is registered by publication. The copyright notice should be centered on the page, for example: © Copyright by Ian Eric Atkinson 2008 (Appendix C). For additional information on copyrighting, refer to the government website at:

<http://www.copyright.gov/>

**APPROVAL PAGE:** (the page is counted, page number is not printed)

There must be **at least** two original signed approval pages to be inserted into the two Library copies of the manuscript (Appendix D). The student's thesis/dissertation chairperson and other committee members must sign the approval page **with their names and departments typed beneath the signature line**. At the discretion of the student and advisor, committees may have additional members. However, only those holding Graduate Faculty membership, or persons deemed by the University Graduate Council as qualified for Graduate Faculty membership may serve as voting members of a thesis/dissertation committee. The committee of the doctoral dissertation must have at least one external Graduate Faculty member. This could be a person who qualifies for membership on the Graduate Faculty and holds an appointment outside of the student's degree program. It is the student's choice if she/he wants original signatures for her/his personal copies of the thesis/dissertation.

**DEDICATION** (if any: page counted, number not printed)

**ACKNOWLEDGMENT** (if any: page counted, number not printed)

**ABSTRACT:** (first page with the appropriate preliminary, lower case Roman numeral, printed at the bottom, center of the page)

An abstract (350 words maximum) is required which summarizes the contents of the thesis. It should state the issue(s) being examined, the procedure or methods used, the results, and any conclusions that are drawn. Students should consult with their department for an appropriate style manual before writing the abstract. The abstract must be typed on only one side of the paper and be double spaced. Symbols and foreign words and phrases must be printed clearly and accurately. The abstract heading is the thesis title and student's name in all capital letters and should be centered and double spaced (Appendix E).

**TABLE OF CONTENTS:** (printed preliminary page numbering continues through to CHAPTER I)

A table of contents is required. Students should consult with their department chairperson/program director concerning appropriate subject matter and details to be noted. A sample of the format for the table of contents can be found in Appendix F and should be followed. Please note that chapter headings are in capital letters and are numbered with Roman numerals. Main headings are indented five spaces from the initial letter of the main headings. The terms CHAPTERS, NOTES, BIBLIOGRAPHY (REFERENCES), APPENDIX and INDEX must appear in capital letters.

**TEXT:** (the body of thesis/dissertation begins CHAPTER I, page 1, and Arabic numbers printed on the bottom, center of the page begin here. All pages through to the last page must be numbered.)

The following guidelines for typing the body of the thesis should be followed. For matters of style not covered by these guidelines, the student should consult a style manual appropriate to their discipline. Once a style manual is selected, it **must** be observed **consistently** throughout the thesis. The text must meet the margin requirements noted on page 7.

All text is double spaced with the exception of direct quotations three or more lines in length. Such quotes are indented five spaces from the left and right margins of the text and single spaced. A student's discipline may require a different manual style to be followed.

The thesis is divided into chapters such as, CHAPTER I, II, III, etc. Text begins on the first page of CHAPTER I. Each chapter should represent an important division of the subject investigated and the title should indicate a definite and logical division of the subject of the problem.

**Chapter headings begin 3 inches from the top of the page, which differs from the standard one inch top margin for the rest of the document.** Each chapter should have a title which is centered and in capital letters. Chapter headers appear on two lines (without punctuation) capitalized and centered:

CHAPTER I

INTRODUCTION

The first line of the text begins **2 or 3 lines below** the chapter title. Only the first page of each chapter begins 3 inches down the page, the balance of the chapter and other sections of the manuscript begin one inch from the top of the page.

## **TABLES and FIGURES**

Tables and figures are usually inserted in the text near where they are first mentioned. Tables and figures can be single spaced and placed on a separate page or pages.

A **table** is identified by a number, its title, and the page number on which it appears. The **table numbers should be a consecutive sequence of Roman Numerals** (unless discipline requires a different style).

A **figure** is any kind of graphic presentation other than a table. Figures **are numbered consecutively with Arabic numbers**, and titled. All tables and figures must be of professional quality (see Appendix G & H). Follow the same instructions in preparing the LIST OF FIGURES as in preparing the LIST OF TABLES.

**NOTES** (if any)

Notes should be typed in a manner consistent with the style manual being used for the thesis. Common practices are to single space notes at the bottom of the page or double space notes at the end of the text. If notes appear at the end of the text, these pages should be numbered continuously with the text in Arabic numbers. Notes must meet the margin requirements noted on page 7 of this handbook.

## **BIBLIOGRAPHY (or REFERENCE)**

The bibliography is a list of all sources used in the preparation of the thesis, whether or not they are referred to directly in the text or notes. It should be arranged alphabetically as one listing. If lengthy, it may be sub-divided into different classifications, such as books, pamphlets, and periodicals, or into different divisions of the material based on topic. Students should refer to the style manual recommended by their department for the preparation of the bibliography.

## **APPENDIX (if any)**

If an Appendix is included it is preceded by an announcement page titled APPENDIX which is centered on the page. This page and the appendix section must continue the page numbering of the thesis. Appendix pages must also adhere to margin requirements noted on page 7 and be of professional quality.

## **INDEX (if any)**

An Index is an alphabetically arranged list of subjects with page numbers indicating where the subject appears in the text. If included, the Index follows the Appendix.