

Thesis and Dissertation Guidelines

The thesis or dissertation must conform to the following:

- 1) All straight text is to be double spaced. Quotations, if more than a few lines in length, should be set in from margins and single spaced. Footnotes, tabulations, formulas, *etc.* should likewise be single spaced.
- 2) It is recommended that SI (International System of Units) units (kg m s) be used throughout. If, however, your discipline uses a different set of units as a standard, use those.
- 3) The left margin must be 1-1/2 inches throughout the entire document. All other margins must be one inch wide. Margins on illustrations, tables, graphs, *etc.*, shall conform to the above. **Page numbers must be at the bottom, center of the page without violating the 1-inch margin.**
- 4) Illustrations, tables, graphs, *etc.*, shall be consecutively numbered throughout the entire document, so that they may be readily referred to in the context. Figures and tables placed sidewise on the page must be outward facing (facing to the right). Placement of labels for figures and tables should be consistent throughout the document.
- 5) A Table of Contents, giving at least the chapter headings, with page numbers, must be included (see item #9 for order of the document). If the thesis or dissertation contains tables, figures, *etc.* a List of Tables and/or List of Figures must follow the Table of Contents.
- 6) An abstract is to be prepared which will summarize the main findings and conclusions of the thesis or dissertation. There is no length restriction for abstracts. As much as possible, the abstract should contain information, not merely an outline of the work done.
- 7) The dissertation must include a CV or Biography, giving a short biography of the author including institutions attended, degrees (with dates) and honors, titles, or publications, teaching or professional experience, and other pertinent information.

8) The contents of the thesis or dissertation must be arranged and numbered as follows:

- the title page (which is page i but is NOT numbered)
- copyright page (which is page ii)
- dissertation signature page-no actual signatures included (iii)
- acknowledgments (if any)
- the table of contents
- list of tables (if any)
- list of figures (if any)
- list of illustrations (if any)

Roman numeral page numbers ends here

- an abstract (page 1-Arabic numeral)

NOTE: Arabic numeral page numbering starts with the abstract at page 1 and is continued in consecutive order to the last page of the thesis or dissertation

- the main text of the thesis or dissertation including footnotes, tables and figures
- bibliography or list of references
- any appendices
- CV or brief biography (last page)

9) The PDF you upload online is limited to a file size of 100MB and supplementary files are limited to 10MB.

10) No source or object computer program is to be incorporated into the thesis or dissertation. These should be included in an appendix or submitted through the online submission system as a supplemental file. Proper credit should be given for use made of other programs.

11) The student should consult his or her advisor concerning University rules on the copyrighting of computer programs.

12) The pages of the entire thesis or dissertation, including illustrations, tables, graphs, appendices, bibliography, shall be numbered as indicated in 8) above. It is important that every page (except the title page, as noted above) be numbered.

13) Several referencing styles can be used in listing books, articles, reports, unpublished materials, and public documents, etc. in your bibliography. Please consult with your advisor on the appropriate style used in your department. It is important that you maintain consistency with one style throughout your thesis or dissertation. The following list highlights manuals that are excellent guides to referencing styles:

- American Psychological Association. (1983). Publication manual of the American Psychological Association. Arlington, VA: Author.
- Dodd, J.S. (Ed.) (1986). The ACS style guide: A manual for authors and editors. Washington, DC: American Chemical Society.
- Gilbaldi, J. & Achtert, W.S. (1988). MLA handbook for writers of research papers. (3rd ed.). New York: Modern Language Association of America.
- Turabian, K.L. (1987). A manual for writers of term papers, theses, and dissertation. (5th ed.). Chicago: University of Chicago Press.
- University of Chicago Press. (1982). The Chicago manual of style. Chicago, IL: Author.