

**IMPORTANT FORMATTING REMINDERS
FOR STUDENTS WRITING THESES AND DISSERTATIONS**

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CHAPTERS AND SUBDIVISIONS

Use any logical system of chapters, sections, and subsections, but be consistent throughout the document.

Make **chapter heading numbers** either Arabic (e.g., CHAPTER 1), uppercase Roman numerals (e.g., CHAPTER I), or spelled-out numbers (e.g., CHAPTER ONE), but keep the style consistent throughout the document.

Maintain a consistent organizational scheme throughout the text. If a document begins with numbered decimal subheadings (typical of Engineering and science papers), then use decimal subheadings throughout. On the other hand, if a combination of varying subordinate headings (typical of Liberal Arts papers) is used in one chapter, then use this style

DO NOT INSERT POINTS (EXTRA SPACE) BEFORE AND AFTER LINES OF TEXT. Ensure that spacing before and after lines of text is set to “0 pt,” which can be controlled by accessing the “Paragraph” setting in Word.

Indent the first line of each paragraph **consistently** from the left margin, including the first paragraph of each chapter, which is different from journal articles that often do not indent the first paragraph. Typically, indentation is a **half inch**.

Page number **preliminary pages** with **Roman** numerals, beginning with the third page (Committee Identification Page) as **iii**, which comes after the Title Page and Copyright Page. Begin numbering **text matter** through the appendices in **Arabic** numerals starting in Chapter 1 with **1**. **The end of this handout shows several sample pages of how to achieve the proper numbering for preliminary and text pages.**

ABBREVIATIONS

Define abbreviations the first time they are mentioned in the text of the paper, and define them only once. After the first mention of an abbreviation, use either the spelled-out version or the abbreviation itself, **but not both** again. Defining an abbreviation means spelling out the abbreviation followed by the acronym in parentheses. One rule is that if several pages occur between the time an abbreviation is first mentioned and the next time it is used, then use the spelled-out version to remind readers of that term, but **do not** follow this next mention with the acronym in parentheses. **This rule applie**

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Most spelled-out abbreviations are **not capitalized**, although they may contain a **capitalized proper noun word**. Some examples are bit error rate (BER),

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Typically, **figure captions** are shown in Sentence style, beginning with the word Figure followed by its number and a period, followed by the caption ending with a period, and **centered below the figure, leaving one blank line between the figure and its caption**. Typically, **table captions** are shown in ALL CAPITAL LETTERS, beginning with the word TABLE, followed by its number, followed a double-space below by the TABLE CAPTION, **all centered above the table, leaving one blank line between the table and its caption**.7 606.58 Tm0 G[(follo)-5(wed)-2(

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(a) (b) (c) (d)

one blank line

Figure 1: Optical images: (a) uncoated cotton gauze, (b) cotton gauze embedded with carbon black, (c) cotton gauze embedded with graphene, and (d) CNT nanoparticles.

Figure 1. Electrospinning process: (a) equipment used in initial setup, (b) first extrusion, (c)

EQUATIONS

Number equations the same way that figures and tables are numbered—either from 1 to whatever, e.g., (1), (2), etc., or within chapters, e.g., (1.1), (1.2), etc.

Center equations between the left and right margins, and place the equation number in parentheses on the flush-right margin. Rather than manually spacing the equation and its number into position with the space bar, use this easy method by setting tabs for proper placement of the equation and its number: **set two different tabs** on the line where the equation appears—a **center tab (at 3.25 inches)** and a **right tab (at 6.5 inches)**. With the cursor at the left margin, tab to the center and place the equation; then with the cursor placed after the equation, tab to the right margin and place the equation number in parentheses:

tab from left margin to center $(a + b = c)$ **tab** from end of equation to right margin (1)

When referring to a specific equation in the text, **do not capitalize** the word “equation,” and be sure to follow it by its specific equation number in parentheses, e.g.,

If references are identified by **author and date** in the text, then include these in **alphabetical order** in the BIBLIOGRAPHY at the end.

Ensure that numbered references begin with 1, 2, 3, and so on. Typically, in Engineering and scientific papers, these numbers are placed in brackets, e.g., [1], [2], [3].

Begin reference numbering in CHAPTER 1. If references are mentioned in any figure or table caption, **do not** start the reference numbering in the preliminary LIST OF FIGURES or LIST OF TABLES. Assign references within figures and tables with the sequence number **in which they appear in the text.**

Ensure that numbered references mentioned in the text are correctly identified by their number in the LIST OF REFERENCES at the end.

If authors in a reference are mentioned in the text, then ensure their spelling is correct, both in the text and in the reference section.

Delete any references listed at the end of the paper that are not mentioned in the text.

DO NOT MIX REFERENCING STYLES WITHIN THE PAPER. THAT IS, DO NOT INCORPORATE BOTH AUTHOR (DATE) AND ENDNOTE NUMBERS IN THE SAME PAPER. CHOOSE ONE STYLE AND BE CONSISTENT.

For example, you can say: Smith found that . . .¹ or Smith found that . . . [1] **or** Smith (2002) found that . . .

But do not say: Smith (2002) found that . . .¹ or Smith (2002) found that . . . [1], which includes both styles and is incorrect.

IMPERSONAL WRITING STYLE

Eliminate references to “we,” “our,” and “my” in the writing of the text. You may have performed the research with other individuals, and you may have written a journal article using these words. However, at this point, this thesis or dissertation is **your** paper and not a “we” paper. Here are a few examples of changing the text to an impersonal style:

In this dissertation, we present the computational framework . . .

Rather: This dissertation presents the computational framework . . .

Additionally, we consider the general question of . . .

Rather: Also considered is the general question of . . .

Our propagation error provides a step towards . . .

Rather: The propagation error shown here provides a step towards . . .

FRONT MATTER OR PRELIMINARY PAGES

Do not bold headings, subheadings, or figure and table captions in the preliminary pages.

For preparing a TABLE OF CONTENTS, **follow the sample pages in the guidelines**, using single- and double-spacing as well as proper indentation and capitalization. Use FULL UPPERCASE CAPITAL LETTERS for the titles of main chapters, and use either **Headline Style (Initial Caps)** or **Sentence style** for subheading listings. Single-space headings and subheadings that are longer than one line, and single-space all subheadings that fall under a chapter heading.

Double-space before and after chapter heading

On **subsequent pages** of the TABLE OF CONTENTS, repeat that title followed by the word (continued) in parentheses, and also repeat the Chapter and Page subheadings.

Do not run long chapter titles and subheadings into the page number on the right margin; rather, break the title or subheading about a **half inch from the right margin**, and place the remainder of it on the following line, single-spaced under the first word of that title or subheading.

Ensure that the wording of each chapter title, heading, and subheading in the TABLE OF CONTENTS is identical to what appears in the text.

Remember that dot leaders from the end of a heading to its page number are optional.

For preparing the captions in a LIST OF FIGURES, LIST OF TABLES, or LIST OF PLATES, follow the sample pages in the guidelines, using single- and double-spacing. Single-space captions that are longer than one line, and double-space between captions.

Use subheadings in the LIST OF FIGURES, LIST OF TABLES, and LIST OF PLATES as “Figure,” “Table,” or “Plate” on the left margin, and “Page” flush on the right margin, as is done in the TABLE OF CONTENTS.

On **subsequent pages** of the LIST OF FIGURES, LIST OF TABLES, and LIST OF PLATES, repeat the title followed by the word (

Do not run long figure or table captions into the page number on the right margin; rather, break the caption about a **half inch from the right margin**, and place the remainder of it on the following line, single-spaced under the first word of that caption.

Ensure that the wording of each caption in the preliminary lists is identical to what appears in the text.

Keep in mind that **plates** are a special section of pages of related figures, multiple photographs, or materials that are **converted to a digital format, electronically incorporated into**, and readily accessible from the manuscript, including oversized maps, data on floppy disks, and videotape footage. Itemize these materials as a separate **List of Plates**, indicating the page numbers where they appear and can be accessed in the manuscript.

BACK MATTER (REFERENCES AND APPENDICES)

Keep the reference style used in the

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Before the references (or bibliography) and before the appendix (or appendices), use single separation pages, with the words REFERENCES or BIBLIOGRAPHY, and APPENDIX or APPENDICES placed in the middle of the page, as shown in the guidelines.

Following the separation page, title the first page of the references with REFERENCES or BIBLIOGRAPHY at the top one-inch margin, followed by either the **numbered** references or the **alphabetical** references, respectively.

In the case of a reference with three or more authors, **list all authors in the LIST OF REFERENCES; do not** use the style used in the text, which would be first author's last name followed by et al.

Single-space references longer than one line, and double-space between

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Then go back to the beginning, and check each page to ensure there are no large spaces at the end of a page that falls within a chapter, and readjust the text.

Then go back to the beginning, and check to ensure that the abbreviations have been defined only once, beginning with Chapter 1.

Etc., Etc., Etc.

IMPORTANT REMINDERS WHEN FORMATTING THESES AND DISSERTATIONS

**REQUIRED PAGES FOR THESIS OR DISSERTATION
PLACED IN THIS ORDER IN THESIS OR DISSERTATION**

PAGE/ SECTION	THESIS	DOCTORAL DISSERTATION	PAGE NUMBER ASSIGNMENT (centered at bottom one-half inch)
Title	REQUIRED	REQUIRED	Assigned Lowercase Roman Numeral i <u>NOT PRINTED</u>
Copyright	REQUIRED	REQUIRED	Assigned Lowercase Roman Numeral ii <u>NOT PRINTED</u>
Committee Identification	REQUIRED	REQUIRED	Assigned Lowercase Roman Numeral iii <u>PRINTED</u>
Dedication	Optional	Optional	Lowercase Roman Numeral
Epigraph	Optional	Optional	Lowercase Roman Numeral

Acknowledgments

HOW TO NUMBER THESIS AND DISSERTATION PAGES

TITLE OF THESIS OR DISSERTATION

A Thesis (or Dissertation) by

Your Name Here

Master of Arts/Science, Your University Spelled Out Here, Year
(when applicable)

Bachelor of Arts/Science, Your University Spelled Out Here, Year

Submitted to the Department of _____
and the faculty of the Graduate School of
Wichita State University
in partial fulfillment of
the requirements for the degree of
Master of _____ / Doctor of _____

May 2012

.. **Page Break after TITLE PAGE** ..

DO NOT CLICK INTO FOOTNOTE AREA TO SET UP PAGE NUMBERS
UNTIL PAGE **iii**

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HOW TO NUMBER THESIS AND DISSERTATION PAGES

ABSTRACT

Indent and begin the **one-page** Abstract here, continue it double-spaced, and end it with a page break.

at end of ABSTRACT

HOW TO NUMBER THESIS AND DISSERTATION PAGES

TABLE OF CONTENTS (sample one)

Chapter	Page
1. INTRODUCTION	

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TABLE OF CONTENTS (continued)

Chapter	Page
5. DISCUSSION.....	49
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5.2 Practical Implications.....	52
6. CONCLUSIONS.....	56
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REFERENCES or BIBLIOGRAPHY	61
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A. Implicit Rationale and Theories of Individual Development Survey from 2005	65
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C. Informed Consent Form	70

.. Page Break at end of TABLE OF CONTENTS .

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TABLE OF CONTENTS (sample two)

Chapter	Page
I. INTRODUCTION	1
II. LITERATURE REVIEW	5
Definition of cognitive structures	5
Cognitive structure A	6
Cognitive structure B	7
Cognitive structure C	8
Definition of work terms	9

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LIST OF FIGURES

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3.1 Magazine advertisement for women’s health, 1975	36
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Page Break at end of LIST OF FIGURES

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LIST OF ABBREVIATIONS / NOMENCLATURE (last page of preliminary pages, if applicable)

GB	Grain Boundary
HSOM	Hot-Stage Optical Microscopy
IMT	Incipient Melting Temperature
PFZ	Precipitate-Free Zone
SEM	Scanning Electron Microscopy
VPPA	Variable Polarity Plasma Arc Welding
WFZ	Weld-Fusion Zone

.. Section Break (Next Page) at end of LIST OF ABBREVIATIONS

CHAPTER 1
INTRODUCTION

Indent and begin the first paragraph of the text here, **double-spaced**, to the end of the text material . . .

HOW TO NUMBER THESIS AND DISSERTATION PAGES

continuation of chapter

..... **Page Break at end of each chapter**

HOW TO NUMBER THESIS AND DISSERTATION PAGES

REFERENCES

- [1] First reference in numerical order. If the reference is longer than one line, then single space the reference and indent the second line to fall under the first word of the caption. Double space between references.
- [2] Second reference in numerical order . . .
- [3] Third reference in numerical order . . .

.. ... **Page Break at end of REFERENCES**

HOW TO NUMBER THESIS AND DISSERTATION PAGES

BIBLIOGRPAHY

First reference in **alphabetical order** . If the reference is longer than one line, then single space the reference, and double space between references.

Second reference in alphabetical order.

... **Page Break at end of BIBLIOGRAPHY**

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HOW TO NUMBER THESIS AND DISSERTATION PAGES

APPENDIX

TITLE OF SINGLE APPENDIX

Beginning of Appendix here . . .

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