Final Acceptance of the Thesis, Project, or Dissertation by Saint Louis University is Contingent Upon Strict Observance of the Regulations Set Forth in this Formatting Guide

2010
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1: MANUSCRIPT PREPARATION

Materials and Instructions

Paper

For the final copies of the abstract and the thesis, project, or dissertation, the paper must be white and acid-free. The paper must be at least 20-pound (the weight of ten reams, 5000 sheets, of the paper). The paper should be 8.5 by 11 inches (22 by 28 centimeters) in size. Text, tables, and figures may appear only on one side of each sheet of paper.

Font

The font size must be 12-point for the text; 10-point, but no smaller, is acceptable for tables and/or figures, footnotes, table titles, and figure captions. Select a clear, basic font (example: Times New Roman). Script fonts are not acceptable.

Margins

With the paper in “portrait” orientation, all pages (including the title and preliminary pages, and pages containing tables or figures) must display margins of 1.5 inches (four centimeters) on the left and 1 inch (2.5 cm) on the right and at the top and bottom. Only pagination may encroach on the bottom margins.

Justification

Text must be justified against the left margin and each paragraph should be indented. (Full justification to the right is not acceptable because it causes variable spacing, stretches words along the printed line, and distracts the reader.) Hyphenations of individual words should be minimized. Columns of numbers and page numbers in Table of Contents, List of Tables and List of Figures must be right justified.

Spacing

Double-space all text. The following exceptions are single-spaced: block quotations (40 words or more in length), footnotes, endnotes, entries in bibliography, table titles and figure captions and legends, individual titles of tables in the List of Tables, and individual titles of figures in the List of Figures.

Pagination

Page numbers are located at the bottom-center of the pages. A single sequence of consecutive Arabic numerals (1, 2, 3, etc.) is required to paginate the text.
Lower-case Roman numerals (i, ii, iii, etc.) are to paginate the preliminary pages; these numerals must be located at the bottom-center of the preliminary pages. The title pages are not counted or numbered.

Color

Text must be in black ink. Both black-and-white and color illustrations/figures are acceptable; however, realize that colored ink fades quickly and over many years will become washed out and illegible. (Doctoral students: the project or dissertation will be microfilmed in black and white; thus, if colors code a graph or map, anyone ordering a microfilmed copy will not be able to distinguish the colors.) Black-and-white cross-hatching, shades of gray, or symbols are suggested rather than color to distinguish items in figures or illustrations.

Order of the Thesis, Project, or Dissertation

Abstract Title Page

On the abstract title page, the author’s name is followed by abbreviations of previous degrees received. Be sure to include periods (e.g., “B.A.” rather than “BA”), but no spaces after the periods). If the author is a member of a religious community, a title may precede name, and the initials of the religious order follow the name and precede the abbreviations of a previous degree or degrees (e.g., Reverend Andrew Smith, O.F.M., B.A., M.Div.) The centered block that is low on the page (but above the year of degree conferral) is uniform in content except for the title of the degree sought: Master of Arts (Research), Master of Science (Research), Master of Science in Dentistry, Master of Science in Nursing, Doctor of Education, Doctor of Philosophy. See an example of each at the end of this section. Candidates for the Master of Science in Dentistry are referred to Section 6 of this guide.

Abstract

The pages of the abstract are to be numbered. The abstract is to contain a maximum of 350 words. It provides a brief summary of the content of the thesis, project or dissertation to enable the reader to decide whether or not to study the entire document. The abstract (as well as the thesis-/project-/dissertation-title) should include relevant words and phrases upon which electronic searches may be initiated. The abstract must not contain subscripts, superscripts, or special letters (example: Greek characters) because they are not printable through Dissertation Abstracts International. References are to be excluded because the abstract will be separated from the thesis/project/dissertation after submission to Saint Louis University-Graduate Education.
Thesis/Project/Dissertation Title Page

In general, follow the instructions above for the title page of the Abstract. The only difference from the title page for the Abstract is, within the block just above the date, the words “A Thesis” or “A Project” or “A Dissertation” replaces the words “An Abstract.”

Copyright Page (optional)

Only doctorate recipients have the opportunity to copyright through ProQuest Information and Learning, which is the company that microfilms projects and dissertations. (Master’s theses are not microfilmed.) Candidates for Ed.D. or Ph.D. degrees are referred to copyrighting information in Section 5 of this guide for doctoral students.

Committee Page

This page lists the thesis/project/dissertation committee members. Their academic ranks may be obtained by looking in the back of the current edition of the Graduate Education Catalog which can be found on the website of Graduate Education. The committee chairperson is listed first, and the remaining committee-members are listed in alphabetical order by their last names. To view the overall format, please see the example at the end of this section.

Dedication Page (optional)

Double-space the text on this page. The title “Dedication” must appear at the top-center of the page. The dedication may be as long or short as desired, and the thesis/project/dissertation may be dedicated to whomever the author chooses. If it is just a short phrase, center on page.

Acknowledgement Page (optional)

Double-space the text on this page. The title “Acknowledgement” (or Acknowledgements) must appear at the top-center of the page. The acknowledgement(s) may be as long or short as desired. Faculty or anyone else who contributed to the work may be recognized (e.g., a person who distributed surveys). Grant-funding sources or an organization that supported your work financially or through providing information may be cited.

Table of Contents

The words “Table of Contents” must appear at the top-center of the page. The Table of Contents includes the List of Tables (if applicable), the List of Figures (if applicable), the List of Abbreviations (if applicable), chapter titles, headings, and subheadings, any appendices, the Bibliography, and the Vita Auctoris. The associated page numbers are displayed. The chapter-titles and section-headings must match exactly in what appears in
the text. Chapter titles/ headings should not be excessively lengthy; however if a lengthy title/heading is unavoidable, it can be condensed. All page numbers are to be right-justified; see Section 3 for computer tips in accomplishing the justification and see example of a Table of Contents page at the end of this section. Students pursuing their Master of Science in Dentistry can refer also to the sample Table of Contents page in Section 6.

List of Tables

This list is required if one or more tables appear in the text. The List of Tables precedes the List of Figures and directly follows the Table of Contents. The title “List of Tables” must be placed at the top-center of the page. Single-space each table title (when the title extends beyond one line), and double-space between each complete title. (Every table must have a title—beyond, e.g., “Table 4.”) Second and any subsequent lines in the table title must be aligned under the first letter of title. Table titles in the List of Tables are to be identical in content to the titles as they appear in the text; however, a lengthy, individual title may be condensed in the List of Tables. Entries within the List of Tables must be consistent in their format. Should there be just one table, it is numbered. See the example of a List of Tables page at the end of this section.

List of Figures

This list is required if one or more figures appear in the text. The List of Figures page follows the List of Tables page. The title “List of Figures” must be placed at the top-center of the page. Each figure must have a caption, which is its title. Single-space each figure caption (when the caption extends beyond one line); double-space between each complete caption. Second and any subsequent lines in the figure caption must be aligned under the first letter of title. The content of a figure-caption in the List should be identical to the caption beneath the actual figure within the text; however, a lengthy caption in the text may be appropriately paraphrased in condensed form within the List. (Every figure must have a caption—beyond, e.g., “Figure 3.”) Entries within the List of Figures must be consistent in their format. Should there be just one figure, it is numbered. See the example of a List of Figures page at the end of this section.

List of Abbreviations (optional)

If numerous abbreviations and/or codes appear in the text, a List of Abbreviations may be prepared for the benefit of the reader. The order within the List should be either alphanumeric or in the order of the first appearance of the abbreviation/code within the text. The List would be formatted in the manner of the List of Tables or List of Figures, but without associated page numbers. The List of Abbreviations would immediately follow the List of Figures within the preliminary pages.
Body of the Thesis/Project/Dissertation

Next in order within the thesis or project or dissertation is the body of the document. The author/candidate, the advisor/mentor, and the committee determine the content. Typically, the body is partitioned by chapters that include an introduction, a review of the pertinent literature, the methodology, the results or findings, discussion of the outcomes, and some form of closure to the body as a whole.

A modified thesis format for students pursuing the Master of Science in Dentistry is described in more detail in Section 6.

Appendices

An appendix is a body of supplemental text that, as judged by the author and committee, if included directly in the thesis/project/dissertation, would compromise continuity of the narrative. A single appendix is assigned no number/letter/code; it is simply the “Appendix.” Should there be several appendices, distinguish among them by letter (A, B, etc.) or number (1, 2, etc; or I, II, etc); their order should be that of first mention in the body of the thesis/ project/dissertation. The appendix/appendices follow immediately the body of the text; it/they have the same rank as a chapter, but are not so designated in the Table of Contents An appendix must be included in the dissertation in the three-article format; an explanation is given in Section 5 of this guide.

List of References/Bibliography/Works Cited

This section follows either the last chapter, the body, of the thesis/project/dissertation, or the last appendix. Any of these five titles: “References,” “List of References,” “References Cited,” “Bibliography,” or “Works Cited” is acceptable. The title selected must appear at the top-center of the first page of this section. Single-space within each entry (requiring more than one line), and double-space between references. Each and every source that is referenced within the text must be contained in the bibliography section; similarly, no entry may be listed that is not referenced within the text. The forms and order of bibliographic entries are determined by the style manual or style-sheet of the major field. The bibliography has the same rank as a chapter of the text, but it is not designated as a chapter in the Table of Contents. If there is a conflict between the style requirements of the major field and this formatting directive, Saint Louis University-Graduate Education’s rules supersede all other style requirements.

Vita Auctoris / Biography of the Author

The title “Vita Auctoris” (or “Biography of the Author”) must appear at the top-center of the page. Double-space the narrative, basically a personal/professional biography that may include the following events (in chronologic order): date and place of birth, (post-secondary) educational institutions attended, degrees and honors conferred and anticipated, titles of publications, and teaching and professional experience. This
autobiographic sketch need not be in great detail; typically its length is not more than one page. It should be concise, written in the third person, and be in the same font size as the body of the text. Although the same rank as a text-chapter, it is not designated as a chapter, it is the last item to appear in the Table of Contents, and it is the final section of the thesis/project/dissertation.
YOUR THESIS TITLE APPEARS HERE ALL IN CAPITAL LETTERS, DOUBLE-SPACED, BOLD TYPE, EACH LINE SHORTER THAN THE LINE ABOVE IT

John J. Smith, B.A.

An Abstract Presented to the Graduate Faculty of Saint Louis University in Partial Fulfillment of the Requirements for the Degree of Master of Arts (Research) 2011
YOUR THESIS TITLE APPEARS HERE ALL IN CAPITAL LETTERS, DOUBLE-SPACED, BOLD TYPE, EACH LINE SHORTER THAN THE LINE ABOVE IT

John J. Smith, B.A.

An Abstract Presented to the Graduate Faculty of Saint Louis University in Partial Fulfillment of the Requirements for the Degree of Master of Science (Research)

2011
YOUR THESIS TITLE APPEARS HERE ALL IN CAPITAL LETTERS, DOUBLE-SPACED, BOLD TYPE, EACH LINE SHORTER THAN THE LINE ABOVE IT

John J. Smith, B.A.

An Abstract Presented to the Graduate Faculty of Saint Louis University in Partial Fulfillment of the Requirements for the Degree of Master of Science in Nursing

2011
YOUR PROJECT TITLE APPEARS HERE ALL IN CAPITAL LETTERS, DOUBLE-SPACED, BOLD TYPE, EACH LINE SHORTER THAN THE LINE ABOVE IT

John J. Smith, B.A., M.A.(R)

An Abstract Presented to the Graduate Faculty of Saint Louis University in Partial Fulfillment of the Requirements for the Degree of Doctor of Education

2011
COMMITTEE IN CHARGE OF CANDIDACY:

Professor Ronald Rebore, Sr.,
Chairperson and Advisor

Professor J.A. Wayne Hellmann, O.F.M. Conv.

Professor Robert B. Herrman
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2: FORMATTING TABLES/FIGURES

Layout

Referring to Tables, Figures, and Appendices in Text

Every figure, table, and appendix must be referenced within the text; the reference in each instance is through the number of the table or figure or the letter of the appendix. The reference may be embedded in a sentence, be placed in parentheses at the end of a sentence, or be a separate sentence (e.g., “See Figure 10.”).

Placement of Tables and Figures

A table or figure should appear shortly after it is first mentioned/referenced in the text, on the same or the following page if possible. Smaller tables and figures should be on the same pages as text if they will easily fit (i.e., text, a table or figure, and more text on a specific page, or text at the top or bottom and a table or figure at the bottom or top of the page). A larger table or figure may need to be placed on its own, separate page. If a series of larger tables or figures is first mentioned in the text as a group, they should be located on successive pages (if more than one page is needed; without interrupting text). If the series of tables is so lengthy to possibly be distracting to the reader, the group can be placed in an appendix. In this regard, if the large group of tables and/or figures is the graphic display of the results of the investigation, the entire group may be placed, in the order mentioned in the narrative, at the end of the chapter or section. In general, the title is located at the beginning of the table, and the caption is placed beneath the figure. Assuming there is adequate space, table-titles and figure-captions must appear on the same page as the table or figure. If necessary because of space limitations, a table-title or figure-caption may be placed by itself on a facing page and centered between the top and bottom of that page; see the section on “Facing Pages” to follow.

“Landscape” Orientation of a Table or Figure

If a table or figure looks better with the “landscape” orientation rather than in the traditional “portrait” orientation, it may be so positioned. The top of the table or figure must be along the 1.5 inch left margin and the bottom is along the right margin of the document as a whole. The position and orientation of the page-number are the same as on pages with the “portrait” orientation (i.e., on the bottom center of the page). Hint: print the page-number on a blank piece of paper with the “portrait” orientation before placing the table or figure on the same piece of paper.

Facing Pages

With the “portrait” orientation, the facing page is on the left and its right margin is 1.5 inches wide. The facing page can be used for placing a table title or figure caption that can not fit on the same page as the table or figure. It is not a numbered page although it is included in the count of pages.
In special circumstances, a facing page may be a part of the document; it becomes a numbered page, and its reverse side would be blank. An example is that of a table or figure that is too large to fit on a single page, but it would fit on two pages. Either “portrait” or “landscape” orientation is acceptable, to be determined by the overall dimensions of the table or figure. Rules for the margins given previously for placement of the table-title or figure-caption on a facing page, apply.

**Tables on Multiple Pages**

When a table is continued on one or more successive pages, the table number followed by the word “Continued” is to appear at the top of each of those pages—except when the table covers two pages and the first is a facing page. In addition, if the table-format includes column headings, those headings must also appear beneath “Table 1 Continued” on each of those pages. Once again, either the “Portrait” or “Landscape” orientation for multi-page tables is acceptable. All pages are numbered, but only the first page of the table is displayed in the List of Tables.

**Oversized Pages**

Should there be a table or figure that cannot be partitioned into two pages, that table or figure may be prepared on a sheet of 11- by 14-inch (acid-free, archival-quality, legal) paper. The orientation may be “portrait” or “landscape. The sheet would be folded back on itself such that folded, the dimensions would be 8.5 by 11 inches. (The folded portion would be 5.5 inches wide, and the left margin of the page as a whole 1.5 inches in width.) Effectively a single page, the page-number would be placed according to the rules indicated previously. (An 11- by 17-inch sheet is too large because, folded, it would not fit in the document and be accessible with only the left or top edge bound.)

**Numbering Tables and Figures**

Tables are to be numbered in the order that they appear in the text, and figures are also to be numbered (separately from those of tables). The (Arabic) numbering may be a single sequence (1, 2, 3, etc.) throughout the entire document. An acceptable alternative is a scheme that groups tables and/or figures within chapters; two numbers are separated by a decimal point or dash (i.e., Figures 1.1, 1.2, 1.3, etc., or 1-1, 1-2, 1-3, etc. in Chapter 1; Figures 2.1, 2.2, 2.3, etc., or 2-1, 2-2, 2-3, etc. in Chapter 2). Importantly, the numbering-format must be consistent throughout the complete set of figures or tables; the format for figures may differ from that of tables if warranted and permitted by style regulations. When numbering figures use Arabic numerals; upper-case Roman numerals may designate tables, overall differentiating between figures and tables.
Scanning/Digitizing Pictures/Images

If a photograph, an image or sketch from another medium is to become a figure, consider scanning/digitizing it and then printing it directly on the thesis/project/dissertation paper. Any text located within the scanned image and the image itself must be clear and legible with no blurring or fuzziness. The benefits of scanning versus mounting include the following: photographic paper has less longevity than the acceptable document-paper. (Printed, whole photos will disintegrate at a much faster rate than a digitized image that is part of the actual paper.) Scanned images look more professional. Also, when scanning, the image-size may be adjusted. If photographs are mounted on the “good” paper, mounting materials eventually lose their adhesive qualities.

In the absence of personal computer hardware and software for scanning, technological assistance is available at the Instructional Media Center on the Frost campus of Saint Louis University. The “IMC” includes a do-it-yourself laboratory, open to SLU students and faculty, with technology to capture video stills, construct three-dimensional images, scan pictures, and convert text to a Microsoft Word document, or convert slides and negatives into computerized images.

Mounting Photographs/Images

An alternative to scanning and printing is the mounting of pictures, images, or other materials to the document-paper. Acid-free mounting materials, such as double-sided acid-free tape, acid-free photo mounting stickers, acid-free glue, or archival quality liquid adhesive, are available at most art-supply and business-materials stores. Rubber cement and other mounting materials that are not acid-free must be avoided because they discolor photographs and destroy paper over time.

Color versus Black/White

Either color or black-and-white photographic images are acceptable. Be aware that black and white ink remains in better condition for much longer than colored ink, whether it be a photograph or a scanned image. Also, doctoral projects and dissertations are microfilmed in black and white, and a black-and-white image is clearer than a colored image. Generally, a laser printer with black and white ink has the best longevity.
3: WRITING THESES/PROJECTS/DISSERTATIONS IN THE ELECTRONIC AGE

Electronic Bibliographic Sources

The following guidelines are to be observed in citing electronic sources within the List of References/Bibliography/Works Cited pages of the thesis/project/dissertation:

1) Direct the reader as closely as possible to the information being cited by using a Web address (in Internet terms, a uniform resource locator, or URL) that opens directly to the referenced information. For example, a general web address (i.e. www.LexisNexis.com) will not suffice.

2) Provide existing, active Web addresses. Test the URLs often; such sources may be frequently revised. Test them when preparing the first draft, when revisions are being made, and before final copies are printed for binding. Update the reference information if the exact Web address has been changed.

3) If a URL is to be partitioned because of spacing-limitations, “break” the URL after a slash or before a period.

4) Include in the reference as much of the following data as possible (example follows):
   - Author’s or authors’ name(s)
   - Date of publication or most recent revision/edition
   - Title of document
   - Title of complete work
   - Name of institution or organization sponsoring the Website
   - Web address (do not underline)
   - Date when the source was first accessed.

Example:

If using author (date) citation, do not include the URL in the text of the thesis/project/dissertation.

If questions arise that are directly related to the presentation of the information in the References/Bibliography section, refer first to the style manual or style-sheet used the major field.
Supplementary Material on a Diskette or CD-ROM

For inclusion of computer graphics or material better suited for viewing on a computer-screen (than in the paper document), a CD-Rom or diskette may physically serve as an appendix. This appendix must be listed and appropriately annotated within the thesis/project/dissertation. The printed document must be fully understandable and thorough without the digitized material on a diskette or CD-Rom because technology changes so rapidly that future readers may not be able to decipher/access the computer program several years beyond its preparation. Non-print media must be clearly marked with the author’s name, degree, thesis/project/dissertation title, and the year of degree-conferral. The appendix must include a document-page that explains how to use non-print media provided and where to find it (e.g., in a pocket mounted inside the back cover). Instructions for use include such items as density, operating system, machine configuration, speed, size, special equipment or software needed, etc. Place non-print media in a sleeve or thin case that the Candidacy Advisor will insert in a sewn-in pocket in the back of the thesis/project/dissertation copy after it has been bound. Remember that any non-print media must be provided in duplicate because two copies of the printed document will be bound.

Computer Tips

Right-Justify Page-Numbers

There are several ways to set up the pages for the Table of Contents, the List of Tables, and List of Figures. Listed below is a fairly straightforward protocol with Microsoft Word (within Windows 98 or later).

1) After placing a section-title on, e.g., the Table of Contents page, move the cursor to the line where the first entry (e.g., List of Tables) will be keyed-in.
2) Click on Format button at the top of the screen, and then open the Tabs section.
3) Type the 6 (inches) in the Tab stop position. This action will place a one-inch margin on the right side of the page. Set the Alignment for Right (-justified) and the Leader at 2 (line of dots). Click on OK. Type the first entry (e.g., List of Tables), hit the Tab button on the keyboard, the dots will automatically run to the right side of the page, key-in the appropriate page-number. The page-number will be, automatically, right-justified.
4) After completing the headings and page-numbers for the preliminary pages, the chapters with headings and sub-headings are next. Determine how many ranks of headings you will need for the Table of Contents. That will determine how you will format the Tabs for this page. Go back to the Format button at the top of the screen and again open the Tabs section. You will see
that it already has the **Tab stop position** of 6, **Alignment** is Right-justified, and **Leader** set at 2.

5) This example will have two ranks of subheadings that will be indented in the Table of Contents; the first will be at a one-inch indentation and the second rank will be at 1.5 inches. Type the number 1 (inch) in the **Tab stop position**, the **Alignment** for Left-justified, **Leader** at 1, and then click on the **Set** button. Type the number 1.5 in the **Tab stop position**, click on the **Set** button again, and click on **OK**. This action will allow the Tab key to work while indenting the headings and subheadings, still providing the leader of dots, and the page-numbers will be right justified.

6) After chapter-headings and subheadings are keyed-in, click on **Format** and open the **Tabs** section. Highlight the one-inch **Tab stop position**, and click on the **Clear** button. Highlight the 1.5-inch **Tab stop position**; again click on the **Clear** button and then on the **OK** button. Now, key-in the headings for the Bibliography, Appendices (if any), and the Vita Auctoris.

7) After finishing the Table of Contents, leave the **Tab stop position** set at 6 inches, **Alignment** right-justified, and **Leader** at 2 to format the next pages that are the List of Tables, List of Figures, and Abbreviations, if needed. After finishing the preliminary pages, click on **Format** to again open the **Tabs** section. Highlight the (remaining) six-inch **Tab stop position**, click on the **Clear** and then the **OK** buttons. The MS-Word software is now set for the keying-in of the body of the thesis/project/dissertation.

**Right-Justify Vertical Lists of Numbers**

Provided below is a fairly straightforward, order protocol to right-justify a list of numbers via Microsoft Word.

1) Determine how many columns of numbers are needed and their spacing across the page. This example includes two columns; the page is “Portrait” oriented.

2) Set the cursor on the page where the columns will begin. Click on the **Format** button at the top of the screen, and open the **Tabs** section. Type the number 2 (for two inches) in the **Tab stop position** and set **Alignment** at right-justify. Click on the **Set** button to establish these settings.

3) Immediately type the number 4 (four inches) in the **Tab stop position**, set the **Alignment** at right-justify, and again click on the **Set** button. Now click on the **OK** button to close the **Tabs** section. The tabs are now set for two vertical lists of numbers on the page.

4) When entering the lists, follow each number by hitting the **Tab** key. (Hitting the **Enter** key, for example, at the end of a row of two numbers, will cause entries of extraneous numbers.

5) When the lists are finished, return to the **Tabs** section of the **Format** field and click the **Clear all** and **OK** buttons. “Experiment” with the lists to follow.
4: FREQUENTLY ASKED QUESTIONS

Style Manuals

What should I do when my department’s/major field’s style manual and the Saint Louis University-Graduate Education’s formatting guide conflict?

In all cases, the Graduate Education formatting guide takes precedence.

I’m using APA, which requires a running head. Do I use a running head for my thesis, project, or dissertation?

No.

I’m not sure which formatting manual my department uses. How can I find out?

Either ask your advisor or check with your candidacy advisor in the Graduate Education

If superscript numbering is the protocol for referencing sources in the text, can the authors be listed in the Bibliography in alphabetical order?

No. When using numeric referencing in text (through superscript citation), the references are to be in numeric order, according to their initial appearance in the text, and the bibliographic entries are likewise in numeric order.

When using a numbered list of references cited in the text by number, where is the number placed in relationship to punctuation?

The superscript numerals should follow any punctuation marks except the dash, which they precede.

Headings

Is there a certain way to set up headings?

A heading is a phrase that begins a major section or chapter. Headings are useful to guide the reader quickly through the document. The organization of the work is the author’s choice, but certain considerations must be kept in mind. Headings must be consistent throughout, in type style, placement, and font size. For example, if a heading for Chapter 1 appears centered in all capital letters, than the heading for Chapter 2 must also be centered and in all capital letters. You need to be consistent in heading style for the chapter-title headings, references (i.e., the word References or Bibliography), appendices (the words Appendix A, Appendix B, etc.), and preliminary pages (Acknowledgements, List of Tables, etc.).
How do I properly rank my headings?

Some formatting manuals, such as that of the APA, give specific layout instructions. Others permit the author to design the ranking. Just bear in mind the following: the chapter title is of the highest rank, so it should be the “flashiest,” which means it should grab the reader’s attention more so than headings within the chapter. The chapter title and all equally ranked titles are centered on top of the page. The chapter title could be all capital letters, a larger font size, bold type, etc., to make it stand out. The first heading you use for the first section of the chapter is of the next rank, thus, it needs to have one less feature than the chapter-heading (i.e., perhaps it is a smaller font, or it is not bold type, or not all capital letters). If there are sub-sections beneath this heading, their headings rank lower, so the sub-heading has one less feature than the heading (for example, it may be left-justified rather than centered, or not bold type, not all capital letters, etc.). Basically, remove or reduce one feature each time in proceeding to a lower rank. Consider the document headings as an outline; this thinking may help to keep the heading ranks consistent. For example, consider the format of this guide. The chapter titles are bold, centered, and all capital letters. The section heading is centered, bold type, and in title case. The sub-sections are left justified, bold type, and in title case. The guide consistently follows the same format throughout each chapter–chapter title, section heading, sub-section heading. See a sample of the first page of Chapter Two at the end of this section. It includes examples and information about ranking.

Terminology Used with Ranking Headings

- **UPPERCASE:** ALL LETTERS ARE CAPITALIZED IN THE HEADING
- **Title Case:** All Words except Articles and Prepositions Are Capitalized
- **Sentence case:** The heading looks like a sentence – only the first letter and Proper names are capitalized.
- **lower case:** all letters in the heading are lower case

The Format Check

When should the thesis/project/dissertation be submitted for the format review?

Master’s degree students have established deadlines for submission within the Fall, Spring, and Summer semesters. See the Calendar of Deadlines available on the Graduate Education’s Website for these deadlines. The submitted document must be in its final draft with only minor changes pending from the student’s committee. Doctoral students have a deadline only in the Spring Semester (in anticipation of conferral at University Commencement ceremonies in May). See the Calendar of Deadlines available on the Graduate Education’s Website. If finishing a doctorate in the Summer or Fall semester (or very early in the Spring semester), submit the project/dissertation copy two weeks before the public oral defense. The Doctoral Candidacy Advisor will not completely
review a dissertation-draft more than once. (Ph.D. students: Graduation does not formally occur with a successful oral presentation; rather, graduation follows submission of the final copies of your dissertation and other necessary paperwork and fees to Candidacy Advisor, as well as submission of all grades and ballots. Final copies of the dissertation will not be accepted until the format review of a final-rough-draft copy has been completed by the Doctoral Candidacy Advisor.)

Why is the style-and-format review required?

The Master’s or Doctoral Candidacy Advisor checks to be sure that instructions set forth in the formatting guide and the guidelines chosen by the department have been followed. The Candidacy Advisor also verifies that works referenced in the text are listed in the References/Bibliography.

How long does the format check take?

This time period varies according to when during the year the thesis/project/dissertation is submitted and the work schedule of the Candidacy Advisors. Generally, the review takes a minimum of two weeks and can take as long as three or four weeks; the busiest months in this regard are March and April. Drafts are reviewed in the order they are received, and the Candidacy Advisor does these reviews while keeping up with other paperwork and inquiries and visits from other students. After the review has been completed, the Candidacy Advisor contacts the student to make arrangements for pick-up (or for mailing to students not currently in residence in the St. Louis metropolitan area).

After making the changes required by the Candidacy Advisor, is a second submission required?

A second submission is required only if specifically requested. The changes required by the Candidacy Advisor are usually very straightforward, thus, it is typically not necessary to arrange for a second format review. The Advisor will check, however, to verify that the modifications required earlier have been completed correctly.

When do I put my thesis/project/dissertation on the special acid-free paper?

After all the changes required by your committee and candidacy advisor have been made, the thesis/project/dissertation may be printed on the required acid-free paper for submission of the final copies.
Copies Of Theses/Projects/Dissertations

Why are two final copies of the thesis/project/dissertation (and two or four copies of the abstract/digest) required?

One copy is for the Graduate Education and is cataloged into the University’s Pius XII Memorial Library; copies are made as necessary for circulation. The other copy is provided to the academic unit within the University that houses the student’s graduate program. Major fields maintain a depository for theses/projects/dissertations; ordinarily it is another library, perhaps within an academic department or elsewhere on campus. For doctoral students, one copy of the abstract stays in the student’s file and another accompanies the dissertation to ProQuest; the remaining two abstracts are bound with the two dissertation copies.

How can the graduate obtain a bound copy of the thesis/project/dissertation?

The doctoral graduate may order a copy from ProQuest, Ann Arbor, MI (the company that microfilms projects and dissertations). Copies on microfiche and film are also available. Also, requests to ProQuest for an individual copy cannot be made alone, but must go with periodic shipments to them during the year from Graduate Education Candidacy. The effective turn-around time on the request may be, then, three or four months or longer.

Graduate Education Candidacy has theses/projects/dissertations bound by University Bindery, 7917 Watson Road, St. Louis, MO 63119. Despite its name, this firm is not affiliated with a university. Graduates may contact them directly at 314/918-7017 for details about arrangements for preparation of one or more personal, bound copies.

Another option is to have a copy center bind the document, although most vendors only do spiral binding. Inquire of and obtain prices from several vendors before deciding.

Can’t I just give my candidacy advisor extra copies to add to Saint Louis University’s order?

No. Graduate Education Candidacy will not include personal orders with those for binding for the University. The turn-around time, bookkeeping, and delivery/mailing of copies would be significant.

Final Fees

What are the “final fees” that master’s degree candidates are charged?

Research master’s degree students are currently assessed $30.00 for binding two copies of the thesis; payment in cash or by personal check to the Master’s Candidacy Advisor is due concurrently with submission of the final copies. The University bills the master’s
degree student for the $75 graduation fee during the academic term of advancement to candidacy. If paying by check, the payee is “Saint Louis University.”

**What are the “final fees” that doctoral degree candidates are charged?**

The total of these fees is currently $245 or $300; the latter if the Candidate requests that the project or dissertation be copyrighted. The $245 is the sum of three fees: a $150 graduation fee, a $65 microfilming fee, and a $30 binding fee. The total is due and payable by cash or check to the Doctoral Candidacy Advisor when the final copies of the abstract/digest and project or dissertation are submitted to Graduate Education Candidacy. All such fees may be subject to change beyond the 2010-2011 academic/fiscal year.

**Additional Questions?**

**Contact your candidacy advisor!**

**Master’s Candidacy Advisor:**
Rachel Philippone  
314-977-2243  
philipponerm@slu.edu

**Temporary Doctoral Candidacy Advisor:**
Rachel Philippone  
314-977-2243  
philipponerm@slu.edu
CHAPTER 2: REVIEW OF THE LITERATURE

History of American Higher Education

Note the sample Table of Contents. The headings listed here are exactly the same as what is in the Table of Contents – both the words and the case type used. Since the subsection “Nineteenth and early twentieth centuries” is sentence case, that denotes it is of a lower rank than the section, “History of American Higher Education.”

Nineteenth and early twentieth centuries

Note the sample Table of Contents. The headings listed here are exactly the same as what is in the Table of Contents – both the words and the case type used. Since the subsection “Nineteenth and early twentieth centuries” is sentence case, that denotes it is of a lower rank than the section, “History of American Higher Education.”

You do not have to follow these examples; you can follow examples from your style manual or make up a system of rank that you find aesthetically pleasing. Just be sure the method used follows the rules of rank and matches what is listed in your Table of Contents. Also, be sure the method you choose is consistent within and amongst chapters.

If you’re in doubt, you can always fax, drop off, or email a few pages to your candidacy advisor in the and your advisor can check your headings. If you have any other questions about formatting, either your committee or your candidacy advisor is a good resource; better to find out early and make changes, rather than having to change everything at the end.
The Three-Article Dissertation Format: An Option

Specific Ph.D. degree programs permit the doctoral candidate the option of compiling three (or more) related articles that have been published or approved for publication in one or more peer-review scholarly journals. The articles are related to a central theme. Each article becomes a chapter within the dissertation. Because the major field and dissertation committee may have particular content-based requirements, the graduate student must become familiar with the protocol details in the particular discipline. Not all doctoral programs allow the Three-Article dissertation, so be sure to check with your department before pursuing this option.

The non-traditional dissertation format is somewhat different. The body of the non-traditional format consists of at least three thematically related original article-length manuscripts. The student must be the first (or sole) author on at least two of these manuscripts, but may be the second author on one manuscript. Two of the manuscripts must have been fully accepted for publication in a high-impact journal, and the third must be under review before the dissertation defense can be scheduled. That is, the journals must have Institute for Scientific Information (ISI) impact factors of 0.75 or greater. Journals that do not meet the ISI impact factor may only be deemed appropriate if the student receives the full support and recommendation of the dissertation committee chair and members.

All of the members of the graduate faculty on the dissertation committee must approve of and assign for the non-traditional dissertation before it can be accepted. The non-traditional dissertation defense cannot occur until the minimum of two articles have been fully accepted for publication in high-impact journals, and the third manuscript is under review, subject to the review of the dissertation committee.

The non-traditional dissertation format normally includes at least five chapters. The first chapter provides a statement of the problem, its background and significance, the hypotheses to be tested, the rationale and justification for how the three manuscripts are thematically related, and an overview of the remaining chapters. Chapters two, three, and four are the article-length manuscripts themselves. Chapter five discusses the implications of those results, draws the appropriate conclusions, and lays out an agenda for future research on the issues addressed in the dissertation.

Copyrighted Articles

If publication rights were transferred to the journal(s) that published your article(s), permission(s) must be obtained from the publisher(s) to include this material in the dissertation. In addition, the letter(s) that formally give permission must be included in an appendix of the dissertation.
Obtaining Copyright Permission

When contacting publishers or authors, do not leave the permission request open-ended. The copyright holder should be asked for a response, whether the answer is yes or no. Inquire about any time limits or restrictions placed on your use of the document.

Issues of Continuity and Consistency

A published article is a complete entity unto itself as it appears in a journal, but within the dissertation-option it is just one part of a larger document. As a result, modifications of the formats of the articles likely are necessary to ensure compliance with the Graduate Education’s formatting guidelines.

Bibliography Formats / Methods of Citation

A journal editor specifies bibliography format and that of citations within the text of the articles. These formats vary across journals. In this regard, the major field has a required style manual (e.g., APA, Council of Biology Editors, etc.) for its dissertations. If conflict exists, the latter takes precedence, and conversions from the articles themselves to the article-chapters within the dissertation will be necessary.

Titles, Section Headings, and Subheadings

A journal article is typically partitioned into sections. Within the option, an article corresponds to a chapter of the dissertation. Format of titles and headings and their rankings must be consistent from beginning to end of the dissertation, likely necessitating revisions of some headings as they appeared in the journal articles, particularly if the articles within the dissertation had been published in different journals.

Copyrighting

Determining if Material is Copyrighted

The copyright symbol (©) indicates that the person or company whose name appears after the symbol copyrights the material. Some general rules of thumb are as follows: 1) professional journals, magazines, and newspapers hold the copyrights on all articles they publish; 2) publishing houses hold the copyright on all books, whether collections, editions, translations, etc., that the house produces; 3) foreign copyrights are as valid as U.S. copyrights; 4) permission is required for the use of materials from some private collections and museums without respect to copyright.

Using Copyrighted Material

Permission to use copyrighted material is obtained from the owner of the copyright. ProQuest Information and Learning requires copies of permission letters to be attached to
the publication agreement and assumes no liability for copyright violations. (The
publication agreement is given to you after the format review along with other final
forms.) When images, tables, figures, poems, pictures, maps, or other work from
materials obtained from archives, museums, or copyrighted sources are included in a
thesis, project, or dissertation; the student must follow the policies of the respective
repositories concerning permission requirements. If permission was obtained to use
copyrighted material from the owner of the copyright, a copy of the permission letter
must be placed in an appendix of the dissertation.

Additional Copyright Information

ProQuest Information and Learning has an on-line document called “Copyright Law and
Graduate Research.” It is available at
http://www.umi.com/products_umi/dissertations/copyright/. This website should answer
most copyrighting questions. If further information is needed, consult the United States
Copyright Office, Library of Congress online at http://www.loc.gov/copyright/.

Considerations on Copyrighting the Project/Dissertation

ProQuest Information and Learning files copyright paperwork on behalf of the student.
The project/dissertation is protected by copyright law with or without formal copyright
registration and with or without a copyright page. Including a copyright page and
registering a claim to copyright provides additional protection and increases the
likelihood of winning a lawsuit for copyright infringement should the holder have
occasion to bring such a suit. See an example of a Copyright Page at the end of this
section.

Any project or dissertation that contains material copyrighted by another person or
agency, and for which formal permission to use the material has been given, may not be
wholly copyrighted by the author. A prime example in this regard is the three-paper
dissertation.
An approved thesis format for students in the Center for Advanced Dental Education (CADE) incorporates a one-journal article format and a literature review. Each section of the thesis has its own list of references (Literature Cited or Bibliography). The same method of citing [note numbering or author (date)] should be used in both sections. If superscript numbers are used, they are to be consecutive and separate for each chapter.

A sample of an Abstract Title Page and a Table of Contents Page appears on the following pages. Other formatting rules of Graduate Education are detailed throughout this guide.
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    Dermatitis ......................................................................................................................4
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7: COMMON MISTAKES

Dates

Pluralizing Decades or Years

DO NOT USE an apostrophe when pluralizing a decade or a series of calendar years:

Correct  Incorrect
1960s 1960’s
The 70s The 70’s

Comma’s and Dates

When writing the date (month, day, and year), separate the day from the year with a comma (e.g., January 12, 2001). If the full date appears within a sentence, a comma should be placed after, as well as before, the year. When only the month and year appear, a comma does not separate them, whether at the end of or within a sentence (e.g., October 2001).

Grammar

Hyphenating

Do divide a very long word or compound phrase at the end of a line with a hyphen, rather than have huge gaps in the text. For example, if the follow sentence without a hyphen would be

The results of this study disclosed antiestablishment/proanarchic tendencies in the group.

Instead, insert a hyphen and write

The results of this study disclosed antiestablishment/proanarchic tendencies in the group.

Dashes

When material is set off within the text by dashes, these should be double dashes or one long dash, with no spaces before or after them, as in the following example:

CORRECT: This protocol was an agreeable and efficient—if somewhat controversial—method of dealing with the problem

INCORRECT: This protocol was an agreeable and efficient - if somewhat controversial - method of dealing with the problem.
Quotation Marks with Periods and Commas

Periods and commas must be positioned correctly in relation to close-quotation marks. In American usage (as opposed to the British protocol), these two punctuation marks are always individually placed ahead of the close-quotation marks:

- the comma (,) and
- the period (.)

**CORRECT**

“…in this way,”
“…like this.”

**INCORRECT**

“…in this way”,
“…like this”.

Other punctuation marks, such as the semi-colon (;), colon (:) question mark (?), and exclamation point (!) are placed after the close-quotation marks. The sole exception occurs when one of these four symbols is a part of the quotation itself, in which case the symbol is placed before the close-quotation marks.

Miscellaneous Common Mistakes

Block Quotations

- Block quotations are always INDENTED at least five spaces, and are SINGLE-SPACED.
- No beginning and ending quotation marks are placed in the case of a single-spaced, block-format quotation. The fact that this material is isolated by means of the single-spaced block format effectively substitutes for the quotation marks.
- Any DIRECT QUOTATION OF 40 OR MORE WORDS SHOULD BE IN BLOCK QUOTATION FORMAT. An exception to this rule occurs with a list of several pages of short-to-medium-length responses to a questionnaire or an interview. In such an instance, your candidacy advisor will not be a stickler for the “over-40-words-requires-block-format” rule, but if you are including a really LONG response, it would be much better to use the single-spaced, block format.

Right Justifying Numbers

Any vertical list of numbers is to be right-justified.

<table>
<thead>
<tr>
<th>INCORRECT</th>
<th>CORRECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>99</td>
<td>99</td>
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<tr>
<td>101</td>
<td>101</td>
</tr>
<tr>
<td>ii</td>
<td>ii</td>
</tr>
<tr>
<td>iv</td>
<td>iv</td>
</tr>
<tr>
<td>xii</td>
<td>xii</td>
</tr>
</tbody>
</table>
Leaving Items Hanging

- The heading or subheading for a new section of the thesis/project/dissertation may not be the last line on a page. Instead, place the heading at the top of the next page.

Sample Pages

<table>
<thead>
<tr>
<th>CORRECT</th>
<th>INCORRECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>cloud deposits onto small ice crystals. The ice crystals then grow large enough to collide with each other which leads to aggregation. These particles then fall into warmer air which is greater than 0°C and melt to form rain. The warm-rain process is much more efficient at producing precipitation than the cold-rain process (Lamb, 2001; Young, 1993). It is also possible to have both cold and warm-rain processes occurring at the same time.</td>
<td>cloud deposits onto small ice crystals. The ice crystals then grow large enough to collide with each other which leads to aggregation. These particles then fall into warmer air which is greater than 0°C and melt to form rain. The warm-rain process is much more efficient at producing precipitation than the cold-rain process (Lamb, 2001; Young, 1993). It is also possible to have both cold and warm-rain processes occurring at the same time.</td>
</tr>
</tbody>
</table>

Note that the “correct” page leaves a space at the bottom of the page so that the heading will appear at the top of the next page. The “incorrect” page has the heading hanging at the bottom of the page with no text following it.
• When presenting items in a numbered format, do not leave numbers hanging at the end of the line on a page.

Sample Pages

<table>
<thead>
<tr>
<th>CORRECT</th>
<th>INCORRECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issues that educators face in dealing with at-risk students are the following: 1) Students come to school lacking adequate nutrition and rest; 2) Lack of support from parents; 3) Overcrowded classrooms; 4) Lack of needed funds for programs targeting at-risk students; and 5) Children with high absenteeism lack the classroom time necessary to cover all the subjects needed to succeed. To combat these issues, educators must work with professionals from many different fields to succeed.</td>
<td>Issues that educators face in dealing with at-risk students are the following: 1) Students come to school lacking adequate nutrition and rest; 2) Lack of support from parents; 3) Overcrowded classrooms; 4) Lack of needed funds for programs targeting at-risk students; and 5) Children with high absenteeism lack the classroom time necessary to cover all the subjects needed to succeed. To combat these issues, educators must work with professionals from many different fields to succeed.</td>
</tr>
</tbody>
</table>

On the “correct” page the numbers 1 and 5 have been moved to the next line so the numbers are on the same line as the associated pieces of text. Note that the “incorrect” page has numbers 2 and 5 at the end of the line when the actual items start on the next line.

• Do not separate numbers from their units of measure by placing the two items on different lines.

Sample Pages

<table>
<thead>
<tr>
<th>CORRECT</th>
<th>INCORRECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post space diameter was prepared to 1.6 mm and 2.1 mm in diameter and post preparation length was studied by increasing space lengths approximately 5 mm to 8 mm from the apex. The tooth was set into a matching hole approximating the shape of the root in a</td>
<td>Post space diameter was prepared to 1.6 mm and 2.1 mm in diameter and post preparation length was studied by increasing space lengths approximately 5 mm to 8 mm from the apex. The tooth was set into a matching hole approximating the shape of the root in a</td>
</tr>
</tbody>
</table>

Note that, on the “correct” page, the number and the units of measurement are on the same line rather than separating the number from the unit of measurement. The “incorrect” page has the numbers 1.6, 5, 3, and 5 at the ends of lines of text and the units
of measurement on the subsequent lines. These sorts of “adjustments” should be made, e.g., placing numbers on the same lines as their units of measurement, in preparation of the final rough draft of the thesis/project/dissertation.

Academic Degrees

Previous Academic Degrees

A common mistake is writing (usually within the Vita Auctoris) of the author’s college degrees as: a Bachelor’s of Arts Degree; a Master’s of Arts degree.

Either make a generic reference to the type/level of degree (e.g., bachelor’s degree; master’s degree), with the apostrophe and no capitalization, or list the full title of the degree (e.g., Bachelor of Science in Nursing; Master of Arts, etc.) with the main words in the title of the degree capitalized and no apostrophe.

Referring to Future Degrees

Do not refer to an anticipated degree conferral in the past tense by stating in the Vita Auctoris, e.g., “Ms. Jones received the Doctor of Philosophy degree in Educational Leadership in September 2003.” The Vita Auctoris may contain a statement in anticipation of the conferral, such as: “Ms. Jones expects to receive the Doctor of Philosophy in Educational Leadership in September 2003,” but such a statement is not required. Perhaps more appropriate is to tell the reader about employment and/or professional activities to follow degree-conferral.
8: FORMAT CHECKLIST

Please be sure you’ve checked that all of the following have been done correctly before submitting your dissertation, project, or thesis to your candidacy advisor.

General Guidelines
- Left margin 1½” and top, right, and bottom margins 1”
- Pages are left justified only
- Regular copy paper for format check
- Pages are unbound and there are no hole punches
- Type used is 12 pt. font for text and 10 pt. font for footnotes, endnotes, and notes accompanying tables and figures
- Font used is a clear, simple, and basic style
- Leave your contact information with the document

Abstract
- Abstract title page that is formatted exactly like the examples at the end of Section 1 of this guide
- 350 words or less
- Does not include any referenced material
- The Abstract is numbered beginning with page one (1) and is not included in the Table of Contents

Title Page of Thesis/Project/Dissertation
- Follow exactly the examples of the Abstract Title pages found at the end of Section 1 of the guide (or Section 6 for students pursuing their Master of Science in Dentistry) substituting the words A Thesis/Project/Dissertation for the words An Abstract

Preliminary Pages
- All preliminary pages have lower case Roman numerals centered at the bottom

Copyright page (Doctoral students only)
- Included only if you are copyrighting - should begin as page i
- Includes copyright symbol, your name, the words ALL RIGHTS RESERVED and year you copyright (this is the year you graduate, not the year you finish your dissertation/project). See example of Copyright page at end of Section 5.

Committee Page
- Committee Page – page i if you are not copyrighting and page ii if you are copyrighting
- Committee members academic rank checked
- Committee member names alphabetized after chairperson is listed
- Committee members names left justified
- COMMITTEE IN CHARGE OF CANDIDACY: left justified, uppercase, and underlined (except the colon). See example of Committee page in Section 1.
Committee Chairperson and Advisor, underneath members in indented, underlined and single-spaced.

Dedication (optional)
- Follows the Committee Page
- The word Dedication is at the top center
- Written in paragraph format and double-spaced. If it is just a short phrase, center on page

Acknowledgements (optional)
- Follows either the Committee Page or the Dedication Page
- The word Acknowledgements is at the top center
- Written in paragraph format, double spaced

Table of Contents
- Follows the Committee Page or the Dedication /Acknowledgements pages if they are included
- The word Table of Contents is at the top center
- Page numbers in the Table of Contents are right justified (see Section 3 for computer tips to easily right justify page numbers)
- Chapter titles and headings in the Table of Contents match exactly with what is used in text unless titles and headings are over one line in length, in which case, a shortened heading can be used
- Include the items List of Tables or List of Figures if these lists are on subsequent pages. See the example of the Table of Contents at the end of Section 1 (or Section 6 for students pursuing their Master of Science in Dentistry).

List of Tables (only needed if there are tables in text or appendices)
- Follows the Table of Contents
- Page numbers following the titles are right justified
- Table names in the List of Tables match exactly what is used in text, unless table titles are longer than one line in length, in which case shortened titles can be used
- If tables are included in an appendix, it is titled and numbered and included in the List of Tables
- Table titles are single spaced, with a double space between each table title
- Notes accompanying the tables are not included in the List of Tables

List of Figures (only needed if there are figures in text or appendices)
- Follows either the Table of Contents or the List of Tables
- Page numbers following the captions (titles) are right justified
- Figure captions (titles) in the List of Figures match exactly the caption used in the text, unless figure titles are longer than one line in length, in which case shortened figure titles can be used
- If figures are included in an appendix, it’s number and caption are included in the List of Figures
- Figure titles are single spaced, with a double space between each figure title
Notes accompanying the figures are not included in the List of Figures

Main Body of Dissertation, Project, Thesis
- Text is double spaced
- Only block quotations, footnotes, and notes accompanying tables and figures are single spaced
- If applicable, footnote numbering begins with the number 1 at the beginning of each chapter
- Any source mentioned in text is listed in the Bibliography/References/Works Cited
- If superscript, note numbering is used, \(^1\) it is placed outside of comma (,) and period (.). \(^2\)
- Method of citation follows the format used by your department
- Headings are ranked correctly and are consistent amongst and within chapters. See example of the first page of a chapter at the end of Section 4.
- All tables, figures, and appendices are referred to in the text
- Tables and figures are correctly formatted

Appendix/Appendices
- If only one appendix, it is just called Appendix, not Appendix A
- Each appendix has a name, describing the contents of the appendix
- Follows the last chapter of your dissertation, project, or thesis and proceeds the bibliography.
- All pages are numbered

Bibliography/References/Works Cited
- Format used follows the most current edition of the style manual of your discipline
- References are single spaced with a double space between each reference

Vita Auctoris
- Follows the Bibliography/References/Works Cited
- Written in the third person
- Written in a narrative style, not resume-style format