POLICIES AND PROCEDURES FOR THESIS, PROJECT, AND DISSERTATION FORMATTING

Issued by Saint Louis University
Graduate Education

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

2015+

Rev 1/16

INTRODUCTION

Beginning with Fall 2011, all theses, projects, and dissertations are submitted electronically to ProQuest/UMI for publication after all changes have been made to the document in accordance with recommendations of the thesis/project/dissertation advisor and committee and after the format review is completed.

The ProQuest/UMI website (http://www.etdadmin.com/slu) has the answer to many questions that you may have about the electronic transmission of the thesis/project/dissertation (ETD) and the options available for publication and copyright. Additional resources can be found here: http://www.etdadmin.com/cgi-bin/main/resources?siteId=279

The Candidacy Specialists' offices are in DuBourg Hall, Rooms 420 C&D. Please visit http://www.slu.edu/graduateeducation/current-students for contact information and procedures.

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1: MANUSCRIPT PREPARATION

Materials and Instructions

Font

The font size for the body of the thesis/project/dissertation must be no smaller than 12-point; the font of table and figure titles, their captions and legends, and all notes should be no smaller than 8-point. Font must be legible. Select a clear, basic font (example: Arial, Times New Roman). Script fonts are not acceptable.

Margins

All pages (including the title and preliminary pages and pages containing tables or figures) must have 1-inch (2.5 cm) margins on all sides. Only page numbers may encroach on the margins.

Justification

Text must be justified against the left margin and each paragraph should be indented. Full justification to the right is not acceptable.

Page numbers cited in the Table of Contents, List of Tables, and List of Figures must be right justified.

Spacing

Double-space all text in the body of the thesis/project/dissertation. ***The following exceptions are single-spaced***: block quotations (40 words or more in length); footnotes; endnotes; 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. In the Table of Contents single-space between subheadings within chapters and double-space between chapters and chapter equivalents (List of Tables, List of Figures, appendices, etc.). The bibliography or list of references may be single- or double-spaced as determined by the style sheet of the major field.

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 page is not counted or numbered.

Color

Text, with the exception of web links, must be in black ink. Both black and white and color illustrations/figures are acceptable.

Section Breaks/Preparing One Document

The thesis, dissertation or project is made up of three sections: the title page, preliminary pages, and the body of text. To change your page numbers for different sections in one document:

1. Divide your document into sections and then change the page number format for each section.
2. Insert a section break (under Page Layout Tab) where you want to change the page numbers. To do this, click where you want to insert a section break. On the Insert menu, point to Break, and then click the type of section break you want to insert.
3. With the cursor in a particular section, go to the Insert menu and choose Page Numbers.
4. Choose the page number options you want (click Format and change the page number format), and click OK.
5. Repeat that for each section in the document.

There are also additional resources to assist with section breaks in Microsoft Word. https://www.youtube.com/watch?v=z0pEYmt08bM

Abstract

The abstract is required when submitting your thesis/dissertation or project to ProQuest. 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 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.

Order of the Thesis, Project, or Dissertation

Thesis/Project/Dissertation Title Page

The title page includes the author's name 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 the

name, and the initials of the religious order may 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. See example title page at the end of Section 1. Candidates for the Master of Science in Dentistry are referred to Section 5 of this guide.

Preliminary Pages

Preliminary pages are numbered with lower-case Roman numerals. See Section Breaks/Preparing One Document for page numbering. The headings on the preliminary pages (e.g., Acknowledgements, Table of Contents, etc.) must be formatted the same as chapter titles.

Copyright Page (optional)

© Copyright by
Your Full Name Here
ALL RIGHTS RESERVED

2020 (Year of Publication)

More information can be found regarding copyright in Section 4.

Committee Page

This page lists the thesis/project/dissertation committee members. The committee chairperson is listed first and the remaining committee members are listed in alphabetical order by their last names. Contact committee members for their current academic rank. Follow 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, and then the title "Dedication" is optional.

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 at the right margin. The chapter titles must match the titles that appear in the text. If lengthy, headings may be condensed. Subsequent lines of headings should be aligned under the first letter of the heading title. For an example of an ideal table of contents see the example page at the end of this section.

For more information on creating a table of contents using Microsoft Word visit http://www.youtube.com/watch?v=OG4JmWMXgko or look for other videos on the site.

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 the 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

Typically, the body is divided into chapters (sections for Ed.D. projects ONLY). Chapters always begin on a new page. The author, advisor, and the committee determine the content.

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 immediately follow the body of the text; it/they have the same rank as a chapter. See example Table of Contents at the end of this section. **Copyrighted scales and measures cannot be included without written permission from copyright holder to reprint in thesis/project/dissertation.** Visit the APA website for more information on copyright and permissions. http://www.apa.org/about/contact/copyright/index.aspx

If tables (e.g., Table A2) or figures (e.g., "See Figure B1 in Appendix B.") are included in the appendices, they must also be mentioned in the text and included in the List of Tables or Figures.

List of References/Bibliography/Works Cited

This section follows either the last chapter or the last appendix. Any of the 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. **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. See example 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 / Vitae Auctorum (REQUIRED)

The title "Vita Auctoris" (or the plural "Vitae Auctorum" if there are multiple authors)

must appear at the top center of the page. This is a personal/professional biography that may include the following events in chronological 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. It should be concise and written in the third person. It is the last item to appear in the Table of Contents, and it is the final section of the thesis/project/dissertation.

Sample Page

-Sample Title Page
-Sample Copyright Page i
-Sample Committee Page ii
-Sample Table of Contents Page iii
-Sample List of Tables Page iv
-Sample List of Figures Page v

YOUR THESIS/PROJECT/DISSERTATION 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.

A Thesis/Project/Dissertation Presented to the Graduate Faculty of
Saint Louis University in Partial Fulfillment
of the Requirements for the Degree of
Insert Degree

Year

© Copyright by
Your Full Legal Name Here
ALL RIGHTS RESERVED

Year

COMMITTEE IN CHARGE OF CANDIDACY:

Associate Professor Jay Hammond,
Chairperson and Advisor

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

Associate Professor Julie Rubio

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2: TABLES AND FIGURES

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. If a series of tables or figures is first mentioned in the text as a group, the tables/figures should be located on successive pages without interrupting text. If a series of tables or figures is so lengthy that it may be distracting to the reader, the entire series can be placed in the order mentioned at the end of the chapter or in the appendix (e.g., "See Figures 1-6 in Appendix A.").

Placement of Titles

The table title is located at the beginning of the table and the figure title is placed beneath the figure. The table titles and figure titles must appear on the same page as the table or figure. Font styles and sizes must remain the same on every table and figure.

Table 1: Breakdown of Healthcare Cost for the Average Missouri Citizen

Prescriptions	Doctor Visits	Over the Counter Medicines
$700	$450	$125

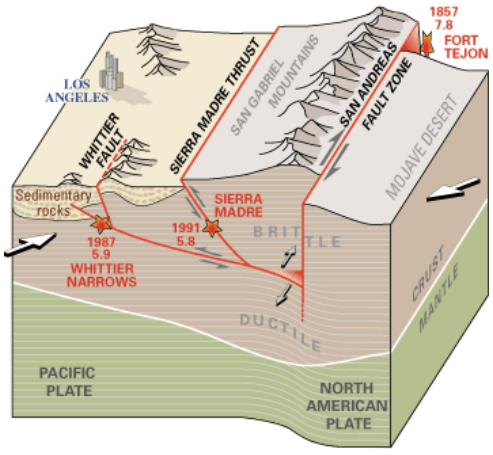

Figure 1: The San Andreas Fault and Fault Segments Comprising the Fault System (Author, date, pg. #)

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. The column headings are also repeated on each consecutive page of the table. Only the first page of the table is cited in the List of Tables.

Scanning/Digitizing Pictures/Images

Any text located on or within a scanned image and the image itself must be clear and legible with no blurring or fuzziness. Technological assistance is available in the Instructional Media Center in the Xavier Hall annex. Cite images as if they were quotations.

3: SPECIAL DISSERTATION OPTIONS

The Three-Article Dissertation Format

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-reviewed 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. See Section 4 for complete information regarding inclusion of articles that have already been published or are under review. At the bottom of the first page of each chapter that has previously been published place a footnote containing the publication information, including the original title of the article if different from the current chapter title.

Non-Traditional Dissertation Format

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 be deemed appropriate only 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 the non-traditional dissertation before it can be pursued. The non-traditional dissertation defense cannot occur until the minimum of two articles has been fully accepted for publication in high-impact journals and the third manuscript is under review.

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. See Section 4 for complete information regarding inclusion of articles that have already been published or are under review.

4: COPYRIGHTING INFORMATION

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 including articles with the student as the author; 2) publishing houses hold the copyright on all books; 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. Also see the Fair Use Checklist created by Kenneth D. Crews (Columbia University) and Dwayne K. Buttler (University of Louisville). http://copyright.columbia.edu/copyright/fair-use/fair-use-checklist/

Using Copyrighted /Published Material

Permission to quote, reprint (include a copy in the thesis/dissertation/project), or adapt copyrighted/published material is obtained from the owner of the copyright or publisher. ProQuest assumes no liability for copyright violations. When images, tables, figures, poems, pictures, maps, or other work from materials obtained from archives, museums, or copyrighted/published sources are included in a thesis, project, or dissertation the student must follow the policies of the respective repositories concerning permission requirements. A copy of the permission letter must be placed in an appendix of the thesis, project, or dissertation. Start the permission process early in your writing, ideally as soon as you know what copyrighted material you want to use. It will take time to apply to the copyright holder and to receive a response.

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. Be specific about use of copyrighted work. Say, for example, that you would like to use a figure, large quotations, a measure or an instrument in your thesis/dissertation/project. 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 three-article 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 Graduate Education's formatting guidelines.

Additional Copyright and Fair Use Information

Additional copyright information can be found on the resources page of ProQuest at www.etdadmin.com/slu This website should answer most copyright questions. If further information is needed, consult the United States Copyright Office, Library of Congress online at http://www.loc.gov/copyright/ or for information on fair use visit the US Copyright website at www.copyright.gov/fls/fl102.html

Considerations on Copyrighting the Thesis/Project/Dissertation

ProQuest files copyright paperwork on behalf of the student. The thesis/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 copyright 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.

5: INFORMATION FOR STUDENTS PURSUING A MASTER OF SCIENCE IN DENTISTRY

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.

Samples of a title page and a table of contents page appear on the following pages. Other formatting rules of Graduate Education are detailed throughout this guide.

YOUR THESIS TITLE APPEARS HERE ALL IN CAPITAL LETTERS,

BOLD-TYPE, DOUBLE-SPACED, EACH LINE SHORTER

THAN THE LINE ABOVE IT

John J. Smith, D.D.S.

A Thesis Presented to the Graduate Faculty of
Saint Louis University in Partial Fulfillment
of the Requirements for the Degree of
Master of Science in Dentistry

2012

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6: 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 style manual my department uses. How can I find out?

Ask either your advisor or department chair/graduate director.

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

When using numeric referencing and chapter notes with numbers beginning with 1 for each chapter, the reference section at the end of thesis/dissertation/project can be alphabetical.

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

Numeric references should follow any punctuation marks except the semicolon, 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 the first chapter/section title appears in all capitals, then all chapter/section titles should appear in capitals. The next level of heading needs to be different from chapter titles and consistent. The style for chapter headings is also used for preliminary page headings, appendices, the bibliography, and the vita auctoris.

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 than headings within the chapter. The chapter title and all equally ranked titles are centered at the 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 not bold type, or not all capital letters). If there are subsections beneath this heading, their headings rank lower, so the subheading has one less feature than the heading (e.g., it may be left justified rather than centered, or not bold type, not all capital letters, etc.). Remove or reduce one feature each time in proceeding to a lower rank.

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

Why is the style and format review required?

The Master's and Doctoral Candidacy Specialists check for the uniformity and quality of thesis, projects, and dissertations that are produced by graduate students at Saint Louis University. The Candidacy Specialists also verify that works referenced in the text are listed in the References/Bibliography and that the formatting guide and style manuals are followed correctly, quotations are cited correctly, appropriate permissions to use already published work have been received, and formatting is consistent within the entire document.

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

Only if specifically requested.

Copies of Theses/Projects/Dissertations

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

Students may order a copy from ProQuest, UMI when submitting their thesis, project, or dissertation for publication.

They can also order individual copies through University Bindery, a local division of Houchen Bindery, or from another bindery of their choice. For additional information, please visit www.houchenbindery.com or call (314)-918-7017.

7: COMMON MISTAKES

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

Quotation Marks with Periods and Commas

Periods and commas must be positioned correctly in relation to close-quotation marks. These two punctuation marks are always individually placed ahead of the close-quotation marks.

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

CORRECT	INCORRECT
"…in this way,"	"…in this way",
"…like this."	"…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.

Block Quotations

- Block quotations are always INDENTED from the left side only at least five spaces, and are SINGLE-SPACED.

- No beginning and ending quotation marks are used 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.

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.

CORRECT

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 producting precipitation then 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

51

INCORRECT

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 producting precipitation then 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.

2.2 Precipitation Efficiency

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- When presenting items in a numbered format, do not leave numbers hanging at the end of the line on a page.

CORRECT

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

125

INCORRECT

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 class-rooms**; 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

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

CORRECT	INCORRECT
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	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

Referring to Future Degrees in Vita Auctoris

Do not refer to an anticipated degree conferral in the past tense. 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 May 2020," but such a statement is not required.

8: FORMAT CHECKLIST

Please be sure you've checked that all of the following have been done correctly <u>before</u> submitting your dissertation, project, or thesis to your Candidacy Specialist.

General Guidelines

- 1" margins all around
- Text is left justified only.
- Type used is 12 pt. font for text.
- Font used is a clear, simple, and basic style.
- Headings and body consistent throughout document
- Headings or subheadings for a new section may not be on the last line of a page.

Title Page of Thesis/Project/Dissertation

- Follow exactly the examples of the Title Page found at the end of Section 1 of the guide (or Section 5 for students pursuing their Master of Science in Dentistry).

Preliminary Pages

- All preliminary pages have lower-case Roman numerals centered at the bottom.
- Headings (e.g. Acknowledgements, Dedication, Table of Contents, List of Tables, etc.) are formatted using the same style as the chapter titles in document.

Copyright Page

- Included only if you are copyrighting; should be page i.
- See example of Copyright Page at end of Section 1.

Committee Page

- Committee Page is page i if you are not copyrighting and page ii if you are copyrighting.
- Committee members' academic rank checked
- Committee members' names alphabetized after chairperson is listed.
- Committee members' names left justified
- See example of Committee Page at the end of Section 1.

Dedication *(optional)*

- Follows the Committee Page.
- The word "dedication" is formatted the same as chapter titles.
- Written in paragraph format and double-spaced. If it is just a short phrase, center on page and the heading "Dedication" is not required

Acknowledgements *(optional)*

- Follows either the Committee Page or the Dedication Page.
- Word "Acknowledgements" is formatted the same as chapter titles.
- Written in paragraph format, double-spaced

Table of Contents

- Follows the Committee Page or the Dedication /Acknowledgements Pages if they are included.
- Phrase "Table of Contents" is formatted the same as chapter titles.
- Single-space between subheadings within chapters and double-space between chapters and their equivalents (List of Tables, List of Figures, appendices, etc.).
- Page numbers in the Table of Contents are right justified.
- Chapter titles and headings in the Table of Contents exactly match what is used in the 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 example of Table of Contents at end of Section 1 (Section 5 for Dentistry).

List of Tables *(needed only 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 exactly match what is used in the 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, they are titled and numbered and included in the List of Tables.
- Table titles are single-spaced; double space between each table title.
- Notes accompanying the tables are not included in the List of Tables.

List of Figures *(needed only if there are figures in text or appendices)*

- Follows either the Table of Contents or the List of Tables.
- Page numbers following the titles are right justified.
- Figure titles in the List of Figures exactly match the title 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, they are numbered and titles are included in the List of Figures.
- Figure titles are single-spaced; 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, endnotes, table titles and figure captions/ legends, and notes accompanying tables and figures are single-spaced.
- 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 student's department.
- Headings are ranked correctly and are consistent among and within chapters.

- All tables, figures, and appendices are referred to in the text in sequential order.
- Tables and figures are correctly formatted.

Appendix/Appendices

- If only one appendix, it is called just 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 precedes the Bibliography/References/Works Cited.
- All pages are numbered.
- Includes all permissions granted for use of already published work.

Bibliography/References/Works Cited

- Format used follows the most current edition of the style guide of student's discipline.
- Spacing of references (single- or double-spaced) is determined by the style guide of the student's discipline.

Vita Auctoris (Required)

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

Preparing for Format Review

- Create a separate abstract (350 words or less, no references).
- Print both documents single-sided on regular copy paper.
- Pages are unbound and there are no hole punches and no staples.