This *Formatting Guide* for electronic submission sets forth the thesis and dissertation requirements established by Michigan State University. Individual departments or schools may have additional requirements or may specify requirements in greater detail. The Graduate School must approve these additional requirements. The graduate student has a responsibility to learn what, if any, special departmental/school requirements may apply. The thesis/dissertation should be prepared in accordance with the instructions of this guide.

**The rules in this Formatting Guide for electronic submission take precedence over previous publications issued by the Graduate School or issued by a department/college.**

The review of theses and dissertations by the Graduate School is limited to formatting requirements and does not extend to the discipline-specific content of the documents. Questions regarding the format of theses/dissertations not adequately answered in this *Formatting Guide* for electronic submission may be directed to the staff of the Graduate School who will be pleased to give assistance, by email at msuetds.approval@grd.msu.edu or by calling 517-355-0301.

The signed Approval Form for electronic submission is taken as evidence that the document has been examined and approved by the major professor (or thesis/dissertation director) and committee. The approval form with the required signatures can be submitted to The Graduate School by email at msuetds.approval@grd.msu.edu, by fax at 517-353-3355 or as a hard copy delivered to Chittenden Hall, 2nd Floor. IRB or IACUC letters are to be submitted via the same methods.

No electronic templates for generating the documents are provided or endorsed by the Graduate School.

Also available on the web:

**Tutorial:** [http://grad.msu.edu/etd/formatting-tutorial](http://grad.msu.edu/etd/formatting-tutorial)

**ProQuest website for Electronic Submissions:** [www.etdadmin.com/grad.msu](http://www.etdadmin.com/grad.msu)
FORMAT REQUIREMENTS AND GUIDELINES

Spacing and Margins
• The abstract and the general text of the manuscript must be double-spaced.
• Table of Contents: Single-space within chapters, double-space once between chapters and the “Lists”.
• List of Tables, List of Figures and Key to Symbols or Abbreviations: single-space within entries, double-space once between entries.
• Single-space within each bibliographical entry and double-space once between entries.
• Single-space is acceptable for long tables, long quotations, footnotes, appendices and multi-line captions.
• ALL Margins must be at least 1 inch (Top, Bottom, Right and Left). Note: ProQuest does not require a left margin larger than 1 inch for bound copies.

Divisions and Subdivisions
• If the text is to be divided into chapters or subdivided into sections, any of the methods recommended in professional style manuals may be used, provided consistency is maintained throughout the entire document.
• New chapters and/or new major sections are to begin on a new page.

Footnotes
• There is a wide diversity of practice in footnoting among publications of the sciences, humanities, and social sciences. Michigan State University has no overall requirement beyond consistency and all footnotes must conform to margin requirements.

Use of Reprints
• Students using reprints of previously published copyrighted material must obtain permission from the appropriate publisher.
• The permission letter/memo may be included in the document appendices or sent directly to ProQuest via email at disspub@proquest.com or by mail to Author and School Relations, 789 E. Eisenhower Parkway, Ann Arbor, MI 48106-1346.
• A Sample Permission Letter for Use of Previously Copyrighted Material may be found at the end of the formatting guide.

PAGE NUMBERING AND PLACEMENT (also see Table 1—on next page)

Placement and Size
• Portrait oriented pages: The page numbers are to be centered, 0.5 inch from the bottom of the page on the 8.5 inch side of the page.
• Landscape oriented pages: The page numbers are to be centered, 0.5 inch from the bottom of the page on the 11 inch side of the paper.
• A Sample Portrait View Page may be found at the end of the formatting guide.
• A Sample Landscape View Page may be found at the end of the formatting guide.

Document Components
Every thesis/dissertation is composed of three parts: preliminary pages, text in the body of the document, and reference materials (i.e., appendices and bibliography).
Preliminary Pages

- Preliminary pages are all the pages that precede the body of the thesis/dissertation.
- Count, **but do not number**, the title page, abstract, and copyright page (if applicable).
- All other preliminary pages (Dedication, Acknowledgements, Preface, Table of Contents, List of Tables, List of Figures, Key to Symbols or Abbreviations) are counted and numbered using lower case roman numerals (iii, iv, v, etc.).
- Page number placement begins at the dedication or the next page in the document if there is no dedication.
- Page numbers are to be placed 0.5 inch from the bottom of the page on the 8.5 inch side of the paper.

Body of the document, Appendices and Bibliography

- Count and number all pages in the body of the document using Arabic numbers.
- Page number 1 is the first page of the Introduction or Chapter 1 if an Introduction is not used.
- Arabic numbers (1, 2, 3, etc.) are placed on all pages consecutively throughout the text, appendices, and bibliography.
- There are to be no blank pages in the document.
- You may use “LITERATURE CITED”, “WORKS CITED” or “REFERENCES” as alternatives to “BIBLIOGRAPHY” if that is the convention in your discipline.

Table 1 - Pagination and Sequencing

<table>
<thead>
<tr>
<th>SEQUENCE</th>
<th>PAGINATION</th>
<th>PAGE NUMBER PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Pages</td>
<td>Lower Case Roman Numerals</td>
<td>None</td>
</tr>
<tr>
<td>Title Page</td>
<td>Count/Do Not Number</td>
<td>None</td>
</tr>
<tr>
<td>Public Abstract (if applicable)</td>
<td>Do Not Count/Do Not Number</td>
<td>None</td>
</tr>
<tr>
<td>Abstract</td>
<td>Count/Do Not Number</td>
<td>None</td>
</tr>
<tr>
<td>Copyright Notice</td>
<td>Count/Do Not Number</td>
<td>None</td>
</tr>
<tr>
<td>Dedication</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Acknowledgments</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Preface</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>List of Tables</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>List of Figures</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Key to Symbols or Abbreviations</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Text</td>
<td>Arabic Numbers Starting at 1</td>
<td></td>
</tr>
<tr>
<td>Introduction</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Body of Thesis/Dissertation</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Reference Pages</td>
<td>Continue with Arabic Numbers</td>
<td></td>
</tr>
<tr>
<td>Cover Sheet for Appendices</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Appendices</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Cover Sheet for Bibliography</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Bibliography</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
</tbody>
</table>
FORMATTING INSTRUCTIONS

Preliminary Pages

Title Page

• A Sample Thesis Title Page and A Sample Dissertation Title Page may be found at the end of the formatting guide.
• Type the title of the document in all capital letters, centered 2 inches from the top of the page and single-spaced.
• Double-space once after the title and type “By”.
• Double-space once after “By” and type the student’s name, as the author, in full as it is officially recognized by Michigan State University. The student name must be identical in all aspects of the submission. Nicknames are not allowed.
• Type “A DISSERTATION” or “A THESIS” in all capital letters at least 2.5 inches below the name.
• Double-space once and then type (single spaced):

Submitted to
Michigan State University
in partial fulfillment of the requirements
for the degree of

• Double-space once after “for the degree of” and type the name of the Graduate Degree Granting Unit/Program and the degree that is being conferred:

  • Example: Applied Mathematics—Master of Science
  • Example: Chemistry—Doctor of Philosophy
  • NOT Department of Mathematics and NOT College of Natural Science

• If there is a dual major, the degree granting units and degrees are to be written in the following way: The main degree is to be on the first line, then single space once and type the second degree on the next line.
• A Complete list of Graduate Degree Granting Units and Programs may be found on the Registrar’s website (www.reg.msu.edu). Only the units/programs listed are approved by Michigan State University. You will also encounter this same list at the ProQuest website for submission.
• Double-space once after the degree granting unit and degree and type the year in which the thesis/dissertation is being completed and approved by the Graduate School. (Note: in the ETD information of your ProQuest account, the year manuscript completed and year degree awarded must match the year on the title page of your document.)

Public Abstract

• If you include a “public abstract” (ie: in layman’s terms), it is to precede the conventional abstract.
• This abstract is to be formatted exactly like the conventional abstract. (See conventional abstract instructions below.)
• The public abstract page(s) is/are not counted or numbered.

Conventional Abstract

• Type “ABSTRACT” in all capital letters, centered 1inch from the top of the page.
• Double-space once after the heading and type the title in all capital letters and single-spaced.
• Double-space once after the title and type the word “By”.
• Double-space once after “By” and type the author’s name in full as it is officially recognized by Michigan State University. Note: Your name must match in all aspects of your submission. Nicknames are not allowed.
• Double-space once after the name and begin the text of the abstract.
• The abstract of a master's thesis must not exceed one page.
• The abstract of a doctoral dissertation must not exceed two pages.
• The abstract must not include any figures.
• The text of the abstract must be double-spaced and meet margin requirements.
• Conventional abstract pages are to be counted, but not numbered.
• A Sample Abstract Page may be found at the end of the formatting guide.

If the document is printed in a foreign language:
• English versions of the title page and abstract are to follow the title page and abstract in the foreign language.
• The English version of the title page and abstract are not to be counted or numbered.
• The student’s advisor must send an email to msuetds.approval@grd.msu.edu granting permission for the document to be in a foreign language.

Copyright Page
• If the author intends to register for a copyright, a Copyright Page must be inserted immediately following the abstract page(s).
• The copyright registration notice can be placed anywhere on its own page but its placement must comply with the margin requirements.
• The copyright notice is to be formatted in the following way:
  Copyright by
  ROBERT JOHN SMITH
  2016
• Reminder: Your name must match in all aspects of your submission.
• At the ProQuest website you will be given the option to register the copyright as part of the electronic submission. Note: If you intend to have ProQuest file a copyright on your behalf, it must be done when you first create your ProQuest account because there is a fee that must be paid up-front. The fee is currently $55.
• A Sample Copyright page may be found at the end of the formatting guide.

Dedication (Optional)
• If used, the dedication should be brief and centered top to bottom on the page, single-spaced and must comply with the margin requirements.
• When a dedication is included, the pagination sequence begins at this page with lower case roman numerals. Reminder: the previous pages were to be counted, but not numbered.
• No heading is needed on this page—just the text of the dedication.
• A Sample Dedication page may be found at the end of the formatting guide.

Acknowledgments (Optional)
• Most theses/dissertations include a brief statement of appreciation for, or recognition of, any special assistance. Type “ACKNOWLEDGMENTS” in all capital letters centered 1 inch from the top of the page.
• Double-space twice after the heading and begin typing the text.
• The text must be double-spaced and must comply with the margin requirements.
• A Sample Acknowledgments page may be found at the end of the formatting guide.

**Preface (Optional)**

• If a preface to the thesis or dissertation is included it should immediately precede the Table of Contents.
• Type “PREFACE” in all capital letters, centered 1 inch from the top of the page.
• Double-space twice after the heading. Begin typing the text of the preface.
• The text of the preface must be double-spaced and must comply with margin requirements.
• A Sample Preface page may be found at the end of the formatting guide.

**Table of Contents**

• No material preceding and including the Table of Contents is to be listed in the Table of Contents. (Title page, Abstract, Copyright, Dedication, Acknowledgments, Preface, Table of Contents)
• Type “TABLE OF CONTENTS” in all capital letters centered 1 inch from the top of the page.
• After the heading, double-space twice. Type the listings in the following order:
  - LIST OF TABLES
  - LIST OF FIGURES
  - KEY TO SYMBOLS or KEY TO ABBREVIATIONS
  - CHAPTERS
  - APPENDICES
  - BIBLIOGRAPHY (or alternative)
• The titles of all of the chapters, sections or sub-sections must be listed in the Table of Contents and they must be worded and capitalized exactly as they appear in the body of the thesis/dissertation.
• Single-space within each chapter and double-space once between chapters.
• Leader dots to the page numbers for the entries may be used, but are not required.
• A Sample Table of Contents Page may be found at the end of the formatting guide.

**List of Tables, follows Table of Contents**

• Each table is to have a table name and title.
• The List of Tables contains the title and/or caption as it appears in association with each table. Within the document you may denote the table title as being different from the rest of the caption by whatever means you choose as long as you maintain consistency throughout the entire document (ie: bold type, italics, underline, etc.). If you denote the title as being different from the rest of the caption, then only the “title” would need to appear in the List of Tables. If you do not denote a difference between the title and caption then the entire title and caption would need to be included in the List of Tables.
• Type “LIST OF TABLES” in all capital letters, centered 1 inch from the top of the page.
• Double-space twice after the heading and type the listings which begin at the left margin.
• Single-space within entries, double-space once between each entry.
• All table listings must indicate the corresponding page number on which a table begins.
• Leader dots to the page number may be used, but are not required.
• A Sample List of Tables Page may be found at the end of the formatting guide.
List of Figures, follows List of Tables
• Each figure is to have a figure name and title.
• The List of Figures contains the title and/or caption as it appears in association with each figure. Within the document you may denote the figure title as being different from the rest of the caption by whatever means you choose as long as you maintain consistency throughout the entire document (ie: bold type, italics, underline, etc.). If you denote the title as being different from the rest of the caption, then only the “title” would need to appear in the List of Figures. If you do not denote a difference between the title and the caption then the entire title and caption would need to be included in the List of Figures.
• Type “LIST OF FIGURES” in all capital letters, centered 1 inch from the top of the page.
• Double-space twice after the heading and type the listings which begin at the left margin.
• Single-space within entries, double-space once between each entry.
• All figure listings must indicate the corresponding page number on which a figure begins.
• Leader dots to the page number may be used, but are not required.
• A Sample List of Figures Page may be found at the end of the formatting guide.

Key to Symbols or Abbreviations (follows the List of Figures)
• KEY TO SYMBOLS or KEY TO ABBREVIATIONS is to in all capital letters and is to be centered, 1 inch from the top of the page.
• Double-space twice after the heading and list your first entry.
• Any form acceptable to the department, college, or style manual may be used, but must comply with margin requirements and be single spaced within entries and double-spaced between entries.
• A Sample Key to Abbreviations Page may be found at the end of the formatting guide.

Table 2 – Summary of Table of Contents

<table>
<thead>
<tr>
<th>Preliminary Pages</th>
<th>Listed in Table of Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Page</td>
<td>No</td>
</tr>
<tr>
<td>Abstract</td>
<td>No</td>
</tr>
<tr>
<td>Copyright Notice</td>
<td>No</td>
</tr>
<tr>
<td>Dedication</td>
<td>No</td>
</tr>
<tr>
<td>Acknowledgments</td>
<td>No</td>
</tr>
<tr>
<td>Preface</td>
<td>No</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>No</td>
</tr>
<tr>
<td>List of Tables</td>
<td>Yes</td>
</tr>
<tr>
<td>List of Figures</td>
<td>Yes</td>
</tr>
<tr>
<td>Key to Symbols or Abbreviations</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Text</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Yes</td>
</tr>
<tr>
<td>Body of Thesis/Dissertation</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference Pages</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix/Appendices (this refers to the cover page)</td>
<td>Yes</td>
</tr>
<tr>
<td>Bibliography (this refers to the cover page)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* See the last bullet on page 8 in the section regarding Appendices Entries for the listing of individual appendices when there is more than one.
For several formatting options you have choices. But for whatever choice you make, it MUST be reflected throughout the entire document. Consistency is a requirement.

Formatting Text
- The text of the thesis/dissertation must conform to all requirements concerning margins and spacing.
- Each major section or chapter must start on a new page.

Formatting Reference Materials
- All reference materials must meet margin requirements.
- Reference materials (Appendix and Bibliography) may be placed at the end of each chapter or at the end of the document, BUT you must be consistent. If you place these at the end of one chapter, you must do the same for ALL chapters.
- Appendices always precede Bibliographies, whether within a chapter or at the end of the document.

Appendix or Appendices (Optional)
- The appendix (or appendices) are usually added to contain supplementary illustrative materials, original data, and quotations too lengthy for inclusion in the text or not immediately essential to an understanding of the text.
- A cover page is to separate the Appendix (or Appendices) from the previous material.
- Type "APPENDIX" (or "APPENDICES"), in all capital letters, centered, top to bottom, on the cover page.
- A Sample Appendix Cover Page may be found at the end of the formatting guide.
- A Sample Appendices Cover Page may be found at the end of the formatting guide.
- The appendices may be divided into APPENDIX A, APPENDIX B, etc. depending on the type and amount of material used.
- Each individual appendix may have its own cover sheet (optional). For secondary cover sheets, type APPENDIX A (etc.) centered 1 inch from the top of the page. Double-space twice and type the title. Include the corresponding page number for the cover sheet in the Table of Contents.
- A Sample Secondary Appendix Cover Page may be found at the end of the formatting guide.

Appendices Entries
- The text of each appendix is to follow the cover page for that appendix.
- Tables and figures in the appendices must be numbered, captioned, and are to be included in the List of Tables or List of Figures.
- An Appendix, pertinent to a particular chapter can be at the end of that chapter rather than at the end of the document as long as the selected format is adopted for the entire document.
- If you have a single Appendix, the Appendix cover page, with corresponding page number, is what is to be listed in the Table of Contents. Do not include the title of an individual appendix unless there are multiple appendices in a chapter or at the end of the body of the document.
- If you have multiple Appendices, the Appendices cover page with corresponding page number is to appear in the table of contents as in the case of a single appendix. However, when multiple appendices are used each individual Appendix (ie: Appendix A with title, Appendix B with title, etc.) with corresponding page number is to appear as a subheading under the heading APPENDICES in the table of contents.
Bibliography
• Any thesis/dissertation that makes use of other works, either in direct quotation or by reference, must contain a bibliography listing these sources.
• A cover page is to separate the bibliography from the preceding section, which may be the main text or the appendix.
• Type “BIBLIOGRAPHY”, (or alternative) in all capital letters, centered, top to bottom, on the cover page.
• A Sample Bibliography Cover Page may be found at the end of the formatting guide.

Bibliography Entries
• Type the heading “BIBLIOGRAPHY” (or alternative) in all capital letters, centered 1 inch from the top of the page.
• Double-space twice. Type the list of sources.
• The list of sources is to be single-spaced within entries, and double-spaced once between entries.
• Standards for the presentation of bibliographies are set forth in the style manuals, or will be prescribed by the student's major professor, but formatting must be consistent across entries.
• A Bibliography can be at the end of each chapter or at the end of the document, as long as the selected format is adopted for the entire document.
• A Sample Bibliography Page may be found at the end of the formatting guide.

Formatting Tables and Figures

Definitions
• The word “Table” designates tabulated numerical data used in the body of the thesis/dissertation and in the appendices. Tables consist of an arrangement of facts, numbers, and values in an orderly sequence usually in rows and columns.
• The word “Figure” designates all other nonverbal material used in the body of the thesis/dissertation and in the appendices, such as charts, graphs, maps, photographs, plates, drawings, diagrams, etc.

Preparation of Tables and Figures
• Computer printouts or screen shots to be used as tables or figures must be given numbers and captions.
• Tables and Figures can be single spaced.
• All tables and figures, including the caption, must meet margin requirements.
• BE CONSISTENT, if you single space one table (figure) single space all tables (figures).

Placement of Tables and Figures
• Tables and figures are to be inserted as near as possible to the text they illustrate in the document or they may be placed in the appendices.
• Tables and figures may appear on the same page with text and two or more small tables or figures may be placed together on a single page, providing that margin requirements are met.
Numbering of Tables and Figures

• Tables/figures are to be numbered in separate series and are to be numbered consecutively. For example: Figure 16, Figure 17, Figure 18 OR Table 14, Table 15, Table 16.

• Each table and each figure must have its own distinct number. There cannot be any duplication of numbering throughout chapters.

• If any table or figure continues onto subsequent pages, the figure or table name and caption must be placed on the first page the figure or table appears on (with the figure or table). The top line of the next page is to read (as an example) Table 16 (cont’d) or Figure 16 (cont’d).

• The name, caption or legend for each table/figure can be above or below the table or figure, but you must be consistent throughout the entire document with regards to caption placement.

• The first page that a table/figure appears on is the page number that is included in the List of Tables or List of Figures.

Supplemental Files

• Supplemental files may be included with the electronic version of the thesis or dissertation in the student’s ProQuest account ONLY if the files have been approved by the faculty advisor/committee.

• Approval of supplemental files by the faculty advisor is to be noted on the Graduate School approval form. (http://grad.msu.edu/etd/docs/ApprovalForm.pdf)

• Formatting of any supplemental files WILL NOT be reviewed by the Graduate School.

List of Sample Pages

• Sample Permission to Reprint Letter (on page 11)
• Sample Portrait Oriented page (on page 12)
• Sample Landscape Oriented page (on page 13)
• Sample Thesis Title page (on page 14)
• Sample Dissertation Title page (on page 15)
• Sample Abstract page (on page 16)
• Sample Copyright page (on page 17)
• Sample Dedication page (on page 18)
• Sample Acknowledgements page (on page 19)
• Sample Preface page (on page 20)
• Sample Table of Contents with Appendix and Bibliography at end of document (on page 21)
  o Sample Table of Contents with Appendices within chapters (on page 22)
  o Sample Table of Contents with Bibliographies within chapters (on page 23)
• Sample List of Tables (on page 24)
• Sample List of Figures (on page 25)
• Sample Key to Abbreviations (on page 26)
• Sample Appendix Cover page (on page 27)
• Sample Appendices Cover page (on page 28)
• Sample Secondary Appendix Cover page (on page 29)
• Sample Bibliography Cover page (on page 30)
• Sample Bibliography page (on page 31)
Sample Permission Letter for Use of Previously Copyrighted Material

Use this if you are using reprints, which are already under another copyright in order to secure permission from the copyright holder to include those materials in your thesis/dissertation. If you obtain permission before you submit, bring it to the Graduate School with your document, otherwise send it directly to ProQuest.

[Letterhead stationery or return address] [Date]

[Name and address of addressee] Dear:

I am completing a doctoral dissertation (or Masters Thesis) at ___ University entitled “____.” I would like your permission to reprint in my dissertation/thesis the following:

[Insert full citation of the original work.]

The requested permission extends to any future revisions and editions of my dissertation/thesis, including non-exclusive world rights in all languages, and to the prospective publication of my dissertation/thesis by ProQuest Information and Learning (ProQuest) through its UMI® Dissertation Publishing business. ProQuest may produce and sell copies of my dissertation/thesis on demand and may make my dissertation/thesis available for free internet download at my request. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own [or your company owns] the copyright to the above-described material.

If these arrangements meet with your approval, please sign the letter where indicated below and return it to me in the enclosed return envelope. Thank you very much.

Sincerely,

[Your name and signature]

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

[Type name of addressee below signature line]

Date:________________________
This is an example of a “Portrait” oriented page. The page number on a portrait oriented page is to be centered, ½ inch from the bottom of the page on the 8.5 inch side of the page. You should be aware that some preliminary pages do not require page numbers.
Figure 1: Beaumont Tower. This is a picture from the MSU Photo Gallery that includes a variety of Complimentary Photos. The figure is oriented on a Landscape page. As a result, the page number is to appear ½ inch from the bottom of the page on the 11” side of the page.
YOUR TITLE IS TYPED IN CAPITAL LETTERS,
CENTERED 2 INCHES FROM THE
TOP OF THE PAGE

By

Your Name Here

A THESIS

Submitted to
Michigan State University
in partial fulfillment of the requirements
for the degree of

Graduate Degree Granting Unit/Program and Degree go here

EXAMPLES:
Biosystems Engineering—Master of Science
American Studies—Master of Arts
Music Theory—Master of Music

YEAR
YOUR TITLE IS TYPED IN CAPITAL LETTERS,
CENTERED 2 INCHES FROM THE
TOP OF THE PAGE

By

Your Name Here

A DISSERTATION

Submitted to
Michigan State University
in partial fulfillment of the requirements
for the degree of

Graduate Degree Granting Unit/Program and Degree go here
EXAMPLES:
Microbiology and Molecular Genetics—Doctor of Philosophy
Music Composition—Doctor of Musical Arts
Nursing Practice—Doctor of Nursing Practice

YEAR

February 2016
ABSTRACT

FORMATTING GUIDE
FOR MASTER'S THESES AND DOCTORAL DISSERTATIONS

By

Cathie A. Allison

The Michigan State University policy on Integrity of Scholarship is set forth in General Student regulation I.00, cited in the University catalog: “The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. No student shall claim or submit the work of another as one's own.” These principles apply to the preparation of master's theses and doctoral dissertations as well as to all other academic work. In submitting a thesis/dissertation in partial fulfillment of the requirements for a master's or doctoral degree, a student takes responsibility for the integrity of that work.
This thesis is dedicated to Mom and Dad. Thank you for always believing in me.
ACKNOWLEDGEMENTS

The heading ACKNOWLEDGEMENTS is to be centered one-inch from the top of the page. Then, double space twice and begin your text. The text on this page is to be double-spaced and is to conform to margin requirements. This is the page where you may make a brief statement of appreciation for, or recognition of, special assistance. Finally, this page is to be numbered with a lower case roman numeral.
THE Preface

The Preface is a page where the author may make preliminary remarks before the body of the
document. If a preface is included in thesis or dissertation, it should immediately precede the
Table of Contents. The heading, PREFACE, would be in all capital letters and be centered one-inch
from the top of the page. Then, double space twice and begin the text. The text on this
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KEY TO ABBREVIATIONS

DTW   Detroit Metropolitan Wayne County Airport
FNT   Bishop International Airport
LAN   Capital City Airport
GRR   Gerald R. Ford International Airport
LAX   Los Angeles International Airport
DFW   Dallas-Fort Worth International Airport
LHR   London Heathrow Airport
CDG   Charles de Gaulle International Airport
APPENDIX A

Survey Results
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