This *Formatting Guide* for electronic submission sets forth the thesis and dissertation requirements established by Michigan State University.

**The formatting rules in this 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. It is in the author's best interest to perform a spelling and grammar check before submitting the document via ProQuest for review. Questions regarding the format of theses/dissertations not adequately answered in this *Formatting Guide* may be directed to the staff of the Graduate School who will be pleased to give assistance, by email 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 may be submitted to The Graduate School by email msuetds.approval@grd.msu.edu, or as a hard copy delivered to the Graduate School (466 W. Circle Drive, Chittenden Hall, 2nd Floor). IRB or IACUC letters are to be submitted via the same methods.

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

Also available on the web:

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

**Michigan State University**  
The Graduate School  
466 W. Circle Drive, 2nd Floor, Chittenden Hall  
(517) 355-0301

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

**ProQuest:** 1-800-521-0600

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March 2020
ABOVE ALL ELSE: CONSISTENCY IS REQUIRED THROUGHOUT THE ENTIRE DOCUMENT

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FORMAT REQUIREMENTS AND GUIDELINES

GENERAL REQUIREMENTS

Spelling and Grammar Check
• The Graduate School does not read theses or dissertations for content. We only review the formatting of the document.
• It is advised that you run a spelling and grammar check before you submit your document to ProQuest.

Name
• Your name must match in all aspects of your submission. This includes the Title page, Abstract page, Copyright page (if applicable), Approval form and ProQuest Account contact details.
• The name you list is to be the official, legal name that Michigan State University recognizes you by. Nick names and abbreviated versions of names are not allowed.

Margins
• All margins must be at least 1 inch all the way around (top, bottom, left and right).
• Margin sizes must be consistent on all pages of the document.
• Margin sizes should be equal (especially on the left and right)
• ProQuest does not require a left margin larger than 1 inch for bound copies.

Spacing
• The text of the Abstract, Acknowledgments, Preface, and general text of the body of the manuscript must be double-spaced.
• Table of Contents: Single-space within chapters and within Appendices sections. Double-space once between List of Tables, List of Figures, etc., and between chapters.
• List of Tables, List of Figures, List of Schemes, List of Algorithms, Key to Symbols and/or Key to Abbreviations: single-space within entries and double-space once between entries.
• Bibliography: single-space within entries and double-space once between entries.
• Single-spacing is acceptable for long tables, long quotations, footnotes, appendix material and multi-line captions.
• Double-spaces: all double-spaces in the entire document are to be the same size. They are to be the size that is between lines of text in the body of the document.

Font and Font Size
• There is no specific font or font size requirement. You must remain consistent across the entire document in the font and font size that you choose to use, however. This includes headings, subheadings, page numbers, table/figure/scheme/algorithm names and captions and general text.
• A 12-point font is the norm that we often see for regular text. A 10-point font is the norm that we often see for superscripts, subscripts and footnotes.

Page Size
• All pages in the document are to be 8 ½ inches by 11 inches.
Page numbering

- **Count, but do not number** the Title page, Abstract page(s) or Copyright page (if applicable).
- Page number placement begins with the Dedication page or the next page in the document if there is no dedication.
- All other preliminary pages (Dedication, Acknowledgements, Preface, Table of Contents, List of Tables, List of Figures, List of Schemes, List of Algorithms, Key to Symbols or Key to Abbreviations) are counted and numbered using lower case roman numerals (iii, iv, v, etc.).
- The body of the document, which begins with the Introduction or Chapter 1 if there is no introductory chapter, is to be numbered with Arabic numbers beginning with 1.
- Arabic numbers (1, 2, 3, etc.) are placed on all pages consecutively throughout the body of the document, appendices, and bibliography.
- The same font that is being used for the text in the document is also to be used for the page numbers to maintain consistency.

Page number location

- Page numbers are to be centered, ½ inch from the bottom of the page regardless of page orientation (portrait or landscape).
- **Click here for an example of a portrait oriented page.**
- **Click here for an example of a landscape oriented page.**

<table>
<thead>
<tr>
<th>SEQUENCE</th>
<th>PAGINATION</th>
<th>PAGE NUMBER PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preliminary Pages</strong></td>
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</tr>
<tr>
<td>Title Page</td>
<td>Count/Do Not Number</td>
<td>None</td>
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<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>½ inch from bottom/centered</td>
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<td>Acknowledgments</td>
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<tr>
<td>Preface</td>
<td>Count/Number</td>
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</tr>
<tr>
<td>Table of Contents</td>
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<td>List of Tables</td>
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<td>Count/Number</td>
<td>½ inch from bottom/centered</td>
</tr>
<tr>
<td>Key to Symbols or Abbreviations</td>
<td>Count/Number</td>
<td>½ inch from bottom/centered</td>
</tr>
<tr>
<td><strong>Text</strong></td>
<td><strong>Arabic Numbers Starting at 1</strong></td>
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</tr>
<tr>
<td>Introduction</td>
<td>Count/Number</td>
<td>½ inch from bottom/centered</td>
</tr>
<tr>
<td>Body of Thesis/Dissertation</td>
<td>Count/Number</td>
<td>½ inch from bottom/centered</td>
</tr>
<tr>
<td><strong>Reference Pages</strong></td>
<td><strong>Continue with Arabic Numbers</strong></td>
<td></td>
</tr>
<tr>
<td>Cover Sheet for Appendices</td>
<td>Count/Number</td>
<td>½ inch from bottom/centered</td>
</tr>
<tr>
<td>Appendices</td>
<td>Count/Number</td>
<td>½ inch from bottom/centered</td>
</tr>
<tr>
<td>Cover Sheet for Bibliography</td>
<td>Count/Number</td>
<td>½ inch from bottom/centered</td>
</tr>
<tr>
<td>Bibliography</td>
<td>Count/Number</td>
<td>½ inch from bottom/centered</td>
</tr>
</tbody>
</table>
Chapters/Major Sections

- The text is to be divided into chapters or if chapters are not used, then the document should be divided into major sections (example: INTRODUCTION, MATERIALS AND METHODS, RESULTS, CONCLUSION, etc.). Any of the methods recommended in professional style manuals may be used to divide or sub-divide your document, provided consistency is maintained throughout the entire document.

- New chapters or new “major” sections are to begin on a new page. If “chapters” are not used per se, but, as an example, INTRODUCTION, MATERIALS AND METHODS, RESULTS, CONCLUSIONS, etc. are used instead, then those headings are the new “major” sections that would start on new pages.

Blank pages

- There are to be no blank pages in the entire document.

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.

If the document is 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.

Use of Reprints

- Students using reprints of previously published, copyrighted material must obtain permission from the appropriate publisher to use that material in the thesis or dissertation.

- 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.

- Click here for an example of a Sample Reprint letter

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 (https://grad.msu.edu/etd/required-paperwork-and-surveys)

- Types of supplemental files we see most often: long or large tables, audio files, video files

- Do not attach the approval form, IRB letter or IACUC letter as supplemental files in your ProQuest account.

- Formatting of any supplemental files WILL NOT be reviewed by the Graduate School.
**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. They include: Title page (required), Abstract page(s)(required), Copyright page (if applicable), Dedication (if applicable), Acknowledgments (if applicable), Preface (if applicable), Table of Contents (required), List of Tables (required if you have at least one table in the document), List of Figures (required if you have at least one figure in the document), List of Schemes (required if you have at least one scheme in the document), List of Algorithms (required if you have at least one algorithm in the document), Key to Symbols or Key to Abbreviations.

- If you choose to bold any heading in the preliminary pages, all of the headings in the preliminary page should be in bold type to maintain consistency.

**Body of the Document**

- Whatever formatting choices are made for one chapter must be followed in all chapters to maintain consistency.

- The text of the thesis/dissertation must conform to all requirements concerning margins and spacing.

- Do not end pages with headings or sub-headings. Move orphan headings to the top of the next page so that they are with the text in that section.

**Appendices and Bibliographies**

- 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 the understanding of the text.

- You may use “LITERATURE CITED”, “WORKS CITED” or “REFERENCES” as alternatives to “BIBLIOGRAPHY” if that is the convention in your discipline.

**SPECIFIC PAGE FORMATTING INSTRUCTIONS**

**PRELIMINARY PAGES**

**Title Page (Required)**

- Type the title of the thesis or dissertation 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 author’s name, in full as it is officially recognized by Michigan State University. The author’s name must be identical in all aspects of the submission. Nicknames and shortened versions of names 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 and centered) in sentence case:

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:
  Examples:

      Fisheries and Wildlife—Master of Science

      Chemistry—Doctor of Philosophy

• 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. Example:

      Integrative Biology—Doctor of Philosophy
      Ecology, Evolutionary Biology and Behavior—Dual Major

• A complete list of Graduate Degree Granting Units and Programs may be found on the Registrar’s website. Only the units/programs listed here are approved by Michigan State University. You will also encounter this same list in 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 ProQuest account, the year manuscript completed and year degree awarded must match the year on the title page of the document.)
• The title page is to be counted but not numbered.
• Click here for an example of Dissertation title page.
• Click here for an example of a Dissertation title page with Dual majors.
• Click here for an example of a Thesis title page.

Public Abstract (Optional)
• If you include a “public abstract” (i.e.; an abstract in layman’s terms), it is to precede the conventional abstract.
• The public 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 (Required)
• Type “ABSTRACT” in all capital letters, centered 1 inch from the top of the page.
• Double-space once after the heading ABSTRACT and type the title of the thesis or dissertation in all capital letters, single-spaced and centered left to right.
• Double-space once after the thesis or dissertation 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: The name must match in all aspects of the submission. Nicknames and shortened versions of names are not allowed.

- Double-space once after the author’s 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 may not include any tables or figures.
- The text of the abstract must be double-spaced and must meet margin requirements.
- **Conventional abstract pages are to be counted, but not numbered.**
- **Click here for an example of an Abstract page.**

**Copyright Page**

- If the author intends to register for a copyright, a Copyright Page is to be inserted immediately following the abstract page(s).
- The copyright registration notice may 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 with the text left aligned:

  Examples:

  Copyright by
  ROBERT JOHN SMITH OR MARY JONES
  2017

- Reminder: The author’s name must match in all aspects of the submission.
- At the ProQuest website you will be given the option to have ProQuest register for a copyright on your behalf 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 $75.
- ProQuest is able to file a copyright on your behalf ONLY if you are the SOLE AUTHOR of your document.
- **Click here for an example of a Copyright page.**

**Dedication (Optional)**

- If included, the dedication should be brief and centered top to bottom and left to right on the page, single-spaced and it 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.
- There is not to be a heading on this page. There is only to be the text of the dedication.
- **Click here for an example of a Dedication page.**

**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 1inch from the top of the page.
- Double-space twice after the heading, ACKNOWLEDGMENTS, and begin typing the text.
- The text of the Acknowledgments section must be double-spaced and must comply with the margin requirements.
- **Click here for an example of an Acknowledgments page.**
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 PREFACE. Begin typing the text of the preface.
- The text of the preface must be double-spaced and must comply with margin requirements.
- Click here for an example of a Preface page.

Table of Contents (Required)

- 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, TABLE OF CONTENTS, double-space twice and list the first entry.
- The titles of all of the chapters, headings and sub-headings must be listed in the Table of Contents and they must be worded, capitalized and punctuated 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 are recommended, but are not required.
- All page numbers for entries are to be lined up at the same point at the right margin.
- Click here for an example of a Table of Contents.
- Click here for an example of a Table of Contents with appendices within the chapters.
- Click here for an example of a Table of Contents with bibliographies within the chapters.

| Table 2 –Order and Summary of Listings in the Table of Contents |
|-----------------|-----------------|
| Preliminary Pages | Listed in Table of Contents |
| Title Page | No |
| Abstract | No |
| Copyright Notice | No |
| Dedication | No |
| Acknowledgments | No |
| Preface | No |
| Table of Contents | No |
| List of Tables | Yes |
| List of Figures | Yes |
| List of Schemes | Yes |
| List of Algorithms | Yes |
| Key to Symbols or Key to Abbreviations | Yes |
| Text | |
| Introduction | Yes |
| Body of Thesis/Dissertation (all headings and sub-headings) | Yes |
| Reference Pages | |
| Appendix/Appendices (this refers to the cover page) | Yes |
| Bibliography (this refers to the cover page) | Yes |
List of Tables

• If there is at least one table in the document, a List of Tables is required.
• Each table is to have a table name and title and/or caption.
• The List of Tables is to contain the title and/or caption as it appears in association with each table in the document.
• Within the document the table title may be denoted as being different from the rest of the caption by whatever means chosen as long as consistency is maintained throughout the entire document (i.e: bold type, italics, underline, etc.). If the title is denoted 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 LIST OF TABLES and type the table listings which begin at the left margin.
• Tables must be numbered in a sequential order by whatever numbering scheme you choose (i.e.; 1, 2, 3 OR 1.1, 1.2, 1.3, etc.). The word “Table” is to precede every table number.
• Single-space within entries, double-space once between each entry.
• All table listings must indicate the corresponding page number on which a table begins. Page numbers should all be lined up at the same point at the right margin.
• Leader dots to the page number are recommended, but are not required. If you use leader dots for one list, you should use them for all lists.
• Click here for an example of a List of Tables.

List of Figures

• If there is at least one figure in the document, a List of Figures is required.
• Each figure is to have a figure name and title and/or caption.
• The List of Figures is to contain the title and/or caption as it appears in association with each figure.
• Within the document the figure title may be denoted as being different from the rest of the caption by whatever means chosen as long as consistency is maintained throughout the entire document (i.e: bold type, italics, underline, etc.). If the title is denoted 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 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 LIST OF FIGURES and type the listings which begin at the left margin.
• Figures must be numbered in sequential order by whatever numbering scheme you choose (i.e.; 1, 2, 3 OR 1.1, 1.2, 1.3, etc.). The word “Figure” is to precede every figure number.
• 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 are recommended, but are not required. If you use leader dots for one list, you should use them for all lists.
• Click here for an example of a List of Figures.
List of Schemes and List of Algorithms

- Sometimes, certain disciplines include schemes and algorithms in their theses and dissertations.
- If there is at least one scheme included in the document, then a List of Schemes is required.
- If there is at least one algorithm included in the document, then a List of Algorithms is required.
- These lists are set up similarly to a List of Tables or List of Figures, so please refer to the instructions for those pages.
- The lists themselves are to appear after the List of Figures in the preliminary pages.

Key to Symbols or Key to Abbreviations

- KEY TO SYMBOLS or KEY TO ABBREVIATIONS or KEY TO SYMBOLS AND ABBREVIATIONS is to be in all capital letters and is to be centered, 1 inch from the top of the page.
- Double-space twice after the heading KEY TO SYMBOLS or KEY TO ABBREVIATIONS or KEY TO SYMBOLS AND ABBREVIATIONS 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.
- The Keys should not be in table format, however, as there are to be no tables in the preliminary pages.
- Click here for an example of a Key to Symbols
- Click here for an example of a Key to Abbreviations.

FORMATTING REFERENCE MATERIALS

Appendices and Bibliographies

- 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 there must be consistency. 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.
- On the cover page, type "APPENDIX" (or "APPENDICES"), in all capital letters, centered, top to bottom and left to right. This is the page that is to be associated with the heading APPENDIX (or APPENDICES) in the Table of Contents.
- If there are multiple appendices in a chapter or at the end of the document, the individual appendices should be divided as APPENDIX A, APPENDIX B, APPENDIX C, etc., and they are to be listed as sub-headings under the heading APPENDICES with their titles and corresponding page numbers.
- When there are multiple appendices in a chapter or at the end of the document, each individual appendix may have its own secondary cover page (optional). For secondary appendix cover pages type APPENDIX A (etc.) centered 1 inch from the top of the page. Double-space twice
Appendices Entries

- The text of the appendix is to follow the cover page for the appendix.
- Tables, figures, schemes and algorithms that appear in the appendices must be numbered, captioned, and are to be included in the List of Tables, List of Figures, List of Schemes or List of Algorithms.
- An Appendix, pertinent to a particular chapter may be placed 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. (ie: if you choose to have appendices within chapters, you may not have them at the end of the document too.)
- 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 title an individual appendix in the Table of Contents 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.) and corresponding page number is to appear as a sub-heading 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 an appendix.
- Type “BIBLIOGRAPHY” (or alternative) in all capital letters, centered, top to bottom, on the cover page. This is the page that corresponds to the heading BIBLIOGRAPHY in the Table of Contents.
- Alternatives to BIBLIOGRAPHY that are acceptable are: REFERENCES, LITERATURE CITED and WORKS CITED. Use whatever is the convention in your discipline.
- Click here for an example of a Bibliography cover page.

Bibliography Entries

- Type the heading “BIBLIOGRAPHY” (or alternative) in all capital letters, centered 1inch 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 all entries.
- A Bibliography may 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. (i.e.; if you choose to have bibliographies within chapters, you may not have one at the end of the document too.)
- Click here for an example of a Bibliography.
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 non-verbal 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, titles and/or captions.

• Tables and Figures may be single spaced. Table and figure captions may 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.

• If lines are used to denote rows and columns in one table, you need to do so for all tables to maintain consistency.

• Tables and Figures should have a professional appearance and they should be clear and easy to read.

Placement of Tables and Figures

• Tables and Figures are to be inserted as close 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.

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

• Where you place the Table/Figure name and caption on the page must be consistent. (i.e.; If one is left aligned, then all need to be left aligned. If one is centered, all need to be centered, etc.)

Numbering of Tables and Figures

• Tables/figures are to be numbered in a separate series and are to be numbered consecutively. (i.e.; Figure 16, Figure 17, Figure 18, etc. OR Table 14, Table 15, Table 16, etc. OR Figure 1.1, Figure 1.2, Figure 2.1, Figure 2.2, etc.)

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