

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 page must be double-spaced and must comply with margin requirements. This page is not included in the Table of Contents. Finally, this page is numbered with a lower case roman numeral.