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| **GRADUATE AND DOCTORAL THESIS FORMAT** |
| Each thesis should contain the following elements arranged in the order listed:   * Fly page * Title and Signature page * Abstract * Dedication * Acknowledgments * Table of Contents * List of Tables and List of Figures, if any * List of Abbreviation, if any * Text- The text should be divided into chapters. * Appendices * References   **Note:**  all theses/dissertations contain these items, but if they are included, they must be placed in the order mentioned above.  **FONT AND STYLE** A single font must be used throughout the thesis, the only exceptions being in tables, graphs, and appendices. Headings may be bolded and no more than 2 points larger than the rest of the text. The recommended font is Times New Roman and the text font-size is 12- point. The thesis is to be printed in black characters on one side of the paper. International A4 size paper must be used. Divide your thesis into chapters usually; the chapters are organized in a logical manner which may include the following titles:   * Introduction * Literature Review * Results * Discussion * Conclusions * Summary   **SPACING** The thesis must be double-spaced or single-and-a-half spaced throughout, with the exception of block quotations, footnotes, and references. The references should be single spaced within each entry while maintaining a double space between each entry. This also holds true for Table of Contents entries, List of Tables/Figures entries, and table/figure captions that are more than one line in length.    **MARGINS**  Thesis margins must be set and measure to the following specifications. These margins must conform throughout the manuscript, including pages containing tables, figures, or other illustrative materials.   * Top margin of title pages- 1” * Top margin of non-title pages- 1” * All left margins- 1.25” * All right margins- 1” * All bottom margins- 1”   **ELEMENTS OF THE THESIS** There is certain format requirements associated with some individual elements of the thesis **Fly Page** This is a blank page used for protection in binding. It is not included in your PDF file and will be furnished by the Copy Center upon printing.  **Title and Signature Page** This page contains the title of the thesis, name of the student, and the approval signatures of the student’s supervising committee members. Each of the required copies of the thesis must include a signature page with original signatures. The date on this page is the date of the conferral of the degree, not the date of the original submission of the thesis   **Acknowledgments** At the end of the acknowledgments page, come down two single line spaces below the last line of text and add the “Month, Year” in which you first gave your thesis to your committee for review.   **Abstract:** The abstract should be a concise statement of the nature and content of the  thesis, indicating its significance as a piece of research. It should be a continuous summary, not disconnected notes or an outline. Doctoral dissertations should not exceed 350 words and master’s theses should not exceed 150 words.    **Table of Contents** It is important that the Table of Contents accurately reflects the outline and organization of the manuscript. It should include the Abstract, List of Tables (if any), List of Figures (if any), chapter titles of the text (and any sections/subsections you choose to include), Appendices (if any), References. There is no required format for the Table of Contents, other than page margin specifications.   **Appendices** Materials which are peripheral but relevant to the main text of the thesis should be placed in appendices. In a chemistry dissertation, any previous practice that must be included should be done so as an appendix. These may include such things as survey instruments, additional data, computer printouts and programs, and details of a procedure of analysis. Appendix material must meet the same requirements of margins.  **References** The list of references should indicate materials actually used by this means, the accuracy of quotation and citation may be readily verified. Reference materials should be listed according to the alphabetical order of the authors’ names. Primary sources (books, manuscripts, periodicals, etc., which are the factual basis of the investigation) should be listed separately from secondary sources.  The first line of each reference entry will be flush against the left margin. Each subsequent line of the entry will be indented under the first line. Single space the lines within each entry; maintain a double space (or single-and-a-half space, depending on the spacing of the rest of your document) between each entry.  **PLAGIARISM** Plagiarism must be less than 19% of the thesis. |