

WASHINGTON UNIVERSITY
THE HENRY EDWIN SEVER GRADUATE SCHOOL
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

A MOCK THESIS ON THE PROPER FORMAT OF
THESES AND DISSERTATIONS

by

Ima B. Student

Prepared under the direction of Professor I. Tenyear

A thesis presented to the Henry Edwin Sever Graduate School of
Washington University in partial fulfillment of the
requirements for the degree of
DOCTOR OF SCIENCE

May 2006

Saint Louis, Missouri

Important Note Regarding this Reference Document:

This document serves as a reference on the rules for formatting theses and dissertations for the School of Engineering and Applied Science at Washington University in St. Louis. It is viewable as a PDF from the Engineering Registrar's web site. The PDF viewable file was originally set up as a Microsoft WORD document (i.e. the one you are now reading). This reference material can be downloaded from the Registrar's web site as either a Microsoft WORD document OR as a set of LaTeX files. By downloading these files you can then have a general template, into which you can insert your own text, replacing the original and removing any notes such as this one. Contact the Registrar's Office should you need help.

WASHINGTON UNIVERSITY
THE HENRY EDWIN SEVER GRADUATE SCHOOL
DEPARTMENT OF CHEMICAL ENGINEERING

ABSTRACT

A MOCK THESIS ON THE PROPER FORMAT OF
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by

Ima B. Student

ADVISOR: Professor I.M. Faculty

May 2006

St. Louis, Missouri

This mock thesis illustrates the Henry Edwin Sever Graduate School rules for formatting a thesis/dissertation. It includes information on what components a thesis/dissertation should include, and how pages of a thesis/dissertation should be formatted. Follow each rule as closely as possible. If you have questions or wish to vary from the guidelines, please check with the Thesis Advisor in the Engineering Registrar's Office, located in Lopata Hall, room 324. You must get an official approval on the formatting from the Thesis Advisor prior to submitting your final completed thesis or dissertation. There are no exceptions to this requirement. You should try to fit your abstract text onto one single page as shown here. You may need to single space the text as shown here, plus be certain not to exceed 350 maximum words per abstract page. Do NOT place a page number on your abstract page, but do include the page in your page count. Your abstract page will technically be your first counted page, but your Roman numeral page numbers should not begin displaying until the table of contents page. If you run out of room on this single page for your abstract, then you may reduce some of the "white vertical space" above (i.e. between the abstract header lines) as needed. Use a two page abstract only if there's no other way to fit everything on one page. NOTE: You must always maintain a 1" margin at top, bottom, and right, with a 1.5" left margin...and with NO text printing within these reserved margin areas. NOTE: Be sure to read the preface within this document for further explanation of how to use this document as a template to simplify the task of formatting your thesis. Please read Appendix D as well.

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2006

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To all future Henry Edwin Sever graduate students

REMOVE THIS NOTE (WITH RULED LINES) AND/OR THE ENTIRE PAGE:

Most students do not choose to include a dedication page like this one. The dedication page is optional. If you decide to include it, make it short and center it on the page. If you include this page, do NOT number the page, but do include it in with your total page count. Remember, this front matter information, prior to your main thesis/dissertation body text, is numbered in Roman numerals. Your main body text begins with Arabic numbers. The Roman numerals typically, then, begin displaying on the Table of Contents page, although the page count begins with page one (i/e. “i”) of the abstract page (even though the abstract page does not display the number).

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Ima B. Student

Washington University in St. Louis

May 2006

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Preface

This guide contains the Henry Edwin Sever Graduate School rules for formatting thesis and dissertations.¹ Departments, advisors, and committees may impose additional rules. In the past, students were required to study a similar (but much longer) set of rules and apply them to their theses. The Association of Graduate Engineering Students has helped to prepare templates and style files that simplify thesis preparation. These files have been set up to produce acceptably formatted theses and dissertations using several popular word processing and text formatting programs. There should be one available in Microsoft WORD, and another in Latex. Students may be able to retrieve these files and their accompanying instructions from the AGES home page or at the School of Engineering's Registrar's main web page. Check with the Registrar's Office to see what is currently available. Students who create their own templates or style files are invited to submit these files for future use by others.

This guide you are now reading can be downloaded (in either MS WORD formatted version or a Latex version) and can be utilized as a template for formatting your own theses. In short, the margin settings, pagination, table of contents logic, etc. are already established in the downloadable versions. You can simply replace the text within the template with your own text, thereby saving you much setup time.

Note: This page is optional. You can remove it completely, but then be sure the reference to this page is also removed from the Table of Contents.

¹ Throughout this guide, the word thesis refers to both theses and dissertations.

Chapter 1

Thesis Format

The following guidelines offer you some degree of flexibility in formatting your thesis. Options are summarized in Table 1.1. Whatever options you choose to use, you must use them consistently throughout document.

1.1 Margins

Your printed output must reflect a physically measurable left margin of at least 1.5 inches, with top, bottom, and right margins measurable at 1 inch. Some systems' settings produce varying results when printing to different printers, so be sure to measure your output. Remember, nothing (not even page numbers) should print in the margins.

1.2 Page Numbers

Unless otherwise specified, count and number all pages of your thesis. Number all pages that come before chapter 1 with a centered lowercase Roman numeral, set just about the bottom margin. (Note: the Roman numerals should not begin displaying until the table of contents page, even though the Roman numbered "page count" begins with the abstract page.) Number pages starting with the first page of the first chapter with Arabic numerals, set just below the top margin, and just to the left of the right margin.

1.3 Body Text

Use a 10, 11, or 12-point Garamond, Times Roman or Times New Roman font for your thesis text. (The Microsoft WORD based “template” uses Garamond throughout, and is recommended whenever possible. The LaTeX version uses a high quality variation of the Times Roman font. Whichever is used, be consistent throughout your document.) Use 1.5 or double line spacing for most body text. Block quotes should be single spaced. Use either left justification with a ragged right edge, or full justification. Paragraphs may be set in a block style, with no indentation, or they may be indented up to 0.5 inch. Skip a line between paragraphs.

1.4 Titles and Headings

Titles and headings may be left-justified or centered. Capitalize the first letter of the first word and the first letter of each subsequent major word in a title or heading. Do not capitalize articles, prepositions, and conjunctions that are not the first word of a title or heading. For example, do not capitalize such words as the following: a, an, the, for, to, on, or. Formatting specifications for particular types of headings and titles are described below. You may use a plain or bold version of the body text font for all titles and headings.

1.4.1 Chapter Titles

Begin each chapter on a new page. You may start the chapter title below the top margin and page number (1.5 inches from the top edge of the page), or you may leave some space and start the chapter title up to 3 inches from the top edge of the page. There are two options for formatting the chapter title:

- Type the word “Chapter” followed by the chapter number, skip a line, and type the chapter title on the following line; or
- Type the chapter number followed by the chapter title, all on the same line.

You may use a font size of up to 36 points for the chapter title.

1.4.2 Section Headings

You may use a font size of up to 24 points for the section headings. Type the chapter number and section number before the section title.

1.4.3 Subsection Headings

You may use a font size of up to 18 points for subsection headings. Type the chapter number, section number, and subsection number before the subsection title.

1.4.4 Headings for Divisions Smaller than Subsections

Use unnumbered headings for divisions smaller than subsections. You may use a font size of up to 14 points. Headings may be typed above or on the same line as the sections they label. You may use both styles within your thesis.

Run-in Headings To the left is an example of a run-in heading. Notice that it is typed on the same line as the section that it labels. It may be used for divisions smaller than subsections.



Figure1.1 Just a Figure

1.5 Figures and Tables

Figures and tables must be referenced in the text by number. They must be numbered consecutively throughout each chapter, with the chapter number preceding each figure or table number. For example, the third figure in chapter 1 would be labeled Figure 1.3. You may either:

- Maintain one numbering sequence for figures and another for tables, and label figures with the word “Figure” and tables with the word “Table”; or
- Label both figures and tables with the word “Figure” and maintain one numbering sequence.

Place figures and tables as close to their reference in the text as possible. Place a figure number and title below each figure (or table labeled as a figure). Place a table number and title above each table labeled as a table. In figures and tables, avoid using color and avoid text smaller than 10 points. Do not let figures or tables spill out into the margins. Figure 1.1 is an example figure.

1.6 Lists

You may include lettered, numbered, or bulleted lists in your thesis. Use consistent punctuation and capitalization throughout each list. Lists may be indented.

1.7 Footnotes and Endnotes

You may use footnotes or endnotes for brief notes that are not appropriate for the body of the text. Use either footnotes or endnotes consistently throughout your thesis. Position footnotes in 10 point type just above the bottom margin. Use a short horizontal rule to separate footnotes from the text. Position endnotes at the end of each chapter. Type endnotes using the same font size and justification as the body text. Single space within each footnote or endnote; double-space between footnotes or endnotes. Footnotes and endnotes should be consecutively number.

1.8 Quotations

You must use quotation marks and parenthetical references to indicate words that are not your own. Put quotation marks around short quotes. Put long quotes in separate single-spaced paragraphs, indented up to 1 inch from the left margin (these are called block quotations). Kate Turabian, editor of official publications and dissertation secretary at the University of Chicago for over 25 years, distinguishes short and long quotes as follows:

Short, direct prose quotations should be incorporated into the text of the paper and enclosed in double quotation marks: “One small step fro man; on giant leap for mankind.” But in general a prose quotation of two or more sentences which at the same time runs to four or more lines of text in a paper should be set off from the text and indented in its entirety . . . [8]

1.9 Equations

Equations may be set in-line with the text or numbered and placed in separate paragraphs. Use the same numbering style for equations as you would for figures and

tables. Here is an example of an equation set in-line with a paragraph: $E = mc^2$. Here is an example equation placed in a separate paragraph:

$$E = mc^2 \quad (1.1)$$

Equation usage should be acceptable to your thesis committee.

Table 1.1 Thesis Formatting Options

Thesis Element	Formatting Options
title page font	12-point or 14-point Garamond, Times or Roman
table of contents chapter title font	bold or plain
first-level table of contents indentation	0 to 0.5 inch
second-level table of contents indentation	0 to 1.0 inch
body text font	10, 11, or 12-point Garamond, Times or Roman
body text line spacing	1.5 or 2
body text justification	left or full
paragraph indentation	0 to 0.5 inch
chapter title position	1.5 to 3 inches below top edge of page
chapter title style	heading preceded by the work "Chapter" and the chapter number or, heading preceded only by the chapter number
chapter title	10-pt to 36-pt font, centered or left-justified, plain or bold
section heading	10-pt to 36-pt font, centered or left-justified, plain or bold
subsection heading	10-pt to 36-pt font, centered or left-justified, plain or bold
unnumbered headings	10-pt to 36-pt font, centered or left-justified, plain or bold
table labels	label tables as "Table" or "Figure"
Parenthetical reference style	author-date system, numbered, or another style acceptable to your commit
Reference list style	any style acceptable to your committee

Chapter 2

Parts of the Thesis

This chapter describes the components of a thesis. You need not include all components described here, but you must follow the prescribed order for the components you do include. Table 2.1 lists the required and optional components in the order that they should appear. Your thesis should include three main parts: the front matter, the text, and the back matter. Each of these parts is described below.

2.1 Front Matter

The front matter includes all material that appears before the beginning of the main text. Unless otherwise specified, use regular body text (defined in Chapter 1) on all front matter pages. Number pages with lower-case roman numerals, centered just above the bottom margin. Each of the following sections should begin on a new page.

2.1.1 Title Page

Format the title page precisely as the title page to this document is formatted: include a 1.5-inch left margin, a 1-inch top margin, a 1-inch right margin, and a 1-inch bottom margin. Use a 12- or 14-point regular Garamond, Times or Roman font on this page. If you are writing a dissertation, substitute the word “dissertation” wherever the word “thesis” appears in this document. The date on the title page should reflect the month and year the degree will be awarded and should be one of the following months: December, May, or August. Do not number this page or include it in your page count.

Table 2.1 Required and Optional Thesis Components

Major Part	Thesis Component	Required	Optional
Front Matter	Title Page	•	
	Abstract Page	•	
	Copyright Page		•
	Dedication		•
	Table of Contents	•	
	List of Tables	(Reqrd if used)	
	List of Figures	(Reqrd if used)	
	List of Abbreviations		•
	Glossary of Nomenclature		•
	Acknowledgments		•
	Preface		•
Text	Chapters		•
Back Matter	Appendices		•
	References	•	
	Vita	•	
	Short Title Page	•	

2.1.2 Abstract Page

The abstract must be 350 words or fewer. Format the abstract page precisely as done in this document. Do not number this page, but count it in your page count.

2.1.3 Copyright Page

Include a copyright page only if you plan to copyright your thesis. If used, the copyright page must be unnumbered, immediately following the abstract page. It

should include three lines, centered on the page with regular body text font and spacing. The 1st line should be “copyright by”, the 2nd line should contain your full name. The 3rd line should contain the year the degree is to be awarded. Do not number this page, but count it in your page count. If you are an MS candidate and would like to copyright your thesis, you must make all arrangements, independent of the Dean’s office.

2.1.4 Dedication

The dedication page is optional. If you decide to include a dedication, make it short and center it on the page. Do not number this page, but include it in your page count.

2.1.5 Table of Contents

The table of contents must include the page numbers of all chapters and sections of your thesis. In addition, it may include the page numbers of all subsections. It must also include the page numbers of all front and back matter elements, unless otherwise specified. Chapter titles should appear flush left, section headings may be indented up to 0.5 inch, and subsection headings may be indented up to 1 inch. Chapter titles may be typed in plain or bold font. All titles and headings must be followed by a dot leader and a page number. The word “Contents” must appear in chapter title style at the top of the page.

2.1.6 List of Tables

Include a list of tables only if your thesis actually contains tables. Format the list of tables the same way the table of contents is formatted, but put the words “List of Tables” in the heading.

2.1.7 List of Figures

Include a list of figures only if your thesis actually contains figures. Format the list of figures the same way the table of contents is formatted, but put the words “List of Figures” in the heading.

2.1.8 List of Abbreviations

Include a list of abbreviations only if you use abbreviations that are not common in your field. Arrange the list alphabetically. Type the word “List of Abbreviations” in chapter title style at the top of the page.

2.1.9 Glossary or Nomenclature

Include a glossary or nomenclature section only if your thesis contains technical words that are not commonly in your field. Type the word “Glossary” or “Nomenclature” in chapter title style at the top of the page. The glossary or nomenclature section should consist of an alphabetized list of words and their definitions.

2.1.10 Acknowledgments

An acknowledgments section is optional. If you include such a section, use it to thank those who supported your research through contributions of time, money, or other resources. Type the word “Acknowledgments” in chapter title style at the top of page. If the acknowledgments fill more than one page, put the heading only on the first page.

2.1.11 Preface

A preface is optional. If you include a preface, use it to explain the motivation behind your work. You may also include acknowledgments in the preface. However, you should not include a preface if it contains nothing but acknowledgments – include an acknowledgments section instead. Format the preface the same way the acknowledgments section is formatted, but use the word “Preface” in the heading.

2.2 Text

The text part of the thesis should be divided into numbered chapters, sections, and subsections. Divisions smaller than subsections may be used, but they should not be numbered. Use Arabic numerals for numbering. Place Arabic page numbers just below the top margin and just to the left of the right margin.

2.3 Back Matter

Throughout the back matter, use the same page number formats as in the text section.

2.3.1 Appendices

Appendices may be used for including reference material that is too lengthy or inappropriate for the thesis text. If one appendix is included, an appendix title is optional. If more than one appendix is included, each one should be titled and lettered. In general, appendices should be formatted like chapters. However, they may be single spaced or include photocopied material. If photocopied material is used, you must add

page numbers to it in the upper right corner. Put the page numbers in square brackets to indicate that they are not part of the original document.

2.3.2 References

The reference section should follow the final appendix (or the conclusion of the text if there are no appendices). Type the word “References” in chapter title format at the top of the page. Single space within references and double space between them. More information on formatting references is included in Chapter 3.

2.3.3 Vita

Your vita should include your name, relevant academic and professional achievements, and current month and year. It may also include your date and place of birth, publications, and professional society memberships. Your vita should be the last page of your thesis.

2.3.4 Short Title Page

The short title page should be prepared as directed in Appendix B.

Chapter 3

Citing References

In the Reference section at the end of your thesis, list references cited using the style recommended in *The Chicago Manual of Style* [9] or another style acceptable to your committee. Insert parenthetical references where the reference material is referred to in the text. This chapter explains how to format references according to *The Chicago Manual of Style*. If you use a different style, you should obtain the appropriate style rules. For example, most journals periodically print instructions for authors that include reference style rules.

3.1 Parenthetical References

References should be cited at the position in the text where they are noted. *The Chicago Manual of Style* [9] recommends two systems for citation. You may use either of these systems or an alternative system acceptable to your committee.

3.1.1 Author-Date System

In this system, the last name of the author and the year of publication appear in parentheses following the quoted text. If the reference is alphabetized in the References section by its editor, publisher, or organization, then the name it is alphabetized under is used in place of the author. Some examples follow:

- Single author: (Smith 1993)

- Two authors: (Jones and Yang 1991)
- Three authors: (Jones, Smith, and Yang 1984)
- Four or more authors: (Johnson et al. 1994)
- Organization as author: (Association for Computing Machinery 1989)
- Two works referenced in one sentence: (Black 1994; Smith 1993)

3.1.2 Numbered References

In this system, the reference number appears in square brackets following the quoted text. This system is used throughout this document.

3.2 Reference List

References should be listed in alphabetical order by the last name of the first author (or organization or publisher, if no author is given). If the numbered reference style is used, the reference list should obviously be numbered as well. Several example references are listed in this document's reference list. Most of these references are taken from *A Manual for Writers of Term Papers, Theses, and Dissertations* [8].

Appendix A

The English Language and Other Confusing Things

While this guide answers most questions about how to format a thesis, it does not address questions about English grammar, use of abbreviations, punctuation, spelling, and other confusing subjects. Students should obtain a dictionary and a style of grammar book to refer to as questions arise. The dictionary is important because most electronic spelling checkers are not complete and do not contain definitions. (You may also need to refer to some of the references you cite for the spelling of technical terms.) The grammar or style book is useful for checking grammar and punctuation rules. A good style manual contains information about correct English usage as well as advice for preparing a manuscript. *A Manual for Writers of Term Paper, Theses, and Dissertations* [8] is one such concise and inexpensive manual based on the lengthy and more expensive *Chicago Manual of Style* [9].

The following rules will help you avoid three mistakes frequently made by students:

- Hyphenated words must begin and end on the same page.
- When a page break falls in the middle of a paragraph, at least two lines of text from that paragraph must appear on the second page.
- At least one line of text from a section or subsection must appear on the same page as the title of that section or subsection.

Appendix B

Procedures and Deadlines

Deadlines When you believe you will complete all requirements by the end of the current semester, you should consult with the Thesis and Dissertation Advisor in Lopata Hall, Room 324 to determine the deadline for completion of your file and for receipt of your thesis or dissertation copies. The deadlines are ironclad; no exceptions will be made. Note that the deadline printed in the course schedule and posted outside Lopata 324 refers to the date by which the final version of all theses and dissertations must be approved by the Thesis and Dissertation Advisor.

Oral Examination Each member of the oral examining committee must be given a copy of the thesis or dissertation, in final form, in sufficient time to study it before the oral examination. Members of the examining committee have the right to request rescheduling of the examination if these copies are not made available to them at least one week in advance of the scheduled examination date. Copier paper may be used for these preliminary copies.

Final Copies After the oral defense, final copies of the thesis or dissertation approved by the examination committee and department are to be distributed as follows, on or before the date stated in the current academic calendar. All final copies must be printed using only one side on high-quality (either watermarked or specifying as having 10-25% cotton), 8.5 x 11 inch white paper, and minimum 20-pound weight. The student should submit to the Henry Edwin Sever Graduate School (Lopata 324):

- two copies of the thesis or dissertation, each placed in a separate manila envelope with a copy of the title page attached.
- a loose sheet containing (1) a short title of 35 letters or less (including spaces), (2) the author's last name, (3) the degree, and (4) the year of its award, centered on the page and punctuated as in the example.² This short title sheet is to be placed at end of your thesis/dissertation.
- one extra copy of the dissertation abstract (dissertations only), this one being typed double spaced, for publication in Dissertation Abstracts.
- a loose copy of the dissertation title page (dissertations only) for the microfilming contract.
- the original and a photocopy of the University Microfilms Inc. contract (dissertations only). If a copyright is desired, attach a certified check, cashier's check, or money order for the current price listed in the University Microfilms contract. Personal checks are not accepted. The microfilming contracts are available in Lopata 324. The check or money order should not have an expiration date.

The student should also submit one copy of the thesis or dissertation to his or her advisor and one copy to his or her department (departments if the degree is a joint degree).

² See the sample short title page for this document

Appendix C

Thesis Format Checklist

If you have varied any formatting from that which is shown in this document, please complete this form and submit it to the Thesis and Dissertation Advisor when you submit your thesis for format review.

Author's Name: _____

Title page font: _____ 12 pt _____ 14 pt

Table of Contents chapter title font: _____ plain _____ bold

First level table of contents indentation (0 to 0.5 inch): _____

Second level table of contents indentation (0 to 1 inch): _____

Body text font: _____ 10 pt _____ 11 pt _____ 12 point

Body text line spacing: _____ 1.5 _____ 2

Body text justification: _____ left _____ full

Paragraph indentation (0 to 0.5 inch): _____

Chapter title position (1.5 to 3 inches below top edge): _____

Chapter title style: _____ with word "Chapter" _____ without word

Chapter title: _____ (10 to 36 pt) _____ plain _____ bold

_____ centered _____ left justified

Section heading _____ (10 to 24 pt) _____ plain _____ bold

_____ centered _____ left justified

Subsection heading _____ (10 to 18 pt) _____ plain _____ bold

_____ centered _____ left justified

Unnumbered heading _____ (10 to 14 pt) _____ plain _____ bold

_____ centered _____ left justified

Label tables as: _____ Table _____ Figure

Reference list style (parenthetical, etc): _____

Appendix D

Special Notes for MS WORD Users

It is strongly recommended that you use this document file as a template for your thesis since it greatly simplifies conforming to the required formatting standards. (Alternatively, if you know LaTeX, you may use a LaTeX version of this same file. Check with the Registrar's Office or the Registrar's WebSite under downloadable files. In the LaTeX version, Appendix D will have special instructions for working with the template when using LaTeX commands.) Before beginning, save a copy of this WORD template document, so you always have it as a good reference---as the textual information within this document are, in fact, the actual rules and guidelines on how you should format and submit your thesis. If you wish to make any variations in the formatting of your thesis, always be sure to check this original reference material for the precise rules and to see what variations are permitted. After saving this document for reference, then make a copy of it and begin using it as a template for your thesis. You should be able to simply replace the text within the WORD template with your own thesis text. The margins and other basic settings should automatically be set to the standards needed. However, as you work with the document, and as you introduce your own text, be reminded of the following important suggestions:

- **Remember to use the “Heading” styles** - From the Format menu within WORD you can click on “Styles & Formatting” and a list of “styles” will display on the right hand side of your document. You can select either “Heading 1”, “Heading 2”, or “Heading 3” to turn on the “style” and formatting to use for Chapter Headings, Section Headings, and Subsection Heading styles respectively. Heading 1 is the largest, then Heading 2, and Heading 3 the

smallest. Special Tip: Make sure there is always ONE blank line (and make sure it is “set” in the “Heading 1” style itself!) preceding your first line of actual text that is formatted using the “Heading 1” style---at the top of each page using this style. This will assure proper placement on the page. When in doubt, simply examine and follow the examples provided in this original WORD template. WARNING: Be careful when applying “styles”. If you accidentally click on a new style while your cursor is sitting on some text within the document, then that text can automatically switch to the other unexpected style, producing surprising results. If ever you click on something and it produces unwanted “surprises”, remember to use CTRL Z to undo the accident.

- **Table of Contents and other lists** - These lists are included in this template for your convenience, and they have been set up to illustrate to you the proper formatting. Your Table of Contents must, then, look like that found in this template in terms of style and formatting. However, the Table of Contents and other reference lists may not yet be fully automated; consequently, you may need to manually update your Table of Contents page after you establish all of your specific Chapters, Sections, and Subsection headings. Any students developing and further automating this template are welcome to share with us their findings. We welcome and thank you for your input! However, a quick solution to your problem (i.e. IF the table of contents is NOT automatically getting regenerated for you in the WORD template) is to make a temporary copy of your file when you are near completion, and use that copy to generate a temporary Table of Contents for you in another temporary document file---just so you can instantly see what pages each chapter is located on or assigned to. You can then look at the quickly generated Table of Contents listing and use that information to key in the correct page numbers onto your more properly formatted version found in the WORD template. The reason you may have to do this in this “ugly” manner is because the quickly generated TOC will likely not be formatted correctly to the standard specifications; hence, this work-around, being quick, is the next best solution. To generate the Table of

Contents quickly, be sure you have Headings 1, 2, and 3 utilized for your Chapters, Sections, and Subsections' headings throughout the document; then, when all done, go back to where your TOC is located (or anywhere in the document, if you're doing this only in a temporary file) and then click on the "Insert/References/Index&Tables" option. Through this option you can generate a TOC showing what pages each chapter is assigned to, but it will likely be formatted in a completely unacceptable format until the template is further enhanced (or until WORD implements a simpler way of automating the TOC.)

- **Font used** - This template utilizes the elegant font called Garmond, a font previously designated by the central University Publications Office as a preferred font used for many of the special publications materials at Washington University. Times Roman can also be used, though, if your computer or printer has problems with the Garmond font. However, do NOT mix fonts within one thesis or dissertation. Always be consistent.
- **Be consistent in vertical positioning of your headers** - Always be consistent in the manner in which you leave "white space" above/before and below/after your chapter and section/subsection headings. If you make the space above and below a heading on one page look a certain way, then use that same technique or "look" on all the other pages that also use that same level of heading. This template is set up to present to you things in a consistent manner; however, as you replace the templates text with your own, it could be easy to accidentally insert extra "returns" or "line breaks". Be careful.
- **Always strive for consistency** - If you format an element one way on one page, then that same element, elsewhere in the document, should be implemented and formatted in the same fashion.
- **You can use the Show/Hide Icon** - If you are having trouble identifying special characters within your document, like line breaks, paragraph marks, tab characters, etc. then remember you can click on the Paragraph Icon (i.e. the Show/Hide Icon) in the toolbar. This helps you find problems within the text.

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Vita

Ima B. Student

Date of Birth	July 28, 1965
Place of Birth	Saint Paul, Minnesota
Degrees	B.S. Magna Cum Laude, computer Science, May 1988 M.S. Computer Science, December 1990 D.Sc. Some Department, May 2006
Professional Societies	Association for Computing Machines The Touring Society The Fee Software Foundation
Publications	Student, I. D. (2005). MS Word document class for Henry Edwin Sever Graduate School, <i>The WORD J.</i> 10(4): 323-336. Student, I.D. (2005). More MS WORD wisdom, <i>Another Word J.</i> 42(7): 100-101.

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Note: Use month and year in which your degree will be conferred.

Short Title: The Proper Format of Theses

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