

Wichita State University
Dorothy and Bill Cohen Honors College

Guide to the preparation
of Honors Theses

Wichita

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CHAPTER 1

INTRODUCTION

The purpose of a thesis or dissertation is to contribute to a student's field of study through the pursuit of research and scholarship. Wichita State University (WSU) upholds standards of accuracy and soundness of research, as well as the requirements of individual programs regarding the undergraduate thesis, master's thesis and the doctoral dissertation. WSU is committed to assisting students and faculty members in meeting the goals of consistency, logical organization, attractiveness, and correctness in theses and dissertations.

Regardless of the style and format used, a thesis or dissertation must be sufficiently complete to allow an independent investigator to repeat or verify all of the work leading to the author's results and conclusions. In certain cases, when a manuscript prepared for publication is to be used, the terseness or page restrictions required by professional journals may prevent an author from meeting this condition with the publishable manuscript alone. In such cases, the thesis or dissertation must include additional materials that ensure independent reproducibility tables, descriptions of unproductive or unsuccessful explorations, derivations, and so forth (quoted from Kansas State University Graduate School website: <https://www.k-state.edu/grad/graduate-handbook/appendixb.html>). Since conferral of an undergraduate or graduate degree implies personal integrity and knowledge of scholarly methods, there are three areas in which students completing a thesis should be particularly cautious: (1) proper acknowledgment of cited works, (2) use of copyrighted material, and (3) compliance reporting associated with applicable federal, state, and university regulations and policies. If copyrighted material is used in a limited way, then permission to quote it is usually not necessary.

However, if extensive material from copyrighted work is to be used such that the rights of the copyright owner might be violated, then permission of the owner must be obtained. In determining the extent of a written work that may be quoted without permission, the student should consider the proportion of the material to be quoted in relation to the substance of the entire work. In no case should a standardized test or similar material be copied and included in a thesis or dissertation without written permission.

There is often confusion over what content is required to be cited. Insufficiently cited content can lead to concerns of plagiarism, which can call into question the entirety of a student's thesis or dissertation research. In order to check a thesis or dissertation for sufficient citation of content, the use of SafeAssign is recommended. This tool, offered by Blackboard, can help students and faculty ensure that any borrowed content is properly attributed. It is suggested that all students work with their thesis or dissertation adviser to have their work reviewed through SafeAssign to ensure proper citation of all borrowed work.

Compliance with federal regulations governing the use of human subjects, animal care, radiation, legend drugs, recombinant DNA, or the handling of hazardous materials in research is monitored by a number of federal agencies. Because of these regulations, research compliance is another area of importance to students and how their research is conducted. If they are unfamiliar with compliance, then students and their faculty advisers who are planning research that involves any of the areas mentioned should contact the Office of Research before beginning their project. The goal of Wichita State University, as well as the student's thesis/dissertation advisor or committee, is to ensure that the manuscript will reflect credit on the student, the student's committee, the department, the college, and ultimately Wichita State University.

All degrees are awarded by the Kansas Board of Regents upon recommendation of the faculty and the dean, who reserve the right to reject theses and dissertations that do not conform to

the regulations stated in this manual.

The chapters that follow provide basic guidelines/instructions for preparing a thesis or dissertation. Small sample pages showing placement of information accompany some of the descriptions of these instructions. **An entire section of full-sized sample pages begins on page 31.** Following each full-sized sample page is an identical page that shows how to format that page, including various “callout” frames containing important formatting information.

CHAPTER 2

PREPARATION AND FORMAT

2.1 Production Tools

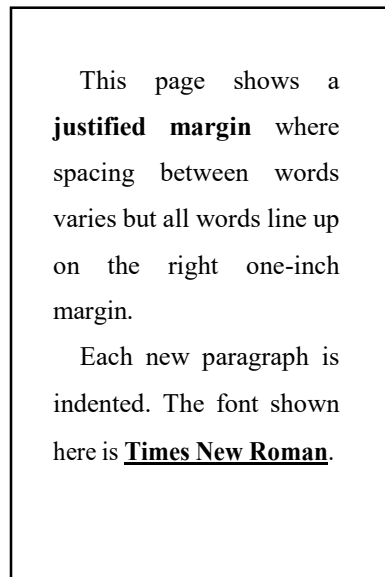
- Remember that every thesis is produced electronically and becomes part of the Wichita State University Libraries collection as an electronic document, if approved by the thesis advisor; therefore, the final presentation must meet the highest standards of clarity, legibility, uniformity, and reproducibility.
- Produce the manuscript using a computer application suitable to the discipline and capable of being transmitted electronically to Blackboard.
- Direct any questions about the acceptability of the draft document to the committee chair and/or members.

2.2 Margins

- Assume a standard page size of 8½ by 11 inches. Use **one-inch margins for ALL pages** (including preliminary pages, text, pages with tables and figures, references/bibliography, and appendices) and keep all type-written text within the text area of 6½ by 9 inches. Insert page numbers in the footer area of the page at the bottom ½-inch margin.
- **Either** “justify” (flush left and right margins) **or** “left-align” (flush left and ragged right margins) margins, but be consistent throughout the entire document, and do not use a mixture of the two. Before submitting the manuscript, **re-check the margins on all pages** to ensure consistency throughout the document.

2.3 Font

- Choose Times New Roman, a font with an image that is clear and distinct, shows high- quality contrast, and has true descenders (parts of letters that normally extend below the line, such as p, q, and y). Example of **Times New Roman**:



- Use a 12-point font, meaning 12 characters to the inch, respectively.
- Keep the same font consistent throughout the main text of the manuscript.** However, if necessary, vary the style and size of the font in tables, inner legends of figures, equations, and appendices, but keep the varied font consistent throughout those sections of the document. Also, if desired, use different fonts for poetry, dialogue, or other special circumstances.
- Use FULL CAPITAL LETTERS (like this) for the titles of all major headings in the preliminary pages, all chapter headings listed in the Table of Contents and in the body of the paper, and reference and appendix headings. Such titles include the following: FULL TITLE (on Title Page), DEDICATION, ACKNOWLEDGMENTS, ABSTRACT, TABLE OF CONTENTS, LIST OF TABLES, LIST OF FIGURES, LIST OF PLATES, LIST OF ABBREVIATIONS/NOMENCLATURE, LIST OF SYMBOLS, CHAPTER HEADINGS, REFERENCES/BIBLIOGRAPHY, and APPENDICES.
- For the titles of subheadings, use **one** of the following two styles consistently:

Headline Style (also called **Initial Capitals**) is preferred and looks like this:

Capitalize All Words Except for the Following—articles (a, an, the); coordinating conjunctions (such as **and**, **but**, **or**, **so**, **yet**, **nor**, etc.); and prepositions fewer than five letters (such as **to**, **for**, **as**, **with**, **in**, **of**, **over**, **on**, **than**, etc.)—**Unless They Come at the Beginning or End of the Heading**

Sentence style looks like this:

Capitalize only the initial letter of the subheading and any proper nouns or proper adjectives like Wichita State University.

- If preferred, use a **boldface** font for **chapter titles, headings, and subheadings**, but be consistent in using this style throughout the document. **However, do not bold headings in the front matter (preliminary pages), figure and table captions in the text, and back matter (references and any appendices).**
- *Italicize* (like this) the titles of printed materials such as books, periodicals, microfilm publications, and proceedings and transactions titles; otherwise, use italics sparingly in the text and only for special emphasis, foreign words, technical terms, and mathematical expressions.

2.4 Spacing

- Remember the meaning of the following types of spacing in line typing:

Single-Space:	<u>No blank lines</u> between each line of text.
Double-Space:	<u>One blank single line</u> between each line of text.
Triple-Space:	<u>Two blank single lines</u> between each line of text.

- **Do not insert “points” (extra spacing) before and after lines of text. That is, under the “Paragraph” menu in Word, set the “Spacing” to “0 pt” before and “0 pt” after lines of text throughout the entire document so that line spacing is exactly single or double, depending on the section of the paper.**
- In the **preliminary pages**—those pages preceding the text material (refer to sample pages 30–54)—follow the preferred format (single-spacing or double-spacing) as shown in the examples of Title, Copyright, and Dedication pages. However, **double-space** text lines of the Acknowledgments and Abstract, and **indent (typically one-half inch) the first line of each new paragraph on these pages**, keeping the amount of indentation consistent here as well as in the text material. Leave a **triple-space** between any heading that begins at the top one-inch margin and the text that follows.
- In the **Table of Contents**, place the title “TABLE OF CONTENTS” in all capital letters on the one-inch top margin and triple-space between this title and the page subheading containing the words “Chapter” and “Page” flush on the left and right margins, respectively. Repeat this heading/subheading at the top of every page of the Table of Contents. Double-space after the “Chapter”/“Page” subheading to begin listing the first chapter number on the left margin, followed by the CHAPTER TITLE (in all capital letters like this) indented about a half inch. Double-space before and after chapter headings. Align subheadings under the first word of the CHAPTER TITLE, and single-space all subheadings. Also, single-space chapter headings and subheadings longer than one line, with subsequent lines indented and aligned under the first word of the heading/subheading. Refer to full-sized samples of Table of Contents Pages (pp. 40–45) for placement of this information.

- In the **List of Tables, List of Figures, and List of Plates**, follow the same page setup as for the Table of Contents: place the title on the one-inch top margin and triple-space between the page title (e.g., LIST OF TABLES) and the appropriate page subheading (e.g., “Table” □ “Page” or “Figure” □ “Page” or “Plate” □ “Page”). Begin listing the first table/figure/plate number on the left margin, followed by its caption indented about a half inch. Double-space between captions, but single-space captions longer than one line. Align subsequent lines of a multiline caption under the first word of the caption. Refer to sample List of Tables, List of Figures, and List of Plates Pages (pp. 46–51) for placement of this information.
- In the **List of Abbreviations/Nomenclature or Symbols**, follow the same page setup as for the Table of Contents: place the title on the one-inch top margin and triple-space between the page title and the beginning of their respective lists. Begin listing the first abbreviation (in alphabetical order) on the left margin, followed by its definition indented an appropriate distance to take into consideration the longest abbreviation so that all definitions line up on the same indent. Double-space between entries, but single-space definitions longer than one line. Align subsequent lines of a definition under the first word of the definition. Refer to sample List of Abbreviations/Nomenclature and List of Symbols Pages (pp. 52–55) for placement of this information.
- In the **text, double-space throughout the entire document, and indent** (typically **one-half inch**) the first line of each new paragraph, keeping the amount of indentation consistent throughout the document. If subheadings are **bolded**, then double-space consistently throughout the entire text, leaving no extra space (no points) between the text and subheadings. However, if subheadings are **not bolded**, then leave extra space between the end of one subheading’s text and the beginning of the next subheading in order to assist the reader in distinguishing where one subheading ends and another begins. Refer to sample Text Pages (pp. 56–59) for placement of this information.
- Separate the end of the text with the beginning of the **References or Bibliography** with a single “**separation page**” with the heading word REFERENCES or BIBLIOGRAPHY centered between all margins. On the next page, place that same heading in ALL CAPITAL LETTERS on the one-inch top margin, and triple-space between the page title and the first reference. Double-space between citations, but Single-space citations longer than one line. Refer to sample References and Bibliography Pages (pp. 70-73) for placement of this information.
- Separate the end of the References/Bibliography section with the beginning of the **Appendix** section with another single “**separation page**” with the heading word APPENDIX (for only one appendix) or APPENDICES or APPENDIXES (for more than one appendix; either spelling is correct) centered between all margins. On the next page, place the first appendix heading in ALL CAPITAL LETTERS on the one-inch top margin, and triple-space between the page title and the beginning of the appendix. Single-space or double-space the content of appendices, but be consistent within each appendix. Refer to sample Appendix Pages (pp. 74–76) for placement of this information.
- Single-space **indented block quotations**, and double-space between the text and the indented quotation (one blank line before and after the quotation). Indent (typically one-half inch) all

block quotations the same distance from the left margin of the text, and indent any paragraph openings within the quotation an additional consistent distance.

- Separate **tables, figures, graphs, and other illustrative materials** from both the text and their captions with at least one double-space (one blank single line). **Single-space captions that are longer than one line.** See sample pages 60–67.
- If desired in **poetry and creative writing manuscripts**, use irregular or single spacing.

2.5 **Pagination**

- Count every page of the thesis, including separation pages and all appendices, in the pagination numbering.
- **Assign consecutive lowercase Roman numerals to all preliminary pages (those pages preceding the text)**, beginning with the Title Page. **Print a page number on every preliminary page except the first two** (Title Page and Copyright Page, which are pages **i** and **ii**, respectively). **The first page that shows an actual page number is the Committee Identification Page (page **iii**).**
- **Number ALL remaining pages after the preliminary pages** (text, references, and appendices) with **Arabic numerals** (1, 2, 3, etc.), beginning with the first page of the text and running consecutively through the end of all appendices.
- DO NOT use page numbers with letter suffixes (10a, 10b), periods (10.1, 10.2), or hyphens (10-1, 10-2).
- **Center page numbers** in the middle of the 8½-inch width of the page **one-half inch from the bottom edge of the paper**, thus leaving at least two blank lines between the nearest line of text and the page number. Keep the text on each page within the remaining text area of 6½ by 9 inches, and do not let the text intrude into the one-inch bottom margin that contains the page number.
- For pages containing tables and figures that are placed in landscape orientation (sideways), center the page number in the middle of the 11-inch page width, one-half inch from the bottom edge of the paper, with at least two blank lines below the edge of the table or figure.
- **Insert a page break at the end of each chapter** so that each new chapter begins on a new page.
- **Continue text material as close to the bottom of each page as possible before beginning a new page, unless it ends a chapter. Do not leave a large amount of space at the bottom of a page in the middle of a chapter. Rather, adjust the text so this does not occur. A large amount of space signals the reader that the chapter is ending and a new one is beginning, which is not the case in the middle of a chapter.**

- Avoid “widow/orphan” lines (one line of text in a paragraph) at the beginning of a page or at the end of a page. In other words, prevent the first and last lines of a paragraph from being separated across pages. To prevent widow/orphan lines from appearing alone on a page, first, place the cursor at the beginning of the paragraph that breaks across a page. In the **Paragraph** dialog drop-down menu, click the **Line and Page Breaks** tab, check the box that says **Widow/Orphan control**, and click **OK**.
- In the Table of Contents and in the List of Tables, List of Figures, and List of Plates, avoid splitting a long heading or caption across pages. If possible, complete the entire heading or caption on the same page; otherwise, move the entire heading or caption to a new page, even if this means leaving a little extra space at the bottom of the page.
- In the References or Bibliography section, avoid splitting a long citation across pages. If possible, complete the entire citation on the same page; otherwise, move the entire entry to a new page, even if this means leaving a little extra space at the bottom of the page.

CHAPTER 3

ELEMENTS AND STYLE

3.1 Front Matter or Preliminary Pages

- Remember that preliminary pages (preliminaries) serve as a guide to the content and nature of the manuscript.
- Center and print all page numbers in lowercase Roman numerals consecutively at the bottom of all preliminary pages, **except the Title Page and Copyright Page**, which are counted as the first page “i” and second page “ii,” respectively. The first page with a number actually printed on it is page **iii**, the **Dedication Page**.
- **Do not list any of the preliminary pages in the Table of Contents.**

3.1.1 Title Page (required)

- Center and single-space the FULL TITLE OF THE THESIS in full capital letters at the top one-inch margin of this page. Utilize the full width of the page within the prescribed margins. **Single-space a title that is longer than one line. Do not bold this heading.**
- Center all other information on this page, as shown below and in the full-sized samples on pages 30–31. **Do not bold any of this information.**
- For standard information on the remainder of this page use the exact format, wording, and capitalization, as shown here and in the full-sized samples. Include key words in the title that will make it easier for people to locate it through the library’s reference system. Substitute words for formulas and symbols in the title, such as PERCENT for %, PI for π , DEGREE for $^{\circ}$, MICRON for μ , etc. **Include the following student-specific information:**
 - Designation as a thesis: An Honors Thesis or A Senior Honors Thesis [for departmental Honors programs.]
 - Student’s full legal name as it appears on his/her academic records. [Inform the WSU Registrar’s Office if this name has changed in any way, in order to have records changed officially.]
 - Correct degree conferred. **[do not use concentrations]**
 - Month of graduation (choose one of these four months depending on when you plan to graduate: **December** for fall semester graduation, **May** for spring semester graduation, or **July or August** for summer semester graduation; check with the Registrar on the exact summer month for that year) and **year of degree conferral**, **NOT** the date of the oral defense, **NOT** the date the thesis was submitted, and **NOT** the semester (fall, spring, or

summer) in which the degree was completed. Omit the comma between the month and year (e.g., May 2000).

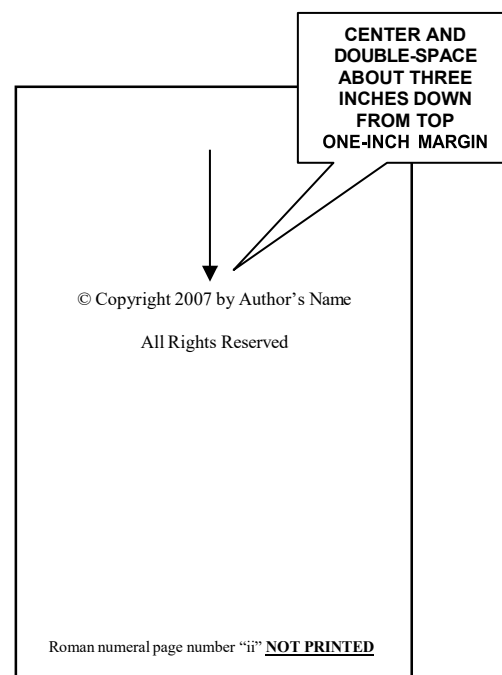
- Count this page as part of the preliminaries, but do not list it in the Table of Contents.
- Assign the Title Page lowercase Roman numeral “i,” but **do not print the number on this page.**

The diagram illustrates the layout of a title page with the following elements and instructions:

- Top Margin:** A callout box points to the top margin with the instruction: "SINGLE-SPACE ALL CAPS ON TOP MARGIN".
- Title:** The text "FULL TITLE OF THESIS CENTERED AND SINGLE-SPACED IN FULL CAPITAL LETTERS AT TOP ONE INCH MARGIN SO THAT IT LOOKS LIKE THIS" is centered at the top.
- Designation:** A callout box labeled "DESIGNATION" points to the text "An Honors Thesis by".
- Student Name:** The text "Student's Name Here" is centered below the designation.
- Submission Info:** The text "Submitted to the Dorothy and Bill Cohen Honors College of Wichita State University in partial fulfillment of requirements for the degree of Honors Baccalaureate" is centered.
- Spacing:** A callout box labeled "DOUBLE-SPACE" points to the space between the student name and the submission info. Another callout box labeled "SINGLE-SPACE" points to the space between the submission info and the date.
- Date:** The text "Month (December/May/July/August) Year" is centered. A callout box points to it with the instruction: "ENTER APPROPRIATE MONTH FROM THESE CHOICES ONLY, AND INCLUDE THE YEAR OF DEGREE CONFERRAL".
- Page Number:** The text "Roman numeral page number 'i' NOT PRINTED" is centered at the bottom.

3.1.2 Copyright Page (required)

- Center the official copyright notice in Headline Style between the side margins and about three inches down from the top one-inch margin. Include the author's name and year of degree completion in the format shown here. **Do not bold this information.**
- Include the Copyright Page after the Title Page.
- Count this page as part of the preliminaries, but do not list it in the Table of Contents.
- Assign the Copyright Page lowercase Roman numeral "ii," but **do not print the number on this page..**
- Note that thesis work is protected by copyright, with all rights reserved. Only the author has the legal right to publish, produce, sell, or distribute this work. Limited amounts of information that are cited, paraphrased, or summarized from the work may be used with proper citation of where to find the original work. However, author permission is needed for others to directly quote or summarize significant amounts of information in their own work.**



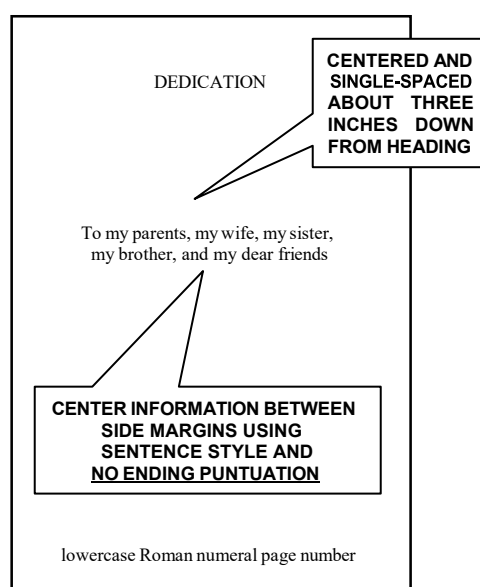
3.1.3 Committee Identification Page (required)

- Center and single-space the FULL TITLE EXACTLY AS IT APPEARS ON THE TITLE PAGE, in full capital letters at the top one-inch margin of this page. Utilize the full width of the page within the prescribed margins. Single-space a title longer than one line. Do not bold this heading.
- For the remainder of the page, use the exact wording and format as shown in the full-sized samples on pages 37-38. Do not bold any information on this page.
- In the first paragraph, specify that the paper is a thesis.
- Specify the correct degree conferred. **Include concentrations for the Honors Baccalaureate.**
- Provide sufficient identification lines for all committee members, and follow each name with the words "Committee Chair" or "Committee Member." Do not use professional titles (such as Dr. or Prof.) before their names, or degree titles (such as Ph.D.) after their names. Ensure that all names are spelled correctly.
- Keep in mind that signatures are not required on this page.**
- Count this page as part of the preliminaries, but do not list it in the Table of Contents.

- Assign the Committee Identification Page number lowercase Roman numeral “iii,” and center and print it one-half inch from the bottom. Page iii is the first page number printed in the document.
- Refer to full-sized samples of the Committee Identification Page (pp. 37-38) for placement of this information

3.1.4 Dedication Page (optional)

- Use the Dedication Page to dedicate the manuscript to someone or something.
- Center the heading DEDICATION in full capital letters at the top one-inch margin of this page. **Do not bold this heading.**
- Keep the dedication brief, and avoid extravagant and humorous statements.
- Center the first line of the dedication about three inches down from the heading in Sentence style, single-spaced, and **without final punctuation**.
- Count this page as part of the preliminaries, but do not list it in the Table of Contents.
- Assign the Dedication Page a lowercase Roman numeral and center and print the number one-half inch from the bottom of the page.



3.1.5 Acknowledgments Page (optional)

- Use the Acknowledgments Page to express professional and personal thanks to those who have helped in the process of obtaining the degree, to give credit for quoted copyrighted material, and/or to acknowledge grants and special funding. **Note that this page does not substitute for appropriate citation of research work within the document.**
- Center the heading ACKNOWLEDGMENTS in full capital letters at the top one-inch margin of this page, and begin the content a triple-space below the heading. **Do not bold this heading.**
- Format this page like the first page of each chapter, that is, indent the first line of each new paragraph, and double-space the content.
- Count this page in the pagination of the preliminaries, but do not list it in the Table of Contents.

<p style="text-align: center;">ACKNOWLEDGMENTS</p> <p style="text-align: center;">I would like to thank my adviser, Linda Carr, for her many years of thoughtful, patient guidance and support. Thanks are also due to Cathy Johnson. Together their friendship and selfless role modeling</p> <p style="text-align: center;">lowercase Roman numeral page number</p>

- Assign the Acknowledgments Page a lowercase Roman numeral and center and print the number one-half from the bottom of the page.

3.1.6 Abstract Page (required)

- Use the Abstract Page to provide a brief summary of the contents of the thesis (this information may be used by libraries and various information services to organize materials by subject matter). **This page is not required for poetry and works of fiction.**
- Consider the following information as appropriate for inclusion in the abstract: (a) short statement concerning the area of investigation, (b) brief discussion of methods used to gather the data, (c) condensed summary of the findings, and (d) conclusions reached.
- **DO NOT EXCEED ONE PAGE IN LENGTH.**
- Center the heading ABSTRACT in full capital letters at the top one-inch margin of this page, and begin the content a triple-space below the heading. **Do not bold this heading.**

<p style="text-align: center;">ABSTRACT</p> <p style="text-align: center;">This research attempted to develop guidelines for selecting appropriate cross sections for arterial highways in</p> <p style="text-align: center;">It was concluded that accurate guidelines were difficult</p> <p style="text-align: center;">DO NOT EXCEED ONE PAGE</p> <p style="text-align: center;">lowercase Roman numeral page number</p>
--

- Count this page in the pagination of the preliminaries, but do not list it in the Table of Contents.
- Assign the Abstract Page a lowercase Roman numeral and center and print the number one-half inch from the bottom of the page.

3.1.7 Table of Contents (required)

Page Setup in Table of Contents

- Use the Table of Contents to list all parts of the text and back matter (not front matter), including chapter titles, chapter subheadings, references or bibliography, and appendices. The Table of Contents may vary in style and the amount of information included, since it displays major chapters, which are often divided into subheadings. Refer to full-sized samples of Table of Contents Pages (pp. 40–45).
- **DO NOT LIST FRONT MATTER (PRELIMINARY PAGES) WITH LOWERCASE ROMAN NUMERALS IN THE TABLE OF CONTENTS.**
- Center the heading TABLE OF CONTENTS in full capital letters at the top one-inch margin of this page, and place the page subheading with “Chapter” and “Page” in Headline Style letters a triple-space below the heading flush on the left and right margins, respectively. **Do not bold this heading or separate the words with dot leaders (a line of spaced periods).**

Chapter Headings (when applicable) in Table of Contents

- Two lines below the “Chapter/Page” subheading, list the **number only of the first chapter on the left margin followed by a period** (e.g., 1s or Is, either Arabic or capital Roman numeral, depending on style). If the thesis has an “Introduction,” then list this as the first chapter of the text.
- Follow the chapter number with its title, **indented one-half inch** from the left margin in full capital letters (e.g., INTRODUCTION).
- Follow the chapter title with its correct **Arabic numeral page number below the “Page” subheading and flush on the right margin** (with or without dot leaders). **Leave at least one-half inch between the end of the title and the flush-right page number** to ensure that the end of the title does not run into the page number. If this is not possible, as in the case of a long chapter title, then break the title and continue it to a new line, single-spaced and aligned on the first word of that heading, and then follow the last word of the chapter title with its page number flush on the right margin.
- Align all chapter numbers vertically on the left margin, align all chapter titles vertically on the first word of the chapter (including titles that are longer than one line), which is typically indented one-half inch from the left margin, and align page numbers flush on the right margin.
- **Double-space (one blank line between) before and after chapter headings**, but single-space chapter headings that are longer than one line, aligning the second line on the first word of the chapter title, i.e., separate the chapter heading from all of its subheadings.

Chapter Subheadings (when applicable) in Table of Contents

- **Begin the first subheading a double space below the chapter heading** under the first word of the chapter title. If subheadings are numbered, then place the subheading number under the first word of the chapter title, followed a half inch with the subheading title to ensure that the number does not run into the title.
- List each chapter subheading exactly as it appears in the text, using either Headline Style (**preferred**) or Sentence style. **Choose one style, and use it consistently throughout the entire document.**
- Indent and line up all next-level subheadings directly under the first word of the previous subheading title.
- **Single-space all levels of subheadings** and those that are longer than one line, aligning subsequent lines on the first word of the corresponding title.
- Follow the subheading title with the **correct Arabic numeral page number below the “Page” subheading and flush on the right margin** (with or without dot leaders). **Leave at least one-half inch between the end of the subheading title and the flush-right page number** to ensure that the subheading title does not run into the page number. If this is not possible, as in the case of a long subheading, then break the subtitle and continue it to a new line, single-spaced and aligned on the first word of that subheading, and then follow the last word of the subheading title with its page number flush on the right margin.

References/Bibliography and Appendix Headings in Table of Contents

- **DO NOT ASSIGN CHAPTER NUMBERS TO REFERENCES OR APPENDICES. BEGIN THESE HEADINGS ON THE FAR LEFT MARGIN.**
- In full capital letters on the far left margin, list the heading REFERENCES or BIBLIOGRAPHY (shown on pp. 42–45).
- Follow the heading title with the **correct Arabic numeral page number of the separation page** that begins either the references or the bibliography **below the “Page” subheading and flush on the right margin** (with or without dot leaders) (shown on pp. 70 and 72, respectively).
- In full capital letters on the far left margin, list the heading APPENDIX for only one appendix or as APPENDICES (APPENDIXES is also acceptable) for more than one appendix (shown on pp. 42–45).

- Follow the heading title with the **correct Arabic numeral page number of the separation page** that begins the Appendix or Appendices **below the “Page” subheading and flush on the right margin** (with or without dot leaders) (shown on p. 74).
- **If there is more than one appendix**, then designate each with a letter (Appendix A, Appendix B, etc.) and a title using Headline Style, and list them in the Table of Contents, two lines below the main APPENDICES heading and indented one-half inch. **Single-space all appendix titles** including any multiline titles, aligning the second line under the first letter of the appendix title, not the letter or number (see samples on pp. 42–45).
- Do not designate an Appendix “A” unless there is an Appendix “B.” In other words, **if there is only one appendix**, then list it simply as APPENDIX in full capital letters, either alone or followed by its title (describing its content) in Headline Style two lines below the main APPENDIX heading and indented one-half inch (see samples on pp. 44–45).

Other Considerations for Table of Contents

- If desired, to separate chapter headings, subheadings, or appendix titles from their page numbers and to make it easier for the reader to locate correct page numbers, **use dot leaders (a line of spaced periods that looks like this)**. Dot leaders can be incorporated automatically into the text by designating a special right tab placed on the ruler at the 62-inch right margin by accessing the “Paragraph” menu in Word, clicking on “Tabs,” selecting “right” alignment, and leader choice 2.
- Count the Table of Contents page(s) in the pagination of the preliminaries.
- For a long **Table of Contents running more than one page**, at the top one-inch margin of consecutive pages, repeat the heading in full capital letters, followed in parentheses by the word “continued” in lowercase letters: TABLE OF CONTENTS (continued). A triple space (two blank single lines) below this, repeat the subheading with the words “Chapter” and “Page” flush on the left and right margins, respectively. Continue listing contents a double-space below this subheading. **Do not bold this heading and subheading.**
- Two different samples involving a two-page and a one-page Table of Contents with different styles and components follows here.

TWO-PAGE TABLE OF CONTENTS WITH NUMBERED, HEADLINE STYLE SUBHEADINGS, AND MORE THAN ONE APPENDIX

TABLE OF CONTENTS		TABLE OF CONTENTS (continued)	
Chapter	Page	Chapter	Page
1. INTRODUCTION	1	5. DISCUSSION	49
2. LITERATURE REVIEW	5	5.1 Theoretical Implications.....	49
2.1 Definition of Cognitive Structures.....	5	5.2 Practical Implications.....	52
2.1.1 Cognitive Structure A	5	6. CONCLUSIONS	56
2.1.2 Cognitive Structure B	7	7. FUTURE RESEARCH	59
2.1.3 Cognitive Structure C	9	REFERENCES	61
2.2 Cognitive Structure for Guiding Behavior	10	APPENDICES	64
2.3 Definition of Work Terms	11	A. Implicit Rationale and Theories of Individual Development Survey from 2005	65
2.4 Effect of Implicit Theories on Individual and Team Performance in Singular and Group Settings.....	13	B. Implicit Rationale and Theories of Team Development Survey from 2006.....	65
3. METHODOLOGY	17	C. Informed Consent Form.....	70
3.1 Research Design.....	17		
3.2 Setting	23		
3.3 Multiple Experiments	29		
4. RESULTS.....	38		
4.1 Data Analysis.....	38		
4.1.1 Results for Cognitive Structure A.....	38		
4.1.2 Results for Cognitive Structure B.....	40		
4.1.3 Results for Cognitive Structure C.....	42		
4.2 Statistics and Psychometric Properties.....	44		
4.3 Research Question.....	47		

**ALIGN CHAPTER NUMBERS
ON LEFT MARGIN**

lowercase Roman numeral page number

**ALIGN REFERENCE AND
APPENDIX HEADINGS ON
LEFT MARGIN WITHOUT
CHAPTER NUMBER**

ONE-PAGE TABLE OF CONTENTS WITH UNNUMBERED, INDENTED, SENTENCE STYLE SUBHEADINGS, AND ONLY ONE APPENDIX

TABLE OF CONTENTS		
Chapter		Page
I.	INTRODUCTION	1
II.	LITERATURE REVIEW	5
	Definition of cognitive structures	5
	Cognitive structure for guiding behavior	9
	Effect of implicit theories on individual and team performance in singular and group settings	14
III.	METHODOLOGY	17
	Research design	20
	Variables	21
IV.	RESULTS	25
	Data analysis	25
	Statistics and psychometric properties	27
V.	DISCUSSION	38
	Theoretical implications	38
	Practical implications	
VI.	Conclusions and future research	44
	BIBLIOGRAPHY	50
	APPENDIX	54
	Implicit Theories of Team Development Survey	55
	lowercase Roman numeral page number	

**ALIGN CHAPTER NUMBERS
ON LEFT MARGIN**

**PLACE BIBLIOGRAPHY AND
APPENDIX HEADINGS ON
FAR LEFT MARGIN WITHOUT
CHAPTER NUMBERS**

3.1.8 List of Tables, List of Figures, and List of Plates (when appropriate)

- Include separate lists of tables, figures, and plates when the paper incorporates two or more in any category, including those in any appendices. Follow the same heading and subheading placement and spacing format as used in the Table of Contents.
- Keep in mind that plates are a special section of pages of related figures, multiple photographs, or materials that are converted to a digital format, electronically incorporated into, and readily accessible from, the manuscript, including oversized maps, data on floppy disks, and videotape footage. Itemize these materials as a separate List of Plates, indicating the page numbers where they appear and can be accessed in the manuscript.
- Center the heading LIST OF TABLES, LIST OF FIGURES, or LIST OF PLATES in full capital letters at the top one-inch margin of the page. **Do not bold these headings.**
- A triple-space below the heading, in Headline Style, place the page subheading with the word “Table,” “Figure,” or “Plate” flush on the left margin, and the word “Page” flush on the right margin. **Do not bold these subheadings, and do not separate them with dot leaders (a line of spaced periods).**
- Assign tables, figures, and plates Arabic numerals followed by a period, and align these numbers vertically on their periods at the left margin. **If this numbering is done consistently within chapters (e.g., 2.1, 2.2, 3.1, 3.2, etc.), then simply align the numbers on the left margin without any following period.**
- Indent about one-half inch, and follow the caption number with the caption title. **Align all caption titles on the first word.**
- List each caption as it appears in the text, unless it is unusually long, in which case, shorten it in the list.
- **List table and plate captions in Headline Style** (capitalize the initial letter of the first word and all other words except articles, prepositions, and coordinating conjunctions).
- **List figure captions in Sentence style** (capitalize only the first letter of the subheading and any proper nouns or proper adjectives).
- **Single-space multiline captions**, and align the first word of the second line under the first word of the caption.

LIST OF TABLES	
Table	Page
1. Multivariate Analysis	2
2. Cross-Tabulations of Food Security Variables	8
3. Cross-Tabulations for Food Scarcity Variables with Weather Patterns	15
4. Multivariate Analysis of International Versus Local Food Security Variable.....	33
<u>Headline Style</u>	
lowercase Roman numeral page number	

LIST OF FIGURES	
Figure	Page
2.1 Film advertisement, 1945	27
2.2 Magazine advertisement for women's health, 1950	31
3.1 Magazine advertisement for women's health, 1975	37
3.2 Selections from Health Fair Catalog, 1995	42
<u>Sentence style</u>	
lowercase Roman numeral page number	

LIST OF PLATES	
Plate	Page
1. Map of Archaeological Dig Area.....	5
2. Digitized Video of First Excavation	25
3. Digital Data of Daily Sampling Results	49
<u>Headline Style</u>	
lowercase roman numeral page number	

- **Double-space between captions.**
- Follow each caption with its correct page number flush on the right margin. **Leave at least one-half inch between the end of the caption and the page number.** That is, do not let the caption run into its corresponding page number. If this is not possible, as in the case of a long caption, then break the caption about a half inch before it runs into the right margin, continue it to a new line that is single-spaced and aligned on the first word of that caption, and follow the last word of the caption with the page number flush on the right margin.
- **If desired to make it easier for the reader to locate correct page numbers, use dot leaders (a line of spaced periods that looks like this) to separate caption titles from their page numbers.** Dot leaders can be incorporated automatically into the text by designating a special right tab placed on the ruler at the 62-inch right margin by accessing the “Paragraph” menu in Word, clicking on “Tabs,” selecting “right” alignment, and leader choice 2.
- For long lists of tables, figures, or plates running more than one page, follow the same procedure as for the Table of Contents. That is, at the top one-inch margin of consecutive pages, repeat the heading in full capital letters, followed in parentheses by the word “continued” in lowercase letters: e.g., LIST OF TABLES (continued). A triple-space (two blank lines) below this, repeat the appropriate subheading with the word “Table,” “Figure,” or “Plate” flush on the left margin and the word “Page” flush on the right margin. Continue listing captions a double-space below the subheading. **Do not bold these headings and subheadings.**
- Count these pages in the pagination of the preliminaries, but do not list them in the Table of Contents.
- Assign each page of the List of Tables, List of Figures, and List of Plates a lowercase Roman numeral, and center and print the number one-half inch from the bottom of the page.

3.1.9 List of Abbreviations/Nomenclature and List of Symbols (when appropriate)

- Keep in mind that lists of abbreviations/nomenclature and symbols help the reader who only looks at a portion of the paper.
- Include these lists to define specialized abbreviations, terms, or symbols, if they are **devised instead of commonly accepted**. Ensure that the title of the list reflects its content.
- Note that including the List of Abbreviations in the preliminary pages does not mean that an abbreviation does not need to be defined the first time it appears in the text. Regardless of whether a thesis includes a List of Abbreviations, **“define” the abbreviation the first time it appears in the text**, that is, first provide the spelled-out version, followed by the abbreviation in parentheses. After that, when the abbreviation occurs again, use either the spelled-out version or the abbreviation, but not both. In other words, do not define an abbreviation more than once.

- Center the heading LIST OF ABBREVIATIONS, LIST OF NOMENCLATURE, or LIST OF SYMBOLS in full capital letters at the top one-inch margin of this page. **Do not bold these headings.** Begin the list of abbreviations or symbols a triple-space below its heading.

- List abbreviations/nomenclature in **alphabetical order by the abbreviation itself**, not the spelled-out definition.

- Capitalize each word of the definition.

- Begin listing the first abbreviation (in alphabetical order) or symbol on the left margin, followed by its definition indented an appropriate distance to take into consideration the longest abbreviation so that all definitions line up under each other on the same indent.

- Double-space between entries, but single-space definitions longer than one line**, aligning multilined definitions directly under the first word of the definition.

- Do not separate an abbreviation or symbol from its definition with dot leaders (a line of spaced periods).**

- For long lists of abbreviations or symbols more than one page in length, follow the same procedure as used for a lengthy Table of Contents, List of Tables, or List of Figures. That is, at the top one-inch margin of consecutive pages, repeat the heading in full capital letters, followed in parentheses by the word “continued” in lowercase letters: e.g., LIST OF ABBREVIATIONS (continued). Continue listing the abbreviations or symbols and their definitions a triple-space below the continuation heading.

- Count these pages in the pagination of the preliminaries, but do not list them in the Table of Contents.

- Assign each page of the List of Abbreviations/Nomenclature and/or List of Symbols a lowercase Roman numeral, and center and print the number one-half inch from the bottom of the page.

LIST OF ABBREVIATIONS	
GB	Grain Boundary
HSOM	Hot Stage Optical Microscopy
IMT	Incipient Melting Temperature
PFZ	Precipitate Free Zone
SEM	Scanning Electron Microscopy
VPPA	Variable Polarity Plasma Arc Welding
WFZ	Weld Fusion Zone
lowercase Roman numeral page number	

LIST OF SYMBOLS	
°	degree
μ	micron
π	Pi
£	pound (British)
lowercase Roman numeral page number	

3.2 Text (required)

- Remember that the text is the main body of the thesis that follows the preliminary pages and is usually separated into well-defined divisions such as chapters, parts, sections, and subsections.
- Number pages of the text separately from the preliminary pages, beginning with Arabic numerals (1, 2, 3, etc.) and continuing to the end of any appendix pages.

3.2.1 Chapters and Subheadings

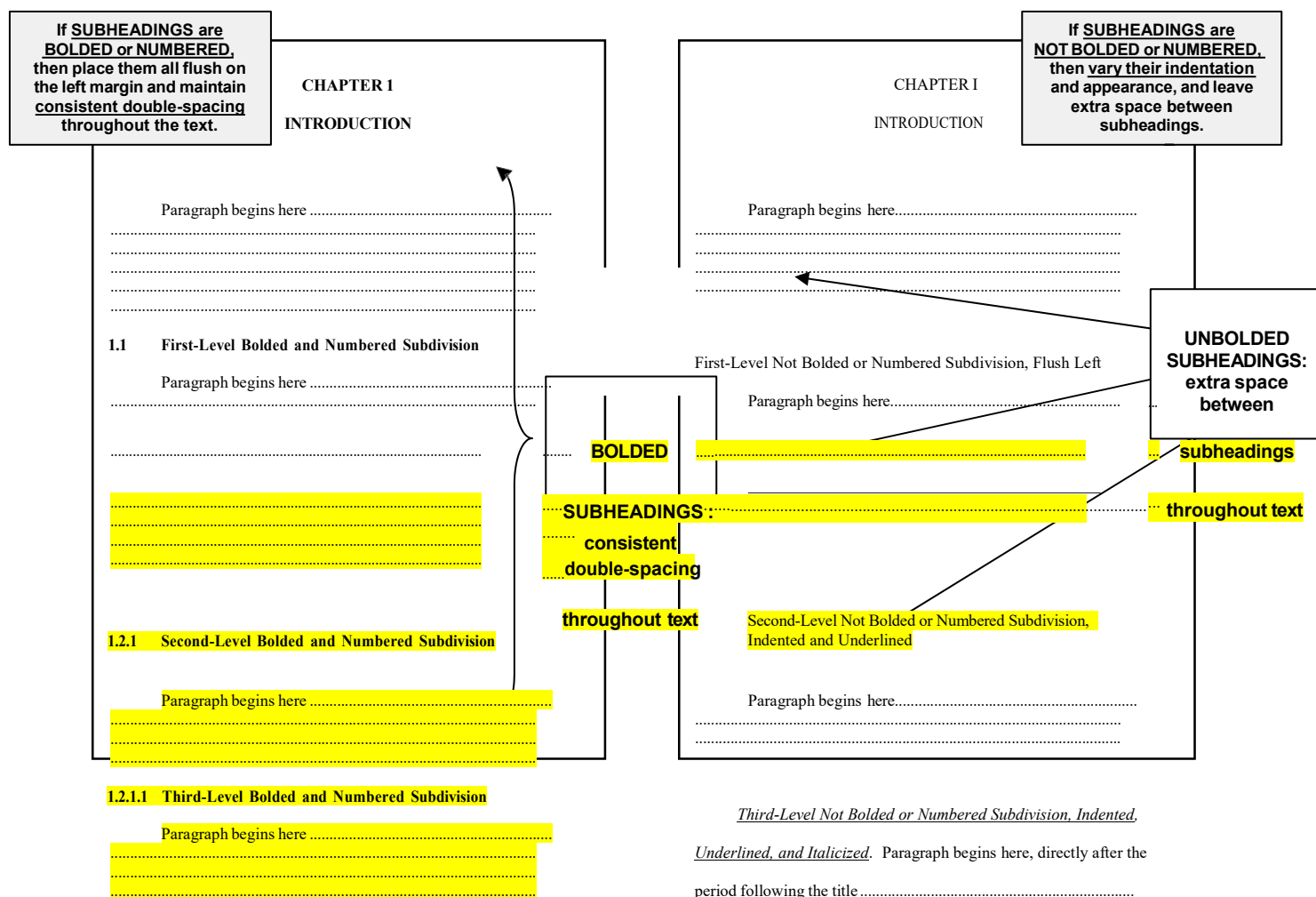
- Use any logical system of chapters, sections, and subsections, but be consistent throughout the document. **Start each chapter on a new page.**
- Make chapter heading numbers either Arabic (e.g., CHAPTER 1), uppercase Roman numerals (e.g., CHAPTER I), or spelled-out numbers (e.g., CHAPTER ONE), but keep the style consistent throughout the document.
- Maintain a consistent organizational scheme throughout the text. If a document begins with numbered decimal headings, then use decimal headings throughout; if subordinate headings are listed for one chapter, then use them for all chapters where they appear.
- Center each chapter heading with its number (e.g., CHAPTER 1, CHAPTER I, or CHAPTER ONE,) in full capital letters at the top one-inch margin of the page.
- Center the chapter title (describing its content) in full capital letters a **double-space (one blank single line) below the numbered chapter heading**.

CHAPTER 1

INTRODUCTION

- **Begin the text a triple space (two single blank lines) following the chapter title.**
- Typically, although not necessarily, begin the text portion of the paper with an introduction, which is not part of the preliminary pages and may be the first chapter.
- Count the first page of the first chapter as page 1.
- **If headings and subheadings are bolded and numbered** in the text to clearly emphasize the shift in subject material, then **double-space consistently throughout, leaving no extra space before or after subheadings**. However, **if bolding is not used and there is no numbering system**, then **vary the heading appearance** for each level of subheading—for example, begin the first subheading flush left, perhaps indent the next subheading, use italics for the subsequent subheading, etc. That is, use different forms of capitalization, indentation, italics, and underlining for various levels of headings, and leave extra space between subheadings to let the reader know that a new subheading follows.

- Ensure that the wording of each chapter title, heading, and subheading is identical to what appears in the Table of Contents. Use either Headline Style (preferred) or Sentence style. Whichever style is chosen, be consistent throughout the document.



- Begin a subheading on a new page only if the preceding page is filled or there is not room for the complete subheading and at least two lines of text at the bottom of the previous page.
- **Begin each chapter on a new page**, but number it consecutively from the previous page.

3.3.2 References within Text

- Use the form, style, and content of references that is generally accepted in the field of study.
- Mark references within the text using either square brackets with numbers in the order in which they are referred to in the text (see pp. 56–57) or parentheses with author and date (see pp. 58–59) to guide the reader to the corresponding entry in either the consecutively numbered reference section (p. 71) or the alphabetically listed bibliography section (p. 73).

- When authors are mentioned in the text, typically **use last names only**. **For a reference with only one author**, cite only that author's last name, followed by either the reference in brackets, e.g., Smith [1] or the date of the work in parentheses, e.g., Smith (2002), depending on whether you are listing references or a bibliography at the end of the thesis). **For a reference with two authors**, cite both authors' last names, e.g., Smith and Jones [2] or Smith and Jones (2003). **For a reference with three or more authors**, cite the first author's last name, followed by **et al.** (note the proper placement of the one single period in this expression, which is at the end, not after "et"), e.g., Taylor et al. [3] or Taylor et al. (2004).
- **EXTREMELY IMPORTANT: If using the number-in-brackets reference method of citation in the text, then begin the referencing with [1] and follow consecutively as they are mentioned (i.e., then [2], then [3], and so on). If the same reference is mentioned again later in the text, then use the original number assigned to that reference.**
- **Use footnotes only occasionally.** Footnotes (superscripted numbers) document information in the text and correspond to printed information at the bottom of a page). **Generally, replace footnotes with references.**
- Do not place references at the end of each chapter, unless you are using published journal articles to comprise the thesis.

3.3.3 Tables, Figures, and Plates

- Note the difference between tables, figures, and plates when designating them within a document: A table is a columnar arrangement of information, often numbers, organized to save space and convey precise information and relationships at a glance in a structured format. A figure is a graphic illustration such as a diagram, drawing, graph, chart, map, photograph, or material that does not fit into the restricted format for a table, and instead generally shows relationships or illustrates information rather than presents precise data. A plate is typically a related subgrouping of figures, multiple photographs, or drawings presented together, but a plate can also be oversized materials that are converted to a digital format, electronically incorporated into the document, and accessible from the manuscript.

TABLE 1
CAPTION IN FULL CAPITAL LETTERS
CENTERED OVER TABLE

Header Row	Header Row	Header Row	Header Row



Figure 1. Caption in sentence style
centered below figure and ending
with a period.

- Assign a number to each table and figure in one of two ways: either consecutively from the beginning to the end of the document, regardless of the chapter in which they appear (Table 1, Table 2, Table 3, etc.; Figure 1, Figure 2, Figure 3, etc.), or consecutively within chapters (Table 2.1, Table 2.2, Table 2.3, etc.; Figure 2.1, Figure 2.2, Figure 2.3, etc.). **DO NOT LABEL TABLES ONE WAY AND FIGURES ANOTHER. RATHER, MAINTAIN THE SAME STYLE OF NUMBERING FOR TABLES AS FOR FIGURES THROUGHOUT THE DOCUMENT.**
- Mention tables and figures in the text in their **numerical order**.

- **Preferably, place each table or figure on the same page after the paragraph in which it is mentioned**, or as close as possible to that paragraph. If desired, incorporate a table or figure less than one-half page in length within a paragraph (see pp. 60–67), providing it follows the location where it is specifically mentioned, is in numerical order, is separated from the text by extra space (at least one blank line), and is not continued onto the following page. Then continue the paragraph beginning at the left margin. However, **do not break up a sentence with a table or figure; that is, place it in the middle of a sentence**. Ensure that both sentences before and after the table or figure are complete and end with a period.
- **Capitalize** the words “table” and “figure,” and mention them by their specific number (e.g., “**Table 2** shows that . . .” or “The results plotted in **Figure 4.1** indicate that . . .”). **DO NOT use expressions that make reference to a non-specific table or figure, such as “the following table” or “the figure above.”**
- If desired, put multiple tables or figures together on a page, separating them by about one-half inch (or at least one blank line) and placing them in the order mentioned.
- Manipulate line spacing within a table by adjusting the row height, not by designating the paragraph spacing. Typically, single-space lines within a table and adjust the row height so that the information falls within the middle of cells.
- Keep the font within the table the same size as the text, unless the table is unusually large, whereby adjust the font to accommodate the data to fit between the margins or on a page.
- For pages with full-size tables and figures, keep margins and the placement of page numbers the same as on other pages of the document. Ensure that tables and figures fit within the text area of 6½ by 9 inches, and include a page number centered at the bottom half-inch of the page. **The same applies to tables and figures that are placed in landscape orientation:** center the page number in the middle of the 11-inch width of the page, one-half inch from the bottom edge of the paper, and at least two lines below the edge of the table or figure. If possible, reduce large tables and figures to fit within the margins; a smaller font can be used in this case.
- Continue tables on as many pages as necessary. At the top one-inch margin of consecutive pages, **repeat the table heading number only, not the title**, followed in parentheses by the word “continued” in lowercase letters: e.g., TABLE 2.3 (continued). Also **repeat the table’s header row for each page** (see pp. 62–63).
- When all tables and/or figures are in an appendix, state this fact in the body of the text in a footnote attached to the first mention of the tables or figures; do not repeat this fact thereafter. When some tables and figures are located in an appendix, clearly state their location when they are mentioned in the text (e.g., Table 1, Appendix A), unless the numbering scheme for tables and figures is obvious (e.g., Table A-1, Figure B-2) (**preferred**).
- Follow the style for various captions that is standard for the particular academic discipline, and keep the format consistent throughout the document. As suggested in Turabian’s *A Manual for Writers*, **center table numbers and their captions** in full capital letters **above tables** with no ending periods, e.g.,

TABLE 1

CAPTION TITLE IN FULL CAPITAL LETTERS CENTERED OVER TABLE

- As suggested in Turabian's *A Manual for Writers*, **center figure headings and their captions** in Sentence style **below figures**, with ending periods after both the figure numeral and the figure caption, e.g.,

Figure 1. Caption in sentence style centered below figure, single-spaced if more than one line long, and ending with a period.

- Keep the caption font the same as the text font; however, vary the size of the inner legends if necessary.
- Single-space all multiline captions.
- Separate captions from their tables and figures by one blank line, and separate all tables and figures from the text by one blank line.
- **DO NOT BOLD TABLE AND FIGURE CAPTIONS.**

3.3.4 Oversized Materials

- Reduce large tables or figures to fit within the one-inch page margins of the 8½ by 11-inch page; that is, **no larger than the text area of 6½ by 9 inches**. For tables this may mean using a slightly smaller font size for the internal information (which is acceptable for large tables), reducing the internal margins of cells, etc.
- Convert other typically oversized materials to a digital format, and electronically incorporate them into and readily accessible from the manuscript.
- Itemize oversized materials as a separate List of Plates in the preliminary pages, indicating the page numbers where they appear and/or can be accessed in the manuscript.

3.3.5 Illustrations and Photographs

- Ensure that illustrations and photographs (either color or black and white) are electronically accessible from the manuscript. Scan or digitize special hand drawings prior to insertion in their proper locations.

3.3.6 Equations

- **Center equations** between the left and right margins, leaving at least one blank line between the text and the equation.
- Place the **equation number flush on the right margin. Use the same numbering system for equations as used for figures and tables**—either consecutively from the beginning to the end of the document, regardless of the chapter in which they appear (1), (2), (3), etc.), or consecutively within chapters (1.1), (1.2) . . . (2.1), (2.2), etc.
- Use the following steps to easily and accurately position an equation between the side margins and the equation number flush on the right margin: At a double-space below the text where the equation is mentioned, set two tabs on the ruler—a “**center tab**” at **33 inches** and a “**right margin tab**” at **62 inches**. Tab from the left margin to the center tab and insert the equation. Then on the same line, with the cursor to the right of the equation, tab over to the right margin and insert the equation number, which will automatically be right-justified because of the right tab stop that has been set.
- When mentioning an equation specifically by its number in the text, **do not capitalize the word “equation”**; rather, place the word “**equation**” in lowercase letters, followed by its number in parentheses, e.g., “The result is shown in equation (1.1).” This is different than when specific tables and figures are mentioned in the text, where the words “Table” and “Figure” are capitalized preceding their number.

3.3 Back Matter

3.3.1 References or Bibliography (required)

- Use references to quote sources that are accessed in the preparation of the manuscript. They may consist of only references cited in the text (**references**), or they may include both cited works and also works consulted but not formally cited within the main text (**bibliography**). The purpose of listing citations is twofold: (a) to acknowledge sources, and (b) to give readers sufficient information to locate sources. Follow consistently the standard citation format for references that is generally recognized in the field of study throughout the document.
- **Precede either list by a numbered “separation page”** with the correct title—REFERENCES or BIBLIOGRAPHY—centered vertically and horizontally between the margins in full capital letters (pp. 70 and 72, respectively). **Do not bold either heading.** Number this page consecutively from the end of the text and cite this specific page number in the Table of Contents as the page number for the heading “REFERENCES” or “BIBLIOGRAPHY.”
- On the opening page of the references/bibliography section, following the separation page, repeat the heading again (either REFERENCES or BIBLIOGRAPHY) at the top one-inch margin in full capital letters, followed a triple-space on the left margin by either the **bracketed number** of the first-mentioned reference citation in brackets, e.g., [1], plus the reference indented a half inch (reference citation) or the **first alphabetical entry by author’s last name** without any number (bibliographical citation). **Do not bold either heading.**

- Double-space between references, and single-space multiline references.
- **For online references, include the date the article is cited (see reference [10] on p. 71).**
- At the top one-inch margin of consecutive pages of long references/bibliography, repeat the heading in full capital letters, followed in parentheses by the word “continued” in lowercase letters: e.g., REFERENCES (continued). **Do not bold either heading on the continuation pages.** Continue listing the entries a triple-space below either heading.
- Center and print each page of the references or bibliography with an Arabic numeral at the bottom of each page. Number these pages consecutively after the separation page.

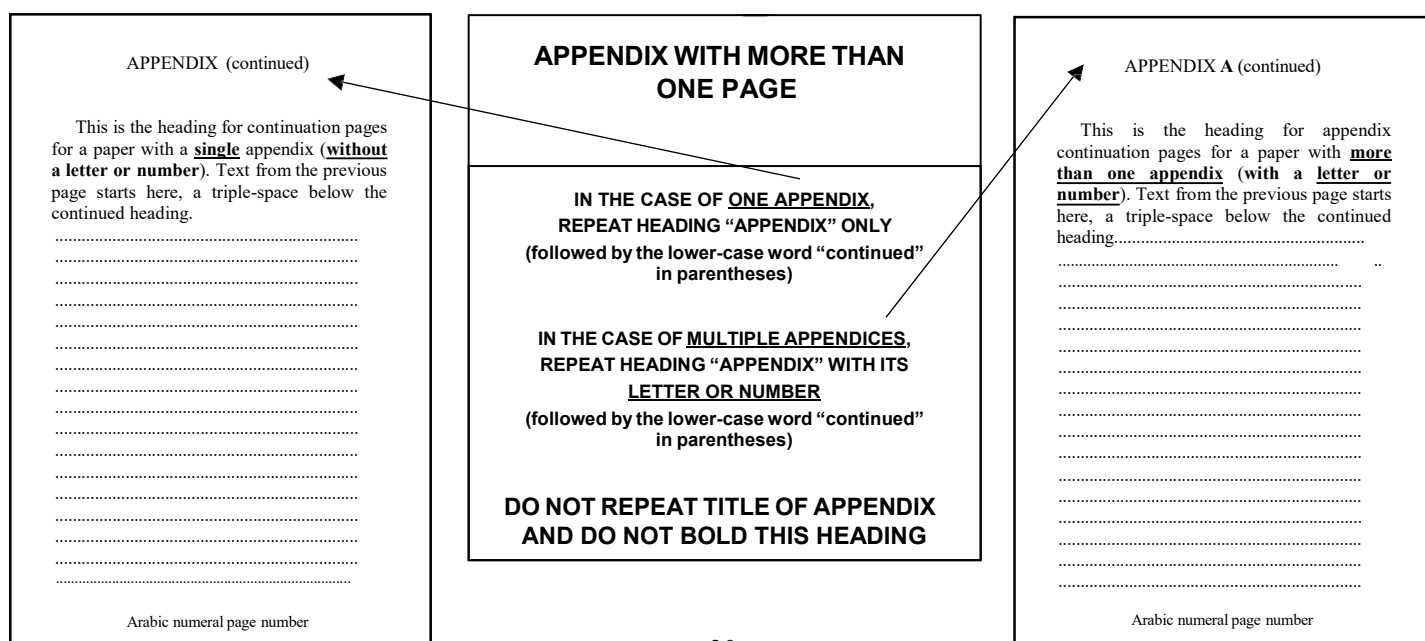
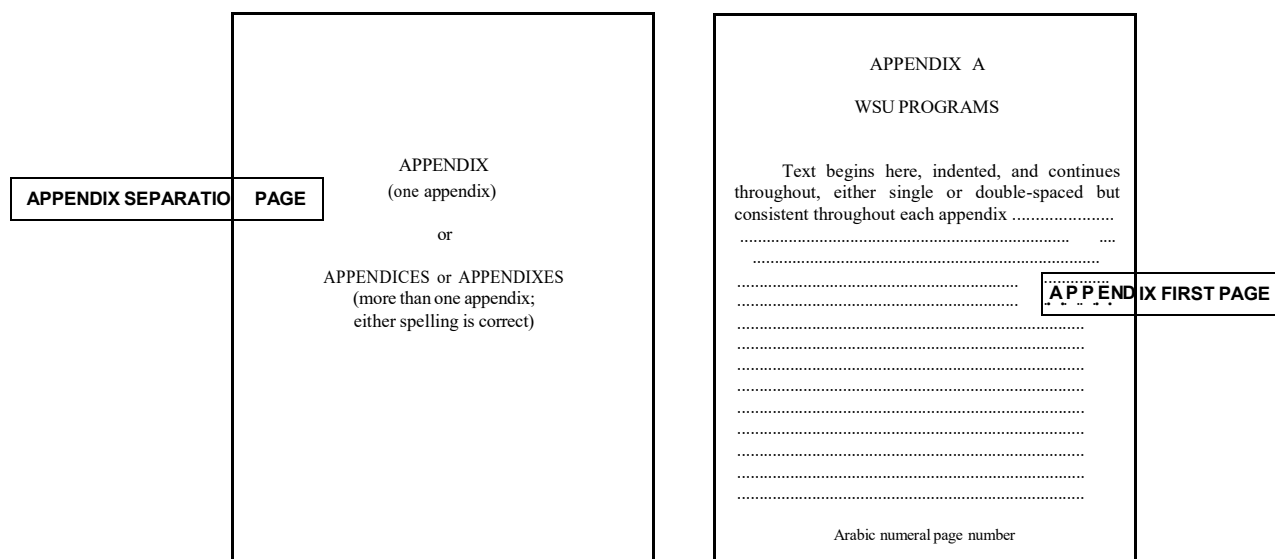
3.3.2 Appendix or Appendices(ices) (when appropriate)

- Do not include this group of lengthy items, including explanations, supplementary materials, documents, charts, copied forms, or original data sheets, which are related to but not suitable for inclusion in the main text. Place materials of different categories in separate appendices.
- **Place appendices at the end of the paper, not at the end of chapters**, unless you are using published journal articles in the thesis.
- **Precede an appendix or appendices by a numbered “separation page”** with either the word “APPENDIX” for one appendix, or “APPENDICES” (“APPENDIXES” is also acceptable) for more than one appendix, centered vertically and horizontally between the margins in full capital letters (p. 91). Number this page consecutively from the end of the References or Bibliography, and list this separation page number in the Table of Contents as the page number for the initial heading of “APPENDIX” or “APPENDICES.” **Do not bold this heading.**
- Designate more than one appendix with capital letters or numbers (e.g., APPENDIX A (**preferred**), APPENDIX 1, APPENDIX ONE) and a descriptive title, both of which must appear in the Table of Contents.
- In the text, mention each appendix using Headline Style by its letter or number, e.g., Appendix A, Appendix B, etc. If there is only one appendix, then refer to it in the text as simply “the Appendix,” and list it in the Table of Contents as simply “APPENDIX” (without any letter or number), with or without a title (pp. 42–45).
- On the opening page of each appendix, at the top one-inch margin, center the heading APPENDIX and its designated letter or number in full capital letters, followed two lines below this, centered, and in full capital letters by the APPENDIX TITLE. **Do not bold this heading.** Begin the appendix text a triple-space below this.

APPENDIX A

MATLAB M-FILE FOR CALCULATING PATH LENGTH

- Either single-space or double-space the content of the appendix, depending on the nature of the materials, but maintain consistent spacing within each appendix.
- For an appendix more than one page long, follow the same procedure as used for a lengthy List of Abbreviations. That is, at the top one-inch margin of consecutive pages, repeat the specific appendix heading in full capital letters and its designated letter or number, followed in parentheses by the word “continued” in lowercase letters: e.g., APPENDIX (continued) or APPENDIX A (continued). **Do not repeat the appendix title on consecutive pages, and do not bold this heading.** Continue with the contents of the appendix a triple-space below this heading. For an example of a heading on the second page of an appendix, see page 93.
- Assign each page of the appendix a lowercase Arabic numeral, and center and print it a half-inch from the bottom of the page. Number these pages consecutively after the separation page.



CHAPTER 7

FULL-SIZED SAMPLE PAGES

The following section contains full-sized sample pages of a thesis. Most pages are followed by a “duplicate page” showing instructions in “callout” frames indicating correct margins, spacing, placement of information, page number specifications, and other important elements for formatting these pages correctly. These duplicate pages and callout frames have been added to the guidelines to clarify the formatting process. Remember that some wording, particularly in the preliminary pages, is standard to all theses; other information is specific to the individual student.

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An Honors Thesis by

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of Wichita State University
in partial fulfillment of
the requirements for the degree of
Honors Baccalaureate

Month Year
(date of degree conferral)

SAMPLE: TITLE PAGE

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MONTH (DECEMBER, MAY, JULY, OR AUGUST)
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ENTER APPROPRIATE MONTH
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FOR SUMMER GRADUATION,
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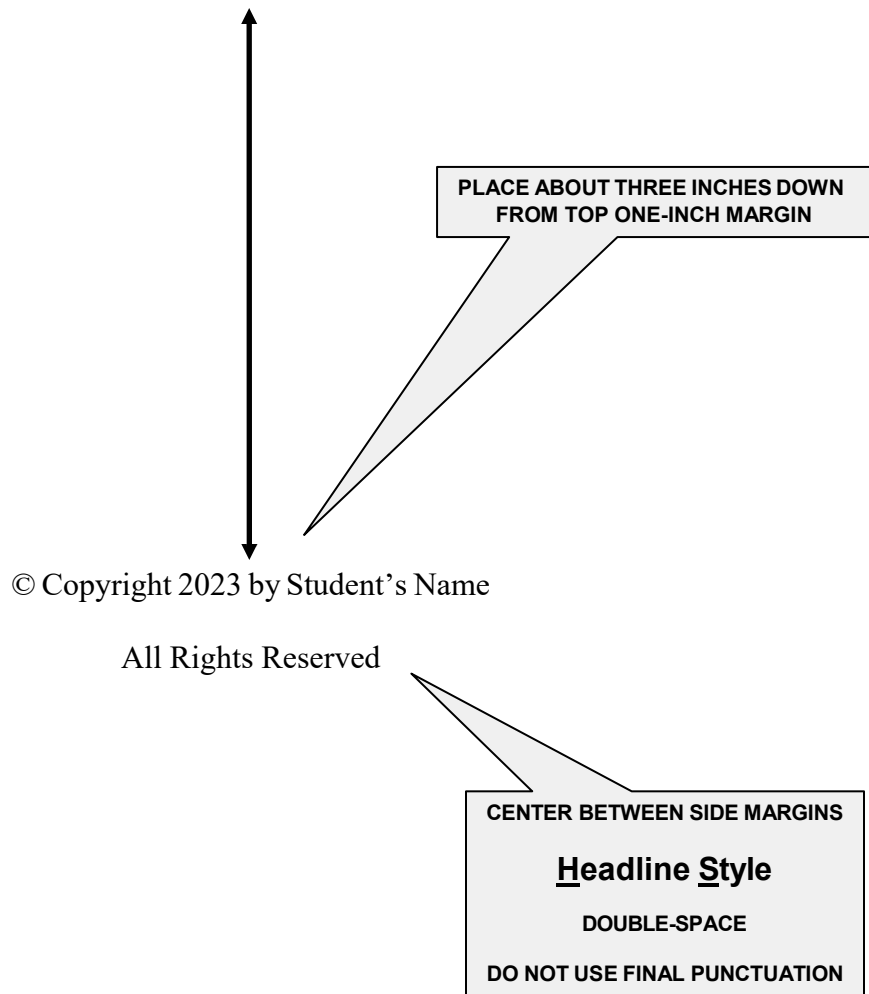
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_____.

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Name of Professor, Committee Member

Name of Professor, Committee Member

Name of Professor, Committee Member

SAMPLE: COMMITTEE IDENTIFICATION PAGE

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Name of Professor, Committee Member

Name of Professor, Committee Member

Name of Professor, Committee Member

Thesis Advisor is required.

Additional committee members are optional but may be
required by thesis advisor

SIGNATURES NOT REQUIRED

OMIT TITLES (Dr. ,Prof., Mr., Ms.,
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SAMPLE: COMMITTEE IDENTIFICATION PAGE

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DEDICATION

To my parents, my wife, my sister, my brother,
and my dear friends

SAMPLE: DEDICATION PAGE

lowercase Roman numeral page number

CENTER HEADING AT ONE-INCH MARGIN; DO NOT BOLD

DEDICATION

PLACE DEDICATION STATEMENT
ABOUT THREE INCHES DOWN FROM HEADING

To my parents, my wife, my sister, my brother,
and my dear friends

CENTER DEDICATION STATEMENT
BETWEEN SIDE MARGINS

SENTENCE STYLE

SINGLE-SPACE

OMIT FINAL PUNCTUATION

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ACKNOWLEDGMENTS

I would like to thank my adviser, Linda Carr, for her many years of thoughtful, patient guidance and support. Thanks are also due to Cathy John. Together their friendship and selfless role modeling have contributed to my professional development. I extend my gratitude to members of my committee, Paul Anderson, Carolyn Reyner, and Mary Ann Hill, for their helpful comments and suggestions on all stages of this project. I also thank the Billings Corporation for funding this research, and Montgomery Publishing, Inc. for allowing the use of copyrighted material.

SAMPLE: ACKNOWLEDGMENTS PAGE

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PARAGRAPHS OF TEXT
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ACKNOWLEDGMENTS

TRIPLE-SPACE BETWEEN HEADING AND TEXT
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I would like to thank my adviser, Linda Carr, for her many years of thoughtful, patient guidance and support. Thanks are also due to Cathy John. Together their friendship and selfless role modeling have contributed to my professional development. I extend my gratitude to members of my committee, Paul Anderson, Carolyn Reyner, and Mary Ann Hill, for their helpful comments and suggestions on all stages of this project. I also thank the Billings Corporation for funding this research, and Montgomery Publishing, Inc. for allowing the use of copyrighted material.

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BEFORE
OR AFTER
LINES OF
TEXT

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SAMPLE: ACKNOWLEDGMENTS PAGE

lowercase Roman numeral page number

ABSTRACT

This research attempted to develop guidelines for selecting appropriate cross sections for arterial highways in developing urban and/or suburban areas. The two major features of the cross section considered in this research were the non-traversable median in the form of a raised or a depressed (grass) median, and the traversable median in the form of a two-way left-turn lane (TWLTL)

It was concluded that accurate guidelines were difficult to formulate based on accident and delay criteria only. Land use was identified as a significant parameter in determining the choice of a cross section

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PARAGRAPHS OF TEXT
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ABSTRACT

TRIPLE-SPACE BETWEEN HEADING AND TEXT
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This research attempted to develop guidelines for selecting appropriate cross sections for arterial highways in developing urban and/or suburban areas. The two major features of cross section considered in this research were the non-traversable median in the form of a raised or a depressed (grass) median, and the traversable median in the form of a two-way left-turn lane (TWLTL)

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SAMPLE: ABSTRACT PAGE

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TABLE OF CONTENTS

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UPPERCASE CHAPTER HEADINGS

Chapter **Chapter/Page SUBHEADING; DO NOT BOLD** **Page**

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2. LITERATURE REVIEW 5

 2.1.1 Definition of Cognitive Structures 5

 2.1.2 Cognitive Structure A 5

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ENSURE ADEQUATE SEPARATION BETWEEN LINES OF SUBTITLE AND PAGE NUMBER. FLUSH ON RIGHT - HAND MARGIN.

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WITH NUMBERED, HEADLINE STYLE SUBHEADINGS, MORE THAN ONE APPENDIX,
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**SAMPLE: SECOND PAGE OF TWO-PAGE TABLE OF CONTENTS
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AND DOT LEADERS**

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TABLE OF CONTENTS (continued)

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NO POINTS BEFORE OR AFTER**

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	A. Implicit Rationale and Theories of Individual Development Survey from 2005	65
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ALIGN ON LEFT MARGIN WITHOUT CHAPTER NUMBER

PAGE NUMBER OF "SEPARATION PAGE"

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SAMPLE: ONE-PAGE TABLE OF CONTENTS
WITH UNNUMBERED, SENTENCE STYLE SUBHEADINGS, ONLY ONE APPENDIX,
AND NO DOT LEADERS (OPTIONAL)

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TABLE OF CONTENTS

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Chapter ← Chapter/Page SUBHEADING; DO NOT BOLD → Page

I. INTRODUCTION

II. LITERATURE REVIEW

Definition of cognitive structures

Cognitive structure A

↔ Cognitive structure B

Cognitive structure C

Definition of work terms

Effect of implicit theories on individual and team effectiveness in singular and group settings

III. METHODOLOGY

Research design

Setting

Variables

Summary of variables

IV. RESULTS

Data analysis

Statistics and psychometric properties

Research question

V. DISCUSSION

Theoretical implications

Practical implications

Future research

Conclusions

REFERENCES or BIBLIOGRAPHY

APPENDIX (only one)

Implicit Theories of Individual and Team Development Survey

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SAMPLE WITH Sentence style SUBDIVISIONS

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BETWEEN HEADINGS AND PAGE NUMBERS

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AND TITLES

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ONE-HALF-INCH TABS

ALIGN REFERENCES, BIBLIOGRAPHY, AND APPENDIX HEADINGS
ON LEFT MARGIN

DO NOT ASSIGN CHAPTER NUMBERS

FOR ONLY ONE APPENDIX,
LIST WITH OR WITHOUT A TITLE

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CHAPTER
NUMBER

SAMPLE: ONE-PAGE TABLE OF CONTENTS

WITH UNNUMBERED, SENTENCE STYLE SUBHEADINGS, ONLY ONE APPENDIX,
AND NO DOT LEADERS (OPTIONAL)

lowercase Roman numeral page number

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**SECOND PAGE OF
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SAMPLE: LIST OF TABLES PAGE
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LIST OF TABLES
 TRIPLE-SPACE BETWEEN HEADING AND Table/Page SUBHEADING
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Table		Page	
	Table/Page SUBHEADING; DO NOT BOLD		
1. Multivariate Analysis		2	<div style="border: 1px solid black; padding: 2px; font-size: small;">DOUBLE-SPACE BETWEEN TABLE CAPTIONS</div> <div style="border: 1px solid black; padding: 2px; font-size: small;">NO POINTS BEFORE OR AFTER LINES OF CAPTION</div>
2. Food Scarcity Variables		8	
3. Food Scarcity Variables with Weather Patterns		15	
4. Multivariate Analysis of International Food Security versus Local Food Scarcity Variables for Total Year		33	<div style="border: 1px solid black; padding: 2px; font-size: small;">SINGLE-SPACE MULTILINE CAPTIONS</div> <div style="border: 1px solid black; padding: 2px; font-size: small;">NO POINTS BEFORE OR AFTER LINES OF CAPTION</div>

ENSURE ADEQUATE SEPARATION BETWEEN CAPTION AND PAGE NUMBERS

SECOND PAGE OF LIST OF TABLES

REPEAT LIST OF TABLES HEADING (with "continued" in lowercase), Table/Page SUBHEADING, AND CORRECT SPACING ON SUBSEQUENT PAGES
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LIST OF TABLES (continued)

Table		Page	
10. Inverse Multivariate Analysis.....		41	<div style="border: 1px solid black; padding: 2px; font-size: small;">DOUBLE-SPACE BETWEEN TABLE CAPTIONS</div> <div style="border: 1px solid black; padding: 2px; font-size: small;">SINGLE-SPACE MULTILINE CAPTIONS</div>
11. Cross Tabulations of Food Scarcity Variables		53	
12. Cross Tabulations for Food Scarcity Variables with Weather Patterns.....		66	
13. Multivariate Analysis of International Food Security versus Local Food Security Variables for Total Year		87	

List table captions using Headline Style (Initial Capitals): Capitalize the first word and all other words except articles, prepositions, and coordinating conjunctions.

For the second page of a List of Tables, at the top one-inch margin, center the heading LIST OF TABLES in full capital letters followed by the word "continued" in lowercase letters in parentheses. A triple space below the heading, repeat the initial subheading words "Table" and "Page" (Headline Style) flush on the left and right margins, respectively.

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2.2 Magazine advertisement for women's health, 1950	31
3.1 Magazine advertisement for women's health, 1975	36
3.2 Selections from the Wichita State University College of Health Professions Fair Catalog, 1995	42

**SECOND PAGE OF
LIST OF FIGURES**

LIST OF FIGURES (continued)

Figure	Page
4.3 Caption here.....	xx
4.4 Caption here.....	xx
5.1 Caption here.....	xx
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SAMPLE: LIST OF FIGURES PAGE

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LIST OF FIGURES

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2.1	Film advertisement, 1945.....	27
2.2	Magazine advertisement for women's health, 1950.....	31
3.1	Magazine advertisement for women's health, 1975.....	36
3.2	Selections from the Wichita State University College of Health Professions Fair Catalog, 1995	42

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4.6	Caption here.....	XX
5.3	Caption here.....	XX
5.4	Caption here.....	XX

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For the second page of a List of Figures, at the top one-inch margin, repeat the heading LIST OF FIGURES in full capital letters followed by the word "continued" in lowercase letters in parentheses, and a triple space below the heading, repeat the initial subheading, words "Figure" and "Page" (Headline Style) on the left and right margins, respectively.

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SAMPLE: LIST OF FIGURES PAGE

NUMBERED CONSECUTIVELY WITHIN CHAPTERS WITH MULTILINE CAPTION AND DOT LEADERS

lowercase Roman numeral page number

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2. Digitized Video of First Excavation	25
3. Digital Data of Daily Sampling Results	49
4. Photographs of Comparison Archaeological Areas Showing First, Second, and Third Excavations.....	53

**SECOND PAGE OF
LIST OF PLATES**

LIST OF PLATES (continued)

Plate	Page
10. Caption here	xx
11. Caption here	xx
12. Caption here	xx
13. Caption here	xx

SAMPLE: LIST OF PLATES PAGE
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WITH MULTILINE CAPTION AND DOT LEADERS

lowercase Roman numeral page number

CENTER HEADING AT ONE-INCH MARGIN; DO NOT BOLD

LIST OF PLATES

TRIPLE-SPACE BETWEEN HEADING AND Plate/Page SUBHEADING

TWO BLANK SINGLE LINES AND NO POINTS BEFORE OR AFTER

Plate.....	Plate/Page SUBHEADING.....	Page
1. Map of Archaeological Area		5
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DOUBLE-SPACE BETWEEN TABLE CAPTIONS

NO POINTS BEFORE OR AFTER LINES OF CAPTION

SINGLE-SPACE MULTILINE CAPTIONS

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ENSURE ADEQUATE SEPARATION BETWEEN CAPTION AND PAGE NUMBERS

SECOND PAGE OF LIST OF PLATES

LIST OF PLATES (continued)

REPEAT LIST OF PLATES HEADING (with "continued" in lowercase), Plate/Page SUBHEADING, AND CORRECT SPACING ON SUBSEQUENT PAGES

Plate	Page
10. Caption here	XX
11. Caption here	XX
12. Caption here	XX
13. Caption here	XX

List plate captions using **Headline Style** (Initial Capitals): Capitalize the initial letter of the first word and all other words except articles, prepositions, and coordinating conjunctions.

For the second page of a List of Plates, at the top one-inch margin, repeat the heading LIST OF PLATES in full capital letters followed by the word "continued" in lowercase letters in parentheses. A triple space below the heading, repeat the initial subheading words "Plate" and "Page" (**Headline Style**) flush on the left and right margins, respectively.

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SAMPLE: LIST OF PLATES PAGE

NUMBERED CONSECUTIVELY WITHIN CHAPTERS WITH MULTILINE CAPTION AND DOT LEADERS

lowercase Roman numeral page number

LIST OF ABBREVIATIONS / NOMENCLATURE

GB	Grain Boundary
HSOM	Hot-Stage Optical Microscopy
IMT	Incipient Melting Temperature
PFZ	Precipitate-Free Zone
SEM	Scanning Electron Microscopy
VPPA	Variable Polarity Plasma Arc Welding
WFZ	Weld-Fusion Zone

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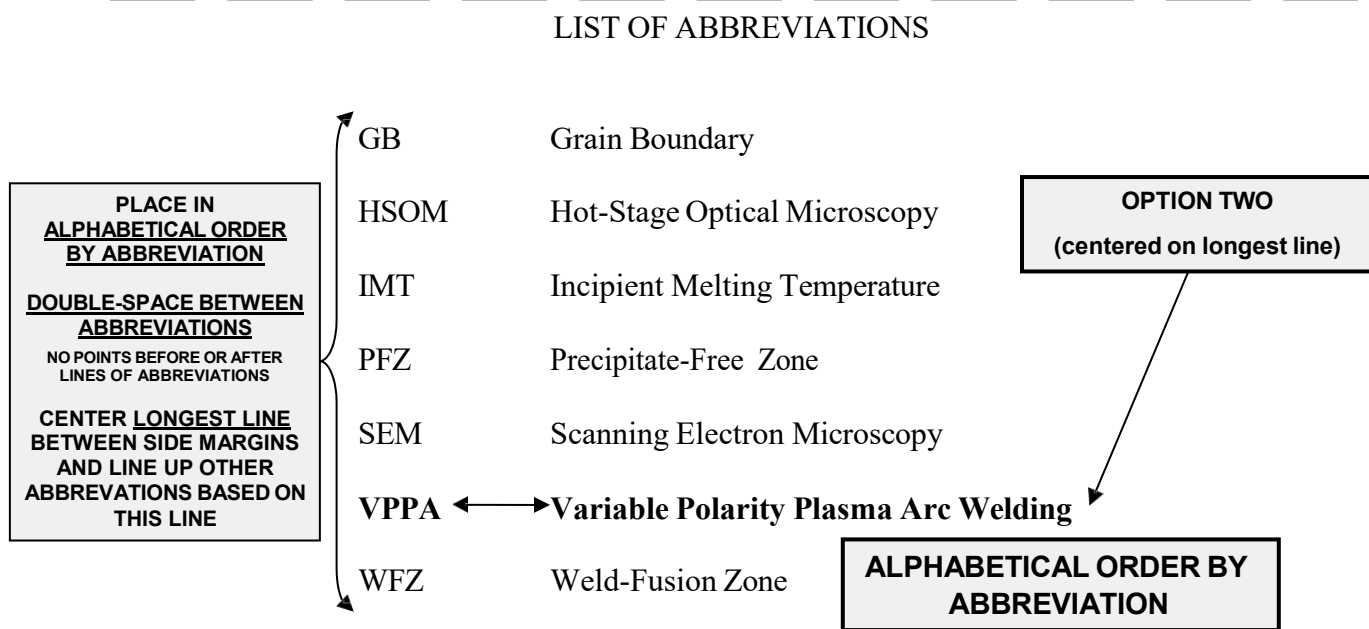
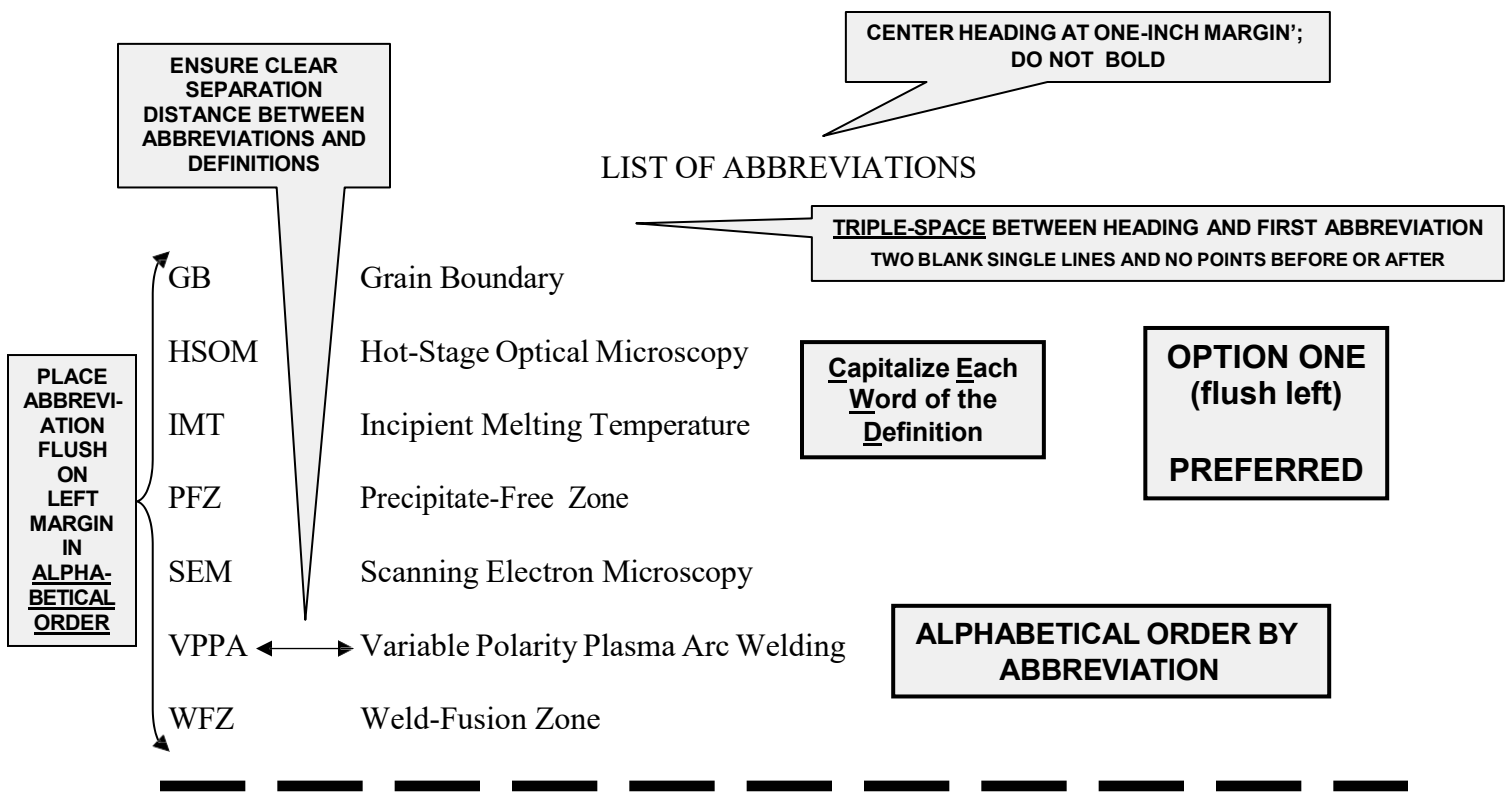
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SEM	Scanning Electron Microscopy
VPPA	Variable Polarity Plasma Arc Welding
WFZ	Weld-Fusion Zone

OPTION TWO
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SAMPLE: LIST OF ABBREVIATIONS PAGE
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List abbreviation and nomenclature meanings **ALPHABETICALLY BY ABBREVIATION** (not by definition), and use **Headline Style** (Initial Capitals) for the spelled-out definitions: Capitalize the initial letter of the first word and all other words except articles, prepositions, and coordinating conjunctions. Either place the list on the left margin (OPTION ONE—PREFERRED) or center the list of abbreviations based on the longest line (OPTION TWO), ensuring clear separation between abbreviation and definition in either option.

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**SAMPLE: LIST OF ABBREVIATIONS PAGE
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LIST OF SYMBOLS

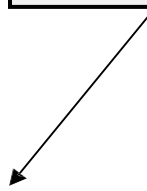
- ° Degree
- μ Micron
- π Pi
- £ Pound (British)

OPTION ONE
(flush left)
PREFERRED

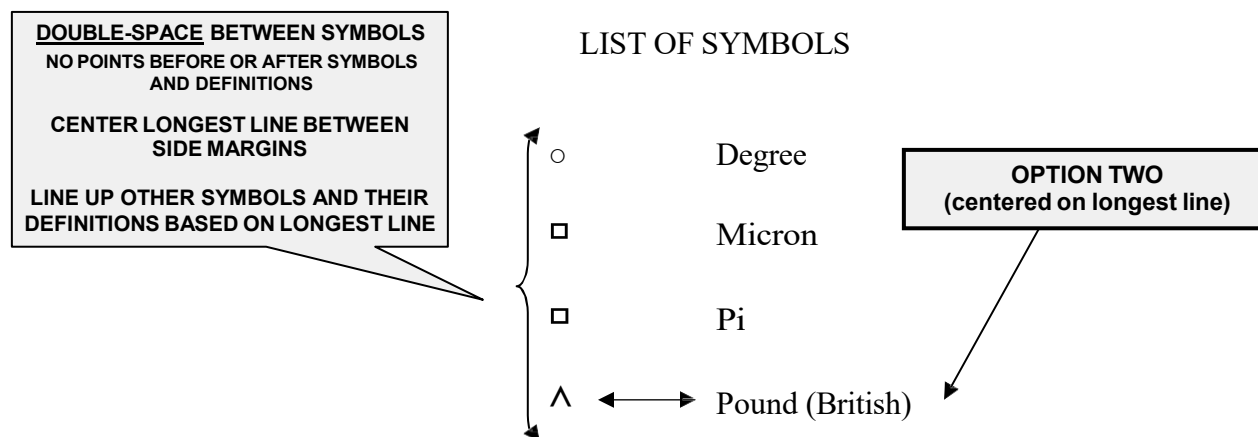
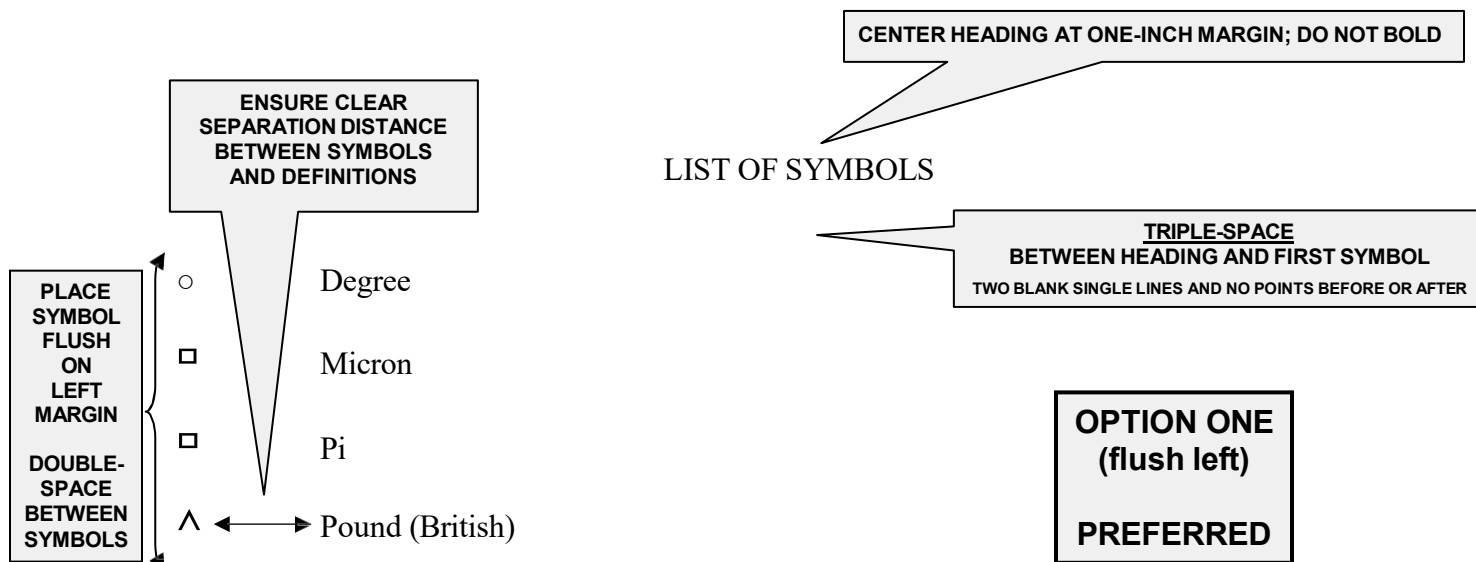
LIST OF SYMBOLS

- ° Degree
- μ Micron
- π Pi
- £ Pound (British)

OPTION TWO
(centered on longest line)



SAMPLE: LIST OF SYMBOLS PAGE
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lowercase Roman numeral page number



Place the list of symbols on the left margin (OPTION ONE—PREFERRED) separated a clear distance by their definitions or center the list of symbols on the longest line (OPTION TWO) and line up other symbols and definitions based on this line.

DO NOT BOLD THE INFORMATION ON THIS PAGE

SAMPLE: LIST OF SYMBOLS PAGE
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lowercase Roman numeral page number

CHAPTER 1

THE INSTITUTIONAL SETTING

1.1 The Interstate Commerce Act

There is no consensus regarding the precise course of events which led to the passage of the Interstate Commerce Act in 1887 or the formation of the Interstate Commerce Commission in 1889.

1.2 ICA Revisions

There are, however, a number of prominent factors which somehow worked together to produce these measures. First, the agricultural community, feeling that unfair railroad pricing practices had contributed to declining real farm incomes, lobbied hard for both state and federal regulation of rail rates [1, 2, 3]. There is also the common view that rail carriers favored federal regulations as a means of curbing destructive competition [4]. However, Smith [5] suggests that, while there was a desire on the part of the lobbyists to . . .

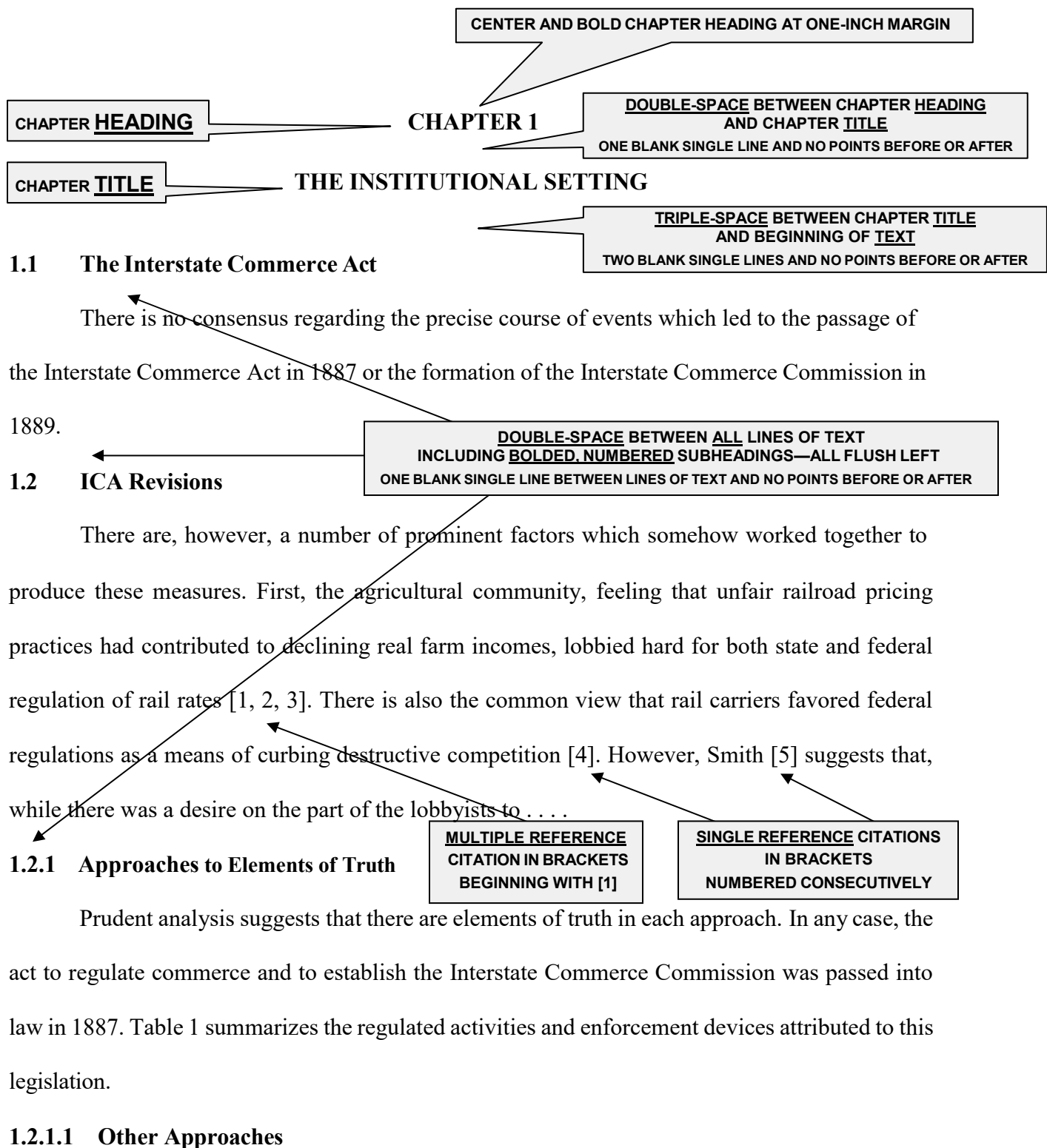
1.2.1 Approaches to Elements of Truth

Prudent analysis suggests that there are elements of truth in each approach. In any case, the act to regulate commerce and to establish the Interstate Commerce Commission was passed into law in 1887. Table 1 summarizes the regulated activities and enforcement devices attributed to this legislation.

1.2.1.1 Other Approaches

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WITH BOLDDED CHAPTER HEADING AND TITLE CENTERED,
BOLDDED AND NUMBERED SUBHEADINGS FLUSH ON LEFT MARGIN,
CONSISTENT DOUBLE-SPACING THROUGHOUT TEXT, AND
NUMBERED CITATIONS IN BRACKETS

Arabic numeral page number



SAMPLE: TEXT PAGE
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BOLDED AND NUMBERED SUBHEADINGS FLUSH ON LEFT MARGIN,
CONSISTENT DOUBLE-SPACING THROUGHOUT TEXT, AND
NUMBERED CITATIONS IN BRACKETS

Arabic numeral page number

CHAPTER 1

INTRODUCTION

The Interstate Commerce Act

There is no consensus regarding the precise course of events which led to the passage of the Interstate Commerce Act (ICA) in 1887 or the formation of the Interstate Commerce Commission in 1889. . . .

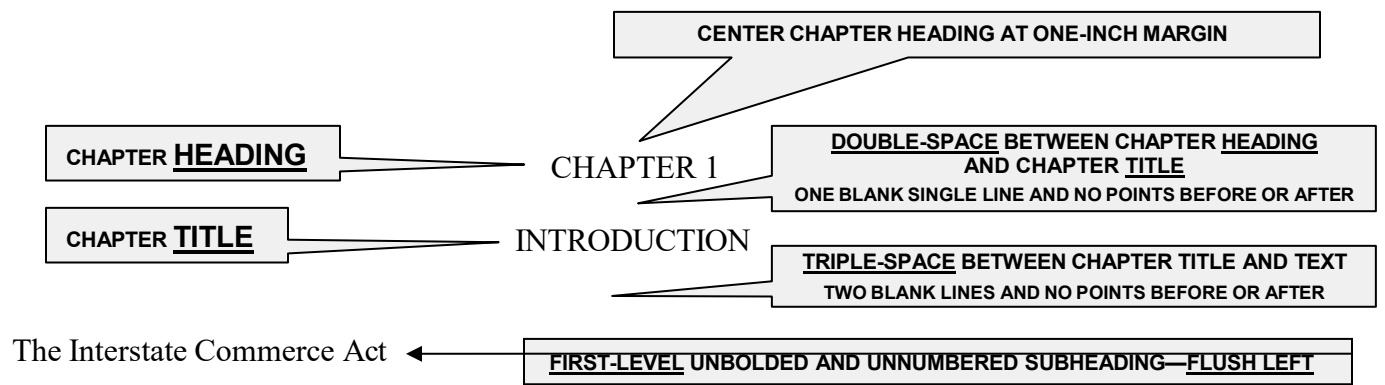
ICA Revisions

There are, however, a number of prominent factors which somehow worked together to produce the ICA and its revisions. First, the agricultural community, feeling that unfair railroad pricing practices had contributed to declining real farm incomes, lobbied hard for both state and federal regulation of rail rates (Smith and Jones, 1972; Brown, 1973). There is also the common view that rail carriers favored federal regulations as a means of curbing destructive competition (Anderson, 1975). However, Chandler et al. (1977) suggest that, while there was a desire on the part of the

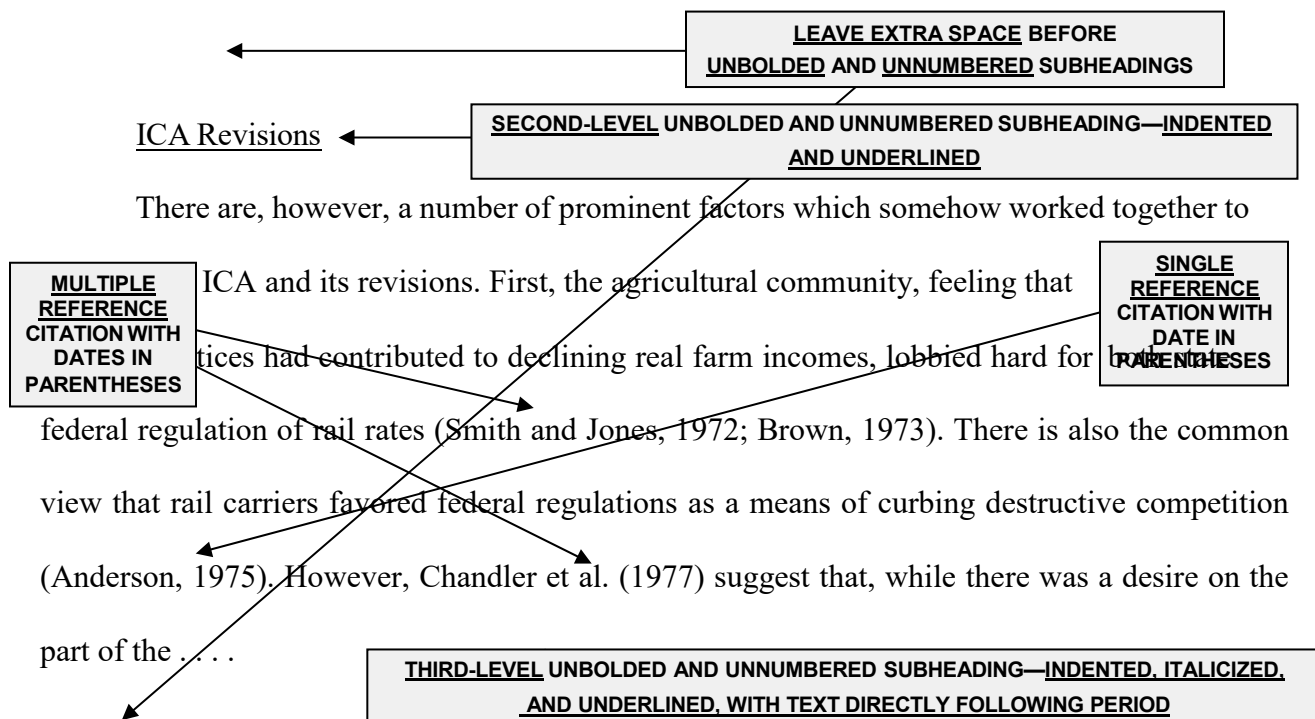
Approaches to Elements of Truth. Prudent analysis suggests that there are elements of truth in each approach. In any case, the act to regulate commerce and to establish the Interstate Commerce Commission was passed into law in 1887. Table 1 summarizes the regulated activities and enforcement devices attributed to this legislation.

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WITH UNBOLDED CHAPTER HEADING AND TITLE CENTERED,
UNBOLDED AND UNNUMBERED SUBHEADINGS, VARYING SPACING BETWEEN SUBHEADINGS,
AND AUTHOR/DATE CITATIONS IN PARENTHESES

Arabic numeral page number



There is no consensus regarding the precise course of events which led to the passage of the Interstate Commerce Act (ICA) in 1887 or the formation of the Interstate Commerce Commission in 1889. . . .



Approaches to Elements of Truth. Prudent analysis suggests that there are elements of truth in each approach. In any case, the act to regulate commerce and to establish the Interstate Commerce Commission was passed into law in 1887. Table 1 summarizes the regulated activities and enforcement devices attributed to this legislation.

SAMPLE: TEXT PAGE
WITH UNBOLDED CHAPTER HEADING AND TITLE CENTERED,
UNBOLDED AND UNNUMBERED SUBHEADINGS, VARYING SPACING BETWEEN SUBHEADINGS,
AND AUTHOR/DATE CITATIONS IN PARENTHESES

Arabic numeral page number

As shown in Table 1, creatine kinase activity decreases and isozyme distribution increases as a result of the experiments run. Note the consistency.

TABLE 1
CREATINE KINASE ACTIVITY AND ISOZYME DISTRIBUTION
FROM EXPERIMENTS RUN BEFORE TRIAL

AGE (month)	STRAIN	DIET	CK (mIU/mg) (n)	MM+MITO (%) (n)	BB+MB (%) (n)
4	WKY	CON		81.2 \square 2.3 (8)	18.8 \square 2.2 (8)
		HS	1615 \square 40 (9)	80.3 \square 1.4 (7)	19.7 \square 1.5 (7)
	BHR	CON	1697 \square 27 (10)	79.7 \square 4.3 (7)	20.3 \square 4.2 (7)
		HS	1768 \square 37 (10)	83.5 \square 1.6 (8)	16.5 \square 1.6 (8)
	SHR	CON	1644 \square 33 (10)	83.9 \square 1.9 (6)	16.1 \square 8.8 (6)
		HS	1536 \square 61 (8)	77.0 \square 1.8 (8)	23.0 \square 1.7 (8)
12	WKY	CON	1468 \square 61a (8)	82.0 \square 1.1 (5)	18.0 \square 1.4 (5)
		HS	1323 \square 32a (8)	79.7 \square 3.8 (7)	20.3 \square 3.8 (7)
	BHR	CON	1391 \square 56a (8)	78.0 \square 2.8 (7)	22.0 \square 2.5 (7)
		HS	1422 \square 54a (9)	79.4 \square 1.4 (8)	20.6 \square 1.4 (9)
	SHR	CON	1270 \square 81a (10)	71.3 \square 2.6ace (9)	28.7 \square 2.6ade (9)

Notes: Data are mean \square SEM. Probabilities are one-tailed. CK is total creatine kinase activity; n is the number of observations. MM+MITO is the sum of the MM and mitochondrial isozymes of creatine kinase. BB+MB is the sum of the BB and MB isozymes of creatine kinase.

SAMPLE: FIRST PAGE OF TWO-PAGE TABLE
WITH MULTILINE CAPTION AND INTEGRATED WITHIN PARAGRAPH

Arabic numeral page number

MENTION TABLE IN TEXT BY SPECIFIC NUMBER PRIOR TO PLACEMENT ON PAGE
DO NOT REFER TO TABLE AS "THE TABLE BELOW" OR "THE FOLLOWING TABLE"

As shown in Table 1, creatine kinase activity decreases and isozyme distribution increases
as a result of the experiments run. Note the consistency.

PLACE TABLE IN TEXT AFTER
PARAGRAPH IN WHICH IT IS MENTIONED

TABLE 1

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ONE BLANK SINGLE LINE AND
NO POINTS BEFORE OR AFTER LINES OF TEXT

CREATINE KINASE ACTIVITY AND ISOZYME DISTRIBUTION
FROM EXPERIMENTS RUN BEFORE TRIAL

SINGLE-SPACE
MULTILINE CAPTION
NO POINTS BEFORE OR
AFTER LINES OF CAPTION

AGE (month)	STRAIN	DIET	CK (mIU/mg) (n)	MM+MITO (%) (n)	BB+MB (%) (n)	HEADER ROW
4	WKY	CON	1733 \square 39 (10)	81.2 \square 2.3 (8)	18.8 \square 2.2 (8)	
		HS	1615 \square 40 (9)	80.3 \square 1.4 (7)	19.7 \square 1.5 (7)	
	BHR	CON	1697 \square 27 (10)	79.7 \square 4.3 (7)	20.3 \square 4.2 (7)	
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	SHR	CON	1644 \square 33 (10)	83.9 \square 1.9 (6)	16.1 \square 8.8 (6)	
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DO NOT BOLD TABLE CAPTION

SINGLE-SPACE
TABLE IDENTIFICATION TEXT
IN SMALLER FONT
NO POINTS BEFORE OR AFTER LINES OF TEXT

SAMPLE: FIRST PAGE OF TWO-PAGE TABLE
WITH MULTILINE CAPTION AND INTEGRATED WITHIN PARAGRAPH

Arabic numeral page number

TABLE 1 (continued)

AGE (month)	STRAIN	DIET	CK (mIU/mg) (n)	MM+MITO (%) (n)	BB+MB (%) (n)
24	WKY	CON	1733 \square 39 (10)	81.2 \square 2.3 (8)	8.8 \square 2.2 (8)
		HS	1615 \square 40 (9)	80.3 \square 1.4 (7)	19.7 \square 1.5 (7)
	BHR	CON	1697 \square 27 (10)	79.7 \square 4.3 (7)	20.3 \square 4.2 (7)
		HS	1768 \square 37 (10)	83.5 \square 1.6 (8)	16.5 \square 1.6 (8)
	SHR	CON	1644 \square 33 (10)	83.9 \square 1.9 (6)	6.1 \square 8.8 (6)
		HS	1536 \square 61 (8)	77.0 \square 1.8 (8)	23.0 \square 1.7 (8)
36	WKY	CON	1468 \square 61a (8)	82.0 \square 1.1 (5)	18.0 \square 1.4 (5)
		HS	1323 \square 32a (8)	79.7 \square 3.8 (7)	20.3 \square 3.8 (7)
	BHR	CON	1391 \square 56a (8)	78.0 \square 2.8 (7)	22.0 \square 2.5 (7)
		HS	1422 \square 54a (9)	79.4 \square 1.4 (8)	20.6 \square 1.4 (9)
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The creatine kinase activity and isozyme distribution for all four periods indicate that the levels were found to be within the appropriate range necessary for additional activity . . .

SAMPLE: SECOND PAGE OF TWO-PAGE TABLE
WITH TABLE HEADING ONLY AND INTEGRATED WITHIN PARAGRAPH

Arabic numeral page number

**CENTER AND REPEAT TABLE
HEADING ONLY (NOT TITLE)
WITH WORD "continued"
ON ONE-INCH MARGIN
FOLLOWED BY ONE BLANK LINE
DO NOT BOLD**

TABLE 1 (continued)

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**REPEAT
HEADER
ROW ON
CONSECUTIVE
PAGES**

Notes: Data are mean \square SEM. Probabilities are one-tailed. CK is total creatine kinase activity; n is the number of observations. MM+MITO is the sum of the MM and mitochondrial isozymes of creatine kinase. BB+MB is the sum of the BB and MB isozymes of creatine kinase.

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CONTINUE SAME PARAGRAPH ON LEFT MARGIN

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BETWEEN END OF TABLE AND BEGINNING OF TEXT
ONE BLANK SINGLE LINE BETWEEN LINES OF TEXT
AND NO POINTS BEFORE OR AFTER**

**SAMPLE: SECOND PAGE OF TWO-PAGE TABLE
WITH MULTILINE CAPTION AND INTEGRATED WITHIN PARAGRAPH**

Arabic numeral page number

circular lumpy area with an ulnar extension, the whole having somewhat the shape of a tadpole. The ulnar "tail" may represent part of the origin of the Adductor Pollicis, but it was measured with the FCR since it forms a visible unit [4]. Length was measured medial-lateral and width represents the average of several measurements taken at equal distance proximal-distal of the enthesis. Height was determined by the contour gauge at the highest elevation (Table 4).

TABLE 4
FLEXOR CARPI RADIALIS ENTHESES MEASUREMENTS

Measurement	Left			Right		
	N	Maximum	Minimum	N	Maximum	Minimum
Length (mm)	246	17.00	8.00	234	16.00	7.00
Width (mm)	245	7.60	3.10	234	9.00	2.50
Height (mm)	246	6.00	1.50	2231	5.00	1.50

The oblique axis was used as the length measurement with width the average of several measurements taken at equal distance perpendicular to the length. Height was taken by the contour gauge at the highest point from the bone surface.

SAMPLE: TABLE PAGE
WITH SINGLE-LINE CAPTION AND INTEGRATED WITHIN PARAGRAPH

Arabic numeral page number

circular lumpy area with an ulnar extension, the whole having somewhat the shape of a tadpole. The ulnar "tail" may represent part of the origin of the Adductor Pollicis, but it was measured with the FCR since it forms a visible unit [4]. Length was measured medial-lateral and width represents the average of several measurements taken at equal distance proximal-distal of the enthesis. Height was determined by the contour gauge at the highest elevation (Table 4).

TABLE 4

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AND NO POINTS BEFORE OR AFTER

FLEXOR CARPI RADIALIS ENTHESIS MEASUREMENTS EXPRESSED

Measurement	Left			Right		
	N	Maximum	Minimum	N	Maximum	Minimum
Length (mm)	246	17.00	8.00	234	16.00	7.00
Width (mm)	245	7.60	3.10	234	9.00	2.50
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DO NOT BOLD TABLE CAPTION

SAMPLE: TABLE PAGE
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As shown in Figure 3, the European community export refunds for poultry from 1975 to 1987 were consistent with the findings.

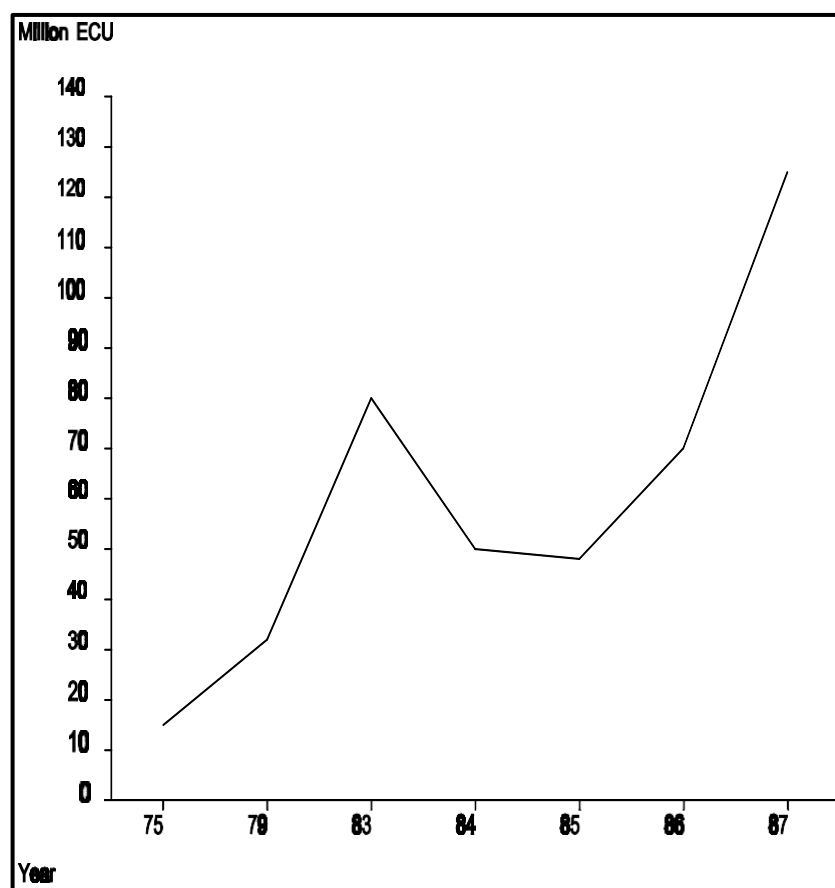


Figure 3. European community export refunds in ECUs for poultry from 1975 to 1987 [4].

It is evident that export refunds increased between 1975 and 1983, when exports peaked, and then decreased dramatically . . .

SAMPLE: FIGURE PAGE
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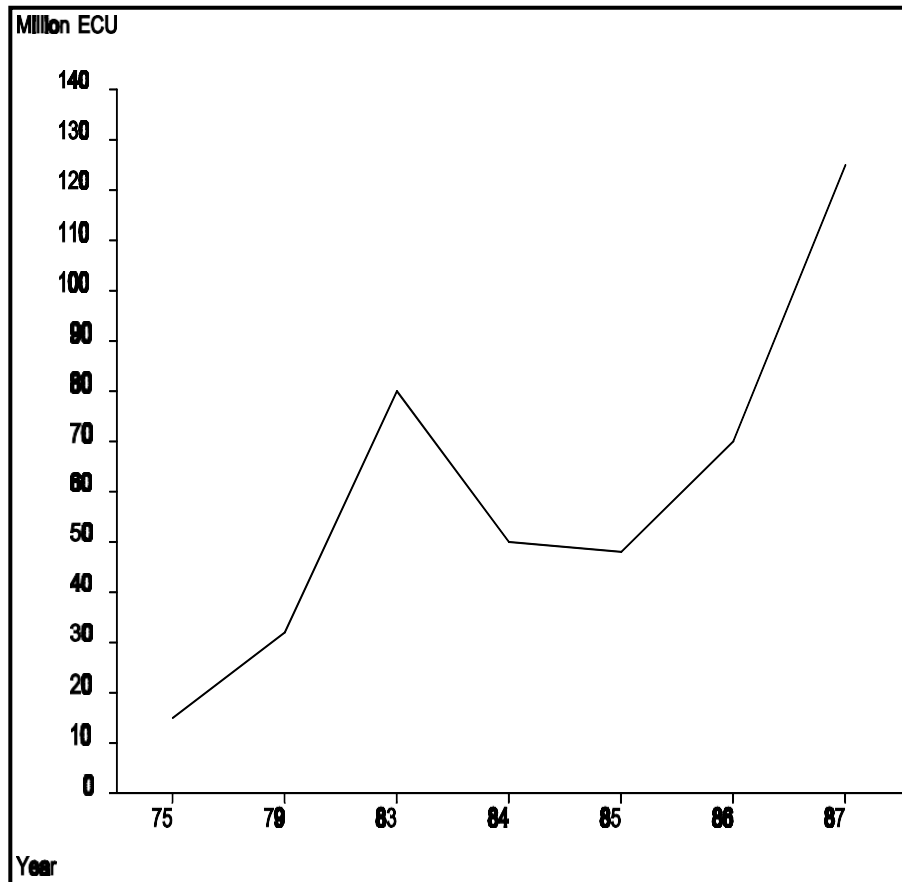
MENTION FIGURE IN TEXT BY SPECIFIC NUMBER PRIOR TO PLACEMENT ON PAGE
DO NOT REFER TO FIGURE AS "THE FIGURE BELOW" OR "THE FOLLOWING FIGURE"

As shown in Figure 3, the European community export refunds for poultry from 1975 to 1987 were consistent with the findings.

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AND NO POINTS BEFORE OR AFTER

PLACE FIGURE
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MULTILINE CAPTION
NO POINTS BEFORE OR
AFTER LINES OF CAPTION

Figure 3. European community export refunds in ECUs for poultry from 1975 to 1987 [4].

It is evident that export refunds increased between 1975 and 1983, when exports peaked, and then decreased dramatically . . .

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DO NOT BOLD FIGURE CAPTION

SAMPLE: FIGURE PAGE
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The equation used for this calculation is

$$v_i^\mu = \sum_j W_{ij} h_j^\mu + \theta_i \quad (2.5)$$

and produces final output equal to

$$o_i^\mu = g(v_i^\mu) = g\left(\sum_j W_{ij} h_j^\mu + \theta_i\right) = g\left(\sum_j W_{ij} g\left(\sum_k w_{jk} l_k^\mu + \theta_j\right) + \theta_i\right) \quad (2.6)$$

If t_i is the target output value for the μ input pattern, then the error measure, or *cost function*, is calculated as

$$E[W] = \frac{1}{2} \sum_\mu \sum_i [t_i^\mu - o_i^\mu]^2 \quad (2.7)$$

which may be rewritten according to equation (2.6) as

$$E[W] = \frac{1}{2} \sum_\mu \sum_i \left[t_i^\mu - g\left(\sum_j W_{ij} g\left(\sum_k w_{jk} l_k^\mu + \theta_j\right) + \theta_i\right) \right]^2 \quad (2.8)$$

where E is _____, W is _____, t is _____, and \square is _____. The function defined by equation (2.8) is clearly a continuous differentiable function in every weight, and thus a steepest descent algorithm can be used to obtain the appropriate weights [15].

CENTER EQUATION BETWEEN LEFT AND RIGHT MARGINS
USING CENTER TAB

The equation used for this calculation is

$$v_i^\mu = \sum_j W_{ij} h_j^\mu + \theta_i = \sum_j W_{ij} g\left(\sum_k w_{jk} l_k^\mu + \theta_j\right) + \theta_i \quad (2.5)$$

and produces final output equation to

$$o_i^\mu = g(v_i^\mu) = g\left[\sum_j W_{ij} h_j^\mu + \theta_i\right] = g\left[\sum_j W_{ij} g\left(\sum_k w_{jk} l_k^\mu + \theta_j\right) + \theta_i\right] \quad (2.6)$$

If t is the target output value for the μ input pattern, then the error measure, or *cost function*, is calculated as

PLACE EQUATION NUMBER IN PARENTHESES FLUSH ON RIGHT MARGIN
USING RIGHT TAB

$$E[W] = \frac{1}{2} \sum_{\mu} \sum_i [t_i^\mu - o_i^\mu]^2 \quad (2.7)$$

which may be rewritten according to equation (2.6) as

$$E[W] = \frac{1}{2} \sum_{\mu} \sum_i \left[t_i^\mu - g\left[\sum_j W_{ij} g\left(\sum_k w_{jk} l_k^\mu + \theta_j\right) + \theta_i\right] \right]^2 \quad (2.8)$$

where E is _____, W is _____, t is _____, and \square is _____. The function defined by equation (2.8) is clearly a continuous differentiable function in every weight, and thus a steepest descent algorithm can be used to obtain the appropriate weights [15].

REFER TO SPECIFIC EQUATION IN TEXT WITH THE WORD “equation” IN lowercase
AND THE EQUATION NUMBER IN PARENTHESES

DO NOT REFER TO THE EQUATION AS “THE EQUATION BELOW” OR “THE FOLLOWING EQUATION”

SAMPLE: EQUATIONS PAGE
WITH EQUATIONS CENTERED BETWEEN LEFT AND RIGHT MARGINS
AND NUMBERS FLUSH ON RIGHT MARGIN

Arabic numeral page number

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SAMPLE: EQUATIONS PAGE
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AND NUMBERS FLUSH ON RIGHT MARGIN

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CENTER IN MIDDLE OF PAGE BETWEEN ALL MARGINS

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REFERENCES

SAMPLE: REFERENCES SEPARATION PAGE

Arabic numeral page number, numbered consecutively from text

USE DEPARTMENT-PREFERRED REFERENCE STYLE
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DO NOT BOLD

LIST REFERENCES IN
NUMERICAL ORDER
AS MENTIONED
IN TEXT

REFERENCES

TRIPLE-SPACE BETWEEN REFERENCE HEADING AND
BEGINNING OF LIST OF REFERENCES
TWO SINGLE BLANK LINES AND NO POINTS BEFORE OR AFTER

- [1] G. H. Vatistas, S. Lin, and C. K. Kwok, "Reverse Flow Radius in Vortex Chambers," *AIAA Journal*, vol. 24, no. 11, 1986, pp. 782–795.

- [2] M. A. Dornheim, "Planetary Flight Surge Faces Budget Realities," *Aviation Week and Space Technology*, vol. 145, no. 24, December 9, 1996, pp. 44–46.

- [3] Andrew S. Tanenbaum, *Computer Networks*, 2nd ed., Prentice-Hall, Englewood Cliffs, NJ, Chapters 1, 5.

- [4] W. P. Seneviratne, and J. S. Tomblin, "Adaption of the Losipescu In-Plane Shear Test Method for High Strength Composite Specimens," *Journal of Composites Technology and Research*, vol. 1, no. 4, October 2001, pp. 259–66.

- [5] J. D. Morris, "Convective Heat Transfer in Radially Rotating Ducts," *Proceedings of the Annual Heat Transfer Conference*, edited by B. Corbell, Vol. 1, Institute of Mechanical Engineering, New York, 1992, pp. 227–234.

- [6] R. Volpe, "Techniques for Collision Prevention, Impact Stability, and Force Control by Space Manipulators," in *Teleoperation and Robotics in Space*, edited by S. B. Skaar and C. F. Ruoff, Progress in Astronautics and Aeronautics, AIAA, Washington, DC, 1994, pp. 175–212.

- [7] TAPP, Thermochemical and Physical Properties, Software Package, Ver. 1.0, E. S. Microware, Hamilton, OH, 1992.

- [8] G. T. Chapman, "Nonlinear Problems in Flight Dynamics," NASA TM-85940, 1984.

- [9] K. Tseng, "Nonlinear Green's Function Method for Transonic Potential Flow," Ph.D. Dissertation, Department of Aeronautics and Astronautics, Boston University, Cambridge, MA, 1983.

- [10] C. P. Atkins and J. D. Scantelbury, "The Activity Coefficient of Sodium Chloride in a Simulated Pore Solution Environment," *Journal of Corrosion Science and Engineering Aspects* [online journal], vol. 1, no. 1, Paper 2, URL: <http://www.cp.umist.ac.uk/JCSE/vol1/vol1.html> [cited April 13, 1998].

INCLUDE DATE THAT ARTICLE IS CITED; **MANDATORY FOR ONLINE REFERENCES**

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AFTER LINES OF
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MULTILINE
REFERENCES
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BEFORE OR
AFTER LINES OF
REFERENCE

FOR CONSECUTIVE PAGES OF REFERENCES,
USE THE FOLLOWING HEADING AT THE TOP ONE-INCH MARGIN OF EACH PAGE:

REFERENCES (continued)

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Arabic numeral page number, numbered consecutively from separation page

CENTER IN MIDDLE OF PAGE BETWEEN ALL MARGINS

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BIBLIOGRAPHY

SAMPLE: BIBLIOGRAPHY SEPARATION PAGE

Arabic numeral page number, numbered consecutively from text

USE DEPARTMENT-PREFERRED BIBLIOGRAPHY STYLE
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LIST ENTRIES IN
ALPHABETICAL ORDER BY
AUTHOR'S LAST NAME

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TRIPLE-SPACE BETWEEN HEADING AND ENTRIES
TWO SINGLE BLANK LINES AND NO POINTS BEFORE OR AFTER

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DOUBLE-SPACE
BETWEEN
ENTRIES
NO POINTS
BEFORE OR AFTER
LINES OF
REFERENCE

SINGLE-SPACE
MULTILINE
ENTRIES
NO POINTS
BEFORE OR AFTER
LINES OF
REFERENCE

FOR CONSECUTIVE PAGES OF A BIBLIOGRAPHY,
USE THE FOLLOWING HEADING AT THE TOP ONE-INCH MARGIN OF EACH PAGE:

BIBLIOGRAPHY (continued)

SAMPLE: BIBLIOGRAPHY FIRST PAGE
WITH REFERENCES IN ALPHABETICAL ORDER

CENTER ONE OF THESE HEADINGS
IN THE MIDDLE OF THE PAGE
BETWEEN ALL MARGINS

APPENDIX
(one appendix)

APPENDICES
(more than one appendix)

or

APPENDIXES
(more than one appendix)

EITHER IS ACCEPTABLE
FOR
MORE THAN ONE APPENDIX

DO NOT BOLD ANY OF THESE HEADINGS

SAMPLE: APPENDIX/APPENDICES SEPARATION PAGE

Arabic numeral page number, numbered consecutively from bibliography or references

**APPENDIX HEADING
IN FULL CAPITAL LETTERS**

CENTER HEADING AT ONE-INCH MARGIN; DO NOT BOLD

**DOUBLE-SPACE
BETWEEN APPENDIX HEADING AND TITLE
ONE BLANK SINGLE LINE AND NO POINTS BEFORE OR AFTER**

APPENDIX A

WSU PROGRAMS AND THEIR RECOMMENDED STYLES FOR PREPARING THESES*

**SINGLE-SPACE
APPENDIX TITLE
IN FULL CAPITAL LETTERS**

**TRIPLE-SPACE BETWEEN APPENDIX TITLE AND TEXT
TWO BLANK SINGLE LINES AND NO POINTS BEFORE OR AFTER**

Aerospace Engineering (MS, PhD)	GSG
Aging Studies	GSG/APA
Anthropology (MA).....	GSG
Cultural Anthropology.....	<i>American Anthropological Association</i>
Biological Anthropology	<i>American Journal of Physical Anthropology or Human Biology</i>
Archaeology	<i>American Antiquity Guidelines</i>
Biology (MS).....	GSG
Biomedical Engineering (MS).....	GSG
Chemistry (MS, PhD).....	GSG
Communication (MA)	GSG/APA
Communication Sciences and Disorders (MA, PhD)	GSG/APA
Computer Networking (MS)	GSG
Computer Science (MS)	GSG
Counseling (MEd).....	GSG/APA
Criminal Justice (MA).....	GSG/APA
Earth, Environmental, and Physical Science (MS).....	GSG

*In all instances of form and style, consult the *Honors College Guide* first. Regulations from the Honors College take precedence over rules found in other style manuals (when they differ from one another), because issues of clarity and legibility are extremely important in the final manuscript. Beyond the *HCSG*, some programs recommend a particular guide, as indicated.

<i>GSG</i>	=	<i>Graduate School Guide to the Preparation of Theses and Dissertations (WSU)</i>
<i>APA</i>	=	<i>American Psychological Association Publication Manual (APA)</i>
<i>MLA</i>	=	<i>Modern Language Association Style Manual (MLA)</i>
<i>Turabian</i>	=	<i>Manual for Writers of Term Papers, Theses, and Dissertations (Kate Turabian)</i>

SAMPLE: APPENDIX FIRST PAGE

Arabic numeral page number, numbered consecutively from separation page

CENTER HEADING AT ONE-INCH MARGIN; **DO NOT BOLD**

REPEAT APPENDIX **HEADING ONLY**
NOT TITLE

APPENDIX A (continued)

TRIPLE-SPACE BETWEEN APPENDIX HEADING
AND TEXT
NO POINTS BEFORE OR AFTER

Educational Leadership (EdD)	GSG/APA
Educational Psychology (MEd)	GSG/APA
Electrical and Computer Engineering (MS)	GSG
Electrical Engineering and Computer Science (PhD)	GSG
English (MA)	GSG/MLA
Exercise Science (MEd)	GSG/APA
History (MA)	GSG/Turabian
Industrial Engineering (MS, PhD)	GSG/APA
Innovation Design (MID)	GSG
Learning and Instructional Design (MEd)	GSG/APA
Liberal Studies (MA)	GSG
Management Science and Supply Chain Management (MS)	GSG
Mathematics (MS)	GSG/ <i>Handbook of Writing for the Mathematical Sciences</i> (Nicholas Higham)
Mathematics, Applied (PhD)	GSG/ <i>Handbook of Writing for the Mathematical Sciences</i> (Nicholas Higham)
Mechanical Engineering (MS, PhD)	GSG
Music—History-Literature, Composition (MM)	GSG
Music Education—Choral, Elementary, Instrumental, Special Education, Voice (MME)	GSG/APA
Nursing (MSN)	GSG/APA
Psychology—Community, Clinical, Human Factors (PhD)	GSG/APA
Social Work (MSW)	GSG/APA
Sociology (MA)	GSG
Special Education—Early Childhood Unified, Gifted, High Incidence, Low Incidence (MEd)	GSG/APA
Teaching (MAT)	GSG/APA

SAMPLE: APPENDIX SECOND PAGE

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