

Thesis Handbook

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Sections of this document are derived from
or directly quoted from
University of Massachusetts guidelines.

Introduction

The purpose of a thesis is to contribute knowledge to your field of study through the pursuit of research and scholarship. The process includes defining a topic, assembling a committee, executing the research, writing and submitting a manuscript and defending your findings. This is a complete process requiring sustained work. You will take justifiable pride in this project, since it not only satisfies a degree requirement, but also positions you within your discipline and advances your field of study.

Graduate and Continuing Education encourages and upholds Fitchburg State University's standards of accuracy and soundness of research as well as the requirements of individual programs regarding the master's thesis. In addition, the University provides assistance in the preservation and circulation of your manuscript through the Amelia V. Gallucci-Cirio Library.

You will be required to submit three copies of your thesis to Graduate and Continuing Education. One copy will be shelved in the Library, one will be shelved in the academic department and one copy will be given to the Graduate and Continuing Education Office.

This handbook is designed to assist you in the process of submitting your thesis. The guidelines presented here provide you with a list of the basic rules for proper preparation and form of the manuscript. The handbook also contains further explanations of form and style as well as a wide range of suggestions and advice. It should clarify the rules and explain possible options in areas where decisions about form and layout are at your discretion. It is important that you read the entire handbook before you begin preparing your thesis so that you understand the format and the purposes behind the rules.

The writing, approval and submission of your thesis mark the culmination of your graduate career. Fitchburg State University prepared this manual to assist you in making this process as smooth as possible. It consists of two parts. Part one sets forth the procedures and requirements related to the conduct of writing your thesis; the processes, deadlines and administrative structures guiding its inception, creation and final approval. Part two sets forth Fitchburg State University's requirements for the thesis format. It covers stylistic and other requirements engaging its structure, appearance and construction.

Your graduate program may have additional requirements that exceed those printed in this document. You should consult with your graduate program chair to determine if there are additional requirements. If there are, you must obtain a written copy of them before you proceed.

If you have any questions or concerns about your thesis format that are not resolved in this manual, be sure to consult your thesis committee chair. Other useful authorities are major style manuals, such as those published by the American Psychological Association (APA), the Modern Language Association (MLA), and the University of Chicago. Consult your thesis committee for the appropriate manual(s) to use.

Once the approved thesis is submitted to the Office of Graduate and Continuing Education no changes can be made. It is the candidate's responsibility to check the copies submitted for accuracy and completeness prior to submittal.

In order to be eligible for May commencement, the oral defense of your thesis should be scheduled no later than the last week of March (minimum of two week allowed for required revisions). Your approved thesis must be submitted to the Office of Graduate and Continuing Education along with all other required graduation materials no later than the last week of April.

In order to be eligible for the December commencement, the oral defense for should be no later than the last week of October. Your approved thesis must be submitted to Graduate and Continuing Education along with all other required graduation materials no later than the last week of November.

CHAPTER I

The Thesis Committee

The thesis committee includes a minimum of three persons (but always an odd number of persons to preclude a tied vote) appointed by the graduate dean, upon recommendation of your graduate program chair. The chair of the thesis committee must be a full-time Fitchburg State University faculty member in the discipline of the degree for which the thesis is being written.

Please consult your program chairperson for specific procedures and departmental policies for forming your thesis committee. Once all members have agreed to serve, the graduate program chair will recommend the thesis committee to the graduate dean by signing the completed special studies form, found online at fitchburgstate.edu/registrar, and listing the members of the committee. In turn, the dean will officially appoint the thesis committee by signing the same form. The completed and approved form acts as the student's registration for the thesis. Your thesis committee chair will be the professor of record.

Oral Defense

When your thesis committee has determined that your thesis is ready for its oral defense, no later than two weeks prior to the oral defense, the thesis committee chair will submit the completed oral defense scheduling form to the Office of Graduate and Continuing Education. Announcement of the oral defense will be publicized among the campus community.

The oral defense will take place on the main campus for main campus students. Extended campus students may conduct their oral defenses at venues where their courses are regularly offered. The thesis committee and guests will be present at the off campus site. The published notification of the oral defense will name the off-campus location as the site of the oral defense.

Students completing theses through distance learning programs will engage the oral defense through synchronous electronic media capable, at a minimum, of carrying voice transmissions. In the event a synchronous electronic medium is used, thesis committee members will be present at the main campus site where members of the campus community may also witness the mediated defense. The published notification of the oral defense will name the main campus location as the site of the oral defense. It is the thesis committee chair's responsibility to ensure appropriate equipment is available and scheduled for the oral defense through the Information Technology Office.

Notice of your oral defense will be publicized at least one week prior to its scheduled date. Members of the University community may attend your oral defense. They may ask questions and make comments only if asked to do so by your thesis committee chair.

The oral defense, which includes both the student's presentation and the question and answer session, will typically last a minimum of one hour, but should not exceed two hours. At the end of the oral defense the members of the University community will be asked to leave. You will be asked to leave the room (or other venue or by other means disconnect yourself from the committee's deliberations and voting) and wait for the committee's decision. You are not permitted to be present during your thesis committee's

deliberations and vote is a closed meeting open only to the thesis committee. You will be asked to return when the thesis committee has reached its decision—but not longer than 30 minutes after beginning deliberations.

When you return, you will be informed orally of the committee's decision. By a majority vote there are four possible decisions:

1. **Pass:** you may submit thesis copies to the Office of Graduate and Continuing Education.
2. **Pass with minor (non-substantive) revisions:** You must meet with your thesis committee chair within 24 hours to receive in writing an explanation of what must be revised and work out a time line for completion. The members of the committee sign the signatory page, but the chair's signature and date of approval are withheld until the revisions have been successfully completed. It is the thesis committee chair's sole responsibility to approve or not approve of the revisions. The chair must make a decision within two weeks of the submission of the revised thesis. Until the revisions are successfully completed the cycle of setting a time line for resubmission will be repeated.
3. **Pass with major (substantive) revisions:** You must meet with your thesis committee chair within 24 hours to receive in writing an explanation of what must be revised and work out a time line for completion. The members of the committee sign the signatory page, but the chair's signature and date of approval are withheld until the revisions have been successfully completed. It is the thesis committee chair's sole responsibility to approve or not approve of the revisions. The chair must make a decision within two weeks of the submission of the revised thesis. Until the revisions are successfully completed, the cycle of setting a time line for resubmission will be repeated.
4. **Fail:** you must meet with your thesis committee chair within 24 hours and receive in writing an explanation of why you failed the oral defense. You are allowed to reschedule the oral defense one time. You may do so no sooner than one week after its failure. Your thesis committee chair will resubmit a completed oral defense scheduling form and your oral defense will be reheard as specified on the form. If you fail the oral defense a second time, within 24 hours the Office of the Registrar will be notified in writing by your thesis committee chair and your thesis committee chair will record a grade of F (0) for the thesis course. Accordingly, in keeping with Fitchburg State University's academic rules and regulations governing graduate study, you will be dismissed from Fitchburg State University.

Once your thesis is approved and copies have been submitted to the Office of Graduate and Continuing Education, a change of grade form will be sent by the Office of the Registrar to the chair of your thesis committee who will indicate that you have successfully completed the thesis requirement, which will be graded by the thesis committee chair for the thesis course.

CHAPTER II

Requirements for Paper and Production

This chapter explains the preliminary information you will need in order to produce your thesis.

Paper

1. Use white 8 1/2-by-11 inch, substance 20 (20#hw) acid-free paper that is at least 25% rag. Acceptable papers include but are not limited to: Pennalife by Howard, Crane's thesis 100% pH Neutral, Gilbert NEU-Tech 25% cotton bond, Nuanse-text (Mohawk), Archival Bond XXV, and Archival Permdura. All papers must have a watermark to prove their authenticity.
2. Use the same paper (same brand, weight, and color) for all pages of the final submission. The only exceptions are foldouts and pocket material.

Production

Copies Required

You must successfully defend and your thesis committee must approve your thesis before it is submitted on the paper described. Three buckram bound copies are required: one will be archived by the library, one will be submitted to the department and the candidate will receive one copy. The library staff will arrange for binding if it is the desire of the student. The binding costs will be the responsibility of the student.

Each copy of your thesis must include an original signed signatory page. In addition, a fourth original signed signatory page must be submitted along with the copies of your thesis. The Office of Graduate and Continuing Education will forward it to the Office of the Registrar where it will become a part of your student records.

Software

Theses are produced on computers and a variety of software packages may be used. It is important to consider the content and length of the thesis when choosing a software package.

Text and all computer-generated figures and graphs must meet the same standards as the rest of the thesis: they must fit within the specified margins, be copied on the same paper as the rest of the thesis and have consecutive numbering.

It may be advisable to submit a sample page to your thesis committee chair if you have any doubts about the quality of your print.

1. Signatures on the signatory page must be in black ink.

CHAPTER III

Manuscript Preparation

The most important rules to obey in preparing your manuscript are the three Cs: **clarity, consistency and common sense**. Style rules have been developed to meet these cardinal principles.

While this manual prescribes formatting rules, it does not cover grammar, punctuation, spelling and word usage. You should use a dictionary and style manual from your discipline when preparing your manuscript.

Following are lists of specific rules required for theses submitted to Fitchburg State University. Use this as a checklist before you submit your manuscript. Where these rules conflict with those in your discipline's style manual (MLA, Chicago, APA or other discipline based style manual), consult your thesis committee to determine which document takes precedence.

General

1. Print on only one side of the page.
2. Maintain clear, dense letters with high quality contrast.
3. Use a laser printer.
4. Begin each new chapter on a new page.
5. Be sure that punctuation follows directly after the last character, that is, do not insert a space between the last letter and the mark of punctuation.
6. Do not split references in your bibliography. Complete each entry on the same page.
7. Do not split captions in the lists of tables and figures. Complete each on the same page. Multiline captions should not run into the page number column.
8. If used, carefully check end-of-line word divisions with a dictionary.
9. Students should follow the style manual required or recommended by their committee chair.
10. Figures and tables may be placed horizontally (or landscape) on pages when they will not fit vertically. When using this format, the top of the text is at the left or binding side of the page.

Font

1. Use any standard computer fonts such as Times New Roman or Courier. Do not use Sans-Serif font. You may use 11 or 12 point. You should use normal character spacing, but up to one-half point expanded is acceptable.
2. Use the same font for the preliminary pages, the manuscript text, the references and the appendix display pages.
3. Different fonts, including reduced type, may be used within the appendices and within tables and figures.
4. Use the same font for all page numbers. This may be a different font from the text body.
5. Use the same font for all figure numbers and captions, and for all table numbers and captions. This may be a different font from the text body.
6. Do not use italic or script print, except for foreign words, citations of titles and special emphasis.

Equations

1. Equations must be computer generated to the extent possible, but may be produced with a font different from the text. Use the same font size for all equations.
2. Symbols must be computer generated to the extent possible.
3. Equations may be numbered by chapter or consecutively throughout the manuscript.

Margins

1. The left margin (bound-in side) of all pages must be at least one and one-half inches. This includes tables, figures and appendices. This will allow for binding. The other sides (top, bottom and right) must have a margin of at least one inch. Margins must be uniform throughout the thesis.
2. The one-and-one-half inch margin on pages on which horizontal (or landscape) material appears must be at the top of the text to be on the binding side.

Spacing

1. Use standard double-spacing in the text including the acknowledgments and abstract.
2. Single-spacing is required for footnotes, captions and identification text related to tables, figures, graphs or other illustrative materials. Single spacing is also required for bibliographic entries and for all block quotations.
3. Single-spacing is permitted within—but not between—items in lists, bibliographies, lists of figures and tables and notes. Single-spacing is allowed in tables and for multiline captions.
4. Single-spacing is allowed within appendices.
5. Single-spacing or line-and-one-half spacing are recommended for block quotations.
6. No large spaces (gaps) are allowed in the text. Do not attempt right justification, since gaps that affect readability will be returned as errors.
7. Be sure that spacing is consistent above and below headings. If you use extra spacing before each paragraph, be sure the spacing is used consistently.

Pagination

1. Page numbers must be centered $\frac{1}{2}$ an inch from the edge of the paper on the bottom of each page.
2. Each sheet must be counted for purposes of numbering pages. Every page must have a page number printed on it, except the titles page, copyright page, signature page, dedication page and epigraph page. Number all pages in the manuscript including tables, figures and appendices.

CHAPTER IV

The Order of the Manuscript

Specifications

Manuscript Elements and Their Order

This section addresses the requirements for the arrangement of the thesis and aspects of the format. Your manuscript should be put together in the following order:

- A. Preliminaries
- B. Text
- C. Reference materials

Page Order

Title Page*

Copyright Page*

Signatory Page*

Dedication***

Acknowledgments***

Abstract Page*

Table of Contents Page(s)*

List of Tables**

List of Figures * *

List of Symbols or Abbreviations * * *

Glossary***

The Body of the Manuscript*

Appendix or Appendices * *

Notes (if not inserted in the body of the thesis)**

Bibliography*

- * Required
- ** May be required by thesis committee
- *** Optional

A. Preliminary Pages

1. Thesis must have a title page, copyright page, signature page, abstract page and table of contents.
2. A list of tables, list of figures and/or list of symbols or abbreviations are required when appropriate.
3. The pages must be numbered in lower-case Roman numerals beginning with the acknowledgments page. The title page is considered page I, but it is not numbered.
4. The preliminaries must be arranged in the following order:

Title Page	(page i but not numbered)
Copyright Page	(page ii but not numbered)
Signature Page	(page iii but not numbered)
Dedication	(page iv; if you have one, but not numbered)
Acknowledgements	(page v, if you have one; and the first page an Arabic number appears numbered)
Abstract	(page vi required; limited to 350 words)
Table of Contents	(page vii)
List of Tables	(optional, but if you include one, it must be numbered)
List of Figures	(optional, but if you include one, it must be numbered)
List of Symbols or Abbreviations	(optional, but if you include one, it must be numbered)
Glossary	(optional, but if you include one, it must be numbered)
Text	Begin the body of the thesis numbering with Arabic 1, and continue consecutively to the end of the thesis, including appendices and bibliography.

Title Page (Required)

1. The title page is the first page of the manuscript and is considered page i, but it should not be numbered.
2. Each line must be centered. The titles, your name and the degree are to be typed in capital letters.
3. The title should include key words so that it can be found in information retrieval systems. Word substitutes must be used for formulas, symbols, Greek letters, etc.
4. Use your full legal name as it appears on your academic records in the Office of the Registrar. If you have changed your name in any way, apply to have your name officially changed at the Office of the Registrar before you submit your copies. Designate correctly the degree you will be receiving, for example:

Master of Arts
Master of Education
Master of Science

Check with your thesis committee for the correct title for your program. Areas of specialization may be included.

Note that it is master not master's. Certain professional degrees have more specific degree titles; consult your graduate program chair for the proper designation within your program.

5. Indicate the correct month and year of degree conferral (not the date of the defense or the date you submitted your approved copies to the Office of Graduate and Continuing Graduation). Degrees are formally conferred by vote of the Board of Trustees in May, August and December.

Copyright Page (Required)

1. The copyright page is the second page of the manuscript and is counted as page ii, but should not be numbered.
2. The copyright page is required for theses. However, you must decide if you desire the protection for your published work that registration of a claim of copyright affords. Nevertheless, the copyright page is required.
3. Information on procedures to file for copyright is outlined in chapter V of this section.
4. The essential components of the copyright notice are: copyright symbol, full legal name of author, and year in which copyright is issued. The copyright notice must appear as follows: the official copyright notice is horizontally centered on this page, single or double spaced. The format of the notice is as follows:

@ Copyright by John Arthur Brown [Year]
All Rights Reserved

Signatory Page (Required)

You must include a signatory page with each copy, signed in black ink, using acid free rag paper matching the paper used for the body of the text of your thesis. This page is mandatory. Your committee members' signatures indicate their approval of the thesis and that no further changes are required.

Make four paper originals and obtain your thesis committee members' black ink signatures on each one. Three will be bound in the three paper copies of the thesis. The fourth paper original will be turned in with the copies of the thesis to be forwarded to the Office of the Registrar by the Office of Graduate and Continuing Education.

Format Rules

1. The signatory page follows the copyright page and is counted as page iii, but should not be numbered.
2. The title and student name must be centered on the page.
3. The name of the student (your name) must exactly match the name on the title page. Both names must match the name on your official records in the Office of the Registrar.
4. The title must match exactly the title on the title page and must be in all capital letters.

5. The author (student) signature must be above the line recording the date of approval and must be signed by the author (student).
6. The signature must read “Approved as to style and content by:” and then provide enough signature lines for all members of your committee indicating chair or member following each name. Include a date line. Place an asterisk (*) after the name of the person who supervised the thesis. You must also provide a signature line for your department head and include the name of the department under the typed name.
7. Proportionally space the signatures on the page.
8. Provide a black ink pen when you collect signatures. Be sure each person signs alongside her or his typed name. Be sure you sign as author.
9. Never use correction fluid or cut-and-paste on a signatory page with ink signatures. If corrections are required, a new signatory page(s) must be produced.
10. It is permissible to include the academic credentials on the signatory page.
11. The date of approval must be entered by the thesis committee chair as: month/day/year. The year should be recorded in full: 5/1/2006, not 5/1/06.

Acknowledgment Page (Optional)

Acknowledgments express the author’s professional and personal indebtedness; they include acknowledgment of permission to use previously copyrighted material. They should be written in a dignified and professional manner. The acknowledgement page follows the signature page and is numbered in lower case. This is the first page on which a page number should appear will be in Roman numeral format.

When writing the acknowledgments, be sure that your use of person is consistent. If you begin with the author, use third person throughout. If you begin with the first person (I, me, my), use first person throughout.

Abstract Page (Required)

The abstract page follows the signatory page (or acknowledgments if included).

1. A thesis must contain an abstract. An abstract is a concise summary of the thesis. It usually includes the statement of the problem, the procedure or methods, the results and the conclusions.
2. The thesis abstract must not exceed 350 words.

<p>ABSTRACT TITLE OF THESIS DEGREE DATE NAME OF STUDENT, B.A, University/UNIVERSITY M.A. FITCHBURG STATE University (Other degrees if applicable) Supervised by: Professor (Fill in Full Name)</p> <p>Dunt eraeseq uismolore molorer se magniam, sent am, senis eu feum numsandre consecete vent at, velis am ing eugait praesto elenis am zrril esequat. Ur lan venim quat, quater vero eliquip essequat ver irit, qui te ming etum volestrud mod tar wis nonulputat aliqui euisit venit lor summy nibh ercilis aliquipis non velendit wis amconsed ex et il iusing ecte tem ad magna facil doloboreer augait prat, se commy niamconum deliquam, sumsan vulpur la facil utpat volobor iniamer,</p> <p>quipit il dunt praeseq uissendre molesenibh eliquatem num nis non ex et alit am, quipit irilit luptaturo od dignibh et velit, quisci bla faccummodit lor se feuguer sum in vel doloreros accummod dolore velit lam ver sum nos dolestrud tis eugait praessim dolorer aesequis aut prat, sequis nullum volupat. Ur ad eros diam adion ulluptare deliquam, consequi tat. Duis ad exeraesenibh eugait, consequi et aliquis ad et, conum et vulla facipismod ea fea facin verostin henis del ur aut ipis digna fea faciduisi.</p> <p>Xeratem ad enit nonulla aut veliquis adit niat. Feugait laorem dolobore tatie del ing eummod exero corerci ecte volorercepis acilit lore tem venissi. Hent lum zrrit eup er sumsan ulla faci etum ex eros dolenibh euis non esed mod minis dolummy nim volorem iure volummod ent in hendit esed tat. Duismol orperos tinciduisil iril iure velenim ing eui et ing eriuscil estio od deleniate faci exero del ipisim zrrillut enit dio dolorero commolo bortisci eugue diam ipismod tet, vulla faccum veliscidunt wiscipisi.</p>

3. Your abstract must be carefully prepared since it will be published without editing or revision. The abstract should be double-spaced; symbols and foreign words and phrases must be printed clearly and accurately to avoid misinterpretations. Mathematical formulas, diagrams and other illustrative materials are not recommended for the printed abstract.
4. The heading of the abstract must include the title of the thesis, the date of the degree, your name and name of the thesis supervisor. The heading of the abstract must be formatted as in the example.

Table of Contents/Thesis Divisions (Required)

A table of contents is required. Fundamentally it is a topic outline of the manuscript. Remember that it is the only index to the content of the thesis. Therefore, it must accurately reflect the organization within the text.

Since a thesis is longer than a paper or article, you will need to carefully consider the organization of its parts. Its major divisions are chapters. Often it is necessary to subdivide the chapters. Organizational schemes help you manage numerous parts into a unified, cogent whole. Whether you use a traditional outline, a system of headings indicated by location and underscoring or a decimal numbering of headings, your ideas will develop in a logical way from general to specific. A reader will be able to tell, at a glance, which ideas are of parallel importance because the headings will appear in parallel form.

Your table of contents will be a mirror image of the organizational scheme used in your thesis. While you are not required to list headings subordinate to the chapter level, you should remember that your table of contents is the only index to your thesis.

Consistency is the rule. Do not mix organizational schemes: if you begin with decimal headings, use decimal headings throughout the thesis.

Only three levels of subdivision are given in the following examples, but each of these schemes may be expanded (see sample).

The standard outline is the most often used organizational scheme. It is arranged in a deductive manner from general to specific and allows a logical arrangement of ideas.

Once you have settled on the manner of organizing the body of the thesis in chapters, you can proceed with developing the form of the table of contents. Your table of contents page(s) should follow these rules:

1. Do not list the title page, copyright page, signatory page, or table of contents pages in the table of contents (but do count them in the Roman numeral pagination).
2. List the acknowledgments (if used), abstract, list of tables (if used), list of figures (if used), symbols (if used), abbreviations (if used) and glossary (if used) by lower case Roman numerals.
3. List all chapter divisions. If you list subdivisions, indicate subordinate headings by indentation. If you list subordinate headings for one chapter, list them for all chapters where they appear.
4. Be consistent in the level of subheading that you indicate (e.g., if you list the second level subheadings from one chapter, you must list the second level subheadings from all chapters that contain a second level).

5. Be sure that the headings in the text match word for word and letter for letter with the headings listed in the table of contents, list of figures and list of tables. Capitalization must match exactly.
6. Each chapter must have a title in the text and the table of contents. The title of a chapter or appendix is always listed in all capital letters.
7. Chapters must be numbered using either Roman (I, II, III) or Arabic (1, 2, 3) numerals. Do not spell out numbers (one, two is not acceptable). The numbering system and form must be consistent in both the Table of Contents and the text.
8. Do not use underlining in the table of contents.
9. If titles cover more than one line, text must not run into the page number column. Page numbers follow end of text. Dot leaders (...) are optional. If used, they must connect the text to the page number.
10. All appendices must have a title. Do not designate an appendix A unless there is an appendix B. List appendix titles with page numbers.
11. When using a display page at the beginning of the appendices, indicate its page number in the table of contents.

List of Abbreviations, List of Symbols, or Glossary (Optional)

The use of abbreviations or symbols should follow the rules of the style manual that is being used. If a list is desirable it is to be placed after the list of figures and list of tables. A glossary of terms (if used) would follow the list of symbols.

B. Text

1. The body of the manuscript must follow a consistent format throughout.
2. Chapters must follow a consistent format and match the subdivisions, numbering sequences and format presented in the table of contents. The style or format must not change at any point in the text.
3. Subheadings must match the scheme presented in the table of contents and must not change or combine styles or formats at any point in the text.

Tables and Figures

A table is a columnar arrangement of information, often numbers, organized to save space and convey relationships at a glance. A figure is a graphic illustration, such as a chart, graph, diagram, map photograph or plate.

1. Sequence of pages will be as follows after the table of contents, the list of tables and the list of figures.
2. Place each list on its own page, even if both would fit on the same page. Use a list, even if you have only one table or figure.
3. Within a table or figure, you can use a different font from the rest of the manuscript, as long as it is large enough to be clear when the image is reproduced.
4. Margins for tables and figures must be the same as for the rest of the manuscript. All text images must fit within the 6 by 9 inch area.

5. Tables and figures may be reduced in size, but titles, figure numbers, captions and page numbers must be the same size as the text of the manuscript for readability. Do not reduce the standard type by more than 25 percent.
6. All table captions must be placed in a consistent location. While figure captions do not need to be placed in the same location as table captions, all figure captions must be placed in a consistent location relative to each other.
7. Include the number, caption and page number for every table and figure in the body of the manuscript. Tables and figures must be numbered in a consistent manner, using Arabic numerals (1, 2, 3). The numbering of tables must be consistent with what is listed in your list of tables or list of figures. They must either be numbered sequentially throughout the document (1, 2, 3) or within chapters and appendices (1.1, 1.2, A.1, A.2). If you use the within chapter option, use this option throughout the entire thesis. You must use a consistent numbering sequence for both tables and figures.
 - a. You may number tables and figures consecutively (1, 2, 3) throughout the text or by chapter, using a decimal numbering scheme (the first table of chapter 2 would be table 2.1, the next 2.2, etc.)
 - b. List captions word for word and letter for letter up to the end of the first period. You may also list the entire caption, but you must be consistent. If you list information in parentheses for one title, list it for all.
 - c. Entries on the list should be single spaced within entries, and double spaced between entries. Complete each caption on the same page.
8. Scanning photographs or drawings into digital form is required. This method avoids the problems of mounting images and allows you to include the page numbers on the image before copying. It should be remembered that copyright rules apply to these types of materials.

C. Reference Materials

Reference materials include appendices, notes, and bibliographies. The most important factor is consistency in handling the references according to the method you select. Whatever system you use, reference material within the thesis may include the following major divisions in Arabic numbering: appendices, notes, bibliography; appendices may be useful, particularly as a place for explanations too long for the main text and for documents, charts, copied forms or data sheets related to the main text.

Appendices

1. Place the appendices before the bibliography.
2. Continue the consecutive Arabic pagination in the appendices.
3. Observe the same margin requirements as in the text (1 and ½ inches on the left, 1 inch on the other three sides).
4. Title all appendices, and list the titles in the table of contents.
5. An appendix is similar to a chapter in format. Each one must begin on a new page, its title must be in all capital letters and its page numbering is like other chapter display pages.

6. Place appendix titles at the top of the first page of each appendix, or place them on separate display pages preceding each appendix. These display pages are included in the Arabic pagination.
7. Do not label an appendix A when there is only one appendix.
8. An appendix may be included as pocket material.
9. You **must** list appendix tables and figures that have individual numbers and captions. You do not have to individually list appendix tables and figures that are grouped under a single appendix title in the table of contents.

Notes

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CHAPTER V

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APPENDIX A

Suggested Style Manuals

American Psychological Association, *Publication Manual of the American Psychological Association*. Sixth Edition, Washington, D.C.: American Psychological Association, 2010.

The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers. Seventeenth Edition, Chicago: Univ. of Chicago Press. 2017.

Council of Biology Editors, *Scientific Style and Format: the CBE Manual for Authors*. Eighth edition, revised. Cambridge: Cambridge Univ. Press, 2014

Modern Language Association, *MLA Handbook for Writers of Research Papers*. Eighth Edition, New York: MLA 2016.

Turabian, Kate L., *A Manual for Writers of Term Papers, Theses, and Dissertations*. Eighth Edition, Chicago: Univ. of Chicago Press, 2013.

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