

Colorado Mesa University Thesis and Dissertation Guidelines



I. INTRODUCTION

This manual provides guidelines to aid in the writing of theses and dissertations at Colorado Mesa University. It addresses technical aspects of thesis writing, including process elements like approvals and formatting requirements such as margins, order of pages, and type of paper.

II. PROCESS

A. STYLE MANUAL REQUIREMENTS

Graduate students writing a thesis or dissertation should follow the style manual approved by their department. Manuals currently approved by graduate departments are available in Tomlinson Library. The document should conform to both the chosen style manual and the *CMU Thesis and Dissertation Guidelines*. If there are differences, students should follow the guidelines in this document.

Style manuals approved by the graduate departments are:

APA: American Psychological Association Style

AMA: American Medical Association Style

1. Business APA
2. Health Sciences APA
3. Teacher Education APA
4. Kinesiology AMA or APA

B. RESEARCH INVOLVING HUMAN OR ANIMAL SUBJECTS

If the research being conducted for a thesis/dissertation involves either human or animal subjects, federal law requires that the project be reviewed and approved – in advance – by the Institutional Review Board (IRB) for human subjects or the Institutional Animal Care and Use Committee (IACUC) for animal subjects. Detailed information about the form and applications, training programs, federal legislation, and IRB/IACUC materials can be found at the University's Sponsored Programs website:

<http://www.coloradomesa.edu/irsp/sponsored-programs/index.html>. Students will receive a letter granting approval or indicating that approval is not needed. A sample letter appears as Appendix A.

C. THESIS/DISSERTATION TIMELINE

1. Student begins discussion with his/her advisor and files an approved Plan of Study; declares intent to do a thesis for the Master's degree and dissertation for PhD degree.
2. Student consults with his/her advisor for approval to form a Thesis/Dissertation Advisory Committee. The Thesis/Dissertation Committee Chair must have a terminal degree in the field. After a committee is formed, the student submits a prospectus for approval. This process may also involve registering for thesis credit, depending on the department. The student must be enrolled for thesis/dissertation credit in order to use the library and other campus facilities. The student must be enrolled every semester that involves work on the thesis/dissertation including the defense. In consultation with the advisor, the number of credits per semester will be determined based on the work being done up to the maximum credits in the program.
3. In consultation with the advisor, the student develops the thesis and periodically submits drafts for critique to the Thesis Committee. In order to ensure sufficient time to review and defend the thesis, the final draft should be submitted to the Thesis Committee eight (8) weeks prior to the end of the intended semester of graduation.
4. With the committee's approval, the student and advisor schedule the thesis defense with the Director of Graduate Studies. This must be done at least four (4) weeks prior to the date of the defense.
5. Student and advisor need to notify the Director of Graduate Studies of the date, time, place and title of the Thesis/Dissertation. The Director of Graduate Studies then notifies the campus faculty, staff, and students of the planned defense through a press release. This must be done two (2) weeks prior to the date of the defense.
6. After successful defense, it is the student's responsibility to obtain required signatures on the Title Page. Signatures include the Chairperson and the Members of the Thesis Committee, the Department Head and the Director of Graduate Studies.
7. The student will deliver a USB drive containing the electronic file(s) and two (2) printed copies of the completed thesis/dissertation (with all required signatures) to the Director of Graduate Studies who will then deliver them to the Library.

D. PLAGIARISM

All sources must be cited whenever use is made of the material of others, even if the use is limited and copyright permission is not necessary. Direct use of the work of others without citing the source is plagiarism. The University approved definition of plagiarism can be found in the *CMU Catalog*:

Plagiarism is the act of appropriating the written, artistic, or musical composition of another, or portions thereof; or the ideas, language, or symbols of same and passing them off as the product of one's own mind. Plagiarism includes not only the exact duplication of another's work but also the lifting of substantial or essential portion thereof.

Graduate students writing a thesis or dissertation are required to sign the Non-Plagiarism Affirmation when the work is submitted to the Director of Graduate Studies. A copy of this form appears as Appendix B.

E. COPYRIGHT

Title 17, Section 102(a) of the *United States Code states*: “Copyright protection subsists, in accordance with this title, in original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with an aid of a machine or device” (17 USCS §102(a)). This means the Copyright Act protects a dissertation as soon as the author creates it. In any work, copyright implicitly devolves to the author of that work whether or not it is so stated. Copyright arises automatically when a work is first fixed in a tangible medium such as a computer file or e-mail. Registration of copyright is not required to protect the work against unrestricted distribution of the manuscripts or significant portions thereof, but may be beneficial if going to court over copyright infringement issues.

By submitting a thesis to a Colorado Mesa University Graduate Program, the student attests:

1. That all material contained therein is the original work of the student.
2. That proper scholarly attribution has been given to all outside sources and
3. That all necessary copyright permissions have been obtained for any third-party-copyrighted material included in the thesis.

Students must obtain written permission from the author and/or copyright owner if using copyrighted materials beyond the “fair use” policy.

In submitting the thesis, the student will be granting to Colorado Mesa University and its agents the non-exclusive license to archive and make accessible the thesis/dissertation in whole or in part in all forms of media, now or hereafter known. However, the student retains all other ownership rights to the copyright of the work, including the right to use in future works (such as articles or books) all or part of the work. Further, the student is free to register the copyright to the thesis/dissertation.

Pre-published Materials

Students should be first authors on any publications based on their thesis work. This reflects the primary creative role students should play in the organization, development, and execution of their research with guidance from the advisory committee. If a student is not first author on a manuscript presenting the thesis/dissertation research, then written approval must be obtained from the Director of Graduate Studies for the work to be included in the thesis/dissertation. This written verification must be presented to the Director of Graduate Studies with the Thesis Approval Sheet. Any of the student’s work that has been previously published must be appropriately referenced within the thesis/dissertation. It is the student’s responsibility to contact journal editors regarding an individual journal’s copyright regulations prior to publication with that journal.

Proprietary Content

In certain circumstances, the thesis/dissertation may contain information of a proprietary nature. The Director of Graduate Studies will honor requests to hold a thesis/dissertation for six months with possible renewal for another six months prior to releasing it for publication and archiving in the CMU Tomlinson Library. A written request must be presented to the Director of Graduate Studies that specifies substantive reasons why the thesis/dissertation should be held. This request should be endorsed by the student's advisor and the Director of Graduate Studies.

F. PHOTOCOPY AND USE AUTHORIZATION

All theses and dissertations submitted to Colorado Mesa University are made available to the public at the time they are submitted to and processed by the Library. Publication rights belong to the author subject to the provisions of research contracts, federal grant stipulations, or other agreements made by the author to the University. However, in addition to making these items available for public use, the Library occasionally receives requests for permission to copy a thesis/dissertation for scholarly purposes. Such permission to copy must be granted by the author. Frequently difficulties arise in locating the author in order to secure permission to copy. In the interest of extending access to appropriate parties, all theses and dissertations include a *Photocopy and Use Authorization* form in the preliminary pages. The form should be completed appropriately to either grant or deny permission to copy the thesis/dissertation for scholarly purposes. A sample of this page appears as Appendix C.

III. FORMAT REQUIREMENTS

A. Type Styles and Fonts

1. Type style and font must be consistent throughout the thesis/dissertation in text, figures, captions and table titles.
2. Script type may not be used.
3. Any unusual type style should be approved in advance by the Director of Graduate Studies or the department.
4. Recommended fonts:
 - a. Sans Serif: Arial 12
 - b. Serif: Times New Roman 12

B. Margins

1. Left margin must be 1.5" and all others 1"
2. The right margin is ragged (not justified)

C. Pagination

1. Page numbers should be centered at the bottom of the page approximately $\frac{3}{4}$ " from the edge of the page and within the margin.
2. Each page, except the Copyright page and the Photocopy Use page which are neither counted nor numbered, is assigned a number.

3. No page numbers are printed on the following pages; however, they are counted:
 - a. Title page
 - b. Any page with a major heading – Abstract, Table of Contents, etc.
 - c. Committee Approval page
 - d. Dedication

D. Spacing and Indention

1. Double-space
 - a. Body of text
 - b. Between body of text and a quotation block
 - c. Between entries in Table of Contents, Footnotes, Bibliographies
2. Single-space
 - a. Table titles
 - b. Figures captions
 - c. Chapter headings
 - d. Footnotes
 - e. References list entries
 - f. Table of Contents
 - g. Quotations of 4 or more lines
3. Indention
 - a. First line of the paragraph: ½”
 - b. First line of footnote: ½”
 - c. Single-spaced quotation block: ½”

E. Widowed and Orphaned Lines

When a paragraph must be divided at the end of a page, at least two lines are placed at the bottom of the page and at least two lines are placed at the top of the following page so it stays with the related paragraph(s).

IV. ORGANIZATION

A typical thesis/dissertation consists of three main parts – preliminaries, body, and supplementaries. An ordered list appears as Appendix D. Elements are described below:

A. Preliminaries

1. General Requirements for all preliminary pages
 - a. Preliminary pages are numbered with lower case roman numerals – i, ii, iii, etc.
 - b. Page numbers should be centered at the bottom of the page approximately ¾” from the edge of the page and within the margin.
 - c. Headings for all preliminary pages must be centered in all capital letters 2” from the top of the page.
 - d. Headings of the preliminary pages are not in bold font.
2. Photocopy and Use Authorization (required but not included in the Table of Contents)

3. Title page (required)
 - a. A sample title page appears as Appendix E.
 - b. Bold type is not used.
 - c. No abbreviations or punctuation should be used.
 - d. Preliminary page number “i” is assigned to but not printed on the title page.
 - e. The title is in all capital letters, centered 2” from the top of the page.
 - f. A title more than 4½” is divided into multiple lines, double-spaced and in inverted pyramid form.
 - g. “Submitted by” block contains the word “by” on one line and the student’s name on the second line. It is centered on the page approximately 8 double-spaced lines from the first line of title and is double-spaced.
 - h. “Degree and graduating term” block is approximately 7 double-spaced lines from the student name. It contains the following 7 lines:
 - i. A thesis/dissertation
 - ii. submitted in partial fulfillment
 - iii. of the requirements for the degree of
 - iv. [name of degree] in the Department of [name department]
 - v. Colorado Mesa University
 - vi. Grand Junction, Colorado
 - vii. [graduating term and year]
4. Copyright page (required)
 - a. A sample copyright page appears as Appendix F.
 - b. A copyright page is required.
 - c. A copyright page is included in the manuscript immediately after the title page.
 - d. Copyright page is neither assigned a number nor counted.
 - e. Text is double-spaced and centered vertically and horizontally.
 - f. Elements of the text:
 - i. “Copyright” word and the symbol ©
 - ii. Year the thesis/dissertation is approved or degree granted
 - iii. The author’s name as it appears on the title page
 - iv. The words: ALL RIGHTS RESERVED
5. Committee Approval page (required)
 - a. A sample Committee Approval page appears as Appendix G.
 - b. A Committee Approval page is required.
 - c. This page follows the Copyright Page and is numbered “ii” but the number is not printed on the page. This page is not included in the Table of Contents.
 - d. Advisor and committee member names are indented approximately ½” from the left margin.
 - e. Titles before and after the names of advisor and committee members are not permitted (examples – Dr., Professor, Ph.D.).
 - f. Elements of the page:
 - i. Title of the thesis/dissertation
 1. Centered 2” from top of page
 2. All capital letters
 3. Single-spaced as it appears on the title page
 - ii. Name of the student as it appears on the title page

- iii. Required statement
 - iv. Approval signatures and printed names and department of advisor, committee and representative of the Director of Graduate Studies with dates approved
6. Abstract (required)
- a. Sample abstract page appears as Appendix H.
 - b. The abstract is a brief statement of the essence of the thesis/dissertation and should emphasize the results and conclusions of the research.
 - c. The acceptable length for the abstract is 150-300 words.
 - d. Bold print is not used.
 - e. The heading "ABSTRACT" is in all capital letters centered 2" from the top of the page.
 - f. Elements of the page:
 - i. Three blank lines single-spaced must be between the heading and the title
 - ii. The title must be in all capital letters and centered
 - iii. The title must match the title on the Title Page
 - iv. Three blank lines single-spaced must be between the title and the text
 - v. The text of the abstract must be double-spaced with paragraph indentions
 - g. The first page of the abstract is numbered "iii" but the number is not printed on the page. If a second page is needed it is numbered "iv" and the number does appear.
7. Clearance letter from Sponsored Programs for human and animal research (if needed). Sample letter appears as Appendix A.
8. Dedication (optional)
- a. There is no heading on this page
 - b. Usually only one or two lines, it is centered within the top and bottom margins
 - c. Text is centered left and right
 - d. This page is counted but the page number is not printed
 - e. This page does not appear in the Table of Contents
9. Acknowledgement (optional)
- a. The acknowledgement page is used to recognize special assistance from committee members, friends, or family who contributed to the study's completion. Research funding, grants, and/or permission to reprint copyrighted materials should also be acknowledged. Individuals employed to prepare the manuscript are not acknowledged.
 - b. The heading is 2" from the top of the page and in all capital letters.
 - c. The acknowledgement is double-spaced and written in paragraph style with three blank single spaces between the heading and the text.
 - d. This page is counted and the page number is printed.
 - e. This page number does appear on the Table of Contents.

10. Table of Contents (required)
 - a. The Table of Contents is an outline of the manuscript.
 - b. A sample Table of Contents appears as Appendix I.
 - c. The heading "TABLE OF CONTENTS" is in all capital letters centered 2" from the top of the page.
 - d. Three blank lines single-spaced follow the heading.
 - e. All parts of the document are listed, except those noted below, and the page numbers on which each part begins are displayed.
 - f. Pages not listed on the Table of Contents are:
 - i. Title page
 - ii. Dedication page
 - iii. Table of Contents
 - g. The titles of all parts are worded exactly as they appear in the manuscript.
 - h. Titles, headings, and the page numbers on which they begin are separated by a row of dot leaders.
 - i. Major headings are aligned flush with the left margin.
 - j. Subheadings are indented three spaces.
 - k. Page numbers are flush with right hand margin.
 - l. Every chapter and at least one subdivision are included in the Table of Contents.
 - m. Major headings are capitalized, and subheadings appear as they are printed.
 - n. Major headings are double-spaced.
 - o. Subheadings beneath the major heading are single-spaced.
11. List of Tables (if appropriate)
 - a. List of Tables includes all tables in the body of the document.
 - b. A sample List of Tables appears as Appendix J.
 - c. The heading "LIST OF TABLES" is in all capital letters, centered 2" from the top of the page.
 - d. Three blank lines single-spaced follow the heading.
 - e. The word "Table" is flush with left margin.
 - f. The tables are listed by table number and caption as it is in the written document.
 - g. Entries are double-spaced.
12. List of Figures (if appropriate)
 - a. List of Figures includes figures in the body of the document.
 - b. A sample List of Figures appears as Appendix K.
 - c. The headings "LIST OF FIGURES" is in all capital letters, centered 2" from the top of the page.
 - d. Three blank lines single-spaced follow the heading.
 - e. The word "Figure" is flush with left margin.
 - f. The figures are listed by figure number and caption as it is in the written document.
 - g. Entries are double-spaced.
13. List of Illustrations (if appropriate)
14. List of Abbreviations (if appropriate)

B. Body

1. Body and supplementary pages have Arabic numerals with counting continuous from the first page of text through the end of the manuscript.
2. Headings establish the organization of the manuscript. There are two types of headings – major headings and subheadings.
 - a. Major headings are used for chapters or title sections
 - i. A sample page for new chapters appears as Appendix L.
 - ii. Each chapter begins on a new page. Chapter headings are centered 2” from the top of the page and printed in all capital letters.
 - iii. Chapter titles are three single spaces below the chapter heading and printed in all capital letters.
 - iv. A main heading or chapter title of more than 4½ ” is divided into multiple lines, single-spaced and in inverted pyramid form.
 - v. Acronyms and abbreviations are not used in headings.
 - b. Subheadings are used for division within the chapters or sections.
 - i. Subheadings do not begin on a new page unless the preceding page is filled.
 - ii. Subheadings are not printed in all capital letters. Centered subheadings capitalize the first letter of all important words.
 - iii. Centered subheadings should have two blank lines single-spaced following the preceding text and one blank line single-spaced before the continuing text.
 - iv. Subheadings at the bottom of a page require at least two lines of text following the heading and at least two lines of text on the next page.
 - c. Running heads are not inserted at either the top or bottom of the page.
3. IRB/IUCAC application and approval should be explained in the methods section.
4. Tables and Figures
 - a. Any diagram, drawing, graph, chart, map, photograph, or other type of illustration is presented as a table or figure.
 - b. Tables and figures should follow immediately after first mentioned in the text or on the next page. Do not insert in the middle of a sentence. They should be placed between paragraphs.
 - c. If they are placed on the next page, text should be continued to the bottom of the preceding page.
 - d. All tables and figures must conform to margin requirements.
 - e. Images may be resized to fit within margins.
 - f. Landscape orientation may be used for large tables/figures.
 - g. Landscape tables/figures should face the right margin (unbound side).
 - h. Captions for Tables are placed above the tables.
 - i. Captions for Figures are placed beneath the figure.
 - j. Tables and figures are numbered consecutively using Arabic numerals. Numbering can be consecutive throughout the paper or within each chapter. If within each chapter, the number should also include the chapter numbers – 1.1, 1.2, 2.1, etc.

C. Supplementaries

1. Continue pagination of text using Arabic numerals.
2. Headings for all supplementary pages are major headings and the formatting should match chapter headings.
3. References (required)
 - a. A sample page appears as Appendix M.
 - b. The headings "REFERENCES" is in all capital letters centered 2" from the top of the page.
 - c. Three blank lines single-spaced must be between the heading and the first entry.
 - d. Entries are aligned flush with the left margin.
 - e. The style should follow that of the approved Style Manual for the discipline.
4. Appendices (optional)
 - a. Appendices are optional and used for the supplementary material.
 - b. As an option, each section may be introduced with a cover page bearing only the title centered vertically and horizontally on the page. The content of the appendix then begins on the second page.

V. FINAL MANUSCRIPT

A. Correction in Final Copy

1. The final copy submitted to the Director of Graduate Studies must be a clean copy without visible corrections on any pages.
2. Any page requiring corrections must be reprinted before submission.

B. Printed Copies

1. Final copy submitted to Library must be on 20 pound, acid free, white, 8 ½" X 11" paper.
2. Final copy is printed single-sided on a high-quality printer.
3. Text is printed in black ink.
4. Color is permissible for charts and graphs.
5. Two unbound, final printed copies must be submitted to the Library by the department or the Director of Graduate Studies. These copies will be bound with one copy placed in the general collection for public check-out and one copy placed in Special Collections & Archives.

C. Electronic Copy

1. Thesis/dissertation must be converted to PDF format.
2. Electronic Thesis/Dissertation (ETD) is submitted to the Director of Graduate Studies who will deliver it to the Library.

VI. APPENDICES TO THIS DOCUMENT

- A. IRB Sample Letter
- B. Non-Plagiarism Affirmation
- C. Photocopy & Use Authorization
- D. Order of Thesis/Dissertation Sections
- E. Sample Title Page
- F. Sample Copyright Page

- G. Sample Committee Approval Page
- H. Sample Abstract Page
- I. Sample Table of Contents
- J. Sample List of Tables
- K. Sample List of Figures
- L. Sample Chapter Page
- M. Sample References Page

Appendix A: Sample Letter From IRB:

TO: Person Doing Research

FROM: Chris Belcher
Grant Compliance Specialist

SUBJECT: IRB Approval – Expedited

DATE: February 29, 2017

SUBJECT: **Protocol 18-007: Measuring the thoughts of people**

The Colorado Mesa University Institutional Review Board (IRB) also known as the Human Subjects Committee has approved the above study. This project is deemed expedited in accordance with 45 CFR 46.110. No further IRB review is necessary unless modifications to the protocol related to human research subjects are proposed.

IRB Number: 18-007 This number is the protocol number that should be used in all correspondence with the IRB regarding this study.

Expedited Start Date: April 1, 2017

Expedited End Date: April 1, 2018

Consent Form: If you are using a consent form, all research subjects must use the approved and stamped consent form. You are responsible for maintaining signed consent forms for each research subject for a period of at least three years after study completion.

Mandatory Reporting to the IRB: The principal investigator must report, within five business days, any serious problem, adverse effect, or outcome that occurs with frequency or degree of severity greater than that anticipated. In addition, the principal investigator must report any event or series of events that prompt the temporary or permanent suspension of a research project involving human subjects or any deviations from the approved protocol.

Amendments/Modification: All amendments/modifications of protocols involving human subjects must have prior IRB approval, except those involving the prevention of immediate harm to a subject. Amendments/modifications for the prevention of immediate harm to a subject must be reported within 24 hours to the IRB.

If you have any questions, please feel free to contact me at 248-1485.

Appendix B: Non-Plagiarism Affirmation

NON-PLAGIARISM AFFIRMATION

EACH GRADUATE STUDENT MUST SIGN THE STATEMENT BELOW AFFIRMING THAT HE OR SHE HAS NOT BEEN GUILTY OF PLAGIARISM IN PREPARING HIS OR HER THESIS OR DISSERTATION.

Plagiarism is the act of appropriating the written, artistic, or musical composition of another, or portions thereof; or the ideas, language, or symbols of same and passing them off as the product of one's own mind. Plagiarism includes not only the exact duplication of another's work but also the lifting of substantial or essential portion thereof.

I understand that if plagiarism is subsequently discovered in the preparation of this document, Colorado Mesa University, may, after a hearing, take appropriate action against me including possible revocation of my graduate degree. Academic Dishonesty sanctions are outlined in *The Maverick Guide* page 16. <http://coloradomesa.edu/student-services/documents/MaverickGuide.pdf>

I, _____, a candidate for the degree of _____, affirm that I have NOT engaged in plagiarism.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

Appendix C: Photocopy & Use Authorization

PHOTOCOPY AND USE AUTHORIZATION

PUBLIC INTEREST:

In presenting this thesis/dissertation (choose one) in partial fulfillment of the requirements for an advanced degree at Colorado Mesa University, I agree that CMU Tomlinson Library shall make it freely available for inspection.

COPYING PERMISSION GRANTED:

I authorize the Library Director, Department Head of my academic department or Director of Graduate Studies to act as my agent to grant permission for the copying of my work for scholarly purposes. It is understood that any copying or publication of this work for financial gain shall not be allowed without my written permission.

Signature: _____

Date: _____

COPYING PERMISSION DENIED:

I do not authorize the Library Director, Department Head of my academic department or Director of Graduate Studies to act as my agent to grant permission for the copying of my work for scholarly purposes. Copying of this work shall not be allowed without my written permission.

Signature: _____

Date: _____

Appendix D: Order of Thesis/Dissertation Sections

- A. Preliminaries
 - 1. Photocopy and Use Authorization (required but not included in the Table of Contents)
 - 2. Title page (required)
 - 3. Copyright page (required)
 - 4. Committee Approval page (required)
 - 5. Abstract (required)
 - 6. Clearance letter from Sponsored Programs for human and animal research (if needed)
 - 7. Dedication (optional)
 - 8. Acknowledgement (optional)
 - 9. Table of Contents (required)
 - 10. List of Tables (if appropriate)
 - 11. List of Figures (if appropriate)
 - 12. List of Illustrations (if appropriate)
 - 13. List of Abbreviations (if appropriate)
- B. Body
- C. Supplementaries
 - 1. References (required)
 - 2. Appendices (optional)

Appendix E: Sample Title Page

[TITLE OF THESIS/DISSERTATION]

[ALL CAPS]

By

Joseph R. Maverick

A [thesis/dissertation]

submitted in partial fulfillment

of the requirements for the degree of

[name of degree] in the Department of [name of department]

Colorado Mesa University

Grand Junction, Colorado

[Term, Year]

Appendix F: Sample Copyright Page

Copyright or ©2018

Joe Maverick (as it appears on the Title Page)

ALL RIGHTS RESERVED

Appendix G: Sample Committee Approval Page

[TITLE OF THESIS/DISSERTATION]
[ALL CAPS]

[student's name as it appears on the title page]

The final copy of this thesis/dissertation has been examined by the signatories, and we find that both the content and the form meet acceptable presentation standards of scholarly work in the Department of [name of department]. It has, therefore, been approved as meeting the requirements for the Degree of [name of degree].

APPROVED:

Thesis/Dissertation Advisor:

_____ Date: _____
[Advisor's name, Department]

Committee Members:

_____ Date: _____
[Committee member name, Department]

_____ Date: _____
[Committee member name, Department]

_____ Date: _____
[Committee member name, Department]

ACCEPTED BY THE DEPARTMENT OF _____

_____ Date: _____
[Name, title]

ACCEPTED BY THE DIRECTOR OF GRADUATE STUDIES

_____ Date: _____
[Name, title]

Appendix H: Sample Abstract Page

ABSTRACT

TITLE IN CAPITAL LETTERS, CENTERED AND DOUBLE-SPACED

IF MORE THAN ONE LINE

The title of the abstract must match the title on the title page exactly. Letters must be capitalized and, if more than 4½” in inverted pyramid form.

The abstract is a summary of the research and includes the purpose of the project, pertinent findings, and significance of the paper. As a brief overview, an abstract gives the reader concise information that conveys the importance of the research.

The word “ABSTRACT” is centered 2” from the top of the page above the title. The body of the abstract is double-spaced. There are three single spaces between the heading and the title, and between the title and the body of the abstract.

Appendix I: Sample Table of Contents page

TABLE OF CONTENTS

ABSTRACT.....ii

ACKNOWLEDGMENTS.....iii

LIST OF TABLES.....x

CHAPTER 1: TITLE OF CHAPTER.....1

CHAPTER 2: TITLE OF CHAPTER.....5

 Title of First Subheading.....7

 Title of Second Subheading.....10

CHAPTER 3: TITLE OF CHAPTER.....23

REFERENCES.....30

Appendix J: Sample of List of Tables page

LIST OF TABLES

Table

1. Caption of table as it appears in the document.....11
2. Caption of table which is more than 4" long
and must be placed on two lines.....18

Appendix K: Sample List of Figures page

LIST OF FIGURES

Figure

1. Caption of figure as it appears in the document.....21
2. Caption of figure which is more than 4" long
and must be placed on two lines.....28

Appendix L: Sample first page of each chapter

CHAPTER 1

TITLE OF A CHAPTER THAT IS MORE THAN 4½"
SHOULD BE DIVIDED IN AN
INVERTED PYRAMID

Subheading Title

This is an example of the first page of a chapter with a chapter title and a subheading for the first section.

Appendix M: Sample Reference Page

REFERENCES

Bauslaugh, G. (2016). *The right to die: The courageous Canadians who gave us the right to a dignified death*. Toronto: James Lorimer & Company Ltd.

Dietze, T.R., Rose, F.F., & Moore, T.A. (2016). Maternal variables associated with physiologic stress and perinatal complications in preterm infants. *Journal of Neonatal – Perinatal Medicine*, 9(3), 271-277.
<http://doi:10.3233/NPM-16915134>

Double-spaced to follow APA (2018). Follow spacing guidelines of your selected style manual.