PREFACE

This manual is designed to be a basic source of information for Wichita State University (WSU) graduate students who are writing a master’s thesis or doctoral dissertation. All theses and dissertations must be submitted electronically. The Electronic Theses and Dissertations (ETD) requirement is similar to its paper predecessor; however, rather than printing a hard copy for submission to the Graduate School, the thesis/dissertation is converted to a Portable Document Format (PDF) file for electronic submission to the Graduate School. Once approval has been given by the Graduate School, the PDF file will be uploaded to the Blackboard Learning System using the Digital Dropbox. A copy will be saved on a compact disk by the Graduate School and given to the student, the committee chair, and the department. The final copy also will be sent to the University Library. Bound copies are no longer required, unless a copy is requested for the departmental archives by the committee chair. This copy can be provided on low-cost, non-archival paper and bound using any low-cost binding method. ETD will contribute to worldwide graduate education as WSU builds a Networked Digital Library of Theses and Dissertations (NDLTD) in collaboration with other scholarly institutions.

This manual establishes the technical parameters within which all students should work to produce a thesis or dissertation, such as production tools, font, margins, spacing, pagination, page sequencing, and steps in the electronic submission process. It also provides full-sized sample pages. Students viewing this manual from the Graduate School’s website are advised to print it out prior to preparing their document, since headings, subheadings, and spacing can appear differently when viewed on the computer screen than in printed format. Reading this document in its entirety, not just the sample pages provided, will ensure an understanding of the required format and purpose behind the instructions that follow. However, once the thesis or dissertation is completed, comparing the sample pages with the actual pages of the completed work will ensure a uniform document that conforms to the Graduate School guidelines.

Viewing the style of other theses or dissertations on file in the University Library to prepare a new thesis or dissertation is a common practice, but students must understand that mere duplication of another document’s style may not be acceptable because of prior circumstances that were involved in its production and subsequent changes in the guidelines. The existence of a particular style or usage in a previously accepted thesis or dissertation does not establish a precedent for its continuation. Graduate students are responsible for meeting the regulations that follow in this guide and are encouraged to consult with their committee advisers regarding the implementation of these regulations or the Graduate School regarding a particular style.

Once students are familiar with the WSU Graduate School guidelines, they should then consult the current style manual recommended by their department or discipline for all other issues of form and content, particularly the formatting of references. A list of WSU graduate programs requiring a thesis or dissertation and the recommended manuscript style is found in Appendix A. It is important to be consistent with the procedures of a single style manual throughout the preparation of the thesis or dissertation, rather than picking and choosing from several. The goal is to strive for consistency throughout the thesis or dissertation; however, regulations from the Graduate School take precedence over rules found in style manuals (when they differ from one another), because issues of clarity and legibility are important in the final production of a professional-looking document.

This publication guide was adapted from several sources, including the Tennessee Conference of Graduate Schools Guide to the Preparation of Theses and Dissertations, the Office of Degree Requirements at the University of Massachusetts, and Kate Turabian’s Manual for Writers of Term Papers, Theses, and Dissertations. It basically follows the formatting style of a thesis or dissertation (margins, page numbering, headings, indentation, Table of Contents, etc.): however, most of the text is single-spaced, rather than the required double-spaced, and bullets are used extensively to conserve space. The 2008 printing of this manual is the twelfth edition, edited by Kristie Bixby, Editorial Assistant for Wichita State University.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>2. PREPARATION AND FORMAT</td>
<td>3</td>
</tr>
<tr>
<td>2.1 Production Tools</td>
<td>3</td>
</tr>
<tr>
<td>2.3 Margins</td>
<td>3</td>
</tr>
<tr>
<td>2.3 Font</td>
<td>4</td>
</tr>
<tr>
<td>2.4 Spacing</td>
<td>5</td>
</tr>
<tr>
<td>2.5 Pagination</td>
<td>6</td>
</tr>
<tr>
<td>3. THESIS AND DISSERTATION ELEMENTS AND STYLE</td>
<td>9</td>
</tr>
<tr>
<td>3.1 Page Sequencing</td>
<td>9</td>
</tr>
<tr>
<td>3.2 Front Matter or Preliminary Pages</td>
<td>10</td>
</tr>
<tr>
<td>3.2.1 Title Page</td>
<td>10</td>
</tr>
<tr>
<td>3.2.2 Copyright Page</td>
<td>12</td>
</tr>
<tr>
<td>3.2.3 Committee Identification Page</td>
<td>13</td>
</tr>
<tr>
<td>3.2.4 Dedication Page</td>
<td>14</td>
</tr>
<tr>
<td>3.2.5 Epigraph Page</td>
<td>14</td>
</tr>
<tr>
<td>3.2.6 Acknowledgments Page</td>
<td>15</td>
</tr>
<tr>
<td>3.2.7 Abstract Page</td>
<td>15</td>
</tr>
<tr>
<td>3.2.8 Preface Page</td>
<td>16</td>
</tr>
<tr>
<td>3.2.9 Table of Contents</td>
<td>16</td>
</tr>
<tr>
<td>3.2.10 List of Tables, List of Figures, and List of Plates</td>
<td>19</td>
</tr>
<tr>
<td>3.2.11 List of Abbreviations/Nomenclature and List of Symbols</td>
<td>21</td>
</tr>
<tr>
<td>3.3 Text</td>
<td>22</td>
</tr>
<tr>
<td>3.3.1 Chapters and Subdivisions</td>
<td>22</td>
</tr>
<tr>
<td>3.3.2 References within Text</td>
<td>24</td>
</tr>
<tr>
<td>3.3.3 Tables, Figures, and Plates</td>
<td>24</td>
</tr>
<tr>
<td>3.3.4 Equations</td>
<td>26</td>
</tr>
<tr>
<td>3.3.5 Oversized Materials</td>
<td>26</td>
</tr>
<tr>
<td>3.3.6 Illustrations and Photographs</td>
<td>26</td>
</tr>
<tr>
<td>3.4 Back Matter or Reference Matter</td>
<td>26</td>
</tr>
<tr>
<td>3.4.1 List of References or Bibliography</td>
<td>26</td>
</tr>
<tr>
<td>3.4.2 Appendix or Appendices(izes)</td>
<td>27</td>
</tr>
<tr>
<td>4. SPECIAL CONSIDERATIONS</td>
<td>29</td>
</tr>
<tr>
<td>4.1 Using Published Journal Articles in the Thesis or Dissertation</td>
<td>29</td>
</tr>
<tr>
<td>4.2 Multipart Documents</td>
<td>30</td>
</tr>
<tr>
<td>4.3 Copies</td>
<td>30</td>
</tr>
<tr>
<td>4.4 Sample Permission Letter</td>
<td>31</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS (continued)

<table>
<thead>
<tr>
<th>Chapter</th>
<th>ELECTRONIC THESES AND DISSERTATIONS (ETD) PROCESS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>ELECTRONIC THESES AND DISSERTATIONS (ETD) PROCESS</td>
<td>33</td>
</tr>
<tr>
<td>5.1</td>
<td>Step 1</td>
<td>33</td>
</tr>
<tr>
<td>5.2</td>
<td>Step 2</td>
<td>33</td>
</tr>
<tr>
<td>5.3</td>
<td>Step 3</td>
<td>33</td>
</tr>
<tr>
<td>5.4</td>
<td>Step 4</td>
<td>33</td>
</tr>
<tr>
<td>5.5</td>
<td>Step 5</td>
<td>33</td>
</tr>
<tr>
<td>5.6</td>
<td>Step 6</td>
<td>34</td>
</tr>
<tr>
<td>5.7</td>
<td>Step 7</td>
<td>34</td>
</tr>
<tr>
<td>5.7.1</td>
<td>Thesis Students Only</td>
<td>34</td>
</tr>
<tr>
<td>5.7.2</td>
<td>Dissertation Students Only</td>
<td>34</td>
</tr>
<tr>
<td>5.8</td>
<td>Step 8</td>
<td>35</td>
</tr>
<tr>
<td>5.9</td>
<td>Step 9</td>
<td>35</td>
</tr>
<tr>
<td>6.</td>
<td>THESIS AND DISSERTATION SEQUESTRATION POLICY</td>
<td>37</td>
</tr>
<tr>
<td>7.</td>
<td>FULL-SIZED SAMPLE PAGES</td>
<td>39</td>
</tr>
</tbody>
</table>

- Sample Title Page .............................................................................................................. 40
- Sample Copyright Page ...................................................................................................... 41
- Sample Committee Identification Page ............................................................................. 42
- Sample Dedication Page ................................................................................................... 43
- Sample Epigraph Page ..................................................................................................... 44
- Sample Acknowledgments Page ........................................................................................ 45
- Sample Abstract Page ........................................................................................................ 46
- Sample Preface Page ......................................................................................................... 47
- Sample Two-Page Table of Contents Page ........................................................................ 48
- Sample One-Page Table of Contents Page ......................................................................... 50
- Sample List of Tables Page ............................................................................................. 51
- Sample List of Figures Page ............................................................................................ 52
- Sample List of Plates Page ............................................................................................... 53
- Sample List of Abbreviations/Nomenclature Page ........................................................... 54
- Sample List of Symbols Page ............................................................................................ 55
- Sample Text with Bolded and Numbered Subdivisions Page ........................................... 56
- Sample Text with Not Bolded or Numbered Subdivisions Page ....................................... 57
- Sample Two-Page Table with Single-Line Caption Page ................................................ 58
- Sample Table with Multiline Caption and Integrated with Text Page ............................ 60
- Sample Figure with Multiline Caption and Integrated with Text Page ........................... 61
- Sample Equations Page ...................................................................................................... 62
- Sample List of References Separation Page .................................................................... 63
- Sample List of References First Page .............................................................................. 64
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Bibliography Separation Page</td>
<td>65</td>
</tr>
<tr>
<td>Sample Bibliography First Page</td>
<td>66</td>
</tr>
<tr>
<td>Sample Appendix(ices) Separation Page</td>
<td>67</td>
</tr>
<tr>
<td>APPENDICES</td>
<td>67</td>
</tr>
<tr>
<td>A. WSU Graduate Programs and Their Recommended Styles for Preparing Theses and Dissertations</td>
<td>68</td>
</tr>
<tr>
<td>B. WSU Department Titles</td>
<td>70</td>
</tr>
<tr>
<td>C. Graduate Degrees Awarded at Wichita State University</td>
<td>71</td>
</tr>
<tr>
<td>D. Graduate Majors at Wichita State University</td>
<td>72</td>
</tr>
</tbody>
</table>
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. The Wichita State University Graduate School encourages and upholds WSU’s standards of accuracy and soundness of research, as well as the requirements of individual graduate programs regarding the master’s thesis and the doctoral dissertation. WSU is committed to assisting graduate students and faculty members in meeting the goals of consistency, logical organization, attractiveness, and correctness in theses and dissertations. Because most students use computers to prepare their manuscripts and no longer rely on professional typists for compliance with school regulations, this manual was designed to provide guidance in document preparation.

Since conferral of a graduate degree implies personal integrity and knowledge of scholarly methods, there are three areas in which graduate students 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, 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, 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.
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 graduate students and to the conduct of their research. Graduate students and their faculty advisors planning research involving any of the areas mentioned should contact the Office of Research Administration before beginning their project if they are unfamiliar with compliance.

The goal of the WSU Graduate School, as well as the student’s thesis or dissertation committee members, is to ensure that a manuscript has been produced that will reflect credit on the student, the student’s committee, the department, the Graduate School, and ultimately Wichita State University.

All graduate degrees are awarded by the Kansas Board of Regents upon recommendation of the faculty and the dean of the Graduate School, who reserve the right to reject theses and dissertations that do not conform to the regulations stated in this manual. In addition, the Graduate School provides assistance in the preservation and circulation of students’ manuscripts through the University Library System.

The chapters that follow provide basic guidelines/instructions for preparing a thesis or dissertation. Along with each description of how to produce the individual components of the thesis or dissertation is a small sample page showing placement of information. However, following the instructions is an entire section of full-sized sample pages, beginning on page 39.
CHAPTER 2
PREPARATION AND FORMAT

2.1 Production Tools

- Remember that every thesis and dissertation is produced electronically and becomes part of the Wichita State University Libraries collection as an electronic document; therefore, the final presentation must meet the highest standards of legibility, uniformity, and reproducibility.

- Produce the manuscript using a computer application suitable to your discipline and capable of being transmitted electronically to Blackboard. Typically, manuscripts are produced with Microsoft Word, although also acceptable is LaTeX, a high-quality typesetting system that includes features designed for the production of technical and scientific documentation. Because *LaTeX is not a word processor* and encourages authors not to worry too much about the appearance of their documents but to concentrate on getting the right content, the *formatting of pages often looks very different*. If LaTeX is the application of choice, ensure that the preliminary pages look like the sample pages in this document, even if it means creating those pages in Word and combining the two documents into one PDF file before final submission.

- Since Blackboard can be accessed through the Internet, ensure that you have access to an Internet connection and an Internet browser (preferably the newest version of Internet Explorer or Netscape Navigator).

- Use the following Web address to access Blackboard: [www.blackboard.wichita.edu](http://www.blackboard.wichita.edu).

- Refer to Chapter 5 (beginning on page 33) for steps in the electronic thesis and dissertation process.

- Direct any questions about the acceptability of the draft document, along with a sample, to the WSU Graduate School.

2.2 Margins

- Assume a page size of 8½ by 11 inches. Use *one-inch margins for all pages* (including preliminary pages, text, tables, figures, references, and appendices), and keep all typing, except page numbers, within the remaining 6½- by 9-inch text area. If necessary, print out a page, take out a ruler, and measure the distance from the edge of the paper to the text.

- Use either “justified-right” or “ragged-right” margins. Before finalizing the manuscript, re-check the margins on all pages to ensure consistency throughout the document.
2.3 Font

- Choose a font 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). Examples are Times New Roman, Arial, Helvetica, or Courier. Most standard fonts are acceptable.

- Use either a 10- or 12-point font, and use a pitch that is either proportional or justified.

- Keep the same font consistent throughout the main text of the manuscript. However, if desired for emphasis, vary the style and size of the font in tables, figures, appendices, and equations, but keep the varied font consistent throughout the document. Also, if desired, use different fonts for poetry, dialogue, or other special circumstances.

- Use **FULL CAPITAL LETTERS** for the titles of all major chapters/divisions in the Table of Contents and the body of the paper—title page, committee identification page, dedication, acknowledgments, abstract, preface, table of contents, list of tables, list of figures, list of plates, list of abbreviations/nomenclature, list of symbols, chapter headings, references or bibliography, and appendix(ices). Be consistent in the capitalization of all chapters throughout the document.

- For the titles of **subheadings**, use one of the following two styles:

  **Headline Style** (also called Initial Capitals), which looks like this:

  ► Capitalize the Initial Letter of the First and Last Words and All Other Words except Articles, Prepositions, and Coordinate Conjunctions

  OR

  **Sentence style**, which looks like this:

  ► Capitalize only the initial letter of the subheading and any proper nouns or proper adjectives, such as Wichita State University

  Choose one subheading style, and be consistent throughout the document.

- If preferred, use boldface on Title and Committee Identification pages, within tables and figures (but not captions), and for chapter titles, headings, and subheadings. Be consistent throughout the document.
• Use italics for titles of books, periodicals, or microfilm publications; otherwise, use italics only for special emphasis, foreign words, technical terms, and mathematical expressions.

2.4 Spacing

• Remember the meaning of the following references to line typing:

<table>
<thead>
<tr>
<th>Single-Space:</th>
<th>No blank lines between each line of text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double-Space:</td>
<td>One single blank line between each line of text.</td>
</tr>
<tr>
<td>Triple-Space:</td>
<td>Two single blank lines between each line of text.</td>
</tr>
</tbody>
</table>

• In the preliminary pages (those pages preceding the text), follow the preferred spacing format as shown in examples of the Title, Copyright, Committee Identification, Dedication, and Epigraph pages. Triple-space between any heading at the top one-inch margin and the beginning of the text. Double-space text lines of the Acknowledgments, Abstract, and Preface pages. Indent the first line of each new paragraph on these pages, keeping the amount of indentation (typically a half-inch) consistent throughout the document.

• In the Table of Contents, triple-space between the title and the initial subheading line with the words “Chapter” and “Page.” Double-space before and after chapter headings. Indent (in alignment with previous heading) and single-space all chapter subheadings. Single-space multilined chapter headings and subheadings.

• In the List of Tables, Figures, Plates, Abbreviations/Nomenclature, or Symbols, single-space multiline entries (e.g., captions that are longer than one line) and double-space between entries.

• In the text, double-space throughout the document. Indent the first line of each new paragraph, keeping the amount of indentation (typically a half-inch) consistent throughout the document. Leave extra space between the end of one subheading and the beginning of another. However, if subheadings are bolded, double-space throughout the text; no extra space is necessary to distinguish where one subheading ends and another begins.

• In the Bibliography or List of References, single-space within citations and double-space between citations.

• In the Appendix(ices), single-space or double-space, but be consistent throughout each appendix.

• In block quotations, single-space throughout, and double-space between the text and the quotation (one blank line before and after quotation). Indent all block quotations the
same distance from the left margin of the text (typically a half-inch), and indent paragraph openings within them a consistent additional indentation.

- Separate **tables, figures, graphs, or other illustrative materials** from the text with at least one double-space (one blank line), and separate them from their captions also with a double-space (one blank line). Single-space multilined captions and any identification text related to tables, figures, graphs, or other illustrative materials.

- If desired in **poetry and creative writing manuscripts**, use irregular or single spacing.

### 2.5 Pagination

- Count every page of the thesis or dissertation, including blank pages and appendices, in the pagination numbering.

- Number **preliminary pages** (those pages preceding the text) **consecutively** with **lowercase Roman numerals** (i, ii, iii, etc.), beginning with the Title Page. However, do not print page numbers on the first two preliminary pages (Title Page and Copyright Page), which are counted as preliminary pages i and ii, respectively.

- Number **remaining pages** (text, references, and appendices) with **Arabic numerals** (1, 2, 3, etc.), beginning with the first page of the text and running consecutively to the end of the appendices (if any).

- Avoid the use of page numbers with letter suffixes (10a, 10b), periods (10.1, 10.2), or hyphens (10-1, 10-2).

- **Print a page number on every page except** the Title Page and the Copyright Page.

- Center page numbers in the middle of the 8½-inch width of the page, a half-inch from the bottom edge of the paper, leaving at least two blank lines between the nearest line of text and the page number. Ensure that the text falls within the remaining 6½- by 9-inch text area and does not intrude into the one-inch bottom margin.

- For pages containing **tables and figures that are placed in landscape orientation** (sideways) on the page—center the page number, in portrait orientation, on these pages in the middle of the 8½-inch width of the page, a half-inch from the bottom edge of the paper, and at least two lines below the edge of the table or figure.

- Begin each chapter on a new page.

- **Continue text material as close to the bottom of each page as possible before beginning a new page**, unless that text material ends a chapter. A large amount of space at the bottom of a page in the middle of a chapter 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 (less than two lines 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 paragraphs from being separated across pages.

- In the Table of Contents and in the List of Tables, Figures, or Plates, complete each heading or caption on the same page, if possible; otherwise, move the entire heading or caption to a new page, even if this means there is a little extra space at the bottom of a page. In other words, avoid splitting a heading or caption across pages.

- In the List of References or Bibliography, complete each entry on the same page, if possible; otherwise, move the entire entry to a new page, even if this means there is a little extra space at the bottom of a page. In other words, avoid splitting a reference or bibliography citation across pages.
CHAPTER 3

THESIS AND DISSERTATION ELEMENTS AND STYLE

- Remember that a thesis has three main parts: the front matter or preliminary pages, the text, and the back matter or references. In a long paper, the text may consist of several chapters, each beginning a new page.

- Due to inconsistency among various style manuals for preparing theses and dissertations, use the following sequence of pages, as required by the WSU Graduate School.

- Read the description and guidelines for preparing each component, and within each section, study the small sample pages that show format and placement of information on the page. Note that these small sample pages vary in size to fit within the text. However, for a better view of information placement, refer to the entire section of full-sized sample pages that appear together beginning on page 39.

3.1 Page Sequencing (recent changes indicated in bold type)

<table>
<thead>
<tr>
<th>PAGE/SECTION</th>
<th>MASTER’S THESIS</th>
<th>DOCTORAL DISSERTATION</th>
<th>PAGE NUMBER ASSIGNMENT (bottom center)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Required</td>
<td>Required</td>
<td>Lowercase Roman Numeral (assigned page i, but not printed)</td>
</tr>
<tr>
<td>Copyright</td>
<td>Required</td>
<td>Required</td>
<td>Lowercase Roman Numeral (assigned page ii, but not printed)</td>
</tr>
<tr>
<td>Committee Identification</td>
<td>Required</td>
<td>Required</td>
<td>Lowercase Roman Numeral (assigned page iii, first page number printed)</td>
</tr>
<tr>
<td>Dedication</td>
<td>Optional</td>
<td>Optional</td>
<td>Lowercase Roman Numeral</td>
</tr>
<tr>
<td>Epigraph</td>
<td>Optional</td>
<td>Optional</td>
<td>Lowercase Roman Numeral</td>
</tr>
<tr>
<td>Acknowledgments</td>
<td>Optional</td>
<td>Optional</td>
<td>Lowercase Roman Numeral</td>
</tr>
<tr>
<td>Abstract</td>
<td>Required</td>
<td>Required</td>
<td>Lowercase Roman Numeral</td>
</tr>
<tr>
<td>Preface</td>
<td>Optional</td>
<td>Optional</td>
<td>Lowercase Roman Numeral</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Required</td>
<td>Required</td>
<td>Lowercase Roman Numeral</td>
</tr>
<tr>
<td>PAGE/SECTION</td>
<td>MASTER’S THESIS</td>
<td>DOCTORAL DISSERTATION</td>
<td>PAGE NUMBER ASSIGNMENT (bottom center)</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-----------------</td>
<td>-----------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>List of Tables</td>
<td>When Appropriate</td>
<td>When Appropriate</td>
<td>Lowercase Roman Numeral</td>
</tr>
<tr>
<td>List of Figures</td>
<td>When Appropriate</td>
<td>When Appropriate</td>
<td>Lowercase Roman Numeral</td>
</tr>
<tr>
<td>List of Plates</td>
<td>When Appropriate</td>
<td>When Appropriate</td>
<td>Lowercase Roman Numeral</td>
</tr>
<tr>
<td>List of Abbreviations/Nomenclature and List of Symbols</td>
<td>When Appropriate</td>
<td>When Appropriate</td>
<td>Lowercase Roman Numeral</td>
</tr>
<tr>
<td>Text (body of document)</td>
<td>Required</td>
<td>Required</td>
<td>Arabic Numerals (beginning with page 1)</td>
</tr>
<tr>
<td>References/Bibliography</td>
<td>Required</td>
<td>Required</td>
<td>Arabic Numerals (numbered consecutively from end of text section)</td>
</tr>
<tr>
<td>Appendix/Appendices(ixes)</td>
<td>When Appropriate</td>
<td>When Appropriate</td>
<td>Arabic Numerals (numbered consecutively from end of references section)</td>
</tr>
</tbody>
</table>

### 3.2 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 numbers consecutively on all preliminary pages with lowercase Roman numerals except the Title Page and the Copyright Page, which are counted as the first page “i” and second page “ii,” respectively.
- Do not list preliminary pages in the Table of Contents.

#### 3.2.1 Title Page (required)

- Center all information on this page.
- Center and single-space the full title of the thesis or dissertation in **FULL CAPITAL LETTERS** at the top one-inch margin of this page. **Singe-space a title that is longer than one line.**
• For the remainder of the page, use the exact wording and format for the standard information, as shown in the full-sized sample Title Page (p. 40). 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 °, MICRON for μ, etc. Direct any questions about the use or presentation of scientific terms on the title page to the committee chair. Include the following student-specific information:

  o Designation as a thesis or dissertation.

  o Author’s full legal name as it appears on the student’s academic records. [Inform the WSU Registrar’s Office if this name has changed in any way, in order to have records changed officially.]

  o Previous graduate degree (if applicable) followed by the institution and year that the degree was awarded, and previous undergraduate degree followed by the institution and year that the degree was awarded.

  o Full title of department to which the thesis or dissertation is being submitted. If you are in the following programs—Creative Writing, Gerontology, Liberal Studies, or Nursing—refer to Appendix B (p. 70) for the appropriate area to which your manuscript should be submitted.

  o The correct degree conferred, and the correct major (if appropriate). For example:

    Master of Arts (not Master’s of Arts)
    Master of Science (not Master’s of Science)
    Doctor of Philosophy
    in Industrial Engineering (not Industrial and Manufacturing Engineering)

  o For certain professional degrees having more specific degree titles, refer to Appendix C (p. 71) for a complete list of graduate degrees awarded at WSU, and to Appendix D (p. 72) for a complete list of graduate majors at WSU.
- The actual **month** (choose **December** (for fall semester graduation), **May**, (for spring semester graduation), or **July** (for summer semester graduation)) and **year of degree conferral**, **NOT** the date of the oral defense, **NOT** the date the thesis or dissertation 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).

- Direct any questions about the correct title of a program to the department’s graduate coordinator or the Graduate School, or consult the *Graduate Catalog*. Note that the name of a graduate program may differ from the name of the graduate department.

- Count the Title Page as the first page of the preliminaries, but do not list it in the Table of Contents.

- Assign the Title Page number with a lowercase Roman numeral “i,” but **do not print the number on the page**.

- Refer to the full-sized sample Title Page (p. 40) for placement of this information.

### 3.2.2 Copyright Page (required now for theses and dissertations)

- Center the official copyright notice, in **Headline Style (Initial Capitals)**, between the side margins and **about three inches from the top of the page**. Include the author’s name and year of degree completion, in the format shown on the sample page.

- Include the Copyright Page behind the Title Page, count it in the pagination of the preliminaries, but do not list it in the Table of Contents.

- Assign the Copyright Page number with a lowercase Roman numeral ii, but **do not print the page number on the page**.

- Refer to the full-sized sample Copyright Page (p. 41) for placement of this information.

- **Note that thesis and dissertation work is protected by copyright, with all rights reserved.** Only the author has the legal right to publish, produce, sell, or distribute this work. **Author permission is needed for others to directly quote significant amounts of information in their own work or to summarize substantial amounts of information in their own work.** Limited amounts of information cited, paraphrased, or summarized from the work may be used with proper citation of where to find the original work.
3.2.3 Committee Identification Page (required)

- Center and single-space the full title of the thesis or dissertation, exactly as it appears on the Title Page, in FULL CAPITAL LETTERS at the top one-inch margin of this page. Singe-space a title that is longer than one line.

- For the remainder of the page, use the exact wording and format as shown in the full-sized sample on page 42.

- 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. Also, ensure that all names are spelled correctly.

- For doctoral dissertations only, include identification lines for the Academic College Dean and the Graduate School Dean, followed by their title, Dean.

- Keep in mind that signatures are no longer required on this page.

- Count this page as part of the preliminaries, but do not list it in the Table of Contents.

- Assign, center, and print the Committee Identification page number with a lowercase Roman numeral iii, a half-inch from the bottom of the page.

- Refer to the full-sized sample Committee Identification Page (p. 42) for placement of this information.
3.2.4 Dedication Page (optional)

- Use the Dedication Page to dedicate the manuscript.
- Center the heading “Dedication” in **FULL CAPITAL LETTERS** at the top one-inch margin of this page.
- Keep the dedication brief, avoiding extravagant and humorous dedications.
- Center the text of the dedication itself about three inches from the top of the page in **Sentence style**, single-spaced, with no final punctuation.
- If the word to introduces the dedication, begin it with a capital letter.
- Count this page as part of the preliminaries, but do not list it in the Table of Contents.
- Assign, center, and print the Dedication page number with a lowercase Roman numeral, a half-inch from the bottom of the page.
- Refer to the full-sized sample Dedication Page (p. 43) for placement of this information.

3.2.5 Epigraph Page (optional)

- Use the Epigraph Page to display a pertinent, self-explanatory inscription or quotation that suggests the theme of the thesis or dissertation.
- Do not title this page with the heading “Epigraph.”
- Center the epigraph about three inches from the top of the page in **Sentence style**, single-spaced, with final punctuation.
- Do not italicize, underline, or enclose the epigraph in quotation marks.
- Count this page in the pagination of the preliminaries, but do not list it in the Table of Contents.
- Assign, center, and print the Epigraph page number with a lowercase Roman numeral, a half-inch from the bottom of the page.
- Refer to the full-sized sample Epigraph Page (p. 44) for placement of this information.
3.2.6 Acknowledgments Page (optional)

- Use the Acknowledgments Page to express professional and personal thanks to those who have helped in the process of obtaining the graduate degree, to give credit for quoted copyrighted material, and/or to acknowledge grants and special funding.

- Center the heading “Acknowledgments” in FULL CAPITAL LETTERS at the top one-inch margin of this page.

- Use the same format as for the first page of a chapter—indent the first line of each new paragraph, and double-space the content of this page.

- Count this page in the pagination of the preliminaries, but do not list it in the Table of Contents.

- Assign, center, and print each Acknowledgments page number with a lowercase Roman numeral, a half-inch from the bottom of the page.

- Refer to the full-sized sample Acknowledgments Page (p. 45) for placement of this information.

3.2.7 Abstract Page (optional)

- Use the Abstract Page to provide a brief summary of the contents of the thesis or dissertation (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 appropriate for inclusion in the abstract: (a) a short statement concerning the area of investigation, (b) a brief discussion of methods used to gather the data, (c) a condensed summary of the findings, and (d) conclusions reached.

- Try not to exceed 350 words, or about one page.

- Center the heading “Abstract” in FULL CAPITAL LETTERS at the top one-inch margin of this page.

- Use the same format as that of the first page of a chapter—indent the first line of each new paragraph, and double-space the content of this page.
- Count this page in the pagination of the preliminaries, but do not list it in the Table of Contents.

- Assign, center, and print each Abstract page number with a lowercase Roman numeral, a half-inch from the bottom of the page.

- Refer to the full-sized sample Abstract Page (p. 46) for placement of this information.

3.2.8 **Preface Page** (optional)

- Use the Preface Page to provide a personal statement about the project: motivation for the study, background of the project, scope of the research, and purpose of the paper; however, keep its tone academic and appropriate to a scholarly work.

- Center the heading “Preface” in **FULL CAPITAL LETTERS** at the top one-inch margin of this page.

- Use the same format as for the first page of a chapter—indent the first line of each new paragraph, and double-space the content of this page.

- Count this page as part of the preliminaries, but do not list it in the Table of Contents.

- Assign, center, and print each Preface page with a lowercase Roman numeral, a half-inch from the bottom of the page.

- Refer to the full-sized sample Preface Page (p. 47) for placement of this information.

3.2.9 **Table of Contents** (required)

**Page Setup**

- Use the Table of Contents to list all parts of the paper, including chapter titles, chapter subheadings, references or bibliography, and appendices, but do not list preliminary pages (those with lowercase Roman numerals). The Table of Contents may vary in style and the amount of information included, since it displays major chapters, which are often subdivided. Refer to full-sized samples of the Table of Contents Page (pp. 48–50).

- Center the heading “Table of Contents” or simply “Contents” in **FULL CAPITAL LETTERS** at the top one-inch margin of this page. A triple-space below the heading, in **Headline Style (Initial Capitals)**, place the subheadings “Chapter” (not bolded) flush on the left margin and “Page” (not bolded) flush on the right margin. Do not separate them with dot leaders (a line of spaced periods).
• For a Table of Contents longer than one page, at the top one-inch margin of consecutive pages, repeat the capitalized heading followed by the lowercase word “continued” in parentheses, e.g., TABLE OF CONTENTS (continued). Below the repeated heading, also include the Chapter and Page subheadings on subsequent pages (refer to the sample two-page Table of Contents Page (pp. 48–49).

**Chapter Headings**

• Begin the Table of Contents two lines below the subheading “Chapter”/“Page” with the first chapter of the text. On the left margin, place the chapter number (1 or I, depending on style) followed by a period. Indent (typically a half-inch) each chapter title in **FULL CAPITAL LETTERS**. Follow with the Arabic numeral one (1) page number flush on the right margin below the subheading “Page.” List the “Introduction,” when used, as the first chapter of the text.

• Align chapter numbers vertically on their periods at the left margin, and align chapter titles vertically on the first letter, including titles that are longer than one line.

• 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 letter of the title.

**Chapter Subheadings**

• List each chapter subheading as it appears in the text, using either **Headline Style** (capitalize the initial letter of the first and last words and all other words except articles, prepositions, and coordinate conjunctions—preferred), or **Sentence style** (capitalize only the initial letter of the subheading and any proper nouns or proper adjectives). Whichever style is chosen, be consistent throughout the document.

• Indent and line up chapter subheading numbers directly under the first letter of the chapter title. Indent and line up next-level subheadings similarly, directly under the first letter of the previous subheading title. Single-space all levels of subheadings, as well as those that are longer than one line, aligning subsequent lines on the first letter of the corresponding title.

• Ensure that chapter heading numbers and subheading numbers do not run into their titles. Allow a clear, consistent distance (typically a half-inch) after the number to begin each title.

• Follow each chapter heading and subheading title with its correct page number flush on the right margin, ensuring that long titles do not run into their corresponding page numbers. Leave at least a half-inch between the end of the title and the flush-right page number. If this is not possible for a long title, break the title and continue it to a new line, single-spaced and aligned on the first letter of the title. Follow the last line of the title with the page number flush on the right margin.
References and Appendices

- List works cited under the heading “List of References” (or simply “References”) or “Bibliography” on the far left margin, vertically aligned under the chapter numbers, in **FULL CAPITAL LETTERS** followed by the page number of the separation page (see pp. 63 and 65) flush on the right margin. **Do not list this section as a chapter with a chapter number.**

- List an appendix or appendices under the heading “Appendix” (for only one appendix), or “Appendices” or “Appendixes” (for more than one appendix) on the far left margin, vertically aligned under the chapter numbers, in **FULL CAPITAL LETTERS** followed by the page number of the separation page (see p. 67) flush on the right margin. **Do not list this section as a chapter with a chapter number.**

- For more than one appendix, designate each with a letter (Appendix A, Appendix B, etc.) or Arabic numeral (Appendix 1, Appendix 2, etc.), and ensure that all appendices have titles using **Headline Style (Initial Capitals).** Place the appendix title two lines below the appendix heading and indent (typically a half-inch) it from the left margin. Single-space appendix titles that are longer than one line, aligning the second line under the first letter of the title. Do not designate an Appendix “A” unless there is an Appendix “B.” That is, if there is only one appendix, list it as simply Appendix without a title, or include a title but without a designated letter or number.

- If desired, to make it easier for the reader to locate correct page numbers, use **dot leaders** (a line of spaced periods) to separate chapter headings, subheadings, or appendix titles from their page numbers.

- Count the Table of Contents page(s) in the pagination of the preliminaries.

- Assign, center, and print each Table of Contents page with a lowercase Roman numeral, a half-inch from the bottom of the page.

- Refer to the full-sized samples of the Table of Contents Page (pp. 48–50) for placement of this information.

**3.2.10 List of Tables, List of Figures, and List of Plates** (when appropriate)

- Following the format for the Table of Contents, include separate lists of tables, figures, and plates, when the paper incorporates **two or more** in any category, including those appearing in the appendix(ices).

- 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 from floppy disks, and footage from videotapes. Itemize these materials as a separate List of Plates, indicating the page number 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.

• A triple-space below the heading, place the subheadings “Table,” “Figure,” or “Plate” (not bolded) flush on the left margin, and “Page” (not bolded) flush on the right margin.

• Assign tables, figures, and plates with Arabic numerals followed by a period, and align these numbers vertically on their periods at the left margin.

• Follow caption numbers a clear, consistent distance (typically a half-inch) with their titles, and align all titles on the first letter.

• List each caption exactly as it appears in the text. If captions are unusually long, then shorten them.

• List table and plate captions in **Headline Style** (capitalize the initial letter of the first word and all other words except articles, prepositions, and coordinate conjunctions).

• List figure captions in **Sentence style**: capitalize only the initial letter of the subheading and of any proper nouns or proper adjectives.

• Single-space captions that are longer than one line, aligning the first word of the second line on the first letter of the caption. Double-space between captions.

• Ensure that caption numbers do not run into their titles. Allow a clear, consistent distance (typically a half-inch) after the number to begin the caption.

• Follow each caption with its correct page number flush on the right margin. Ensure that captions do not run into their corresponding page numbers. Leave at least a half-inch between the end of the caption and the page number. If this is not possible, break the caption and continue it to a new line, single-spaced and aligned on the first letter of the caption. Follow the last line of the caption with the page number flush on the right margin.

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**LIST OF TABLES**

<table>
<thead>
<tr>
<th>Table</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Multivariate Analysis</td>
<td>2</td>
</tr>
<tr>
<td>2. Cross-Tabulations of Food Security Variables</td>
<td>8</td>
</tr>
<tr>
<td>3. Cross-Tabulations for Food Scarcity Variables with Weather Patterns</td>
<td>15</td>
</tr>
<tr>
<td>4. Multivariate Analysis of International Versus Local Food Security Variable</td>
<td>33</td>
</tr>
</tbody>
</table>

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**LIST OF FIGURES**

<table>
<thead>
<tr>
<th>Figure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Film advertisement, 1945</td>
<td>27</td>
</tr>
<tr>
<td>2. Magazine advertisement for women’s health, 1950</td>
<td>31</td>
</tr>
<tr>
<td>3. Magazine advertisement for women’s health, 1975</td>
<td>37</td>
</tr>
<tr>
<td>4. Selections from Health Fair Catalog, 1995</td>
<td>42</td>
</tr>
</tbody>
</table>

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**LIST OF PLATES**

<table>
<thead>
<tr>
<th>Plate</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Map of Archaeological Dig Area</td>
<td>5</td>
</tr>
<tr>
<td>2. Digitized Video of First Excavation</td>
<td>25</td>
</tr>
<tr>
<td>3. Digital Data of Daily Sampling Results</td>
<td>49</td>
</tr>
</tbody>
</table>
• If desired, to make it easier for the reader to locate correct page numbers, use **dot leaders** (a line of spaced periods like this……) to separate caption titles from their page numbers.

• For lists that are longer than one page, at the top one-inch margin of consecutive pages, repeat the capitalized heading followed by the lowercase word “continued” in parentheses, e.g., LIST OF TABLES (continued). Below the repeated heading, also include the Table/Figure/Plate and Page subheadings on subsequent pages.

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

• Assign, center, and print each page of the List of Tables, List of Figures, or List of Plates with a lowercase Roman numeral, a half-inch from the bottom of the page.

• Refer to the full-sized samples of the List of Tables, Figures, or Plates Page (pp. 51–53) for placement of this information.

### 3.2.11 List of Abbreviations/Nomenclature and List of Symbols (when appropriate)

- Keep in mind that lists of symbols or abbreviations/nomenclature help the reader who looks at a portion of the paper instead of reading it from beginning to end.

- Include these lists to define specialized abbreviations, terms, or symbols.

- Ensure that the title of the list reflects the content.

- Include a List of Abbreviations/Nomenclature if they are devised instead of commonly accepted. Even when a paper includes this list, provide the spelled-out version the first time a term appears, followed by the abbreviation in parentheses.

- Center the heading “List of Abbreviations/Nomenclature” or “List of Symbols” in **FULL CAPITAL LETTERS** at the top one-inch margin of this page.

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

- List abbreviations on the left followed by the spelled-out definitions to the right, in one of two ways: Either center the **longest** abbreviation followed a clear distance by its definition, and align all other abbreviations and their definitions using this one as a guide; or place all abbreviations on the left margin followed a clear distance by the definitions, and align any runover lines directly under the first letter of the definition.

<table>
<thead>
<tr>
<th>LIST OF ABBREVIATIONS/ NOMENCLATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB       Grain Boundary</td>
</tr>
<tr>
<td>HSOM     Hot Stage Optical Microscopy</td>
</tr>
<tr>
<td>IMT      Incipient Melting Temperature</td>
</tr>
<tr>
<td>PFZ      Precipitate Free Zone</td>
</tr>
<tr>
<td>SEM      Scanning Electron Microscopy</td>
</tr>
<tr>
<td>VPPA     Variable Polarity Plasma Arc Welding</td>
</tr>
<tr>
<td>WFZ      Weld Fusion Zone</td>
</tr>
</tbody>
</table>

*lowercase Roman numeral page number*
• Double-space between abbreviations, and single-space within abbreviations that are longer than one line.

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

• Assign, center, and print the List of Abbreviations/Nomenclature and List of Symbols pages with a lowercase Roman numeral, a half-inch from the bottom of the page.

• Refer to the full-sized samples of the List of Abbreviations/Nomenclature Page or List of Symbols Page (pp. 54–55) for placement of this information.

3.3 Text (required)

• Remember that the text is the main body of the thesis or dissertation 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.), through pages of the appendices (if any).

3.3.1 Chapters and Subdivisions

• Use any logical system of chapters, sections, and subsections, but be consistent throughout the document.

• 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 decimal headings, then use decimal headings throughout; if subordinate headings are listed for one chapter, then list them for all chapters where they appear.

• Center each chapter heading with number (e.g., “Chapter 1,” “Chapter I,” “Chapter One,” etc.) in FULL CAPITAL LETTERS at the top one-inch margin of the page.

• Center the chapter title (describing its content) in FULL CAPITAL LETTERS two lines below the chapter heading with number

• Typically, although not necessarily, begin the text with an introduction, which is not part of the preliminary pages and may be called Chapter 1.
• Count the first page of the introduction or the first chapter as page 1 (Arabic numeral).

• If a numbering system is used to indicate heading level, then double-space consistently throughout the document, leaving no extra space between subheadings. If no numbering system is used, then vary the heading appearance for each level of subdivision; begin with the first subheading flush left; use different forms of capitalization, indentation, italics, and underlining; and leave extra space between subheadings.

• Ensure that the wording of each chapter title, heading, and subheading is identical to what appears in the Table of Contents. Use either the preferred Headline Style (capitalize the initial letter of the first and last words and all other words except articles, prepositions, and coordinate conjunctions) or Sentence style (capitalize only the initial letter of the subheading and any proper nouns or proper adjectives). Whichever style is chosen, be consistent throughout the document.

• If desired, bold headings and subheadings to clearly emphasize the shift in subject material, and double-space consistently throughout the document, again leaving no extra space between subheadings.

• Begin a subdivision 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.
• Refer to the full-sized samples of the Text with Subdivisions Pages (pp. 56–57) for placement of this information.

3.3.2 References within Text

• Use the form, style, and content of footnotes or references, as well as placement of the reference mark within the text, that is generally accepted in the field of study.

• Mark references within the text using either numbers in square brackets in the order in which they are referred to in the text (p. 56) or author and date in parentheses (p. 57) to guide the reader to the corresponding entry in the References or Bibliography, respectively, where complete information is available.

• Use footnotes only occasionally (notes that document the text and correspond to superscripted numbers printed at the bottom of a page). Generally, replace footnotes with references.

• Avoid the use of endnotes (footnotes that are placed at the end of each chapter).

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; a figure 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 materials that are electronically incorporated into and accessible from the manuscript, including oversized maps, data from floppy disks, and footage from videotapes.

• Keep tables and figures in numerical order. Assign a heading with number to each table and figure. Number them either consecutively from the beginning to the end of the document, regardless of the chapter in which they appear (Table 1, Table 2, etc.), or consecutively within chapters (Figure 1.1, Figure 1.2, etc., or Table 2.1, Table 2.2, etc.).

• Preferably, place each table or figure on the 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 the text, providing it follows the paragraph in which it is specifically mentioned, is in numerical order, is separated from the text by extra space (approximately a half-inch or at least one blank line), and is not continued onto the following page. However, do not place a table or figure within a sentence. That is, do not split a sentence with a table or figure. Ensure that both the sentence before and after the table or figure are complete and end with a period.
In the text, mention each table and figure using **Headline Style (Initial Capitals)** by its number (e.g., “Table 2 shows the steps involved in the process . . .” or “. . . the theory is proven, as shown in Figure 3.4” or “The results are plotted in Figure 4.1”). DO NOT use expressions such as “the following table/figure” or “the table/figure below.”

If desired, put multiple tables or figures together on a page, leaving a half-inch between each and placing them in the order mentioned in the text.

Keep margins and the placement of page numbers for tables and figures the same as for the entire document, fitting them within the 6½- by 9-inch text area, maintaining one-inch margins, and including a page number centered at the bottom half-inch of the page. The same applies to pages containing tables and figures that are placed in landscape orientation on the page. That is, center the page number, in portrait orientation, on these pages in the middle of the 8½-inch width of the page, a half-inch from the bottom edge of the paper, and at least two lines below the edge of the table or figure.

Reduce large tables and figures to fit within the one-inch page margins.

Continue tables on as many pages as necessary. At the top one-inch margin of consecutive pages, repeat the table heading with number followed by the lowercase word “continued” in parentheses, but do not repeat the table title, e.g., TABLE 2.3 (continued). Also, repeat the table’s column heading for each page (see pp. 58–59).

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 table or figure; 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).

Follow the style for table, figure, and plate captions that is standard for the particular academic discipline, and keep the format consistent throughout the document. **For example**, as suggested in Turabian’s *A Manual for Writers*, place table captions in FULL CAPITAL LETTERS above tables and figure captions in Sentence style below figures. Place the table heading with an Arabic numeral (e.g., TABLE 1) two lines above the table caption. Do not follow the table numeral or caption with periods. Place the figure heading with an Arabic numeral (e.g., Figure 1) and caption on the same line. Follow both the numeral and caption with periods. Either center the first and subsequent lines of the figure number and its caption below the figure, or align the figure number and caption on the left margin of the figure.

**Do not bold table and figure captions.**

Refer to the full-sized sample Table and Figure Pages (pp. 58–61) for placement of this information.
3.3.4 Equations

- Center equations between the left and right margins, leaving space between the text and the equation.

- Follow the equation with its identifying number, such as (1.1), (1.2), (2.1), (2.2), placed in parentheses flush on the right margin.

- Ensure that reference to the figure in the text is in lowercase, followed by its number in parentheses (e.g., “The result is shown in equation (1.1).”).

- Refer to the full-sized sample Equations Page (p. 62) for placement of this information.

3.3.5 Oversized Materials

- Ensure that large tables or figures are reduced to fit within the margins of the 8½- by 11-inch page (6½- by 9-inch text area).

- Ensure that other typically oversized materials, such as maps, data from floppy disks, and footage from videotapes are converted to a digital format, electronically incorporated into and readily accessible from the manuscript.

- Itemize oversized materials as a separate List of Plates, indicating the page numbers where they appear and/or can be accessed in the manuscript.

- Refer to the full-sized sample List of Plates Page (p. 53).

3.3.6 Illustrations and Photographs

- Ensure that illustrations and photographs are electronically accessible from the manuscript. Of course, in the case of special hand drawings, this means having those materials scanned/digitized prior to insertion in their proper locations.

- Use either color photographs, or black and white photographs.

3.4 Back Matter or Reference Matter

3.4.1 List of References or Bibliography (required)

- Remember that references are the sources quoted or used in the preparation of the manuscript. They may consist only of references cited in the text (List of References), or they may include works consulted (Bibliography), even if not formally cited within the main text. The purpose of listing citations is twofold: (a) to serve as an acknowledgment of sources and (b) to give readers sufficient information to locate sources.
Follow the standard citation format for references that is generally recognized in your field of study.

Double-space between each reference, and single-space multilined references.

Precede either list by a numbered separation page with the correct title—LIST OF REFERENCES (or simply REFERENCES) or BIBLIOGRAPHY—centered vertically and horizontally between the margins in FULL CAPITAL LETTERS. Count this page in the Table of Contents, and number it consecutively from the end of the text portion of your document.

On the opening page of the references section, list the heading LIST OF REFERENCES (or simply REFERENCES) or BIBLIOGRAPHY at the top one-inch margin in FULL CAPITAL LETTERS, followed by a triple-space and the first reference citation, either with the number in brackets, e.g., [1], followed by first reference cited in text (reference citation), or in alphabetical order (bibliographical citation).

For a reference section that is longer than one page, at the top one-inch margin of consecutive pages, repeat the capitalized heading followed by the lowercase word “continued” in parentheses, e.g., REFERENCES (continued) or BIBLIOGRAPHY (continued). Resume listing references a triple-space below the heading.

Assign, center, and print Arabic numerals for all pages of the References or Bibliography, at the bottom of each page, and number them consecutively from the end of the separation page.

Refer to full-sized samples of the List of References or Bibliography Pages (pp. 63–66) for placement of this information.

3.4.2 Appendix or Appendices(izes) (when appropriate)

Remember that an appendix is a group of related items. Use appendices for explanations and supplementary materials that are too long to be included in the main text and for documents, charts, copied forms, or original data sheets that 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.

In the text, mention each appendix using Headline Style (Initial Capitals) by its letter or number, e.g., Appendix A. If only one appendix is found in the text, then refer to it as the “Appendix,” and list it in the Table of Contents as simply “Appendix” (no additional letter or number) with or without a title.
• Precede appendices by a numbered separation page with the correct title—APPENDIX, APPENDICES, or APPENDIXES—centered vertically and horizontally between the margins in FULL CAPITAL LETTERS. Count this page in the Table of Contents, and number it consecutively from the end of the References or Bibliography.

• Designate more than one appendix with capital letters or numbers (e.g., APPENDIX A, APPENDIX 1, APPENDIX ONE) and a descriptive title, both of which appear in the Table of Contents.

• On the opening page of each appendix, center the heading APPENDIX and its letter or number in FULL CAPITAL LETTERS at the top one-inch margin of the page. Center the appendix title two lines below the appendix. Begin the appendix text a triple-space below the appendix title.

• Either single-space or double-space appendix content, depending on the nature of the materials, but be consistent within each appendix.

• For an appendix that is longer than one page, at the top one-inch margin of consecutive pages, repeat the capitalized appendix heading only, including its letter or number designation, followed by the lowercase word “continued” in parentheses, e.g., APPENDIX A (continued). Do not repeat the appendix title on consecutive pages.

• Assign, center, and print Arabic numerals for all pages of the appendix(ices) at the bottom of each page, and number them consecutively from the appendix separation page.

• Refer to the full-sized sample Appendix Pages (pp. 67–73) for placement of this information.
CHAPTER 4
SPECIAL CONSIDERATIONS

4.1 Using Published Journal Articles in the Thesis or Dissertation

- Keep in mind that in order to encourage and facilitate the publication of knowledge generated by WSU graduate students, an alternative to the traditional format specified in this document may be used where journal publications are the primary part of the thesis or dissertation. “Journal publications” may include articles published, in press, accepted, submitted, and/or submission-ready documents. Only journal publications where the student is the sole or main author are acceptable, and permission from the journal publisher is required to include a journal article in the thesis or dissertation. The use of this alternative format must be approved by the student’s committee members, and the number of articles that constitute a dissertation is approved by the committee (based upon the subject studies and the journal’s reputation) and the chair of the Graduate Studies Committee. When using the alternative format, the document flows as follows:

  o Traditional front matter or preliminary pages: See Chapter 3, sections 3.2.1 to 3.2.11 in this WSU Graduate School Guide to the Preparation of Theses and Dissertations.

  o CHAPTER 1: Combined introduction and literature review, which places the various research articles in historical perspective and links together the separate papers in subsequent chapters.

  o CHAPTER 2: First journal article. Place back matter (list of references and appendices) for each article at the end of each article’s text.

  o CHAPTER 3: Second journal article. Place back matter (list of references and appendices) for each article at the end of each article’s text.

  o CONSECUTIVE CHAPTERS: Additional journal articles as needed (with consecutive chapter headings). Place back matter for each article at the end of each article’s text.

  o LAST CHAPTER: Concluding chapter describing overall results and possible further work.

  o BIBLIOGRAPHY: A bibliography for the entire thesis or dissertation (includes only those citations not already included in the individual journal articles).

  o APPENDIX(ICES): With details and supplementary material not included in the articles.

- Remember that the student’s committee retains the responsibility for maintaining high standards of quality for the thesis or dissertation, independent of any external reviews or acceptance that the article(s) have received. The committee may require revisions in the thesis or dissertation even if the article(s) derived from the thesis/dissertation have
already been accepted or printed. The committee determines whether the substance of the work suffices as a thesis or dissertation; thus, the number of articles included and the quality of journals to which the papers have been submitted (or will be submitted) are considered by each committee for each student. In addition, the work included in the thesis or dissertation should have been completed while the student was in the program at WSU.

- When using the alternative format, be particularly careful to supply in the thesis or dissertation sufficient detail to allow an independent investigator to repeat or verify all of the work leading to the author’s results and conclusions. In cases where publication restrictions prevent the author from meeting this obligation, place additional materials in the thesis or dissertation for this reproducibility to be possible.

- Where applicable, submit permissions granted by the journal publishers (see sample permission request letter at the end of this chapter) to the Graduate School when the student does his/her “thesis/dissertation check” with the degree audit specialist.

- Paginate any previously published material included in the thesis or dissertation consistently with the rest of the document. Ensure that only one page number appears on each page, and that this number is the page number of the final document. Number any tables and figures from previously published material in accordance with the rest of the document.

4.2 Multipart Documents

- With approval of the student’s committee and the Graduate Dean, divide the document into parts, rather than sections or chapters, which is an effective method of organization when the research has been conducted in two or more areas that are not practical to be combined into a single research presentation.

- Treat each part as a separate unit with its own chapters, tables, figures, List of References or Bibliography, and Appendix(ices) (if needed). In all cases, include a single Title Page, a single Table of Contents, a single List of Tables, a single List of Figures, and a single Introduction that provides an overview of the total research.

- Paginate the multipart document consecutively throughout the entire document.

4.3 Copies

- Keep in mind that bound copies of the thesis or dissertation are no longer required, unless a copy is requested for the departmental archives by the committee chair. This copy can be provided on low-cost, non-archival paper and bound using any low-cost binding method.

- Note that an electronic version of the student’s thesis or dissertation will be provided to the student, the committee chair, the department office, and the library.
4.4 Sample Permission Request Letter*

Date

Address of Publisher

To Whom It May Concern:

I am a (master’s or doctoral) student at Wichita State University (WSU). You have previously published the following material that I authored (or co-authored):

article title, journal name, volume, number, date, and page range
or
book chapter, book title, date, and page range

I wish to use (part or all) of that material in my (master’s thesis or doctoral dissertation). Please supply a signed letter granting me permission to use the work. You may mail or fax the permission to me at the address provided below.

For your information, my (thesis or dissertation) will be made available online through the WSU Shocker Open Access Repository.

Thank you for your assistance.

Sincerely,

Name (Student’s)
Address
Phone Number
Fax Number
E-mail Address

*You (the student) need to obtain this permission if both of the following apply:
1) You are the sole author of the previously published material or you are the co-author of the material who has permission to publish from the material, and
2) At the time the material was published, you signed a contract transferring copyright to the publisher.
CHAPTER 5
ELECTRONIC THESIS AND DISSERTATION (ETD) PROCESS

5.1 Step 1

- Submit an Application for Degree/Exit Survey (AFD) along with the $15 fee prior to the deadline for the semester that you anticipate graduation. Forms are available in the Graduate School office or on the website at www.wichita.edu/gradsch. The AFD prompts the Graduate School to place the student’s name on a list of prospective graduates for that given semester and to complete a degree audit of the student’s specific degree requirements.

- Remember that you must be enrolled during the semester of graduation prior to the deadline for a given semester. All students who are completing theses, dissertations, or terminal project activities must be enrolled in such courses.

5.2 Step 2

- At least two weeks prior to your defense, ensure that your department has submitted the Request to Schedule Oral Defense form to the Graduate School. Once this form is received, the degree audit specialist will send the Recommendation for Degree (RFD) form to your committee chair.

5.3 Step 3

- Ensure that your defense is held on or before the defense deadline for a given semester, and defend your thesis/dissertation on the date and at the time scheduled. If your defense is held after the deadline for the semester for which you have submitted your AFD, resubmit your AFD and another $15 fee, and re-enroll for the following semester.

5.4 Step 4

- Make any necessary corrections to your thesis or dissertation as requested by your committee; if no corrections are needed, then have committee members sign the RFD form. Committee members may not sign this form until all corrections to the manuscript have been made and all committee members have approved the final document.

5.5 Step 5

- Ensure that the committee chair submits the signed RFD and any necessary Change of Grade forms to the Graduate School prior to the thesis/dissertation “format check appointment.”

- Keep in mind that, for engineering doctoral students, the RFD must be signed by the college dean.
5.6 Step 6

- At this stage of the process, make an appointment with the degree audit specialist to check the format of your thesis or dissertation. Bring a loose printed copy of the document. Following the degree audit specialist’s review of your thesis or dissertation, make any necessary changes and return to the Graduate School with your corrected copy (no appointment is required). If no other corrections are necessary, then the Graduate School will approve your thesis or dissertation.

5.7 Step 7

5.7.1 Thesis Students Only

- Submit the following additional item, in paper form, to the Graduate School prior to uploading your ETD to the Digital Dropbox on the Blackboard System:
  - WSU Access Agreement Form along with $40 ETD fee (paid by cash, check, or credit card at the Graduate School office)

- Keep in mind that required forms will be given to you at your final thesis appointment.

- Note that once the paperwork and fee are submitted, the degree audit specialist will enroll you in the Blackboard course—Graduate School ETD.

- At this point, when you have been enrolled in the Blackboard course by the degree audit specialist, convert your thesis to a PDF file, following the instructions that are available on Blackboard. Save your PDF file using this format:

5.7.2 Dissertation Students Only

- Submit the following additional items, in paper form, to the Graduate School prior to uploading your ETD to the Digital Dropbox on the Blackboard System:
  - WSU Access Agreement Form along with $40 ETD fee (paid by cash, check, or credit card at the Graduate School office)
  - Survey of Earned Doctorates

- Keep in mind that, as a dissertation student, you automatically will be enrolled in the Blackboard course—Graduate School ETD. All forms are available for printing on Blackboard or can be given to you at the final dissertation appointment.

- At this point, convert your dissertation to a PDF file, following the instructions that are available on Blackboard. Save your PDF file using this format:
5.8 Step 8

- Once the above items are submitted to the Graduate School, upload your thesis or dissertation (PDF file only) to Blackboard via the Digital Dropbox using the following procedures:

  Log on to Blackboard at www.blackboard.wichita.edu
  Click on **Graduate School ETD** under “My Courses”
  Click on **Course Tools** link
  Click on **Digital Dropbox** link
  Click on **Send File**
  Type **file name** in Name field
  Click **Browse** under File field
  Double-click on **PDF file**
  Click **Submit**

  Look for the dialog box that will open with this message:

<table>
<thead>
<tr>
<th>Receipt: Success</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Name of File)</em></td>
</tr>
</tbody>
</table>

  Click **OK**
  Click **OK** again

- Check with the degree audit specialist to ensure that your ETD was received successfully.

5.9 Step 9

- Note that final approval must be received by the Graduate School before the semester’s graduation deadline, and once approval has been given, no changes can be made to your electronic thesis or dissertation.

- Keep in mind that you will not be required to submit a bound copy of your thesis or dissertation to anyone. An electronic version of the thesis or dissertation will be provided to you, your committee chair, the department, and the library.

- **If requested by the committee chair for the departmental archives**, provide a low-cost hard copy of the thesis or dissertation on non-archival paper, bound using any low-cost binding method.
Wichita State University has established procedures regarding the sequestration of graduate theses and dissertations that contain descriptions of proprietary information or intellectual property, which, if made available to the public, may jeopardize the ability of the owners of the intellectual property to obtain a patent.

A thesis or dissertation project may result in the development of intellectual property, for which the faculty advisor, student, and/or university may have, consistent with university policy, an interest in pursuing a patent. The usual practice of making the thesis or dissertation available to the public could jeopardize the ability to obtain a patent on the intellectual property. Therefore, the thesis or dissertation may be sequestered and may require, for the sake of completeness, information about the discovery to be included in written documentation that is presented to the Graduate School in partial fulfillment of degree requirements.

A written request to sequester the academic document in question may be submitted by the faculty advisor, graduate student author, or the University Patent Office. The Dean of the Graduate School, after giving consideration to the respective interests of all concerned, may sequester the document, prohibiting public disclosure for one year from the date of the decision to sequester. When reviewing such requests, the Dean shall consider the full implication of sequestration on ongoing and future academic and scholarly work at the University.

Following a decision to sequester a thesis or dissertation, all components of the academic document, including digital and mediated materials, will be maintained in the office of the Dean of the Graduate School to assure that such items are not separated. The Dean of the Graduate
School will inform the Dean of University Libraries of all sequestration decisions made relative to this policy and provide pertinent information, including the thesis or dissertation title, student author, faculty advisor or director, academic department, and graduation date.

Following a one-year period, the Dean of the Graduate School will initiate a review of the sequestered thesis or dissertation with appropriate individuals and determine whether it is reasonable and proper to continue the sequestration for a second year. Continued sequestration beyond the second year will be considered only in special and very unusual circumstances.

Pursuant to the University patent policy, the faculty advisor and the student are responsible for protecting the intellectual property during the course of the project, the writing of the document, and any examinations over the contents of the document. The faculty advisor and the student should consult with the Dean of the Graduate School and the University Patent Office about these matters.

The completion of the requirements for a graduate degree will not be affected in any way by the sequestration of a thesis or dissertation.
CHAPTER 7

FULL-SIZED SAMPLE PAGES

Refer to the following section of full-sized sample pages of a thesis or dissertation showing correct margins, spacing, information placement, page number specifications, and other important elements. Bolded instructions in “callout” frames are provided to simplify the process.

Remember that some wording is standard to all theses and dissertations; other information is specific to the individual student.
FULL TITLE OF THESIS OR DISSERTATION SINGLE-SPACED AND CENTERED IN FULL CAPITAL LETTERS AT TOP ONE-INCH MARGIN SO THAT IT LOOKS LIKE THIS

A Thesis/Dissertation by
Your Name Here

Master of Arts/Science, Your University Here, YEAR
Bachelor of Arts/Science, Your University Here, YEAR

Submitted to the Department of ____________________
and the faculty of the Graduate School of Wichita State University
in partial fulfillment of the requirements for the degree of
Master of ______________ / Doctor of ______________

December/May/July YEAR

Vertical spacing of information on this page is approximately as shown.

SAMPLE: TITLE PAGE
page counted and assigned lowercase Roman numeral "i" but actual number not printed
Note that thesis and dissertation work is protected by copyright, with all rights reserved. Only the author has the legal right to publish, produce, sell, or distribute this work. Author permission is needed for others to directly quote significant amounts of information in their own work or to summarize substantial amounts of information in their own work. Limited amounts of information cited, paraphrased, or summarized from the work may be used with proper citation of where to find the original work.

SAMPLE: COPYRIGHT PAGE
page counted and assigned lowercase Roman numeral "ii" but actual number not printed
FULL TITLE OF THESIS OR DISSERTATION SINGLE-SPACED AND CENTERED IN
FULL CAPITAL LETTERS AT TOP ONE-INCH MARGIN SO THAT IT LOOKS LIKE THIS

The following faculty have examined the final copy of this thesis/dissertation for form and
content, and recommend that it be accepted in partial fulfillment of the requirement for the
degree of Master of ______________________ / Doctor of ______________________
with a major in ________________.

Name of Professor, Committee Chair

Name of Professor, Committee Member

Name of Professor, Committee Member

Name of Professor, Committee Member

Accepted for the College of Engineering

Zulma Toro-Ramos, Dean

Accepted for the Graduate School

J. David McDonald, Dean

Vertical spacing of information on this page is approximately as shown.

SAMPLE: COMMITTEE IDENTIFICATION PAGE

page assigned lowercase Roman numeral page number iii—first page number printed on page
To my parents, my wife, my sister, my brother, and my dear friends
Get wisdom . . . though it costs all your possessions, get understanding.
ACKNOWLEDGMENTS

I would like to thank my advisor, 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 would also like to extend my gratitude to members of my committee, Paul Darr, Carolyn Reyner, and Mary Ann Hill, for their helpful comments and suggestions on all stages of this project. I also want to thank the Billings Corporation for funding this research, and Montgomery Publishing, Inc. for allowing the use of copyrighted material.
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) . . . .

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 . . . .
PREFACE

The first Wichita State University Graduate School manual summarizing thesis/dissertation preparation and procedures was produced in the fall of 1987. The continuing evolution of print technology and computer applications quickly resulted in the original manual becoming outdated. This latest revision reflects communication advancements and presents general guidelines for the use of word-processing software.

The guide is also designed to be a basic source of information for the preparation of theses and dissertations. It establishes the technical parameters within which all students should work, such as margins and the sequence of pages within the manuscript.

This publication was adapted from the Tennessee Conference of Graduate Schools Guide to the Preparation of Theses and Dissertations, Copyright 1992, Ann L. Lacava, Editor, with permission of the Graduate School of The University of Tennessee, Knoxville.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>2. LITERATURE REVIEW</td>
<td>5</td>
</tr>
<tr>
<td>2.1 Definition of Cognitive Structures</td>
<td>5</td>
</tr>
<tr>
<td>2.1.1 Cognitive Structure A</td>
<td>5</td>
</tr>
<tr>
<td>2.1.2 Cognitive Structure B</td>
<td>7</td>
</tr>
<tr>
<td>2.1.3 Cognitive Structure C</td>
<td>9</td>
</tr>
<tr>
<td>2.2 Cognitive Structure for Guiding Behavior</td>
<td>10</td>
</tr>
<tr>
<td>2.2 Definition of Work Terms</td>
<td>11</td>
</tr>
<tr>
<td>2.3 Effect of Implicit Theories on Individual Effectiveness in Singular and Group Settings</td>
<td>13</td>
</tr>
<tr>
<td>2.4 Effect of Implicit Theories on Team Effectiveness in Singular and Group Settings</td>
<td>15</td>
</tr>
<tr>
<td>3. METHODOLOGY</td>
<td>17</td>
</tr>
<tr>
<td>3.1 Research Design for Cognitive Structure A</td>
<td>17</td>
</tr>
<tr>
<td>3.2 Research Design for Cognitive Structure B</td>
<td>19</td>
</tr>
<tr>
<td>3.3 Research Design for Cognitive Structure C</td>
<td>21</td>
</tr>
<tr>
<td>3.4 Setting for Cognitive Structure A</td>
<td>23</td>
</tr>
<tr>
<td>3.5 Setting for Cognitive Structure B</td>
<td>25</td>
</tr>
<tr>
<td>3.6 Setting for Cognitive Structure C</td>
<td>27</td>
</tr>
<tr>
<td>3.7 Multiple Experiments</td>
<td>29</td>
</tr>
<tr>
<td>3.8 Variables</td>
<td>33</td>
</tr>
<tr>
<td>3.9 Summary of Variables</td>
<td>35</td>
</tr>
<tr>
<td>4. RESULTS</td>
<td>38</td>
</tr>
<tr>
<td>4.1 Data Analysis</td>
<td>38</td>
</tr>
<tr>
<td>4.1.1 Results for Cognitive Structure A</td>
<td>38</td>
</tr>
<tr>
<td>4.2 Statistics and Psychometric Properties</td>
<td>44</td>
</tr>
<tr>
<td>4.3 Research Question</td>
<td>47</td>
</tr>
</tbody>
</table>
5. **DISCUSSION** .................................................................................................................49
   
   5.1 Theoretical Implications .....................................................................................49
   5.2 Practical Implications..........................................................................................52
   
6. **CONCLUSIONS** .............................................................................................................56
   
7. **FUTURE RESEARCH** ...................................................................................................59
   
**LIST OF REFERENCES or BIBLIOGRAPHY** .......................................................................61

**APPENDICES (APPENDIXES is also correct)** ....................................................................64
   
   A. Implicit Rationale and Theories of Individual Development Survey from 2005 .....65
   B. Implicit Rationale and Theories Comparing Both Team and Development
      Surveys from 2006....................................................................................................67
   C. Informed Consent Form ............................................................................................70

For the second page of the Table of Contents, repeat the heading “Table of Contents” in FULL
CAPITAL LETTERS followed by the word “continued” in lowercase letters in parentheses, and
repeat the words “Chapter” and “Page” (Headline Style) in the initial subheading, a triple-
space below the heading.

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

lowercase Roman numeral page number

49
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>II. LITERATURE REVIEW</td>
<td>5</td>
</tr>
<tr>
<td>Definition of cognitive structures</td>
<td>5</td>
</tr>
<tr>
<td>Cognitive structure A</td>
<td>6</td>
</tr>
<tr>
<td>Cognitive structure B</td>
<td>7</td>
</tr>
<tr>
<td>Cognitive structure C</td>
<td>8</td>
</tr>
<tr>
<td>Definition of work terms</td>
<td>9</td>
</tr>
<tr>
<td>Effect of implicit theories on individual and team effectiveness in singular and group settings</td>
<td>12</td>
</tr>
<tr>
<td>III. METHODOLOGY</td>
<td>17</td>
</tr>
<tr>
<td>Research design</td>
<td>17</td>
</tr>
<tr>
<td>Setting</td>
<td>20</td>
</tr>
<tr>
<td>Variables</td>
<td>21</td>
</tr>
<tr>
<td>Summary of variables</td>
<td>24</td>
</tr>
<tr>
<td>IV. RESULTS</td>
<td>25</td>
</tr>
<tr>
<td>Data analysis</td>
<td>25</td>
</tr>
<tr>
<td>Statistics and psychometric properties</td>
<td>27</td>
</tr>
<tr>
<td>Research question</td>
<td>35</td>
</tr>
<tr>
<td>V. DISCUSSION</td>
<td>38</td>
</tr>
<tr>
<td>Theoretical implications</td>
<td>38</td>
</tr>
<tr>
<td>Practical implications</td>
<td>42</td>
</tr>
<tr>
<td>Future research</td>
<td>44</td>
</tr>
<tr>
<td>Conclusions</td>
<td>48</td>
</tr>
<tr>
<td>LIST OF REFERENCES</td>
<td>50</td>
</tr>
<tr>
<td>APPENDIX</td>
<td>54</td>
</tr>
<tr>
<td>Implicit Theories of Individual and Team Development Survey</td>
<td>55</td>
</tr>
</tbody>
</table>

SAMPLE: ONE-PAGE TABLE OF CONTENTS WITH NON-NUMBERED, INDENTED, SENTENCE-STYLE SUBDIVISIONS, ONE APPENDIX, AND NO DOT LEADERS PAGE

lowercase Roman numeral page number

50
# List of Tables

<table>
<thead>
<tr>
<th>Table</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Multivariate Analysis</td>
<td>2</td>
</tr>
<tr>
<td>2. Food Scarcity Variables</td>
<td>8</td>
</tr>
<tr>
<td>3. Food Scarcity Variables with Weather Patterns</td>
<td>15</td>
</tr>
<tr>
<td>4. Multivariate Analysis of International Food Security versus Local Food Scarcity Variables for Total Year</td>
<td>33</td>
</tr>
<tr>
<td>10. Inverse Multivariate Analysis</td>
<td>2</td>
</tr>
<tr>
<td>11. Cross Tabulations of Food Scarcity Variables</td>
<td>8</td>
</tr>
<tr>
<td>12. Cross Tabulations for Food Scarcity Variables with Weather Patterns</td>
<td>15</td>
</tr>
<tr>
<td>13. Multivariate Analysis of International Food Security versus Local Food Security Variables for Total Year</td>
<td>33</td>
</tr>
</tbody>
</table>

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

For the second page of a List of Tables, use the same format as the second page of the Table of Contents: Repeat the heading “List of Tables” in FULL CAPITAL LETTERS followed by the word “continued” in lowercase letters in parentheses, and repeat the initial subheading, substituting the word “Table” for “Chapter” (Headline Style), a triple-space below the heading.

**Sample: Two-Page List of Tables with Multiline Caption and Dot Leaders Page**

lowercase Roman numeral page number
Figure

1. Film advertisement, 1945 ................................................................. 27
2. Magazine advertisement for women’s health, 1950 .............................. 31
3. Magazine advertisement for women’s health, 1975 .............................. 36
4. Selections from the Wichita State University College of Health Professions Fair Catalog, 1995 ................................................................. 42

List figure captions using Sentence style: Capitalize only the initial letter of the caption and any proper nouns or proper adjectives.

For the second page of a List of Figures, use the same format as the second page of the Table of Contents: Repeat the heading “List of Figures” in FULL CAPITAL LETTERS followed by the word “continued” in lowercase letters in parentheses, and repeat the initial subheading, substituting the word “Figure” for “Chapter” (Headline Style), a triple-space below the heading.
<table>
<thead>
<tr>
<th>Plate</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Map of Archaeological Area</td>
<td>5</td>
</tr>
<tr>
<td>2. Digitized Video of First Excavation</td>
<td>25</td>
</tr>
<tr>
<td>3. Digital Data of Daily Sampling Results</td>
<td>49</td>
</tr>
<tr>
<td>4. Photographs of Comparison Archaeological Areas Showing First, Second, and Third Excavations</td>
<td>53</td>
</tr>
</tbody>
</table>

**List of Plates (continued)**

<table>
<thead>
<tr>
<th>Plate</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
</tr>
</tbody>
</table>

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

**For the second page of a List of Plates, use the same format as the second page of the Table of Contents:** Repeat the heading “List of Plates” in FULL CAPITAL LETTERS followed by the word “continued” in lowercase letters in parentheses, and repeat the initial subheading, substituting the word “Plate” for “Chapter” (Headline Style), a triple-space below the heading.
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB</td>
<td>Grain Boundary</td>
</tr>
<tr>
<td>HSOM</td>
<td>Hot-Stage Optical Microscopy</td>
</tr>
<tr>
<td>IMT</td>
<td>Incipient Melting Temperature</td>
</tr>
<tr>
<td>PFZ</td>
<td>Precipitate-Free Zone</td>
</tr>
<tr>
<td>SEM</td>
<td>Scanning Electron Microscopy</td>
</tr>
<tr>
<td>VPPA</td>
<td>Variable Polarity Plasma Arc Welding</td>
</tr>
<tr>
<td>WFZ</td>
<td>Weld-Fusion Zone</td>
</tr>
</tbody>
</table>

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

**SAMPLE: LIST OF ALPHABETICAL ABBREVIATIONS**

Either centered on longest line or placed flush on left margin

lowercase Roman numeral page number

54
LIST OF SYMBOLS

|| Degree
|\(\mu\)| Micron
|\(\pi\)| Pi
|£| Pound (British)

SAMPLE: LIST OF SYMBOLS
EITHER CENTERED ON LONGEST LINE OR FLUSH ON LEFT MARGIN
lowercase Roman numeral page number

EITHER center the list of symbols on the longest line (OPTION ONE), OR place the list of symbols on the left margin (OPTION TWO).
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.
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, 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 (1977) suggests that, while there was a desire on the part . . . .

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.
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

<table>
<thead>
<tr>
<th>AGE (month)</th>
<th>STRAIN</th>
<th>DIET</th>
<th>CK (mIU/mg)</th>
<th>MM+MITO (%)</th>
<th>BB+MB (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>WKY</td>
<td>CON</td>
<td>1733±39</td>
<td>81.2±2.3</td>
<td>18.8±2.2</td>
</tr>
<tr>
<td></td>
<td>HS</td>
<td></td>
<td>1615±40</td>
<td>80.3±1.4</td>
<td>19.7±1.5</td>
</tr>
<tr>
<td></td>
<td>BHR</td>
<td>CON</td>
<td>1697±27</td>
<td>79.7±3.3</td>
<td>20.3±4.2</td>
</tr>
<tr>
<td></td>
<td>HS</td>
<td></td>
<td>1768±37</td>
<td>83.5±1.6</td>
<td>16.5±1.6</td>
</tr>
<tr>
<td></td>
<td>SHR</td>
<td>CON</td>
<td>1644±33</td>
<td>83.9±1.9</td>
<td>16.1±8.8</td>
</tr>
<tr>
<td></td>
<td>HS</td>
<td></td>
<td>1536±61</td>
<td>77.0±1.8</td>
<td>23.0±1.7</td>
</tr>
<tr>
<td>12</td>
<td>WKY</td>
<td>CON</td>
<td>1468±61a</td>
<td>82.0±1.1</td>
<td>18.0±1.4</td>
</tr>
<tr>
<td></td>
<td>HS</td>
<td></td>
<td>1323±32a</td>
<td>79.7±3.8</td>
<td>20.3±3.8</td>
</tr>
<tr>
<td></td>
<td>BHR</td>
<td>CON</td>
<td>1391±56a</td>
<td>78.0±2.8</td>
<td>22.0±2.5</td>
</tr>
<tr>
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<td></td>
<td>1422±54a</td>
<td>79.4±1.4</td>
<td>20.6±1.4</td>
</tr>
<tr>
<td></td>
<td>SHR</td>
<td>CON</td>
<td>1270±81a</td>
<td>71.3±2.6ace</td>
<td>28.7±2.6ade</td>
</tr>
</tbody>
</table>

Notes: Data are mean ± 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.
TABLE 1 (continued)

<table>
<thead>
<tr>
<th>AGE (month)</th>
<th>STRAIN</th>
<th>DIET</th>
<th>CK (mIU/mg) (n)</th>
<th>MM+MITO (%) (n)</th>
<th>BB+MB (%) (n)</th>
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</thead>
<tbody>
<tr>
<td>24</td>
<td>WKY</td>
<td>CON</td>
<td>1733±39 (10)</td>
<td>81.2±2.3 (8)</td>
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</tr>
<tr>
<td></td>
<td>HS</td>
<td></td>
<td>1615±40 (9)</td>
<td>80.3±1.4 (7)</td>
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</tr>
<tr>
<td></td>
<td>BHR</td>
<td>CON</td>
<td>1697±27 (10)</td>
<td>79.7±4.3 (7)</td>
<td>20.3±4.2 (7)</td>
</tr>
<tr>
<td></td>
<td>HS</td>
<td></td>
<td>1768±37 (9)</td>
<td>83.5±1.6 (8)</td>
<td>16.5±1.6 (8)</td>
</tr>
<tr>
<td></td>
<td>SHR</td>
<td>CON</td>
<td>1644±33 (10)</td>
<td>83.9±1.9 (6)</td>
<td>16.1±8.8 (6)</td>
</tr>
<tr>
<td></td>
<td>HS</td>
<td></td>
<td>1536±61 (8)</td>
<td>77.0±1.8 (8)</td>
<td>23.0±1.7 (8)</td>
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<tr>
<td>36</td>
<td>WKY</td>
<td>CON</td>
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<td>82.0±1.1 (5)</td>
<td>18.0±1.4 (5)</td>
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<tr>
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<td>79.7±3.8 (7)</td>
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<tr>
<td></td>
<td>BHR</td>
<td>CON</td>
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<td>78.0±2.8 (7)</td>
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<td></td>
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<td>CON</td>
<td>1270±81a (10)</td>
<td>71.3±2.6ace (9)</td>
<td>28.7±2.6ade (9)</td>
</tr>
</tbody>
</table>

Notes: Data are mean ± 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.

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 . . .
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>
<thead>
<tr>
<th>Measurement</th>
<th>Left</th>
<th></th>
<th></th>
<th>Right</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N</td>
<td>Maximum</td>
<td>Minimum</td>
<td>N</td>
<td>Maximum</td>
<td>Minimum</td>
</tr>
<tr>
<td>Length</td>
<td>246</td>
<td>17.00</td>
<td>8.00</td>
<td>234</td>
<td>16.00</td>
<td>7.00</td>
</tr>
<tr>
<td>Width</td>
<td>245</td>
<td>7.60</td>
<td>3.10</td>
<td>234</td>
<td>9.00</td>
<td>2.50</td>
</tr>
<tr>
<td>Height</td>
<td>246</td>
<td>6.00</td>
<td>1.50</td>
<td>2231</td>
<td>5.00</td>
<td>1.50</td>
</tr>
</tbody>
</table>

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

As can be seen, export refunds increased between 1975 and 1983, when exports peaked, and then decreased dramatically . . .

Figure 3. European community export refunds in ECU's for poultry from 1975 to 1987 [4].
The equation used for this calculation is

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

(2.5)

and produces final output equal to

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

(2.6)

If \( 3 \) is the target output value for the \( \mu \) input pattern, the error measure, or cost function, is calculated as

\[ E[W] = \frac{1}{2} \sum_\mu \sum_i \left[ t_i^\mu - o_i^\mu \right]^2 \]  

(2.7)

which may be rewritten according to equation (2.6) as

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

(2.8)

where \( E \) is _______, \( W \) is _______, \( t \) is _______, and \( \sum \) is _______. The function defined by equation (2.8) is clearly a continuous differentiable function in every weight, and thus we can use a steepest descent algorithm to obtain the appropriate weights [15].
LIST OF REFERENCES
(or simply)
REFERENCES


APPENDIX
or
APPENDICES
or
APPENDIXES

CENTER IN MIDDLE OF PAGE BETWEEN ALL MARGINS

SAMPLE: APPENDIX SEPARATION PAGE
Arabic numeral page number, numbered consecutively from bibliography or references
APPENDIX A

WSU GRADUATE PROGRAMS AND THEIR RECOMMENDED STYLES FOR PREPARING THESES AND DISSERTATIONS*

Aerospace Engineering (MS, PhD)..................................................................................................................GSG

Anthropology (MA)........................................................................................................................................GSG
    Cultural Anthropology ..................................................American Anthropological Association
    Biological Anthropology ..........................American Journal of Physical Anthropology or Human Biology
    Archaeology.......................................................American Antiquity Guidelines

Audiology (AuD)..............................................................................................................................................GSG/APA

Biology (MS)....................................................................................................................................................GSG

Chemistry (MS, PhD)......................................................................................................................................GSG

Communication (MA)....................................................................................................................................GSG/APA

Communication Sciences and Disorders (MA, PhD).................................................................GSG/APA

Computer Science (MS).................................................................................................................................GSG

Counseling (MEd).........................................................................................................................................GSG/APA

Criminal Justice (MA).................................................................................................................................GSG/APA

Earth, Environmental, and Physical Science (MS).......................................................................................GSG

Economics (MA).............................................................................................................................................GSG

*In all instances of form and style, the Graduate School Guide (GSG) should be consulted first. Regulations from the Graduate School 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 GSG, some programs recommend a particular guide, as indicated; however, each program’s graduate coordinator should be consulted about preferred style, particularly if there is any question.

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

SAMPLE: APPENDIX FIRST PAGE
Arabic numeral page number, numbered consecutively from separation page
Educational Leadership (EdD) ................................................................. GSG/APA
Educational Leadership (MEd) ................................................................. GSG/APA
Educational Psychology (MEd) ............................................................... GSG/APA
Electrical Engineering (MS, PhD) ........................................................... GSG
English (MA) .......................................................................................... GSG/MLA
Exercise Science (MEd) ........................................................................ GSG/APA
Gerontology (MA) .................................................................................. GSG/APA
History (MA) .......................................................................................... GSG/Turabian
Industrial Engineering (MS, PhD) .......................................................... GSG/APA
Liberal Studies (MA) .............................................................................. GSG
Mathematics (MS) .................................................................................. GSG/
Handbook of Writing for the Mathematical Sciences (Nicholas Higham)
Mathematics, Applied (PhD) ................................................................. GSG/
Handbook of Writing for the Mathematical Sciences (Nicholas Higham)
Mechanical Engineering (MS, PhD) ....................................................... GSG
Music—History-Literature, Theory-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
Sociology (MA) ...................................................................................... GSG
Special Education—Adaptive, Early Childhood Unified, Functional, Gifted (MEd) ............................. GSG/APA
**APPENDIX B**

**WSU DEPARTMENT TITLES**

*Criminal Justice*—submit thesis manuscripts to the School of Community Affairs.

*Gerontology*—submit thesis manuscripts to the School of Community Affairs.

*Liberal Studies*—submit thesis manuscripts to the College of Liberal Arts and Sciences.

*Nursing*—submit thesis manuscripts to the School of Nursing.
APPENDIX C

GRADUATE DEGREES AWARDED AT WICHITA STATE UNIVERSITY

Doctor of Audiology (AuD)
Doctor of Education (EdD)
Doctor of Nursing Practice (DNP)
Doctor of Philosophy (PhD)
Doctor of Physical Therapy (DPT)

Educational Specialist (EdS)
Executive Master of Business Administration (EMBA)

Master of Accountancy (MACC)
Master of Arts (MA)
Master of Business Administration (MBA)
Master of Education (MEd)
Master of Engineering Management (MEM)
Master of Fine Arts (MFA)
Master of Music (MM)
Master of Music Education (MME)
Master of Physician Assistant (MPA)
Master of Public Administration (MPA)
Master of Science (MS)
Master of Science in Nursing (MSN)
Master of Science in Nursing / Master of Business Administration (MSN / MBA)
Master of Social Work (MSW)
APPENDIX D

GRADUATE MAJORS AT WICHITA STATE UNIVERSITY

DOCTORAL
Aerospace Engineering
Applied Mathematics
Audiology
Chemistry
Communication Sciences and Disorders
Educational Leadership
Electrical Engineering
Industrial Engineering
Mechanical Engineering
Nursing Practice
Psychology
Physical Therapy

Education (MEd)
Counseling
Curriculum and Instruction
Educational Leadership
Educational Psychology
Exercise Science
Special Education
Sport Administration

Executive Business Administration (EMBA)

Engineering Management (MEM)

Fine Arts (MFA)
Creative Writing
Studio Art

Music (MM)
History-Literature
Instrumental Conducting
Opera Performance
Performance
Piano Accompanying
Piano Pedagogy
Theory-Composition

Music Education (MME)
Choral
Elementary
Instrumental
Special Education
Voice

MASTER
Accountancy (MACC)

Arts (MA)
Anthropology
Communication
Communication Sciences and Disorders
Criminal Justice
Economics
English
Gerontology
History
Liberal Studies
Sociology
Spanish

Business Administration (MBA)
MASTER

Nursing (MSN)

Nursing/Business Administration (MSN/MBA)

Physician Assistant (MPA)

Public Administration (MPA)

Science (MS)
Aerospace Engineering
Biology
Chemistry
Computer Science
Earth, Environmental, and Physical Science
Electrical Engineering
Industrial Engineering
Mathematics
Mechanical Engineering

Social Work (MSW)

SPECIALIST (in Education)
School Psychology (EdS)