Guide to the Preparation of Theses and Dissertations

Thinkers, Doers, Movers & Shockers

Fall 2006
GRADUATE SCHOOL
Wichita State University
107 Jardine Hall

Dean’s Office (316) 978-3095
Degree Audit Specialist (316) 978-6247
PREFACE

This manual is designed to be a basic source of information for Wichita State University graduate students who are writing a master’s thesis or doctoral dissertation. Beginning Fall 2006, 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 and the entire committee. 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 their 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 Web site are advised to print it out prior to preparing their document, since headings, subheadings, and spacing can appear differently when viewed on the Web 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.

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 Graduate School guidelines, they should 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 their 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 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. This guide basically follows the formatting style of a thesis or dissertation; however, most of the text is single-spaced, rather than double-spaced, and bullets are used extensively to conserve space.

The 2006 printing of this manual is the tenth edition, edited by Kristie Bixby, Editorial Assistant, Academic Affairs and Research, Wichita State University.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td>PREPARATION AND FORMAT</td>
<td>3</td>
</tr>
<tr>
<td>2.1</td>
<td>Production Tools</td>
<td>3</td>
</tr>
<tr>
<td>2.3</td>
<td>Margins</td>
<td>3</td>
</tr>
<tr>
<td>2.3</td>
<td>Font</td>
<td>4</td>
</tr>
<tr>
<td>2.4</td>
<td>Spacing</td>
<td>4</td>
</tr>
<tr>
<td>2.5</td>
<td>Pagination</td>
<td>6</td>
</tr>
<tr>
<td>3.</td>
<td>THESIS AND DISSERTATION ELEMENTS AND STYLE</td>
<td>7</td>
</tr>
<tr>
<td>3.1</td>
<td>Page Sequencing</td>
<td>7</td>
</tr>
<tr>
<td>3.2</td>
<td>Front Matter or Preliminary Pages</td>
<td>8</td>
</tr>
<tr>
<td>3.2.1</td>
<td>Title Page</td>
<td>9</td>
</tr>
<tr>
<td>3.2.2</td>
<td>Copyright Page</td>
<td>10</td>
</tr>
<tr>
<td>3.2.3</td>
<td>Signature Page</td>
<td>11</td>
</tr>
<tr>
<td>3.2.4</td>
<td>Dedication Page</td>
<td>12</td>
</tr>
<tr>
<td>3.2.5</td>
<td>Epigraph Page</td>
<td>12</td>
</tr>
<tr>
<td>3.2.6</td>
<td>Acknowledgments Page</td>
<td>13</td>
</tr>
<tr>
<td>3.2.7</td>
<td>Abstract Page</td>
<td>13</td>
</tr>
<tr>
<td>3.2.8</td>
<td>Preface Page</td>
<td>14</td>
</tr>
<tr>
<td>3.2.9</td>
<td>Table of Contents</td>
<td>14</td>
</tr>
<tr>
<td>3.2.10</td>
<td>List of Tables, List of Figures, and List of Plates</td>
<td>17</td>
</tr>
<tr>
<td>3.2.11</td>
<td>List of Abbreviations/Nomenclature and List of Symbols</td>
<td>18</td>
</tr>
<tr>
<td>3.3</td>
<td>Text</td>
<td>19</td>
</tr>
<tr>
<td>3.3.1</td>
<td>Chapters and Subdivisions</td>
<td>20</td>
</tr>
<tr>
<td>3.3.2</td>
<td>References Within Text</td>
<td>21</td>
</tr>
<tr>
<td>3.3.3</td>
<td>Tables, Figures, and Plates</td>
<td>21</td>
</tr>
<tr>
<td>3.3.4</td>
<td>Equations</td>
<td>23</td>
</tr>
<tr>
<td>3.3.5</td>
<td>Oversized Materials</td>
<td>23</td>
</tr>
<tr>
<td>3.3.6</td>
<td>Illustrations and Photographs</td>
<td>23</td>
</tr>
<tr>
<td>3.4</td>
<td>Back Matter or Reference Matter</td>
<td>24</td>
</tr>
<tr>
<td>3.4.1</td>
<td>Bibliography or List of References</td>
<td>24</td>
</tr>
<tr>
<td>3.4.2</td>
<td>Appendix(ces) (xes)</td>
<td>24</td>
</tr>
<tr>
<td>4.</td>
<td>SPECIAL CONSIDERATIONS</td>
<td>26</td>
</tr>
<tr>
<td>4.1</td>
<td>Manuscripts in the Form of Journal Articles</td>
<td>26</td>
</tr>
<tr>
<td>4.2</td>
<td>Multipart Documents</td>
<td>26</td>
</tr>
<tr>
<td>4.3</td>
<td>Copies</td>
<td>26</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS (continued)

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>ELECTRONIC THESES AND DISSERTATIONS (ETD) PROCESS</td>
<td>27</td>
</tr>
<tr>
<td>5.1</td>
<td>Step 1</td>
</tr>
<tr>
<td>5.2</td>
<td>Step 2</td>
</tr>
<tr>
<td>5.3</td>
<td>Step 3</td>
</tr>
<tr>
<td>5.4</td>
<td>Step 4</td>
</tr>
<tr>
<td>5.5</td>
<td>Step 5</td>
</tr>
<tr>
<td>5.6</td>
<td>Step 6</td>
</tr>
<tr>
<td>5.7</td>
<td>Step 7</td>
</tr>
<tr>
<td>5.7.1</td>
<td>Thesis Students Only</td>
</tr>
<tr>
<td>5.7.2</td>
<td>Dissertation Students Only</td>
</tr>
<tr>
<td>5.8</td>
<td>Step 8</td>
</tr>
<tr>
<td>5.9</td>
<td>Step 9</td>
</tr>
<tr>
<td>5.10</td>
<td>Step 10</td>
</tr>
<tr>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>THESIS AND DISSERTATION SEQUESTRATION POLICY</td>
<td>31</td>
</tr>
<tr>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>FULL-SIZED SAMPLE PAGES</td>
<td>33</td>
</tr>
<tr>
<td>7.1</td>
<td>Sample Title Page</td>
</tr>
<tr>
<td>7.2</td>
<td>Sample Copyright Page</td>
</tr>
<tr>
<td>7.3</td>
<td>Sample Signature Page</td>
</tr>
<tr>
<td>7.4</td>
<td>Sample Dedication Page</td>
</tr>
<tr>
<td>7.5</td>
<td>Sample Epigraph Page</td>
</tr>
<tr>
<td>7.6</td>
<td>Sample Acknowledgments Page</td>
</tr>
<tr>
<td>7.7</td>
<td>Sample Abstract Page</td>
</tr>
<tr>
<td>7.8</td>
<td>Sample Preface Page</td>
</tr>
<tr>
<td>7.9</td>
<td>Sample Table of Contents with Indented Subdivisions in Sentence Style, One Appendix, and No Dot Leaders Page</td>
</tr>
<tr>
<td>7.10</td>
<td>Sample Table of Contents with Numbered Subdivisions in Initial Caps, More than One Appendix, and Dot Leaders Page</td>
</tr>
<tr>
<td>7.11</td>
<td>Sample List of Tables Page</td>
</tr>
<tr>
<td>7.12</td>
<td>Sample List of Figures Page</td>
</tr>
<tr>
<td>7.13</td>
<td>Sample List of Plates Page</td>
</tr>
<tr>
<td>7.14</td>
<td>Sample List of Abbreviations/Nomenclature Page</td>
</tr>
<tr>
<td>7.15</td>
<td>Sample List of Symbols Page</td>
</tr>
<tr>
<td>7.16</td>
<td>Sample Text with Non-Bolded Indented Subdivisions Page</td>
</tr>
<tr>
<td>7.17</td>
<td>Sample Text with Bolded Numbered Subdivisions Page</td>
</tr>
<tr>
<td>7.18</td>
<td>Sample Table with Single-Line Caption Page</td>
</tr>
<tr>
<td>7.19</td>
<td>Sample Table with Multiline Caption and Integrated with Text Page</td>
</tr>
<tr>
<td>7.20</td>
<td>Sample Figure with Multiline Caption and Integrated with Text Page</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS (continued)

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.21 Sample Equations Page</td>
<td>54</td>
</tr>
<tr>
<td>7.21 Sample Bibliography Separation Page</td>
<td>55</td>
</tr>
<tr>
<td>7.22 Sample Bibliography First Page</td>
<td>56</td>
</tr>
<tr>
<td>7.23 Sample List of References Separation Page</td>
<td>57</td>
</tr>
<tr>
<td>7.24 Sample List of References First Page</td>
<td>58</td>
</tr>
<tr>
<td>7.25 Sample Appendix(ces) Separation Page</td>
<td>59</td>
</tr>
</tbody>
</table>

APPENDICES ................................................................. 59

A. WSU Graduate Programs and Their Recommended Styles for Preparing Theses and Dissertations .................. 60
B. Department Titles ......................................................... 62
C. Graduate Degrees Awarded at Wichita State University ............................. 63
D. Graduate Majors at Wichita State University ................................. 64
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 Graduate School encourages and upholds Wichita State University’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 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, and the Graduate School.

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, an entire section of full-sized sample pages follows the instructions, beginning on page 33.
CHAPTER 2

PREPARATION AND FORMAT

2.1 Production Tools

- Remember that every thesis and dissertation now 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.

- 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.

- Refer to Chapter 5 (beginning on page 27) for steps in the electronic theses and dissertations process.

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

2.2 Margins

- Use the following margins for all pages (including preliminary pages, text, tables, figures, references, and appendices):

  - Left: 1 inch
  - Right: 1 inch
  - Top: 1 inch
  - Bottom: 1 inch

- Keep all typing, except page numbers, within the remaining 6½-by-9-inch text area.

- Use either “justified” or “ragged-right” margins.

- Before finalizing the manuscript, re-check the margins on all pages to ensure consistency throughout the document. If necessary, print out a page, take out a ruler, and measure the distance from the edge of the paper to the text.
2.3 Font

- For the final copy, choose a font that has true descenders (parts of letters that normally extend below the line, such as p, q, and y), such as Times Roman, Helvetica, Arial, or Courier. Most standard fonts are acceptable.

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

- Ensure that the font image is clear and distinct with high-quality contrast.

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

- For the titles of all major divisions/chapters in the Table of Contents and the body of the paper, use FULL CAPITAL LETTERS—TITLE PAGE, SIGNATURE PAGE, DEDICATION, ACKNOWLEDGMENTS, ABSTRACT, PREFACE, TABLE OF CONTENTS, LIST OF TABLES, LIST OF FIGURES, LIST OF PLATES, LIST OF ABBREVIATIONS/NOMENCLATURE, LIST OF SYMBOLS, INTRODUCTION, CHAPTER HEADINGS, BIBLIOGRAPHY or REFERENCES, and APPENDIX(CES).

- For subheadings, use one of the following two styles: (1) capitalize the initial letter of the first and last words and all other words except articles, prepositions, and coordinate conjunctions—called Headline Style or Initial Capitals; or (2) capitalize only the initial letter of the subhead and any proper nouns or proper adjectives—called Sentence style). Whichever style is chosen, be consistent throughout the document.

- If preferred, use boldface on title and signature pages, within tables and figures, and for chapter titles, headings, and subheadings; however, ensure that boldface is used consistently throughout the paper.

- 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:

<table>
<thead>
<tr>
<th>Single-Space:</th>
<th>No blank lines between lines of text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double-Space:</td>
<td>One blank line between lines of text</td>
</tr>
<tr>
<td>Triple-Space:</td>
<td>Two blank lines between lines 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, Signature, Dedication, and Epigraph pages. Triple-space between the heading and the body of the text. Double-space lines of the Acknowledgments, Abstract, and Preface pages. Indent the first line of each new paragraph on these pages, keeping the amount of indentation, whether it is five or eight spaces or some other measure, consistent throughout the document.

• In the **Table of Contents**, triple-space between the title and the subheadings “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 headings and subheadings.

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

• In the **text**, leave extra space between the end of one subheading and the beginning of another. However, if subheadings are **bolded**, no extra space is necessary to distinguish where one subheading ends and another begins; simply **double-space throughout**.

• In the **text**, indent the first line of each new paragraph, keeping the amount of indentation, whether it is five or eight spaces or some other measure, consistent throughout the document.

• In the **text**, double-space throughout the document.

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

• In the **Appendix(ces)**, single-space or double-space, but ensure that spacing is consistent throughout each appendix.

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

• Separate **tables, figures, graphs, or other illustrative materials** from the text with at least a double-space, and separate them from their captions with a double-space.

• Single-space **multilined captions** and any **identification text** related to tables, figures, graphs, or other illustrative materials.

• Use irregular or single-spacing, if desired, in **poetry and creative writing manuscripts**.
2.5 Pagination

- Count every page of the paper, 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.

- 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, including the Bibliography or List of References and the Appendix(ies).

- 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 (if included), which are counted as preliminary pages i and ii, respectively.

- Center page numbers 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 nearest line of text. Ensure that the text falls within the remaining 6½-by-9-inch text area and does not intrude into the one-inch bottom margin. The same applies to pages containing tables and figures that are placed in landscape orientation on the page—center the page number 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 to the bottom of the page before beginning a new page, unless it ends a chapter.

- Avoid widow lines (less than two lines of text in a paragraph) at the beginning or end of a page.

- 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. In other words, avoid splitting a heading or caption between pages.

- In the Bibliography or List of References, complete each entry on the same page, if possible; otherwise, move the entire entry to a new page. In other words, avoid splitting a citation between 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 the inconsistency in various style manuals, use the following sequence of pages or sections in the thesis or dissertation, as required by the WSU Graduate School.

- Note that a description of, and guidelines for, preparing each component plus a small sample page showing formatting and placement on the page are included in this chapter. Also note that the small sample pages vary in size to fit within the text.

- For a better view of information placement, refer to the entire section of full-sized sample pages that appear together beginning on page 33.

3.1 Page Sequencing

<table>
<thead>
<tr>
<th>PAGE</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>Optional</td>
<td>Optional</td>
<td>Lowercase Roman Numeral (assigned page ii, when included, but not printed)</td>
</tr>
<tr>
<td>Signature</td>
<td>Required</td>
<td>Required</td>
<td>Lowercase Roman Numeral (assigned page ii, when copyright page is not included)</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>
</tbody>
</table>

7
<table>
<thead>
<tr>
<th>PAGE</th>
<th>MASTER'S THESIS</th>
<th>DOCTORAL DISSERTATION</th>
<th>PAGE NUMBER ASSIGNMENT (bottom center)</th>
</tr>
</thead>
<tbody>
<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>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>Bibliography/ List of References/ References</td>
<td>Required</td>
<td>Required</td>
<td>Arabic Numerals (numbered consecutively from end of text)</td>
</tr>
<tr>
<td>Appendix(ces)</td>
<td>When Appropriate</td>
<td>When Appropriate</td>
<td>Arabic Numerals (numbered consecutively from end of references)</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, which is counted as the first page “i,” and the Copyright Page, which is counted as the second page “ii” (when included).

- Do not list preliminary pages in the Table of Contents.
3.2.1 Title Page (required)

- Center the full title of the thesis or dissertation in **FULL CAPITAL LETTERS** at the top margin of this page. Single-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, centering each line between the side margins, as shown in the full-sized sample Title Page (p. 34). 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 (bracketed in sample):

  - Designation as a **thesis or dissertation**.
  - Author’s **full legal name** as it appears on the student’s academic records. [Inform the University Registrar’s Office if this name has changed in any way, in order to have records changed officially.]
  - **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.
  - **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, and Nursing**—refer to Appendix B (p. 62) for the appropriate area to which your manuscript should be submitted.
  - The **correct degree conferred**, and the **correct major** (if appropriate). For example:
    - Master of Arts (not Master’s)
    - Master of Science (not Master’s)
    - Doctor of Philosophy
    - in Industrial Engineering (not Industrial and Manufacturing Engineering)
• For certain professional degrees having more specific degree titles, refer to Appendix C (p. 63) for a complete list of graduate degrees awarded at WSU, and to Appendix D (p. 64) for a complete list of graduate majors at WSU.

• The actual month (either December, May, or July) and year of degree conferral, not the date of the oral defense, not the date a 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 your 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 this page as the first page of the preliminaries, but do not list it in the Table of Contents.

• Assign the page number lowercase Roman numeral “i,” but do not center and print the page number.

• Refer to the full-sized sample Title Page (p. 34) for placement of this information. Note that bracketed fields indicate non-generic, student-specific information that pertains to the student’s degree. Of course, remove brackets in the final document.

3.2.2 Copyright Page (not required for theses; optional for dissertations)

• For doctoral dissertations, if desired, apply for copyright registration by completing a registration form and submitting a registration fee.

• 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.

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

• Assign the page number lowercase Roman numeral ii, but do not print the page number.

• Refer to the full-sized sample Copyright Page (p. 35) for placement of this information.
3.2.3 Signature Page (required)

- Center the full title of the thesis or dissertation, as it appears on the Title Page, in FULL CAPITAL LETTERS at the top 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 36.

- Provide sufficient signature lines for all committee members, and include the words "Committee Chair" or "Committee Member" following each name. Avoid using professional titles (such as Dr.) before the name, or degrees (such as Ph.D.) after the name. Ensure the correct spelling of each member's name.

- For doctoral dissertations only, include signature lines for the Academic College Dean and the Graduate School Dean.

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

- Assign and center the page number lowercase Roman numeral iii (if a Copyright Page is included) or ii (if a Copyright Page is not included).

- For doctoral dissertations only, print the Signature Page and have it signed in black ink by each committee member, which indicates their acceptance of the document.

- Refer to the full-sized sample Signature Page (p. 36) for placement of this information. Note that bracketed fields indicate non-generic, student-specific information that pertains to the student's degree. Of course, remove brackets in the final document.
3.2.4 Dedication Page (optional)

- Use the Dedication Page to dedicate the manuscript.

- Center the generic heading “Dedication” in FULL CAPITAL LETTERS at the top margin of this page.

- Keep the dedication brief, avoiding extravagant and humorous dedications.

- Center and single-space the dedication itself in Sentence style between the margins about three inches from the top of the page with no final punctuation.

- If the word to introduces the dedication, begin it with a capital letter.

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

- Assign and center a lowercase Roman numeral page number.

- Refer to the full-sized sample Dedication Page (p. 37) 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 generic heading “Epigraph.”

- Center and single-space the epigraph in Sentence style between the margins about three inches from the top of the page.

- 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 and center a lowercase Roman numeral page number.

- Refer to the full-sized sample Epigraph Page (p. 38) 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 generic heading “Acknowledgments” in FULL CAPITAL LETTERS at the top 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 and center a lowercase Roman numeral page number for each page of the acknowledgments.

- Refer to the full-sized sample Acknowledgments Page (p. 39) 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: (1) a short statement concerning the area of investigation, (2) a brief discussion of methods used to gather the data, (3) a condensed summary of the findings, and (4) conclusions reached.

- Do not exceed 350 words, or about one page.

- Center the generic heading “Abstract” in FULL CAPITAL LETTERS at the top 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 and center a lowercase Roman numeral page number for each page of the abstract.

• Refer to the full-sized sample Abstract Page (p. 40) 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 generic heading “Preface” in FULL CAPITAL LETTERS at the top 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 and center a lowercase Roman numeral page number for each page of the preface.

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

3.2.9 Table of Contents (required)

• Use the Table of Contents to list all parts of the paper, including the references and appendices, but not the preliminary pages. It may vary in style and the amount of information included, since it displays major chapters, which are often subdivided.

• Center the generic heading “Table of Contents” or simply “Contents” in FULL CAPITAL LETTERS at the top margin of this page.

• Place the words “Chapter” (not bolded) on the left margin and “Page” (not bolded) flush-right, a triple-space below the generic heading. For a long Table of Contents, place these words at the top margin on subsequent pages.

14
• Do not list preliminary pages (those with lowercase Roman numerals) in the Table of Contents. Begin with the first chapter and the Arabic numeral one (1).

• Include chapter titles, subtitles, the Bibliography or List of References, and the Appendix(es).

• List the “Introduction,” when used, as the first chapter of the text, placing the chapter number (I or 1), followed by a period, a double-space below the generic subheading “Chapter” on the left margin, followed by the chapter title indented in FULL CAPITAL LETTERS, followed by the page number flush-right below the page subheading “Page.”

• Align chapter numbers on their periods at the left margin, and align chapter titles on the first letter. Ensure an adequate, consistent distance (e.g., three to five spaces) after the period so that the chapter number and title do not run together and are easy to read. Refer to full-sized samples of the Table of Contents Page (pp. 42–43).

• Double-space (one blank line between) before and after chapter headings. Single-space chapter headings that run more than one line, aligning the second line on the first letter of the title.

• List each chapter subheading as it appears in the text, using either of the following two styles: (1) capitalize the initial letter of the first and last words and all other words except articles, prepositions, and coordinate conjunctions—called Headline Style or Initial Capitals; or (2) capitalize only the initial letter of the subhead and any proper nouns or proper adjectives—called Sentence style). Whichever style is chosen, be consistent throughout the document.

• Line up first subheadings directly under the first letter of the chapter title, and indent subsequent subheadings an adequate, consistent distance beyond the beginning of the first subheading. Refer to full-sized samples of the Table of Contents Page (pp. 42–43).

• Single-space subheadings that are more than one line, aligning the second line on the first letter of the title.

• Ensure that chapter heading and subheading numbers and their titles do not run together; allow adequate distance (e.g., three to five spaces) between the two.

• Ensure that chapter heading and subheading titles do not run into their corresponding page numbers on the right margin; rather, split and continue the title to a new line, single-spacing and aligning the second line on the first letter of the title, and follow the last line of the title with the page number flush-right. Refer to full-sized samples of the Table of Contents Page (pp. 42–43).
### 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>Cognitive structure for guiding behavior</td>
<td>9</td>
</tr>
<tr>
<td>Definition of work terms</td>
<td>12</td>
</tr>
<tr>
<td>Effect of implicit theories on individual and team effectiveness in singular and group settings</td>
<td>14</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>BIBLIOGRAPHY</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>

*lowercase Roman numeral page number*

### 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>6</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>8</td>
</tr>
<tr>
<td>2.2 Cognitive Structure for Guiding Behavior</td>
<td>9</td>
</tr>
<tr>
<td>2.3 Definition of Work Terms</td>
<td>12</td>
</tr>
<tr>
<td>2.4 Effect of Implicit Theories on Individual and Team Effectiveness in Singular and Group Settings</td>
<td>14</td>
</tr>
<tr>
<td>3. METHODOLOGY</td>
<td>17</td>
</tr>
<tr>
<td>3.1 Research Design</td>
<td>17</td>
</tr>
<tr>
<td>3.2 Setting</td>
<td>20</td>
</tr>
<tr>
<td>3.3 Variables</td>
<td>21</td>
</tr>
<tr>
<td>3.4 Summary of Variables</td>
<td>24</td>
</tr>
<tr>
<td>4. RESULTS</td>
<td>25</td>
</tr>
<tr>
<td>4.1 Data Analysis</td>
<td>25</td>
</tr>
<tr>
<td>4.2 Statistics and Psychometric Properties</td>
<td>27</td>
</tr>
<tr>
<td>4.3 Research Question</td>
<td>35</td>
</tr>
<tr>
<td>5. DISCUSSION</td>
<td>38</td>
</tr>
<tr>
<td>5.1 Theoretical Implications</td>
<td>38</td>
</tr>
<tr>
<td>5.2 Practical Implications</td>
<td>42</td>
</tr>
<tr>
<td>5.3 Future Research</td>
<td>44</td>
</tr>
<tr>
<td>5.4 Conclusions</td>
<td>48</td>
</tr>
<tr>
<td>LIST OF REFERENCES</td>
<td>50</td>
</tr>
</tbody>
</table>

### APPENDICES

- A. Implicit Theories of Individual and Team Development Survey | 55   |
- B. Informed Consent Form       | 62   |

*lowercase Roman numeral page number*

- List works cited under the generic heading “Bibliography,” “List of References,” or simply “References” in FULL CAPITAL LETTERS, followed by the correct page number of the separation page flush-right (see pp. 55 and 57). Do not list this section as a chapter with a chapter number.

- List any appendices under the generic heading “Appendix,” “Appendices,” or “Appendixes” in FULL CAPITAL LETTERS, followed by the correct page number of the separation page (see p. 59). Designate each appendix 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 or Initial Capitals**. Do not designate an Appendix “A” unless there is an Appendix “B.” If there is only one appendix, list it by title only, and place the title a double-space down and indented from the left margin under its heading. Single-space appendix titles, that are more than one line, aligning the second line under the first letter of the title. Do not list this section as a chapter with a chapter 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 the heading or subheading title from the page number.

• Count the Table of Contents Page in the pagination of the preliminaries.

• Assign and center a lowercase Roman numeral page number.

• Refer to full-sized samples of the Table of Contents Page (pp. 42–43) for placement of this information.

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

• Following the Table of Contents, include separate lists of tables, figures, and plates, when the thesis or dissertation incorporates **two or more** in any category, including those appearing in the appendix(ces).

• 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, floppy disks, and 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 generic heading “List of Tables,” “List of Figures,” or “List of Plates” in **FULL CAPITAL LETTERS** at the top margin of this page.

A triple-space below the generic heading, include a subheading on the left margin with the word “Table,” “Figure,” or “Plate,” followed by the word “Page” flush-right.

• Assign tables, figures, and plates Arabic numerals followed by a period.

• Align table, figure, and plate numbers on their periods at the left margin.
• Align table, figure, and plate titles on the first letter.

• Begin the titles of tables, figures, and plates an adequate, consistent distance (e.g., three to five spaces) after the period following the assigned number.

• List each table, figure, or plate title exactly as it appears in the text, unless the titles are long, in which case, shorten them in the list.

• List table and plate captions in **Headline Style** or **Initial Capitals** (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 subhead and of any proper nouns or proper adjectives).

• Follow each table, figure, or plate caption with its correct page number flush-right.

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

• Ensure that captions do not run into their corresponding page numbers listed on the right margin; rather, split and continue the caption to a new line, and follow the last line of the caption with the page number flush-right.

• If desired, to make it easier for the reader to locate the correct page number, use **dot leaders** (a line of spaced periods) to separate the caption title from the page number.

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

• Assign and center lowercase Roman numeral page numbers.

• Refer to full-sized samples of the List of Tables, Figures, or Plates Page (pp. 44–46) for placement of this information.

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

• Keep in mind that lists of abbreviations/nomenclature or symbols 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 symbols, abbreviations, or terms.

• 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 generic heading “List of Abbreviations/Nomenclature” or “List of Symbols” in **FULL CAPITAL LETTERS** at the **top margin** of this page.

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

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

• List abbreviations on the left and spelled-out definitions on the right in **either** of two ways: Center the *longest* abbreviation followed an adequate 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 an adequate distance by their definitions, and align any runover definition lines.

• Double-space between abbreviations/nomenclature, and single-space within items that run longer than one line.

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

• Assign and center lowercase Roman numeral page numbers.

• Refer to full-sized samples of the List of Abbreviations/Nomenclature or Symbols Page (pp. 47–48) 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 parts, chapters, sections, and subsections.
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 be consistent throughout the document.

- Keep organizational schemes consistent 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 generic chapter heading (e.g., “Chapter 1,” “Chapter Two,” “Chapter III,” etc.) in FULL CAPITAL LETTERS at the top margin of the page.

- Center the chapter title (describing its content), in FULL CAPITAL LETTERS a double-space (one blank space) below the generic chapter heading with number.

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

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

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

• Begin each chapter on a new page, but number it consecutively from the previous page.

• 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.

• Refer to full-sized samples of the Text with Subdivisions Page (pp. 49–50) 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 author and date in parentheses (p. 49) or numbers in square brackets (p. 50) in the order in which they are referred to in the text to guide the reader to the corresponding entry in the Bibliography or List of References, respectively, where complete information is available.

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

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

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. 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, Table 3, Table 4, etc.), or consecutively within chapters (Table 2.1, Table 2.2, Table 2.3..........Table 3.1, Table 3.2, Table 3.3, etc.).

- Preferably, place each table or figure on the page after the paragraph in which it is mentioned. If desired, incorporate a table or figure less than one-half page in length within the text, providing it follows its specific mention in the text, is in numerical order, is separated from the text by extra space (approximately ½ inch), and is not continued onto the following page.

- Mention each table and figure by its number, not by expressions such as “the following table/figure” or “the table/figure below.”

- If desired, put multiple tables or figures together on a page, leaving ½ 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 at the bottom center of the page. The same applies to pages containing tables and figures that are placed in landscape orientation on the page—center the page number on these pages in the middle of the 8½-inch width of the page, ½ 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 margins.

- Continue tables on as many pages as necessary, and keep the columnar headings within the columnar block the same throughout. Do not repeat the table title, but indicate continuation pages for tables with the following designation centered over the table: e.g., TABLE 2.1 (continued). Repeat the table’s columnar block heading for each page.

- 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 of the 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).

- Follow the style for tables, figures, and plates that is standard for the particular academic discipline, and keep the format consistent throughout the document.

22
• For example, as suggested in Turabian’s *A Manual for Writers*, place table captions above tables and figure captions below figures. **Number tables** with Arabic numerals following the generic title “table,” which is centered two lines above the caption in **FULL CAPITAL LETTERS**. Do **not** follow the table caption with a period. **Number figures** with Arabic numerals followed by a period and at least two spaces. Center the first line of the figure caption below the figure, using **Sentence style**, capitalizing only the initial letter of the title and any proper nouns; place any consecutive lines of the caption **either** flush-left under the first word “Figure” **or** centered under the first line. Follow the entire caption with a period.

• Refer to the full-sized sample Table and Figure pages (pp. 51–53) for placement of this information.

3.3.4 Equations

• Center equations within the text, 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 on the margin flush-right.

• Refer to the equation in the text in lowercase, e.g., “As shown in equation (1.1) . . . .”

• Refer to the full-sized sample Equations Page (p. 54) 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.

• Ensure that other typically oversized materials, such as maps, floppy disks, and 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 can be accessed in the manuscript.

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

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 color photographs or black and white photographs.
3.4 Back Matter or Reference Matter

3.4.1 Bibliography or List of References (required)

- Keep in mind 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 simply References), or they may include works consulted as well (Bibliography), even if not formally cited within the main text. The purpose of listing citations is twofold: (1) to serve as an acknowledgment of sources, and (2) to give readers sufficient information to locate sources.

- **Follow the standard citation format generally recognized in the field of study.**

- Single-space references that are more than one line, and double-space between each reference.

- Precede either list by a numbered separation page with the correct title—“Bibliography,” “List of References,” or simply “References”—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.

- Assign and center Arabic numerals for all pages of the Bibliography or List of References, and number them consecutively from the end of the separation page.

- Refer to full-sized samples of the Bibliography or List of References Separation Page and First Page (55–58) for placement of this information.

3.4.2 Appendix(ees)(xes) (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 appendices at the end of the paper, *not* at the end of chapters.

- Refer to only one appendix in the text as the “Appendix,” and list it in the Table of Contents 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 Bibliography or References.

• Place materials of different categories in separate appendices.

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

• On the opening page of each appendix, center the generic heading "Appendix" and its letter or number in FULL CAPITAL LETTERS, followed by a double-space and the title, followed by a triple-space and the beginning of the appendix text.

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

• Assign and center Arabic numerals for all pages of the appendix(ces), numbering consecutively from the appendix separation page.

• Refer to the full-sized sample Appendix Separation Page and First Page (pp. 59–65) for placement of this information.
CHAPTER 4

SPECIAL CONSIDERATIONS

4.1 Manuscripts in the Form of Journal Articles

- Remember that the purpose of the thesis or dissertation and the nature of the reading audience (professor or committee members) dictates variations from the requirements for manuscripts submitted for journal publication. For this reason, the format followed for the preparation of a thesis or dissertation is not the same as for preparing the document for publication.

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, Bibliography or List of References, and Appendix(ces) (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, all committee members, and the library.
CHAPTER 5

ELECTRONIC THESES AND DISSERTATIONS (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 their Web site 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.

- Keep in mind 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, re-submit 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 thesis or dissertation.

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.”
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 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 the $80 ETD fee (paid by cash, check, or credit card at the Graduate School office)
  • UMI Agreement Form for publication (pages 4 and 5 only)
  • Title Page
  • Abstract
  • Copyright fee ($45, paid by money order or certified check), if applicable
• Keep in mind that required forms will be given to you at your final thesis appointment.
• Note that once the paperwork and fee(s) 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 the $90 ETD fee (paid by cash, check, or credit card at the Graduate School office)
  • UMI Agreement Form for publication (pages 4 and 5 only)
  • Survey of Earned Doctorates
  • Title Page
  • Abstract
  • Copyright fee ($45, paid by money order or certified check), if applicable
• Keep in mind that, as a dissertation student, you will automatically 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

    FirstnameLastname.pdf

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](http://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

    Receipt: Success
    *(Name of File)* The file has been sent to the selected users with role of Instructor

  • 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, all committee members, 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.
5.10 Step 10 (Dissertation Students Only)

- Following ETD approval by the Graduate School, ensure that a signature page signed by all committee members, including the College Dean and Graduate School Dean, is submitted. The Graduate School Dean will sign this page only after all other committee members and the College Dean have signed. An original copy will be kept for Graduate School records.

- Keep in mind that until the signed signature page has been submitted, a hold will be placed on your records, preventing you from obtaining your diploma.
CHAPTER 6

THESIS AND DISSERTATION SEQUESTRATION POLICY
WICHITA STATE UNIVERSITY

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, information placement, page number specifications, and other important elements.

- Some wording is standard to all theses and dissertations; other information is specific to the individual student.

- Note that bracketed fields in these samples indicate specific student information that is appropriate to either the master’s or doctoral degree. Bolded instructions are also provided. Of course, remove brackets and bolding in the final document.
[FULL TITLE OF THESIS OR DISSERTATION IN FULL CAPITAL LETTERS—SINGLE SPACED IF MORE THAN ONE LINE]

A [Thesis or Dissertation] by

as it appears on academic records → [Author’s Name]

if applicable → [Graduate Degree, Institution, Year]

[Bachelor’s Degree, Institution, 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 or Doctor of Philosophy]

December, May, or July—not fall, spring, or summer → [Month and Year of degree conferral]

Spacing of information on this page is approximately as shown. Bracketed fields indicate non-generic information that is specific to the student. Of course, brackets should not appear in the final document.

SAMPLE: TITLE PAGE
page counted and assigned lowercase Roman numeral "I" but actual number not printed
I 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 [Major, if appropriate]

[Name of Professor], Committee Chair

We have read this [thesis / dissertation] and recommend its acceptance:

[Name of Professor], Committee Member

[Name of Professor], Committee Member

[Name of Professor], Committee Member

(Note: The signatures below are required for doctoral dissertations only.)

Accepted for the College of [Academic College]

[Name of Academic College Dean], Dean

Accepted for the Graduate School

[Name of Graduate Dean], Dean

SAMPLE: SIGNATURE PAGE

page assigned either lowercase Roman numeral page number ii, if copyright page not included,
or lowercase Roman numeral page number iii, if copyright page included
one-inch margin

DEDICATION

centered about three inches from top of page

To my parents, my wife, and my dear friends

no final punctuation

SAMPLE: DEDICATION PAGE
lowercase Roman numeral page number

37
Get wisdom... though it costs all your possessions, get understanding.
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 . . . .
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 quality of paper, number of copies to be submitted, 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.

SAMPLE: PREFACE PAGE
lowercase Roman numeral page number

41
TABLE OF CONTENTS

I. INTRODUCTION 1
II. LITERATURE REVIEW 5
   Definition of cognitive structures 5
   Cognitive structure A 6
   Cognitive structure B 7
   Cognitive structure C 8
   Definition of work terms 9
   Effect of implicit theories on individual and team effectiveness in singular and group settings 12

III. METHODOLOGY 17
    Research design 17
    Setting 20
    Variables 21
    Summary of variables 24

IV. RESULTS 25
    Data analysis 25
    Statistics and psychometric properties 27
    Research question 35

V. DISCUSSION 38
    Theoretical implications 38
    Practical implications 42
    Future research 44
    Conclusions 48

LIST OF REFERENCES (or REFERENCES) 50

APPENDIX 54

Implicit Theories of Individual and Team Development Survey 55

SAMPLE: TABLE OF CONTENTS WITH INDENTED SUBDIVISIONS IN SENTENCE STYLE,
ONE APPENDIX, AND NO DOT LEADERS PAGE
lowercase Roman numeral page number
LIST OF TABLES

1. Multivariate Analysis .................................................. 2
2. Cross Tabulations of Food Security Variables .................... 8
3. Cross Tabulations for Food Scarcity Variables with Weather Patterns ........ 15
4. Multivariate Analysis of International Food Security Versus Local Food Security Variables ..................................... 33

List table captions using Headline Style or Initial Capitals (capitalize the initial letter of the first word and all other words except articles, prepositions, and coordinate conjunctions).

SAMPLE: LIST OF TABLES WITH DOT LEADERS AND MULTILINE CAPTION PAGE
lowercase Roman numeral page number

44
List figure captions using Sentence style (capitalize only the initial letter of the caption and any proper nouns or proper adjectives).

SAMPLE: LIST OF FIGURES WITH DOT LEADERS PAGE
lowercase Roman numeral page number
List plate captions using Headline Style or Initial Capitals (capitalize the initial letter of the first word and all other words except articles, prepositions, and coordinate conjunctions).

SAMPLE: LIST OF PLATES WITH DOT LEADERS PAGE
lowercase Roman numeral page number
LIST OF ABBREVIATIONS / NOMENCLATURE

GB  Grain Boundary
HSOM Hot-Stage Optical Microscopy
IMT Incipient Melting Temperature
PFZ Precipitate-Fee Zone
SEM Scanning Electron Microscopy

VPPA Variable Polarity Plasma Arc Welding
WFZ Weld-Fusion Zone

List abbreviation and nomenclature meanings alphabetically by abbreviation using Headline Style or Initial Capitals (capitalize the initial letter of the first word and all other words except articles, prepositions, and coordinate conjunctions).

SAMPLE: LIST OF ALPHABETICAL ABBREVIATIONS
EITHER CENTERED ON LONGEST LINE OR FLUSH LEFT PAGE
lowercase Roman numeral page number

47
LIST OF SYMBOLS

- Degree
- µ Micron
- π Pi

or

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

Flush-Left........Spelled-Out Definition

SAMPLE: LIST OF SYMBOLS EITHER CENTERED ON LONGEST LINE OR FLUSH LEFT PAGE
lowercase Roman numeral page number
CHAPTER 1

INTRODUCTION

The Interstate Commerce Act

First Subhead

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.

extra space between non-bolded headings

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

Second Subhead

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

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 . . .

1.2.1 Approaches

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...

**TABLE 1**

CREATINE KINASE ACTIVITY AND ISOZYME DISTRIBUTION

<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>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>WKY</td>
<td>CON</td>
<td>1733±39 (10)</td>
<td>81.2±2.3 (8)</td>
<td>18.8±2.2 (8)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HS</td>
<td>1615±40 (9)</td>
<td>80.3±1.4 (7)</td>
<td>19.7±1.5 (7)</td>
</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></td>
<td>HS</td>
<td>1768±37 (10)</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></td>
<td>HS</td>
<td>1536±61 (8)</td>
<td>77.0±1.8 (8)</td>
<td>23.0±1.7 (8)</td>
</tr>
<tr>
<td>12</td>
<td>WKY</td>
<td>CON</td>
<td>1468±61a (8)</td>
<td>82.0±1.1 (5)</td>
<td>18.0±1.4 (5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HS</td>
<td>1323±32a (8)</td>
<td>77.7±3.8 (7)</td>
<td>20.3±3.8 (7)</td>
</tr>
<tr>
<td></td>
<td>BHR</td>
<td>CON</td>
<td>1391±56a (8)</td>
<td>78.0±2.8 (7)</td>
<td>22.0±2.5 (7)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HS</td>
<td>1422±54a (9)</td>
<td>79.4±1.4 (8)</td>
<td>20.6±1.4 (9)</td>
</tr>
<tr>
<td></td>
<td>SHR</td>
<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.
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>Right</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N</td>
<td>Maximum</td>
</tr>
<tr>
<td>Length</td>
<td>246</td>
<td>17.00</td>
</tr>
<tr>
<td>Width</td>
<td>245</td>
<td>7.60</td>
</tr>
<tr>
<td>Height</td>
<td>246</td>
<td>6.00</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...

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

As can be seen in Figure 3, export refunds increased between 1975 and 1983, when exports peaked and began decreasing...
\[ \nu_i^\mu = \sum_j W_{ij} h_j^\mu + \theta_i = \sum_j W_{ij} g \left( \sum_k w_{jk} l_k^\mu + \theta_j \right) + \theta_i \]  

(2.5)

and produces final output equal to

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

(2.6)

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

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

(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 \( \Sigma \) 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 (Werbos, 1988).
BIBLIOGRAPHY


SAMPLE: BIBLIOGRAPHY FIRST PAGE

Arabic numeral page number, numbered consecutively from separation page

56
LIST OF REFERENCES

or

REFERENCES

SAMPLE: LIST OF REFERENCES SEPARATION PAGE
Arabic numeral page number, numbered consecutively from text
LIST OF REFERENCES (or REFERENCES)


centered in middle of page between all margins

APPENDIX(ES)

or

APPENDICES

SAMPLE: APPENDIX(CES) 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
   (Archeology) 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

Creative Writing—Fiction, Poetry (MFA; Master Essay) ............... Department of English Guide

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

60
APPENDIX A (continued)

Educational Leadership (EdD) ................................................. GSG/APA
Educational Leadership (MEd) ................................................. GSG/APA
Educational Psychology (MEd) ................................................. GSG/APA
Electrical Engineering (MS, PhD) ............................................. GSG
English (MA) ................................................................. GSG/MLA
Gerontology (MA) ............................................................ GSG/APA
History (MA) ................................................................. GSG/Turabian
Industrial Engineering (MS, PhD) ........................................... GSG/APA
Liberal Studies (MA) .......................................................... GSG
Mathematics (MS) ........................................................ GSG/
(Nicholas Higham) Handbook of Writing for the Mathematical Sciences
Mathematics, Applied (PhD) ................................................. GSG/
(Nicholas Higham) Handbook of Writing for the Mathematical Sciences
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
Physical Education—Exercise Science (MEd) .......................... 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

DEPARTMENT TITLES

double-space (one blank line)

triple-space (two blank lines)

Creative Writing—submit thesis manuscripts to the Department of English.

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

double-space (one blank line)

Doctor of Audiology (AuD)
Doctor of Education (EdD)
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)
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
Psychology
Physical Therapy

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

Executive Business Administration (EMBA)

Engineering Management (MEM)

Master

Accountancy (MACC)

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

Business Administration (MBA)

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

**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)