Graduate School
Wichita State University
Wichita, Kansas

Graduate School Guide
to the
Preparation of
Theses and Dissertations

Fall 2011
GRADUATE SCHOOL
Wichita State University
107 Jardine Hall

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This manual is designed to be a basic source of information for Wichita State University (WSU) graduate students who are writing a master’s thesis or doctoral dissertation. All theses and dissertations must be submitted electronically. The Electronic Thesis/Dissertation (ETD) is submitted to the Graduate School by converting the document to a Portable Document Format (PDF) file. Once approval has been given by the Graduate School, the PDF file will be uploaded to the Blackboard Learning System. A copy will be saved on a compact disk and given to the student, the committee chair, and the department. The final copy also will be forwarded to WSU Libraries. Bound copies are no longer required. However, if a copy is requested by the department or committee chair, then students may choose to provide a duplicate on low-cost, non-archival paper and bound using any low-cost binding method. The ETD process will contribute to worldwide graduate education as WSU builds a Networked Digital Library of Theses and Dissertations (NDLTD) in collaboration with other scholarly institutions.

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

Viewing the style of other theses or dissertations on file in University Libraries is a common practice, but students must understand that mere duplication of another document’s style may not be acceptable. 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 in this guide and are encouraged to consult with their committee advisers regarding the implementation of these regulations.

Once students are familiar with these guidelines, they should consult the current style manual recommended by their department or discipline for all other issues of form and content, particularly the style for references. A list of WSU graduate programs requiring a thesis or dissertation and the recommended manuscript style is found in Appendix A. The goal is to strive for consistency throughout the entire thesis or dissertation; however, when approaches differ from one another, regulations from the Graduate School take precedence over rules found in other style manuals.

This publication guide was adapted from several sources, including the Tennessee Conference of Graduate Schools Guide to the Preparation of Theses and Dissertations, the Office of Degree Requirements at the University of Massachusetts, the Kansas State University Graduate Handbook, and Kate Turabian’s Manual for Writers of Term Papers, Theses, and Dissertations. The guide itself has been set up to illustrate some of the required formatting style of a thesis or dissertation; however, to conserve space, most of the text is single-spaced rather than the double-spaced, and bullets are used extensively.

The 2011 printing of this manual is the fourteenth edition, edited by Kristie Bixby, Editorial Assistant for Wichita State University.
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CHAPTER 1
INTRODUCTION

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

Regardless of the style and format used, a thesis or dissertation must be sufficiently complete to allow an independent investigator to repeat or verify all of the work leading to the author’s results and conclusions. In certain cases, when a manuscript prepared for publication is to be used, the terseness or page restrictions required by professional journals may prevent an author from meeting this condition with the publishable manuscript alone. In such cases, the thesis or dissertation must include additional materials that ensure independent reproducibility tables, descriptions of unproductive or unsuccessful explorations, derivations, and so forth (http://www.k-state.edu/grad/gscurrent/handbook/appb.htm).

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.

In recent years, with the increased use of the Internet for research, some students have struggled with the proper manner in which to cite certain content. Some have used Wikipedia as a reference. Wikipedia is not an acceptable reference, as it can be edited by anyone at any time, with no validation of the information. However, at the bottom of many Wikipedia pages, there are reference sources for the material quoted in the document. Rather than citing Wikipedia, it is recommended that students investigate those sources, which are usually linked, and review the information from them; if the material is acceptable and relevant to the work in the thesis or dissertation, then students can cite the actual source.

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

Compliance with federal regulations governing the use of human subjects, animal care, radiation, legend drugs, recombinant DNA, or the handling of hazardous materials in research is monitored by a number of federal agencies. Because of these regulations, research compliance is
another area of importance to graduate students and how their research is conducted. If they are unfamiliar with compliance, graduate students and their faculty advisers who are planning research that involves any of the areas mentioned should contact the Office of Research Administration before beginning their project.

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

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

The chapters that follow provide basic guidelines/instructions for preparing a thesis or dissertation. Small sample pages showing placement of information accompany descriptions of these instructions. An entire section of full-sized sample pages begins on page 43. Facing each full-sized sample page is an identical page that includes various “callout” frames containing important formatting information.
CHAPTER 2
PREPARATION AND FORMAT

2.1 Production Tools

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

- Produce the manuscript using a computer application suitable to your discipline and capable of being transmitted electronically to Blackboard. Typically, manuscripts are produced with Microsoft Word, although also acceptable is LaTeX, a high-quality typesetting system that includes features designed for the production of technical and scientific documentation. Because LaTeX is not a word processor and primarily focuses on accurate content, pages formatted in LaTeX often look very different than those shown in the guidelines. Therefore, if LaTeX is the application of choice, ensure that the preliminary pages match the sample pages in this preparation guide. This may require creating those pages in Word and combining the two documents into one PDF file before final submission.

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

- Use the following Web address to access Blackboard: www.blackboard.wichita.edu.

- Refer to Chapter 5 (beginning on page 37) for steps in the electronic theses and dissertations process.

- Direct any questions about the acceptability of the draft document to the committee chair and/or members.

2.2 Margins

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

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

- Choose a font image that is clear and distinct, shows high-quality contrast, and has true descenders (parts of letters that normally extend below the line, such as p, q, and y). Examples of appropriate fonts are Times New Roman, Arial, Helvetica, or Courier; however, most standard fonts are acceptable.

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

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

- Use FULL CAPITAL LETTERS for the titles of all major chapters in the preliminary pages, including chapters listed in the Table of Contents, and in the body of the paper, including the reference section and any appendices. Such titles include the following: FULL TITLE (on Title Page and Committee Identification Page), DEDICATION, ACKNOWLEDGMENTS, ABSTRACT, PREFACE, TABLE OF CONTENTS, LIST OF TABLES, LIST OF FIGURES, LIST OF PLATES, LIST OF ABBREVIATIONS/ NOMENCLATURE, LIST OF SYMBOLS, CHAPTER HEADINGS, REFERENCES or BIBLIOGRAPHY, and APPENDIX or APPENDIXES(ICES). Be consistent in fully capitalizing all chapter headings throughout the document.

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

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

  Capitalize All Words Except Articles (a, an, the); Coordinating Conjunctions (for, and, nor, but, or, yet, so); and Prepositions Fewer than Five Letters (to, up, over, in, on, of, than) Unless They Come at the Beginning or the End of the Heading
Sentence style looks like this:

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

Use one subheading style consistently throughout the document.

- If preferred, use a **boldface** font for chapter titles, headings, and subheadings, and within tables and figures. **Do not boldface captions.** Be consistent throughout the document.

- Italicize titles of books, periodicals, microfilm publications, and proceedings and transactions volumes; otherwise, use italics only for special emphasis, foreign words, technical terms, and mathematical expressions.

2.4 Spacing

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

<table>
<thead>
<tr>
<th>Single-Space:</th>
<th>No blank lines between each line of text (no points before or after).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double-Space:</td>
<td>One blank single line between each line of text (no points before or after).</td>
</tr>
<tr>
<td>Triple-Space:</td>
<td>Two blank single lines between each line of text (no points before or after).</td>
</tr>
</tbody>
</table>

- Avoid the insertion of “points” (extra spacing) before and after lines of text. At the “Paragraph” tab in Word, ensure that spacing is set to “0 pt” to ensure appropriate single or double spacing throughout the entire document).

- In the preliminary pages—those pages preceding the text (see pp. 44–75)—follow the preferred spacing format as shown in examples of the Title, Copyright, Committee Identification, Dedication, and Epigraph pages. Double-space text lines of the Acknowledgments, Abstract, and Preface pages only, and **indent the first line of each new paragraph on these pages**, keeping the amount of indentation (typically a half-inch) consistent here as well as throughout the document. **Leave a triple-space (two blank single lines) between any heading that begins at the top one-inch margin and the text that follows.**

- In the Table of Contents, triple-space between the title “TABLE OF CONTENTS” and the initial subheading line containing the words “Chapter” and “Page” on left and right margins, respectively. Double-space before and after chapter headings. Single-space chapter headings longer than one line. Indent (in alignment with previous heading) and single-space all subheadings, including multiline subheadings. See sample pages 60–65.

- In the List of Tables, List of Figures, and List of Plates, triple-space between the titles of these pages (e.g., LIST OF TABLES) and the preliminary subheading (e.g., “Table”..............“Page” or “Figure”..............“Page” or “Plate”..............“Page”). Double-space between captions, but single-space captions that are longer than one line. See sample pages 66–71.
• In the List of Abbreviations/Nomenclature or Symbols, triple-space between the titles of these pages and the beginning of their respective lists. Double-space between entries, and single-space definitions that are longer than one line. See sample pages 72–75.

• In the text, double-space throughout the entire document, and indent the first line of each new paragraph, keeping the amount of indentation consistent (typically a half-inch) throughout the document. If subheadings are bolded, double-space consistently throughout the entire text, leaving no extra space between the text and subheadings. However, if subheadings are not bolded, then leave extra space between the end of one subheading’s text and the beginning of the next subheading in order to assist the reader in distinguishing where one subheading ends and another begins. See sample pages 76–89.

• In the References or Bibliography, double-space between citations, but single-space within citations that are longer than one line. See sample pages 92–93 and 96–97.

• In the Appendix(ices), single-space or double-space, but be consistent throughout each appendix. See sample pages 100–107.

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

• Separate tables, figures, graphs, and other illustrative materials from both the text and their captions with at least one double-space (one blank line). Single-space captions longer than one line and any relative identification text. See sample pages 80–87.

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

2.5 Pagination

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

• Assign consecutive lowercase Roman numerals to all preliminary pages (those pages preceding the text), beginning with the Title Page. Print a page number on every preliminary page except the first two (Title Page and Copyright Page, pages i and ii, respectively). The first page showing an actual page number is the Committee Identification Page (page iii).

• Number ALL remaining pages after the preliminary pages (text, references, and appendices) with Arabic numerals (1, 2, 3, etc.), beginning with the first page of the text and running consecutively through the end of any appendices.

• Avoid the use of page numbers with letter suffixes (10a, 10b), periods (10.1, 10.2), or hyphens (10-1, 10-2).
• **Center page numbers** in the middle of the 8½-inch width of the page, one-half inch from the bottom edge of the paper, leaving at least two blank lines between the nearest line of text and the page number. Ensure that the text falls within the remaining text area of 6½ by 9 inches and does not intrude into the one-inch bottom margin.

• For pages containing tables and figures that are placed in landscape orientation (sideways), center the page number in the middle of the 11-inch width of the page, a half-inch from the bottom edge of the paper, and at least two lines below the edge of the table or figure.

• **Begin each chapter on a new page.**

• **Continue text material as close to the bottom of each page as possible before beginning a new page, unless it ends a chapter. Do not leave a large amount of space at the bottom of a page in the middle of a chapter. This large amount of space signals the reader that the chapter is ending and a new one is beginning, which is not the case in the middle of a chapter.**

• Avoid “widow/orphan” lines (less than two lines of text in a paragraph) at the beginning of a page or at the end of a page. In other words, prevent the first and last lines of paragraphs from being separated across pages.

• In the Table of Contents and in the List of Tables, List of Figures, and List of Plates, avoid splitting a long heading or caption across pages. If possible, complete the entire heading or caption on the same page; otherwise, if a heading or caption is too long to fit on a page, then move the entire heading or caption to a new page, even if this means leaving a little extra space at the bottom of the page.

• In the References or Bibliography section, avoid splitting a long citation across pages. If possible, complete the entire entry on the same page; otherwise, if a citation is too long to fit on a page, then move the entire entry to a new page, even if this means leaving a little extra space at the bottom of the page.
CHAPTER 3
ELEMENTS AND STYLE

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

- Due to differences among various style manuals, use the following page sequencing, as required by the WSU Graduate School.

- Read the guidelines for preparing each component, and study the small sample pages within each section. Note that these small sample pages vary in size in order to fit within the text; however, a more accurate view can be found in the full-sized sample pages that begin on page 43.

3.1 Page Sequencing

<table>
<thead>
<tr>
<th>PAGE/SECTION</th>
<th>MASTER'S THESIS</th>
<th>DOCTORAL DISSERTATION</th>
<th>PAGE NUMBER ASSIGNMENT (bottom half-inch and centered)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Required</td>
<td>Required</td>
<td>Assigned Lowercase Roman Numeral i but <strong>NOT PRINTED)</strong></td>
</tr>
<tr>
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<td>Required</td>
<td>Required</td>
<td>Assigned Lowercase Roman Numeral ii but <strong>NOT PRINTED)</strong></td>
</tr>
<tr>
<td>Committee Identification</td>
<td>Required</td>
<td>Required</td>
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</tr>
<tr>
<td>Dedication</td>
<td>Optional</td>
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</tr>
<tr>
<td>Epigraph</td>
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<tr>
<td>Acknowledgments</td>
<td>Optional</td>
<td>Optional</td>
<td>Lowercase Roman Numeral</td>
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<tr>
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<td>Required</td>
<td>Required</td>
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<tr>
<td>Preface</td>
<td>Optional</td>
<td>Optional</td>
<td>Lowercase Roman Numeral</td>
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<tr>
<td>Table of Contents</td>
<td>Required</td>
<td>Required</td>
<td>Lowercase Roman Numeral</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 page numbers in lowercase Roman numerals consecutively at the bottom of all preliminary pages, except the Title Page and Copyright Page, which are counted as the first page “i” and second page “ii,” respectively, but do not display their page numbers.

- Do not list preliminary pages in the Table of Contents.

3.2.1 **Title Page** (required)

- Center and single-space the full title of the thesis or dissertation in FULL CAPITAL LETTERS at the top one-inch margin of this page. Utilize the full width of the page within the prescribed margins. Singe-space a title that is longer than one line.
• Center all other information on this page.

• For standard information on the remainder of this page, use the exact format, wording, and capitalization, as shown here and in the full-sized samples on pages 44–45. 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:

  ○ Designation as a thesis or dissertation.

  ○ Student’s full legal name as it appears on his/her academic records. [Inform the WSU Registrar’s Office if this name has changed in any way, in order to have records changed officially.]

  ○ Title of previous graduate degree(s) (if applicable) followed by the institution and year of the award. **Do not include degree major.**

  ○ Title of previous undergraduate degree followed by the institution and year of the award. **Do not include degree major.**

  ○ Full name of department to which the thesis or dissertation is being submitted. If you are in these programs—*Aging Studies, Criminal Justice, Liberal Studies, or Nursing*—refer to Appendix B (p. 104) for the appropriate area to which your manuscript should be submitted.

  ○ Correct degree conferred. **Do not include major.** For example:

    Master of Arts (not Master’s of Arts or Master of Arts in ________)
    Master of Science (not Master’s of Science or Master of Science in ________)
    Doctor of Philosophy (not Doctor of Philosophy in ________)

For a complete list of graduate degrees awarded at WSU, refer to Appendix C (p. 105).
Month of graduation (choose December for fall semester graduation, May for spring semester graduation, or July or August for summer semester graduation; check with the Graduate School on the exact summer month for that year) and year of degree conferral, NOT the date of the oral defense, NOT the date the thesis 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 department to the department’s graduate coordinator or the Graduate School, or consult the Graduate Catalog. Note that the name of a graduate program may differ from the name of the graduate department.

- Do not list the Title Page in the Table of Contents.

- Assign the Title Page lowercase Roman numeral i.

- Do not print the page number on this page.

- Refer to full-sized samples of the Title Page (pp. 44–45) for placement of this information.

3.2.2 Copyright Page (required)

- Center the official copyright notice in Headline Style between the side margins and about three inches down from the top of the page. Include the author’s name and year of degree completion, in the format shown here and in the full-sized samples on pages 46–47.

- Include the Copyright Page after the Title Page. Do not list it in the Table of Contents.

- Assign the Copyright Page lowercase Roman numeral ii.

- Do not print the page number on this page.

- Refer to full-sized samples of the Copyright Page (pp. 46–47) for placement of this information.

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

- Center and single-space the full title exactly as it appears on the Title Page, in FULL CAPITAL LETTERS at the top one-inch margin of this page. Utilize the full width of the page within the prescribed margins. Singe-space a title longer than one line.

- For the remainder of the page, use the exact wording and format as shown here and in the full-sized samples on pages 48–49.

- Specify thesis or dissertation.

- Specify the correct degree conferred, including major, if applicable. For a complete list of graduate degrees awarded at WSU, refer to Appendix C (p. 105), and for a complete list of graduate majors at WSU, refer to Appendix D (p. 106).

- Provide sufficient identification lines for all committee members, and follow each name with the words “Committee Chair” or “Committee Member.” Do not use professional titles (such as Dr. or Prof.) before their names, or degree titles (such as Ph.D.) after their names. Ensure that all names are spelled correctly.

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

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

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

- Assign the Committee Identification Page lowercase Roman numeral iii.

- Center and print page number iii on this page. THIS IS THE FIRST PAGE NUMBER PRINTED IN THE DOCUMENT.

- Refer to full-sized samples of the Committee Identification Page (pp. 48–49) for placement of this information.
3.2.4 Dedication Page (optional)

- Use the Dedication Page to dedicate the manuscript.
- Center the heading “Dedication” in FULL CAPITAL LETTERS at the top one-inch margin of this page.
- Keep the dedication brief, avoiding extravagant and humorous dedications.
- Center the text of the dedication about three inches down from the top of the page in Sentence style, single-spaced, without final punctuation.
- If the word “to” introduces the dedication, capitalize it.
- Count this page as part of the preliminaries, but do not list it in the Table of Contents.
- Assign the Dedication Page a lowercase Roman numeral, and center and print the number a half-inch from the bottom of the page.
- Refer to full-sized samples of the Dedication Page (pp. 50–51) for placement of this information.

3.2.5 Epigraph Page (optional)

- Use the Epigraph Page to display a pertinent, self-explanatory inscription or quotation that suggests the theme of the thesis or dissertation.
- Do not title this page with the heading “Epigraph.”
- Center the epigraph about three inches down from the top of the page in Sentence style, single-spaced, with final punctuation.
- Do not italicize, underline, or enclose the epigraph in quotation marks.
- Count this page in the pagination of the preliminaries, but do not list it in the Table of Contents.
- Assign the Epigraph Page a lowercase Roman numeral, and center and print the number a half-inch from the bottom of the page.
- Refer to full-sized samples of the Epigraph Page (pp. 52–53) for placement of this information.
3.2.6 Acknowledgments Page (optional)

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

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

- Format this page like the first page of a chapter: indent the first line of each new paragraph, and double-space the content.

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

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

- Refer to full-sized sample pages of the Acknowledgments Page (pp. 54–55) for placement of this information.

3.2.7 Abstract Page (required)

- 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 as appropriate for inclusion in the abstract: (a) short statement concerning the area of investigation, (b) brief discussion of methods used to gather the data, (c) condensed summary of the findings, and (d) conclusions reached.

- Do not exceed one page in length.

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

- Format this page like the first page of a chapter: indent the first line of each new paragraph, and double-space the content.
• Count this page in the pagination of the preliminaries, but do not list it in the Table of Contents.

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

• Refer to full-sized samples of the Abstract Page (pp. 56–57) 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 the tone academic and appropriate to a scholarly work.

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

• Format this page like the first page of a chapter: indent the first line of each new paragraph, and double-space the content.

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

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

• Refer to full-sized samples of the Preface Page (pp. 58–59) for placement of this information.

3.2.9 Table of Contents (required)

Page Setup in Table of Contents

• Use the Table of Contents to list all parts of the text and back matter, including chapter titles, chapter subheadings, references or bibliography, and appendices. The Table of Contents may vary in style and the amount of information included, since it displays major chapters, which are often subdivided. Refer to full-sized samples of the Table of Contents (pp. 60–65).

• **DO NOT LIST PRELIMINARY PAGES (THOSE PAGES WITH LOWERCASE ROMAN NUMERALS) IN THE TABLE OF CONTENTS.**
• Center the heading “TABLE OF CONTENTS” in FULL CAPITAL LETTERS at the top one-inch margin of this page. A triple-space below the heading, in Headline Style, place a subheading with the word “Chapter” flush on the left margin and the word “Page” flush on the right margin. Do not bold or separate this subheading with dot leaders (a line of spaced periods).

**Chapter Headings in Table of Contents**

• Two lines below the “Chapter/Page” subheading, list the first chapter number on the left margin followed by a period (e.g., 1. or I., depending on style). If the thesis or dissertation has an “Introduction,” list it as the first chapter of the text.

• Then indent about a half inch and list the chapter title in FULL CAPITAL LETTERS. Ensure that the number of each chapter does not run into its title.

• Follow the chapter title with the correct Arabic numeral page number flush on the right margin (with or without dot leaders) below the “Page” subheading. **Leave at least a half-inch between the end of the title and the flush-right page number.** If this is not possible, as in the case of a long chapter heading, then break the title and continue it to a new line, single-spaced and aligned on the first word of that heading, and follow the last word of that chapter heading with its page number flush on the right margin.

• Align chapter numbers vertically on their periods at the left margin, align chapter titles vertically on the first word of the chapter (including titles that are longer than one line), and align page numbers flush on the right margin.

• **Double-space (one blank line between) before and after chapter headings,** but single-space chapter headings that are longer than one line, aligning the second line on the first word of the title.

**Chapter Subheadings in Table of Contents**

• **Begin the first subheading a double space below the chapter heading** under the first word of the chapter title. If subheadings are numbered, place the number under the first word of the chapter title and follow it with the title. Ensure that the number does not run into its title, so indent the title of the subheading about a half-inch after the subheading number.

• List each chapter subheading exactly as it appears in the text, using either Headline Style (preferred) or Sentence style. **Choose one style and use it consistently throughout the entire document.**

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

• Follow the subheading title with the correct Arabic numeral page number flush on the right margin below the “Page” subheading. **Leave at least a half-inch between the end of the subheading title and the flush-right page number.** If this is not possible, as in the case of a long subheading, then break the title and continue it to a new line, single-spaced and aligned on the first word of that subheading, and follow the last word of the title with the page number flush on the right margin.

**References/Bibliography and Appendix Headings in Table of Contents**

• **DO NOT ASSIGN CHAPTER NUMBERS TO REFERENCES OR APPENDIXES. BEGIN THESE HEADINGS ON THE FAR LEFT MARGIN.**

• In FULL CAPITAL LETTERS on the far left margin, list the heading “REFERENCES” or “BIBLIOGRAPHY.” Then flush on the right margin, **display the page number of the separation page** that begins the references or bibliography (shown on pp. 90–91 and 94–95).

• In FULL CAPITAL LETTERS on the far left margin, list the heading “APPENDIX” for only one appendix, or as “APPENDIXES” (“APPENDICES” is also acceptable) for more than one appendix. Then flush on the right margin, **display the page number of the separation page** that begins the appendix(ies) (shown on pp. 98–99).

• **If there is more than one appendix,** designate each with a letter (Appendix A, Appendix B, etc.) or Arabic numeral (Appendix 1, Appendix 2, etc.), and ensure that all appendices have titles using **Headline Style.** Two lines below the appendix heading, indent (about a half-inch) the appendix letters (or numbers) followed by their titles. Single-space appendix titles and any multiline titles, aligning the second line under the first letter of that title, not the letter or number. Do not designate an Appendix “A” unless there is an Appendix “B.” In other words, if there is only one appendix, follow the format in the previous bullet. See sample pages 62–63.

• **If there is only one appendix,** list it simply as “APPENDIX” or as “APPENDIX” followed a double space below with the appendix title (describing its content) IN FULL CAPITAL LETTERS. See sample pages 64–65.
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TWO-PAGE TABLE OF CONTENTS WITH NUMBERED, HEADLINE-STYLE SUBHEADINGS AND MORE THAN ONE APPENDIX

CHAPTER NUMBERS ALIGNED ON PERIODS

BIBLIOGRAPHY AND APPENDIX HEADINGS ON FAR LEFT MARGIN

ONE-PAGE TABLE OF CONTENTS WITH UNNUMBERED, INDENTED, SENTENCE-STYLE SUBHEADINGS AND ONLY ONE APPENDIX
Other Considerations in Table of Contents

- If desired, to separate chapter headings, subheadings, or appendix titles from their page numbers and to make it easier for the reader to locate correct page numbers, use dot leaders (a line of spaced periods that looks like this…….). Dot leaders can be incorporated automatically into the text with a special tab using the Word feature under Paragraph/Tabs.

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

- For a long Table of Contents, at the top one-inch margin of consecutive pages, repeat the heading in FULL CAPITAL LETTERS, followed in parentheses by word “continued” in lowercase letters: TABLE OF CONTENTS (continued). A triple space (two blank single lines) below this, repeat the subheading with the words “Chapter” and “Page” flush on the left and right margins, respectively. Refer to samples of the full-sized two-page Table of Contents Pages (pp. 60–63) for placement of this information.

- Refer to full-sized samples of the Table of Contents (pp. 60–65) for placement of this information.

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

- Include separate lists of tables, figures, and plates, when the paper incorporates two or more in any category, including those in any appendixes. Follow the same format as used in the Table of Contents relative to heading and subheading placement and spacing.

- Keep in mind that plates are a special section of pages of related figures, multiple photographs, or materials that are converted to a digital format, electronically incorporated into, and readily accessible from, the manuscript, including oversized maps, data on floppy disks, and videotape footage. Itemize these materials as a separate List of Plates, indicating the page number where they appear and can be accessed in the manuscript.

- Center the subheading “LIST OF TABLES,” “LIST OF FIGURES,” or “LIST OF PLATES” in FULL CAPITAL LETTERS at the top one-inch margin of the page.

- A triple-space below the heading, in Headline Style, place a subheading with the word “Table,” “Figure,” or “Plate” flush on the left margin, and the word “Page” flush on the right margin. Do not bold or separate these subheadings with dot leaders (a line of spaced periods).
Assign tables, figures, and plates Arabic numerals followed by a period, and align these numbers vertically on their periods at the left margin. **If this numbering is done consistently within chapters (e.g., 2.1, 2.2, 3.1, 3.2, etc.), then simply align the numbers on the left margin without any following period.**

Then indent about a half inch and follow caption numbers with their titles. **Align all caption titles on their first words.**

List each caption exactly as it appears in the text. Unusually long captions can be shortened.

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

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

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

**Double-space between captions.**

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

**If desired, to separate caption titles from their page numbers and to make it easier for the reader to locate correct page numbers, use dot leaders (a line of spaced periods that looks like this. . . .).** Dot leaders can be incorporated automatically into the text with a special tab using the Word feature under Paragraph/Tabs.

For long lists of tables or figures, at the top one-inch margin of consecutive pages, repeat the heading in **FULL CAPITAL LETTERS**, followed in parentheses by the word “continued” in lowercase letters: e.g., LIST OF TABLES (continued). A triple-space below this, repeat the appropriate subheading with the word “Table,” “Figure,” or “Plate”
flush on the left margin and the word “Page” flush on the right margin. Continue listing captions a double-space below the subheading. Refer to samples pages (pp. 66–71) for placement of this information.

- Count these pages in the pagination of the preliminaries, but do not list them in the Table of Contents.
- Assign each page of the List of Tables, List of Figures, or List of Plates a lowercase Roman numeral, and center and print the number a half-inch from the bottom of the page.
- Refer to full-sized samples of List of Tables, List of Figures, and List of Plates Pages (pp. 66–71) for placement of this information.

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

- Keep in mind that lists of symbols or abbreviations/nomenclature help the reader who looks at a portion of the paper instead of reading it from beginning to end.
- Include these lists to define specialized abbreviations, terms, or symbols.
- Ensure that the title of the list reflects the content.
- Include this list if the abbreviations/nomenclature are devised instead of commonly accepted. Even when a thesis or dissertation includes this list, provide the spelled-out version the first time a term appears in the text, followed by the abbreviation in parentheses.
- Center the heading “LIST OF ABBREVIATIONS,” “LIST OF NOMENCLATURE” or “LIST OF SYMBOLS” in FULL CAPITAL LETTERS at the top one-inch margin of this page. Begin the list of abbreviations or symbols a triple-space below the heading.
- List abbreviations/nomenclature in alphabetical order by the abbreviation itself, not the spelled-out definition.
- List abbreviations on the left followed by the spelled-out definitions to the right, in one of two ways: Either place all abbreviations or symbols on the left margin followed a clear distance by the spelled-out definitions, and align any run-over lines directly under the first letter of the definitions, or center the longest abbreviation followed a clear distance by its definition, and align all other

<table>
<thead>
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ABBREVIATIONS IN ALPHABETICAL ORDER ALIGNED ON LEFT MARGIN
lowercase Roman numeral page number

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<th>LIST OF SYMBOLS</th>
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</tbody>
</table>

SYMBOLS CENTERED BASED ON LONGEST ABBREVIATION
lowercase Roman numeral page number
abbreviations and their definitions using this longest one as a guide. Do not separate abbreviations or symbols from their definitions with dot leaders.

- **Double-space between abbreviations, and single-space multiline abbreviations.**

- For long lists of abbreviations or symbols, at the top one-inch margin of consecutive pages, repeat the heading in FULL CAPITAL LETTERS, followed in parentheses by the word “continued” in lowercase letters: e.g., LIST OF ABBREVIATIONS (continued). Continue listing abbreviations or symbols and their definitions a triple-space below the heading.

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

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

- Refer to full-sized samples of List of Abbreviations/Nomenclature and List of Symbols Pages (pp. 72–74) for placement of this information.

### 3.3 Text (required)

- Remember that the text is the main body of the thesis or dissertation that follows the preliminary pages and is usually separated into well-defined divisions such as chapters, parts, sections, and subsections.

- Number pages of the text separately from the preliminary pages, beginning with Arabic numerals (1, 2, 3, etc.), to the end of any appendix pages.

#### 3.3.1 Chapters and Subheadings

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

- Make chapter heading numbers either Arabic (e.g., CHAPTER 1), uppercase Roman numerals (e.g., CHAPTER I), or spelled-out numbers (e.g., CHAPTER One), but keep the style consistent throughout the document.

- Maintain a consistent organizational scheme throughout the text. If a document begins with decimal headings, then use decimal headings throughout; if subordinate headings are listed for one chapter, then list them for all chapters where they appear.

- Center each chapter heading with its number (e.g., “CHAPTER 1,” “CHAPTER I,” or “CHAPTER ONE,”) in FULL CAPITAL LETTERS at the top one-inch margin of the page.
• Center the chapter title (describing its content) in FULL CAPITAL LETTERS two lines below the numbered chapter heading.

• Begin the text a triple space (two blank single lines) following the chapter title.

• Typically, although not necessarily, begin the text with an introduction, which is not part of the preliminary pages and may be the first chapter.

• Count the first page of the introduction or the first chapter as page 1.

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

• Ensure that the wording of each chapter title, heading, and subheading is identical to what appears in the Table of Contents. Use either Headline Style (preferred) or Sentence style. Whichever style is chosen, be consistent throughout the document.
• If desired, bold headings and subheadings in the text to clearly emphasize the shift in subject material, and double-space consistently throughout, leaving no extra space between subheadings.

• Begin a subheading on a new page only if the preceding page is filled or there is not room for the complete subheading and at least two lines of text at the bottom of the previous page.

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

• Refer to full-sized samples of Text with Subheadings (pp. 76–79) for placement of this information.

3.3.2 References within Text

• Use the form, style, and content of footnotes or references that is generally accepted in the field of study.

• Mark references within the text using either square brackets with numbers in the order in which they are referred to in the text (see pp. 76–77) or parentheses with author and date (see pp. 78–79) to guide the reader to the corresponding entry in either the reference section (pp. 92–93) or to the bibliography section (96–97), respectively.

• When authors are mentioned in the text, typically use last names only. For a reference with only one author, cite only that author’s last name, followed by either the reference in brackets, e.g., Smith [1], or the date of the work in parentheses, e.g., Smith (2002) (depending on whether you are listing references or a bibliography at the end of the thesis/dissertation). For a reference with two authors, cite both authors’ last names, e.g., Smith and Jones [2] or Smith and Jones (2003). For a reference with three or more authors, cite the first author’s last name, followed by et al. (note the proper placement of the single period in this abbreviation), e.g., Smith et al. [3] or Smith et al. (2004).

• EXTREMELY IMPORTANT: If using the reference method of citation with numbers in brackets, ensure that numbers in the text begin with [1] and follow consecutively as they are mentioned (then [2], then [3], and so on). If the same reference is mentioned again later in the text, use the original number assigned to that reference.

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

• Avoid the use of endnotes (footnotes that are placed at the end of each chapter).
3.3.3 Tables, Figures, and Plates

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

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

- Preferably, place each table or figure on the page after the paragraph in which it is mentioned, or as close as possible to that paragraph. If desired, incorporate a table or figure less than one-half page in length within a paragraph (see pp. 84–85), providing it follows the location where it is specifically mentioned, is in numerical order, is separated from the text by extra space (at least one blank line), and is not continued onto the following page. Then continue the paragraph beginning at the left margin. However, do not break up a sentence with a table or figure; that is, do not place a table or figure in the middle of a sentence. Ensure that both sentences before and after the table or figure are complete and end with a period.

- Capitalize the words “table” and “figure” when mentioning their specific number (e.g., “For precise information, Table 2 shows . . .” or “. . . “The results are plotted in Figure 4.1.”). DO NOT use expressions such as “the following table” or “the figure above.” Rather mention tables and figures by their numbers.

- If desired, put multiple tables or figures together on a page, separating them by about a half-inch (or at least one blank line) and placing them in the order mentioned.

- For pages with full-size tables and figures, keep margins and the placement of page numbers the same as on other pages of the document. Ensure that tables and figures fit within the text area of 6½ by 9 inches and include a page number centered at the bottom half-inch of the page. The same applies to tables and figures that are placed in landscape orientation: center the page number in the middle of the 11-inch width of the page, a half-inch from the bottom edge of the paper, and at least two lines below the edge of the table or figure. If possible, reduce large tables and figures to fit within the margins.
• Continue tables on as many pages as necessary. At the top one-inch margin of consecutive pages, repeat the table number only, not the title, followed in parentheses by the word “continued” in lowercase letters: e.g., TABLE 2.3 (continued). Also repeat the table’s header row for each page (see p. 82–83).

• When all tables and/or figures are in an appendix, state this fact in the body of the text in a footnote attached to the first mention of the table or figure; do not repeat this fact thereafter. When some tables and figures are located in an appendix, clearly state their location when they are mentioned in the text (e.g., Table 1, Appendix A), unless the numbering scheme for tables and figures is obvious (e.g., Table A-1, Figure B-2).

• Follow the style for table, figure, and plate captions that is standard for the particular academic discipline, and keep the format consistent throughout the document. For example, as suggested in Turabian’s A Manual for Writers, place table headings and their captions, separated by a double-space, in FULL CAPITAL LETTERS above tables with no ending periods, and place figure headings and their captions in Sentence style on the same line below figures, with ending periods following both the figure numeral and figure caption. Separate captions from their tables or figures by one blank line, and ensure that one blank line separates the text from the table or figure. Single-space multiline captions. Either center the figure caption below the figure or align it on the left margin of the figure.

• DO NOT BOLD TABLE AND FIGURE CAPTIONS.

• Refer to full-sized samples of Tables and Figures (pp. 80–87) for placement of this information.

3.3.4 Equations

• Center equations between the left and right margins, leaving space (at least one blank line) between the text and the equation.

• Follow the equation with its identifying number in parentheses, e.g., (1.1), (1.2), (2.1), (2.2), flush on the right margin.

• Unlike the reference to specific tables and figures in the text (where the words “Table” and “Figure” are capitalized preceding their number), ensure that any specific equation mentioned in the text is in lowercase letters, followed by its number in parentheses, e.g., “The result is shown in equation (1.1).”

• Refer to full-sized samples of Equations (pp. 88–89) for placement of this information.
3.3.5 Oversized Materials

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

- Ensure that other typically oversized materials are converted to a digital format, and are electronically incorporated into and readily accessible from the manuscript.

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

- Refer to full-sized samples of the List of Plates Page (pp. 70–71) for examples of oversized materials.

3.3.6 Illustrations and Photographs

- Ensure that illustrations and photographs (either color or black and white) are electronically accessible from the manuscript. Special hand drawings must be scanned/digitized prior to insertion in their proper locations.

3.4 Back Matter or Reference Matter

3.4.1 References or Bibliography (required)

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

- **Precede either list by a numbered “separation page”** with the correct title—REFERENCES or BIBLIOGRAPHY—centered vertically and horizontally between the margins in FULL CAPITAL LETTERS (pp. 90–91 and pp. 94–95). Count this page in the Table of Contents as the page number for “REFERENCES” or “BIBLIOGRAPHY,” and number it consecutively from the end of the text.

- On the opening page of the references/bibliography section, place the heading, either REFERENCES or BIBLIOGRAPHY, at the top one-inch margin in FULL CAPITAL LETTERS, followed a triple-space by either the number of the first-mentioned reference citation in brackets, e.g., [1] and the first reference cited in the text (reference citation) or the first alphabetical entry by author’s last name without any number (bibliographical citation).

- Double-space between each reference, and single-space references that are longer than one line.
• Keep in mind that for online references, the date the article is cited must be included (see pp. 92–93).

• For references or a bibliography that is longer than one page, at the top one-inch margin of consecutive pages, repeat the heading in FULL CAPITAL LETTERS followed in parentheses by the word “continued” in lowercase letters: e.g., REFERENCES (continued) or BIBLIOGRAPHY (continued). Continue listing the entries a triple-space below either heading.

• Assign each page of the references or bibliography an Arabic numeral, and center and print the number at the bottom of each page. Number these pages consecutively after the separation page.

• Refer to full-sized samples of References and Bibliography Pages (pp. 92–93 and pp. 96–97) for placement of this information.

3.4.2 Appendix or Appendixes(ices) (when appropriate)

• Remember that an appendix is a group of related items that are too long to be included in the main text, including explanations, supplementary materials, documents, charts, copied forms, or original data sheets that are related to but not suitable for inclusion in the main text. Place materials of different categories in separate appendices.

• Place appendices at the end of the paper, not at the end of chapters.

• In the text, mention each appendix using Headline Style by its letter or number, e.g., Appendix A. If there is only one appendix, then refer to it in the text as simply “the Appendix,” and list it in the Table of Contents as simply “APPENDIX” (without any letter or number) and with or without a title (pp. 64–65).

• Precede an appendix or appendixes(ices) by a numbered “separation page” with either APPENDIX (for one appendix), or APPENDIXES or APPENDICES (for more than one appendix, either spelling is correct) centered vertically and horizontally between the margins in FULL CAPITAL LETTERS (pp. 98–99). Count this page in the Table of Contents as the page number for the initial heading of “APPENDIX” or “APPENDIXES,” and number it consecutively from the end of the References or Bibliography.

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

• On the opening page of each appendix, repeat the heading APPENDIX or APPENDIXES(ICES) and its letter or number at the top one-inch margin in FULL CAPITAL LETTERS: e.g., APPENDIX A. Center the APPENDIX TITLE (which describes the appendix) in FULL CAPITAL LETTERS two lines below the appendix
heading and its letter or number: e.g., MATLAB M-FILE FOR CALCULATING PATH LENGTH. Begin the appendix text a triple-space below this.

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

- For a long appendix, at the top one-inch margin of consecutive pages, repeat the specific appendix heading only (not appendix title) in FULL CAPITAL LETTERS, including its letter or number designation if there is more than one appendix, followed in parentheses by the word “continued” in lowercase letters: e.g., APPENDIX (continued) or APPENDIX A (continued). **Do not repeat the appendix title on consecutive pages.**

- Assign each page of the appendix(es) a lowercase Arabic numeral, center and print the number a half-inch from the bottom of the page. Number these pages consecutively after the separation page.

- Refer to full-sized sample Appendix Pages (pp. 100–107) for placement of this information.
CHAPTER 4

SPECIAL CONSIDERATIONS

4.1 Using Published Journal Articles in the Thesis or Dissertation

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

  - TRADITIONAL FRONT MATTER OR PRELIMINARY PAGES: See Chapter 3, sections 3.2.1 to 3.2.11 in this WSU Graduate School Guide to the Preparation of Theses and Dissertations.
  - CHAPTER 1: Combined introduction and literature review, which places the various research articles in historical perspective and links together the separate papers in subsequent chapters.
  - CHAPTER 2: First journal article. Place back matter (references and appendices) for each article at the end of each article’s text.
  - CHAPTER 3: Second journal article. Place back matter (references and appendices) for each article at the end of each article’s text.
  - CONSECUTIVE CHAPTERS: Additional journal articles as needed (with consecutive chapter headings). Place back matter (references and appendices) for each article at the end of each article’s text.
  - LAST CHAPTER: Concluding chapter describing overall results and further work.
  - BIBLIOGRAPHY: Bibliography for the entire thesis or dissertation (includes only those citations not already included in the individual journal articles).
  - APPENDIX(IXES): Appendix or appendixes with details and supplementary material not included in the articles.

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

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

- Where applicable, submit permissions granted by the journal publishers to the Graduate School when the student does his/her “thesis/dissertation check” with the Degree Audit Coordinator. See the sample permission request letter at the end of this chapter on page 35.

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

4.2 Multipart Documents

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

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

- Paginate the multipart document consecutively throughout the entire document.

4.3 Copies

- Keep in mind that bound copies of the thesis or dissertation are no longer required. However, if a copy is requested by the department or committee chair, then students may choose to provide a duplicate on low-cost, non-archival paper and bound using any low-cost binding method.

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

Date

Address of Publisher

To Whom It May Concern:

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

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

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

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

Thank you for your assistance.

Sincerely,

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

*You (the student) need to obtain this permission if both of the following apply:

(1) You are the sole or first-listed author of the previously published material who has permission to publish the material, and
(2) At the time the material was published, you signed a contract transferring copyright to the publisher.
CHAPTER 5
ELECTRONIC THESIS AND DISSERTATION (ETD) PROCESS

5.1 Step 1

- Submit an Application for Degree/Exit Survey (AFD) along with the $15 fee prior to the deadline for the semester that you anticipate graduation. Access the link to submit the AFD electronically either through the website http://webapps.wichita.edu/DegreeCard or through the “myWSU” portal. The AFD prompts the Graduate School to place your name on a list of prospective graduates for that given semester and to complete a degree audit of your specific degree requirements.

- Remember that you must be enrolled during the semester of graduation. All students who are completing theses, dissertations, or terminal project activities must be enrolled in the appropriate corresponding hours.

5.2 Step 2

- Schedule your defense date on or before the defense deadline for a given semester. At least two weeks prior to your chosen defense date, ensure that your department has submitted the Request to Schedule Oral Defense form to the Graduate School. Once this form is received and approved, the Degree Audit Coordinator will send the Recommendation for Degree (RFD) form to your committee chair. You are also required to provide a draft copy of your manuscript to all committee members two weeks in advance of your approved defense date.

5.3 Step 3

- Defend your thesis/dissertation on the approved date and time. If your defense is cancelled or postponed, contact the Degree Audit Coordinator immediately. If you are not able to meet the oral defense deadline, you will be required to submit a new Application for Degree form and $15.00 fee, and enroll in appropriate thesis or dissertation hours during your new semester of graduation.

5.4 Step 4

- Make any necessary corrections to your thesis or dissertation as requested by your committee. When your final manuscript has been approved by your committee, all members must sign the “Part 2” RFD form. Committee members may not sign this form until all corrections to the manuscript have been made and all committee members have approved the final document.

5.5 Step 5

- Ensure that the committee chair submits the signed RFD and any necessary Change of Grade forms to the Graduate School prior to the thesis/dissertation “format check appointment.” The Degree Audit Coordinator will NOT perform a format check
until the fully signed “Part 2” RFD form has been submitted to the Graduate School.

- **FOR ENGINEERING DOCTORAL STUDENTS ONLY**: Have the “Part 2” RFD form signed by the college dean.

**5.6 Step 6**

- At this stage of the process, make an appointment with the Degree Audit Coordinator to check the format of your thesis or dissertation. Bring a loose, printed copy of the document. Front-to-back printing is acceptable. Following the Degree Audit Coordinator’s review of your thesis or dissertation, make any necessary changes. If asked, return to the Graduate School with your corrected copy for a second check (no appointment is required). If no other format checks are necessary, then the Graduate School will approve your thesis or dissertation for electronic submission.

**5.7 Step 7**

**5.7.1 All Students**

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

- Note that required forms will be provided at your formatting appointment.

- Note that once the Agreement Form and fee are submitted, the Degree Audit Coordinator will enroll you in the Blackboard course—**WSU GRADUATE SCHOOL ETD**.

- Convert your manuscript to a searchable PDF file with no password settings. Save your PDF file using this file name format:

  - **Lastname_Firstname_SemesterYR.pdf**
  - **EXAMPLE: Smith_John_Spring2010.pdf**

**5.7.2 DISSERTATION STUDENTS ONLY**

- Submit the following additional item, in paper form, to the Graduate School prior to submitting their ETD to the Blackboard system:
  
  - **Survey of Earned Doctorates**

- Note that this is a requirement for doctoral students, and the survey will be provided at the formatting appointment.
5.8 Step 8

- Once the required items are submitted, upload your thesis or dissertation (PDF file only) to Blackboard using the following procedures:

Log on to Blackboard at [www.blackboard.wichita.edu](http://www.blackboard.wichita.edu) or log on to the “myWSU” portal, and enter Blackboard under “Student Tools.” Under “My Courses,” you will see this course: **WSU GRADUATE SCHOOL ETD**.

Click on “Submit Your PDF Here.”
Click on “Browse My Computer.”
Select your file.
Click on “Submit.”

Note that Blackboard will send notification to the Degree Audit Coordinator that you have accessed Blackboard and made your submission. It is not necessary to contact the Degree Audit Coordinator for confirmation.

5.9 Step 9

- Monitor your e-mail for a period of three business days after your submission. If your submission is not successful or if additional corrections are needed, you will be contacted by the Degree Audit Coordinator at the e-mail address provided on your Access Agreement form. No further submission will be accepted unless specifically requested by the Graduate School.

- Note that you are not required to submit a bound copy of your thesis or dissertation to anyone. An electronic version of the thesis or dissertation will be provided to you, your committee chair, the department, and the library. If the department or committee chair requests a copy, you may choose to provide a low-cost hard copy on non-archival paper, bound using any low-cost binding method.
Wichita State University has established procedures regarding the sequestration of graduate theses and dissertations that contain descriptions of proprietary information or intellectual property, which, if made available to the public, may jeopardize the ability of the owners of the intellectual property to obtain a patent.

A thesis or dissertation project may result in the development of intellectual property, for which the faculty adviser, 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 possibly 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 adviser 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, 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 adviser or director, academic department, and graduation date. Following a one-year period, the Dean of the University Libraries will request permission from the Dean of the Graduate School to release the submission for publication on SOAR. The Graduate School will then contact the committee adviser to confirm that publication is appropriate at that time. If continued sequestration is needed, the Graduate School will inform the Dean of the University Libraries. Continued sequestration beyond the second year will be considered only in special and very unusual circumstances.

Pursuant to the university patent policy, the faculty adviser 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 adviser 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.

Any questions regarding the sequestration policy should be directed to the Degree Audit Coordinator.
CHAPTER 7

FULL-SIZED SAMPLE PAGES

The following section contains full-sized sample pages of a thesis or dissertation, each of which is followed by a duplicate page showing bolded instructions in “callout” frames indicating correct margins, spacing, information placement, page number specifications, and other important elements. This duplicate page has been added to the guidelines to clarify the formatting process.

Remember that some wording, particularly in the preliminary pages, is standard to all theses and dissertations; other information is specific to the individual student.
A Thesis (or Dissertation) by

Your Name Here

Master of Arts/Science, Your University Spelled Out Here, Year
(when applicable)

Bachelor of Arts/Science, Your University Spelled Out Here, Year

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

Month Year

SAMPLE: TITLE PAGE
Roman numeral page number "i" NOT PRINTED
FULL TITLE OF THESIS OR DISSERTATION SINGLE-SPACED AND CENTERED IN FULL CAPITAL LETTERS AT TOP ONE-INCH MARGIN SO THAT IT LOOKS LIKE THIS

A Thesis/Dissertation by
Your Name Here

Master of ____________, Your University Here (spelled out), Year

Bachelor of ____________, Your University Here (spelled out), Year

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

December/May/July/August Year

Vertical spacing of information on this page is approximately as shown.
Note that thesis and dissertation work is protected by copyright, with all rights reserved. Only the author has the legal right to publish, produce, sell, or distribute this work. Author permission is needed for others to directly quote significant amounts of information in their own work or to summarize substantial amounts of information in their own work. Limited amounts of information cited, paraphrased, or summarized from the work may be used with proper citation of where to find the original work.

SAMPLE: COPYRIGHT PAGE
Roman numeral page number “ii” NOT PRINTED
The following faculty members have examined the final copy of this thesis (or dissertation) for form and content, and recommend that it be accepted in partial fulfillment of the requirement for the degree of Master (or Doctor) of ____________, with a major in ________________.

____________________________________
Name of Professor, Committee Chair

____________________________________
Name of Professor, Committee Member

____________________________________
Name of Professor, Committee Member

____________________________________
Name of Professor, Committee Member

Accepted for the College of Engineering

____________________________________
Zulma Toro-Ramos, Dean

Accepted for the Graduate School

____________________________________
J. David McDonald, Dean
FULL TITLE OF THESIS OR DISSERTATION SINGLE-SPACED AND CENTERED IN FULL CAPITAL LETTERS AT TOP ONE-INCH MARGIN SO THAT IT LOOKS LIKE THIS

The following faculty members have examined the final copy of this thesis (or dissertation) for form and content, and recommend that it be accepted in partial fulfillment of the requirement for the degree of Master (or Doctor) of __________________, with a major in _________________.

ENTER APPROPRIATE DEGREE FROM APPENDIX C

IF APPLICABLE, ENTER MAJOR FROM APPENDIX D

Name of Professor, Committee Chair

Name of Professor, Committee Member

Name of Professor, Committee Member

Name of Professor, Committee Member

Name of Professor, Committee Member

Accepted for the College of Engineering

Zulma Toro-Ramos, Dean

Accepted for the Graduate School

J. David McDonald, Dean

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

SAMPLE: COMMITTEE IDENTIFICATION PAGE
Roman numeral page number iii—FIRST PAGE NUMBER PRINTED
DEDICATION

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

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

CENTER BETWEEN SIDE MARGINS

SENTENCE STYLE
SINGLE-SPACE
WITHOUT FINAL PUNCTUATION

SAMPLE: DEDICATION PAGE
lowercase Roman numeral page number
Get wisdom . . . though it costs all your possessions,
get understanding.
Get wisdom . . . though it costs all your possessions,
get understanding.
ACKNOWLEDGMENTS

I would like to thank my adviser, Linda Carr, for her many years of thoughtful, patient guidance and support. Thanks are also due to Cathy John. Together their friendship and selfless role modeling have contributed to my professional development. I 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.
I would like to thank my adviser, Linda Carr, for her many years of thoughtful, patient guidance and support. Thanks are also due to Cathy John. Together their friendship and selfless role modeling have contributed to my professional development. I 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.
ABSTRACT

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

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

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

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

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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.

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

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

**SAMPLE: LIST OF ABBREVIATIONS**

Either placed flush on left margin or centered on longest line

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<table>
<thead>
<tr>
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<th>Meaning</th>
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<td>VPPA</td>
<td>Variable Polarity Plasma Arc Welding</td>
</tr>
<tr>
<td>WFZ</td>
<td>Weld-Fusion Zone</td>
</tr>
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LIST OF SYMBOLS

○ Degree

μ Micron

π Pi

£ Pound (British)
### LIST OF SYMBOLS

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<td>π</td>
<td>Pi</td>
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<tr>
<td>£</td>
<td>Pound (British)</td>
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**Option One (flush left)**

- **Either** placed flush on left margin (option one) or center the list of symbols on the longest line (option two).

**Option Two (centered)**

- Double-space between symbols (one blank line, no points before or after) and center between side margins based on longest line.

**Sample: List of Symbols**

Either placed flush on left margin or centered on longest line.

lowercase Roman numeral page number
CHAPTER 1
THE INSTITUTIONAL SETTING

1.1 The Interstate Commerce Act

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

1.2 ICA Revisions

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

1.2.1 Approaches to Elements of Truth

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

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The Interstate Commerce Act

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

ICA Revisions

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

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

The Interstate Commerce Act

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

ICA Revisions

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

Approaches to Elements of Truth. Prudent analysis suggests that there are elements of truth in each approach. In any case, the act to regulate commerce and to establish the Interstate Commerce Commission was passed into law in 1887. Table 1 summarizes the regulated activities and enforcement devices attributed to this legislation.
As shown in Table 1, creatine kinase activity decreases and isozyme distribution increases as a result of the experiments run. Note the consistency.

**TABLE 1**

**CREATINE KINASE ACTIVITY AND ISOZYME DISTRIBUTION FROM EXPERIMENTS RUN BEFORE TRIAL**

<table>
<thead>
<tr>
<th>AGE (month)</th>
<th>STRAIN</th>
<th>DIET</th>
<th>CK (mIU/mg) (n)</th>
<th>MM + MITO (%) (n)</th>
<th>BB + MB (%) (n)</th>
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<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>HS</td>
<td></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>
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<tr>
<td></td>
<td>HS</td>
<td></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>HS</td>
<td></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 ± 61 a (8)</td>
<td>82.0 ± 1.1 (5)</td>
<td>18.0 ± 1.4 (5)</td>
</tr>
<tr>
<td></td>
<td>HS</td>
<td></td>
<td>1323 ± 32 a (8)</td>
<td>79.7 ± 3.8 (7)</td>
<td>20.3 ± 3.8 (7)</td>
</tr>
<tr>
<td></td>
<td>BHR</td>
<td>CON</td>
<td>1391 ± 56 a (8)</td>
<td>78.0 ± 2.8 (7)</td>
<td>22.0 ± 2.5 (7)</td>
</tr>
<tr>
<td></td>
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<td>1422 ± 54 a (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 ± 81 a (10)</td>
<td>71.3 ± 2.6 a (9)</td>
<td>28.7 ± 2.6 a (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.
As shown in Table 1, creatine kinase activity decreases and isozyme distribution increases as a result of the experiments run. Note the consistency.

<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>
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</tr>
<tr>
<td></td>
<td>HS</td>
<td></td>
<td>1615 ± 40 (9)</td>
<td>80.3 ± 1.4 (7)</td>
<td>19.7 ± 1.5 (7)</td>
</tr>
<tr>
<td></td>
<td>BHR</td>
<td>CON</td>
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</tr>
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<td></td>
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</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>
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<td>HS</td>
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TABLE 1 (continued)

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<th>AGE (month)</th>
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<th>CK (mIU/mg) (n)</th>
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</thead>
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<tr>
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<td>WKY</td>
<td>CON</td>
<td>1733±39 (10)</td>
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The creatine kinase activity and isozyme distribution for all four periods indicate that the levels were found to be within the appropriate range necessary for additional activity...
TABLE 1 (continued)

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The creatine kinase activity and isozyme distribution for all four periods indicate that the levels were found to be within the appropriate range necessary for additional activity . . .
circular lumpy area with an ulnar extension, the whole having somewhat the shape of a tadpole. The ulnar "tail" may represent part of the origin of the Adductor Pollicis, but it was measured with the FCR since it forms a visible unit [4]. Length was measured medial-lateral and width represents the average of several measurements taken at equal distance proximal-distal of the enthesis. Height was determined by the contour gauge at the highest elevation (Table 4).

**TABLE 4**

FLEXOR CARPI RADIALIS ENTHESIS MEASUREMENTS EXPRESSED IN MILLIMETERS

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

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<th>Measurement</th>
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<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>
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<td>246</td>
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</tbody>
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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 in ECUs for poultry from 1975 to 1987 [4].

As can be seen, export refunds increased between 1975 and 1983, when exports peaked, and then decreased dramatically . . .
As shown in Figure 3, the European community export refunds for poultry from 1975 to 1987 were consistent with the findings.

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

As can be seen, export refunds increased between 1975 and 1983, when exports peaked, and then decreased dramatically . . .
The equation used for this calculation is

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

(2.5)

and produces final output equal to

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

(2.6)

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

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

(2.7)

which may be rewritten according to equation (2.6) as

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

(2.8)

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

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

(2.5)

and produces final output equal to

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

(2.6)

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

\[ E[W] = \frac{1}{2} \sum_{\mu} \sum_i \left[ t^\mu_i - o^\mu_i \right]^2 \]  

(2.7)

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REFERENCES


SAMPLE: REFERENCES (NUMBERED IN BRACKETS) FIRST PAGE
Arabic numeral page number, numbered consecutively from separation page
REFERENCES


DATE THE ARTICLE IS CITED MUST BE INCLUDED IN ONLINE REFERENCES

SAMPLE: REFERENCES (NUMBERED IN BRACKETS) FIRST PAGE
Arabic numeral page number, numbered consecutively from separation page
BIBLIOGRAPHY


APPENDIX  
(one appendix)  
or  
APPENDIXES  
(more than one appendix)  
or  
APPENDICES  
(more than one appendix)
APPENDIX
(one appendix)

or

APPENDIXES
(more than one appendix)

or

APPENDICES
(more than one appendix)

CENTER IN MIDDLE OF PAGE BETWEEN ALL MARGINS

EITHER IS ACCEPTABLE FOR MORE THAN ONE APPENDIX

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

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

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

*In all instances of form and style, consult the Graduate School Guide (GSG) 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

100
WSU GRADUATE PROGRAMS AND THEIR RECOMMENDED STYLES FOR PREPARING THESES AND DISSERTATIONS*

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SAMPLE: APPENDIX FIRST PAGE
Arabic numeral page number, numbered consecutively from separation page
APPENDIX A (continued)

Economics (MA) .......................................................................................................................... GSG
Educational Leadership (EdD) ...................................................................................................... GSG/APA
Educational Leadership (MEd) .................................................................................................... GSG/APA
Educational Psychology (MEd) ................................................................................................... GSG/APA
Electrical Engineering (MS, PhD) ................................................................................................ GSG
English (MA) .............................................................................................................................. GSG/MLA
Exercise Science (MEd) ............................................................................................................ GSG/APA
History (MA) .............................................................................................................................. GSG/Turabian
Industrial Engineering (MS, PhD) ............................................................................................. GSG/APA
Liberal Studies (MA) .................................................................................................................. GSG
Mathematics (MS) ...................................................................................................................... GSG/
                             Handbook of Writing for the Mathematical Sciences (Nicholas Higham)
Mathematics, Applied (PhD) ...................................................................................................... GSG/
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Mechanical Engineering (MS, PhD) ............................................................................................. GSG
Music—History-Literature, Theory-Composition (MM) ............................................................... GSG
Music Education—Choral, Elementary, Instrumental, Special Education, Voice (MME) ........... GSG/APA
Nursing (MSN) ............................................................................................................................ GSG/APA
Psychology—Community, Clinical, Human Factors (PhD) .......................................................... GSG/APA
Social Work (MSW) .................................................................................................................... GSG/APA
Sociology (MA) ........................................................................................................................... GSG
Special Education—Adaptive, Early Childhood Unified, Functional, Gifted (MEd) ................. GSG/APA
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APPENDIX B

PARTICULAR WSU PROGRAMS
AND APPROPRIATE AREA TO SUBMIT MANUSCRIPT

_Aging Studies_—submit thesis manuscripts to the Department of Public Health Sciences.

_Criminal Justice_—submit thesis manuscripts to the School of Community Affairs.

_Liberal Studies_—submit thesis manuscripts to the College of Liberal Arts and Sciences.

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

GRADUATE DEGREES AWARDED AT WICHITA STATE UNIVERSITY

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

Specialist in Education (EdS)
Executive Master of Business Administration (EMBA)

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

GRADUATE MAJORS AT WICHITA STATE UNIVERSITY

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

**EDUCATION** (MEd)
- Counseling
- Curriculum and Instruction
- Educational Leadership
- Educational Psychology
- Exercise Science
- Special Education
- Sport Management

**EXECUTIVE BUSINESS ADMINISTRATION** (EMBA)

**ENGINEERING MANAGEMENT** (MEM)

**FINE ARTS** (MFA)
- Creative Writing
- Studio Art

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

**MUSIC EDUCATION** (MME)
- Choral
- Elementary
- Instrumental
- Special Education
- Voice

**MASTER**
- **Accountancy** (MACC)
- **Arts** (MA)
  - Aging Studies
  - Anthropology
  - Communication
  - Communication Sciences and Disorders
  - Criminal Justice
  - Economics
  - English
  - History
  - Liberal Studies
  - Sociology
  - Spanish

**BUSINESS ADMINISTRATION** (MBA)
APPENDIX D (continued)

MASTER

**Nursing** (MSN)

**Nursing/Business Administration** (MSN/MBA)

**Physician Assistant** (MPA)

**Public Administration** (MPA)

**Science** (MS)
   Aerospace Engineering
   Biological Sciences
   Chemistry
   Computer Networking
   Computer Science
   Earth, Environmental, and Physical Science
   Electrical Engineering
   Industrial Engineering
   Mathematics
   Mechanical Engineering

**Social Work** (MSW)

**Teaching** (MAT)

SPECIALIST (in Education)
   School Psychology (EdS)