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CHAPTER I

INTRODUCTION

A thesis or dissertation is a formal research paper that is the culmination of months and even years of diligent research effort on behalf of a graduate student. As such the work must be presented (published) using scholarly standards. The purpose of this manual, *Thesis and Dissertation Standards*, is to provide those standards to assist the student in organizing and presenting the results of his/her research in a scholarly manner. A student should consult with the major professor or chairperson to learn of specific department and program guidelines for the thesis or dissertation also.

The University of Tennessee at Chattanooga requires students to submit theses and dissertations to ProQuest, an entity that provides electronic publication of theses and dissertations. As such your thesis or dissertation will reach a national audience, therefore meeting the standards in all aspects as prescribed in this document are necessary. Students should remember that theses and dissertations are checked by personnel in the Graduate School to ensure conformity with this manual prior to final approval and publishing.

In addition, all theses and dissertations must meet the highest standards of English grammar and punctuation. Students may be required to secure the services of a competent editor for English grammar and punctuation.

Because master’s theses and doctoral dissertations reach a national audience, special attention to formatting standards, publication styles, and ethical standards are paramount. The thesis and dissertation represent the degree-granting standards of a college and of the University of Tennessee at Chattanooga and the documents should be a source of pride for all involved. A student’s advisory committee is responsible for judging the technical and professional competency, writing quality, and professional appearance of these documents. An editor competent in English grammar and punctuation must review the thesis or dissertation. It is the responsibility of the student to ensure that the thesis or dissertation has proper English grammar and punctuation.

All theses and dissertations must adhere to certain general standards and therefore must:

1. Be prepared in accordance with the ethical standards of scholarship and publishing.
2. Be a document with a coherent theme solving a well-defined problem.
3. Provide evidence that the candidate is competent in the discipline of study and is familiar with literature of the discipline.
4. Be written in standard English, unless the candidate's program focuses on mastery of a foreign language.
These standards are modeled after the guidelines in place at other institutions with graduate programs; therefore, the wording in this document may be similar to that used in the guidelines of other institutions.

**Student Integrity**

Conferral of a degree implies in part the graduate’s personal integrity and ability to perform within the framework of scholarly methods. There are three areas in which graduate students should be particularly cautious: the proper acknowledgment of cited works; the use of others’ copyrighted material; and proper reporting of work subject to federal compliance regulations (e.g., use of human subjects, animal care, radiation, legend drugs, recombinant DNA, or the handling of hazardous materials).

**Proper Acknowledgment of Cited Works**

Students must take care not to plagiarize. The Graduate School defines plagiarism as “using the intellectual property or product of someone else without giving proper credit” (The University of Tennessee, 2008, 25). Any material taken from another source must be fully acknowledged, and in no case should one present another person’s work as one’s own. Extreme caution should be exercised by students involved in collaborative research to avoid questions of plagiarism. Appropriate acknowledgment of the work of any contributors is essential. Further, if the submitted thesis or dissertation has been published previously, or has been submitted for publication, this fact should be disclosed. If in doubt, students should check with their major professor or the thesis/dissertation chairperson about such matters. Suspected plagiarism will be investigated and appropriate action taken if necessary, including removal of the thesis or dissertation in question from the library, and rescinding of degrees.

**The Use of Internet Links (Embedding)**

Students may use hyperlinks in their document, as long as students take steps to ensure they do not give the impression that the material linked to is their own (if it is not.) Students may also provide an address (URL) to a site without providing an active link. Students should use discretion in including links because, unlike material published in paper journals and books, the content and location of websites changes frequently.

For this and other reasons, students should not link to material that is integral to their thesis or dissertation. Instead, they should seek permission to include that material in their thesis or dissertation.

**The Use of Copyrighted Material**
The law governing copyright infringement is based on a principle called “fair use.” If copyrighted material is used in a limited way for non-commercial purposes (e.g., scholarly work), permission to quote usually need not be sought. The 2003 Chicago Manual of Style (2003. Chicago: University of Chicago Press) states:

For example, the [fair use doctrine] allows authors to quote from other authors’ “work or to reproduce small amounts of graphic or pictorial material for purposes of review or criticism or to illustrate or buttress their own points. Authors invoking fair use should transcribe accurately and give credit to their sources. They should not quote out of context, making the author of the quoted passage seem to saying something opposite to, or different from, what was intended (135).”

Further, “[n]o permission is required to quote from works of the United States government or works in which copyright has expired” (132). In determining whether a work is still under copyright, students should consult the U.S. Copyright Office’s guidelines (see, for instance, the “Copyright Office Basics,” available at http://www.copyright.gov/circs/circ01.pdf.)

Even when permission is not needed, students must cite the owner’s works fully. If extensive material from a copyrighted work is used in such a way that the rights of the copyright owner may be violated, permission from the owner must be obtained in writing. 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. According to The Chicago Manual of Style,

Use of any literary work in its entirety – a poem, an essay, a chapter of a book – is hardly ever acceptable. Quotations or graphic reproductions should not be so long that they substitute for, or diminish the value of, the copyright owner’s own publication. Proportion is more important than the absolute length of a quotation: quoting five hundred words from an essay of five thousand is likely to be riskier than quoting that amount from a work of fifty thousand. But an even smaller percentage can be an infringement if it constitutes the heart of the work being quoted (136).

The publisher usually has the authority to grant permission to quote excerpts from the copyrighted work or can refer requests to the copyright owner or designated representative. The copyright owner may charge for permission to quote. Permissions should be credited on the acknowledgments page, and the source should appear in the list of references or bibliography section.

### Internet Sources

Internet and other electronic sources must be cited as fully as print materials. At the very least, such works will have a title and a date, as well as the address or URL for internet materials. The date is normally the date consulted or date accessed. Professional journals and organizations (such as the APA) normally have specific suggestions for citing electronic materials.
Multi-Part Theses and Dissertations (or “Manuscript” Theses and Dissertations)

With committee approval, the primary division of a thesis/dissertation may consist of parts rather than sections or chapters. This is sometimes called a “manuscript” thesis or dissertation. The use of parts is an effective method of organization when research has been performed in two or more areas that cannot be combined into a single presentation, or to assist in maintaining consistent format, i.e., sequence of topics or divisions, for journal articles.

Students should note that a multi-part or manuscript format is only appropriate if the thesis or dissertation will contain two or more separate but related essays. Students with a single “content” chapter, conceived as a journal article, should not treat their document as a “multi-part” thesis or dissertation.

Parts of a multi-part thesis or dissertation

Each part may be treated as a separate unit, with its own chapters, figures and tables, bibliography and appendix (if needed), or the bibliography and appendix may be combined at the end of the document. The student must exercise caution to ensure that formatting is consistent throughout, that all tables/figures have unique numbers, and that, in general, the organization into parts is logically arranged and consistently applied.

In all cases, the multi-part thesis or dissertation must include the following elements:

- Introduction and conclusion, which provide an overview and summary of the project
- Table of contents for the entire document
- List of tables for the entire document
- List of figures for the entire document
- Abstract for the entire document (of 350 or fewer words)
- Separation sheet (title page) for each part
- Abstract for each part (abstracts for individual essays do not need to adhere to the requirements of length and format).

Consecutive pagination should be used throughout the document, including numbering of the required separation sheets listing the part number and title. These separation sheets must be placed immediately in front of the first page of text for each part.

Reporting of Work Subject to Compliance Regulations

Compliance with federal regulations governing the use of human subjects, animal care, radiation, legend drugs, recombinant DNA, or the handling of hazardous materials in research, is monitored by a number of federal agencies. Because of these regulations, research compliance is another area of importance to graduate students and to the conduct of their research. The Graduate School requires verification from the student’s committee that the student has complied with the appropriate approval procedures prior to initiation of the thesis or dissertation related research, if approval is relevant to the research. Forms and/or approval letters for regulated
research activities must be included in the appendix of a thesis or dissertation as a means to acknowledge that proper compliance has been obtained. The Officer of Research Integrity in the university’s Office of Research Integrity (http://www.utc.edu/Administration/OfficeOfResearchIntegrity/PAM.php) will answer questions regarding the required approvals for research projects. If approvals are needed, the Compliance Officer will provide guidance in helping students complete the appropriate forms. Compliance must be obtained before students begin research.

General Policies

Students should refer to the latest edition of the Graduate Catalog (http://www.utc.edu/Administration/Records/Catalogs/) for policies concerning registration for thesis/dissertation hours, restricted, classified, or proprietary research, and other requirements for completion of the graduate program.

The goal of The Graduate School, as well as the student’s thesis/dissertation committee, is to ensure that a document has been produced that will properly represent and reflect well on the student, the student’s committee, the department and the university.
Chapter II

FORMAT AND APPEARANCE

General Format

These standards endorsed by the Graduate Council are to ensure that the University of Tennessee at Chattanooga theses and dissertations will have a consistently professional and scholarly appearance. Close attention to these standards during document preparation will save time during the review process conducted by personnel in the Graduate School. The standards must be followed as presented in this publication.

The thesis or dissertation is being formatted for electronic publication through ProQuest. Because it will be viewed and read electronically, all pages must be in the proper orientation. Therefore, some tables and figures may require a landscape page orientation. When pages are oriented landscape the page number must be placed at the bottom center along the 11.5 inch length of the page.

Recommended Style

Degree-granting units select an acceptable style (APA, MLA, etc.). Do not confuse style with formatting; these standards refer to formatting. The degree-granting unit is responsible for ensuring that documents conform to the chosen style. If the style differs from the specific formatting established in these standards, a letter from the major advisor indicating the acceptability of the differences must be submitted to the Dean of the Graduate School for approval of the format variation before writing of the thesis or dissertation begins. Failure to gain approval of any deviation to these standards may delay review and approval of the final document. Punctuation, spelling, and general format should be accurate and consistent.

Formatting Instructions
The following pages are example pages with instructions embedded on the page in text boxes.
TITLE OF A THESIS THAT HAS MORE WORDS THAN WILL FIT ON ONE LINE SHOULD BE FORMATTED AS AN INVERTED PYRAMID

The full title is typed in all capital letters and centered horizontally on the page. If title exceeds one line, leave a single space between lines.

Distance from the last line of the title to the word “By” is 5 spaces.

Insert a single blank line between “By” and the Candidate’s name.

By

Candidate’s Name

Signature lines should begin on the fourth line after previous lines of text

Approved:

Name could be F. Middle Last. This is the committee member’s or dean’s preference.

First M. Last
Professor of Engineering
(Chair)

First M. Last
Associate Professor of Engineering
(Committee Member)

First M. Last
Assistant Professor of Engineering
(Committee Member)

First M. Last
Associate Professor of Physics
(Committee Member)

First M. Last
Dean of the College of Engineering and Computer Science

First M. Last
Dean of the Graduate School

Beneath each signature line, the person’s name, title, and role(s) in approving the dissertation are listed. The person’s degree designation is not included.

Signature lines are provided for the dissertation chair, committee members, dean of the college, and Dean of the Graduate School only.

The Committee Approval Page is numbered with Roman numeral i; however, no number appears on the Committee Approval Page page.
2 inches of white space between the top of the page and the first line of the title (hit “Enter” 5 times on single spaced setting; text will begin on 6th line).

Title page information should be centered vertically and horizontally. Do not use boldface, italicize or underline on the title page; italicize or underline may be used for scientific names.

The full title is typed in all capital letters. If the title exceeds one line, leave a single space between lines and format as an inverted pyramid.

The distance from the last line of the title to “By” and from the candidate’s name to the next element should be approximately equal.

Insert one blank line between “by” and “individual.” If title is longer than one line, format as inverted pyramid.

The author’s full name must be used. This name must match the name on the approval, copyright, and abstract pages.

A Thesis Submitted to the Faculty of the University of Tennessee at Chattanooga in Partial Fulfillment of the Requirements of the Degree of Master’s of Engineering

The University of Tennessee at Chattanooga
Chattanooga, Tennessee

Date is the month and year in which degree is awarded. Acceptable months are May, August, and December. There should be no comma between month and year. The word “and” is not included.

The title page is numbered with Roman numeral ii. This numeral should be centered with the Footer set at 0.8” to achieve correct placement of the page number.
The text of the abstract is typed here. Your abstract should contain your research topic, research questions, participants, methods, results, data analysis, and conclusions. You may also include possible implications of your research and future work you see connected with your findings. Remember that “ABSTRACT” begins on the sixth line of text (hit “Enter” 5 times in the single spaced setting); it is typed in all capitals, but boldface, italics, and underline are not permitted. Two blank lines are inserted before beginning the text of the abstract. Double space the text of the abstract itself and remember to indent the first word as in a normal paragraph of text. Be sure to use a consistent font throughout this page; both “ABSTRACT” and the text itself are in Times New Roman (12). The maximum length of the abstract for a dissertation is 350 words and for a thesis 150 words (this abstract, as a point of reference, is 207 words). This page is numbered with a small Roman numeral in sequence with the previous page). Remember to center the page number and leave one inch of space between the bottom of the number and the bottom of the page; this will require adjusting the Footer to 0.8 inches.
2 inches of white space from the top of the page to the word “DEDICATION” (hit “Enter” 5 times in single space setting; text will begin on 6th line).

This dedication page is optional.

2 blank lines of white space, which are two single spaces.

DEDICATION

The word “DEDICATION” is typed in all capital letters and centered horizontally on the page. Do not use boldface, italics or underline.

Insert dedication here. Remember to leave two blank lines between “DEDICATION” and the first line of text. If included, this page is numbered with a Small Roman numeral. Remember to adjust the Footer to 0.8 inches for correct placement of the page number.

The dedication page, if included, should be numbered with Roman numeral in sequence with the previous page. The actual page number will depend on whether the copyright page is included. This numeral should be centered with the Footer set at 0.8” to achieve correct placement of the page number.
Begin text here. The acknowledgements page allows participants an opportunity to express gratitude for those who advised and assisted throughout the dissertation process, such as the chair and committee members. The acknowledgments may also include the names of people who made technical contributions, notices of permission to use copyrighted materials, and so on. Remember to leave two blank lines between “ACKNOWLEDGEMENTS” and the first line of text. Text should be double spaced in Times New Roman (12). If an acknowledgements page if included, is numbered with Roman numeral in sequence with the previous page. Remember to adjust the Footer to 0.8 inches for correct placement of the page number.

The acknowledgements page, if included, should be numbered with Roman numeral in sequence with the previous page. The actual page number will depend on whether the copyright page and the dedication page are included. The numeral should be centered, with the Footer set at 0.8” to achieve correct placement of the page number.
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<th>Page</th>
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Chapter titles and headings must exactly match the capitalization, wording, and punctuation of the titles and headings in the document.

The second line of title headings is indented 0.5”. Subsequent headings must be indented at least 3 spaces.

The Table of Contents is numbered using a small Roman numeral. The numeral should be centered, with the Footer set at 0.8” to achieve correct placement of the page number.
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A APPENDIX TITLE IN ALL CAPS ......................................................... 67
2 inches of white space between the top of page and words “LIST OF TABLES” (hit “Enter” 5 times in single space setting; text will begin on 6th line).

Include the LIST OF TABLES page as necessary.

2 blank lines of white space, which are two single spaces.

LIST OF TABLES

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3.2 Description of Participants by Sex, Age Range, and Degree Completion ............. 32

3.3 If the Title of the Table is Longer than One Line, use Hanging Indentation for the Second Line and Beyond .............................................................. 41

Single space titles longer than one line and insert one blank line between table titles.

The second line of table titles is indented 0.5 inches.

Page numbers should be aligned with the right margin. A right tab stop is set at 6.0 with a dot leader. Table titles must not overlap page numbers on the right margin.

Table numbers, titles, and page numbers must exactly match those in the document. If additional LIST OF TABLES pages are needed, a 1 inch margin is placed at the top of the additional pages.

The List of Table page is numbered using a small Roman numeral. The numeral is centered, with the Footer should be set at 0.8” to achieve correct placement of the page number.
LIST OF TABLES

3.1 List of Important Characteristics within Sample Population .................................................................24

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Include the LIST OF FIGURES page as necessary.

2 inches of white space between the top of the page and the words “LIST OF FIGURES” (hit “Enter” 5 times in single space setting; text will begin on 6th line).

2 blank lines which are 2 single spaces

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Figure numbers may be numbered consecutively throughout the entire document or sequentially throughout individual chapters as depicted here.

Figure titles longer than one line are single spaced with the second line indented 0.5”. Leave one blank line between Figure titles.

Page numbers should be aligned with the right margin. A right tab stop is set at 6.0 with a dot leader. Figure titles must not overlap page numbers on the right margin.

Figure numbers, titles, and page numbers must exactly match those in the document. If additional LIST OF FIGURES pages are needed, a 1 inch margin is placed at the top of the page.

The List of Figures page is numbered using a small Roman numeral. The numeral should be centered with the Footer set at 0.8” to achieve correct placement of the page number.
Include the LIST OF ABBREVIATIONS page as necessary.

The words “LIST OF ABBREVIATIONS” is typed in all capitals and centered horizontally on the page. Do not bold, italicize or underline.

Entries in the LIST OF ABBREVIATIONS must exactly match those in the document. The Abbreviation is listed first followed by a comma and space, then the name (as seen here).

List of Abbreviations:

ABC, Name Follows Abbreviation
ABC, Name Follows Abbreviation
ABC, Name Follows Abbreviation

If multiple LIST OF ABBREVIATIONS pages are necessary, subsequent pages will have a 1 inch margin at the top.

The numeral should be centered with the Footer set at 0.8” to achieve correct spacing.
LIST OF SYMBOLS

∞, definition of symbol
∑, definition of symbol
α, definition of symbol
€, definition of symbol

Entries in the LIST OF SYMBOLS much match exactly those in the document. List the symbol, followed by a comma and space, then the definition.

If multiple LIST OF SYMBOLS pages are necessary, subsequent pages will have a 1 inch margin at the top of the page.

The numeral should be centered with the Footer set at 0.8” to achieve correct spacing.
CHAPTER I
INTRODUCTION

Begin the text of the introduction here. Remember that “CHAPTER I” should begin on the sixth line of text using single spacing. One blank line is inserted between “CHAPTER I” and “INTRODUCTION.” Two blank lines are inserted between “INTRODUCTION” and the first line of the text (or a subheading). Either Arabic or Roman numerals may be used to number the chapters of the text, but numbering must remain consistent throughout. The numeral is placed right after the word “CHAPTER”. All text on the page should be in Times New Roman (12); no boldface, italics or underline are permitted. The text of the introduction should be double spaced. An overall introduction is required even if subsequent chapters have their own introductions; further, this introduction should not simply be a recapitulation of individual chapter introductions. The function of this introduction is to explain how the individual chapters work together to form the cohesive document. The introduction must be in the first chapter of the document. This page, the first page of the chapter, is numbered with Arabic numeral 1 (recall that prior preliminary pages are numbered using Roman numerals). Subsequent pages will follow sequentially with Arabic numerals. To correctly insert the page number, adjust the Footer setting to 0.8 inches to allow one inch of space remaining between the bottom of the page number and the bottom of the page. On the following pages are examples of a page with subheadings, a page with a table, and a page with a figure inserted. While these might not appear in a Chapter 1, they are included to show you the basic guidelines for using those elements in the overall paper.
This is an example of a page within the document that contains subheadings. Times New Roman or Calibri (12) should be used. The text is double spaced. Margins on all sides are one inch.

Title of Heading (insert one additional double space after a paragraph and before sub-heading)

The first subheading in this case is flush left, no special formatting. Continue to use double spacing. Remember to indent as with any other new paragraph in the document.

One additional double space is added before the subheading.

The Next Subheading Could be Centered

Insert text referring to the above subheading title here. Again, one additional double space is added between the text and the next subheading (continue to use double spacing).

The Next Subheading Could be in Italics

Each level of formatting must have a different format, and this format must remain consistent (match) throughout the document. For example, this text refers to the 3rd level heading on this page; all other 3rd level headings throughout the document would need to be centered and italicized to show consistency. They would also need to be different from other subheading levels (for example, the 1st level on this page is left aligned and the 2nd level on this page is centered). Subheadings may be left aligned or centered and may be boldface, italicized, underlined or some combination of the 3; however, changing the font or the size of the font or typing in all capital letters is not permitted.
2\textsuperscript{nd} Level Subheading

3\textsuperscript{rd} Level Subheading

When two different level subheadings appear as in the example above, there is only one double space (a single blank line) between the two subheadings. Do not add an additional double space or blank line. There would be one additional double space after the text of a paragraph and before the first subheading in this sequence.
This is an example of a page with a table. The text of this page, as all others, should be Times New Roman (12), double spaced. Smaller fonts, as well as boldface and italics may be used within the table if necessary.

Table 3.1 Comparison of Average GPA for ITV Students at UT-Chattanooga

<table>
<thead>
<tr>
<th>Course # and Semester</th>
<th>Standard Class GPA</th>
<th>ITV Class GPA</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 511 (Fall 1993)</td>
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Tables may be numbered consecutively throughout the entire document or consecutively within chapters, though the numbering must be consistent and match the entries in the LIST OF TABLES in the preliminary page(s). Do not include a period after the table number and before the title of the table. Table numbers and titles appear above tables; these may be centered or left-aligned and blocked, but do not use boldface, italicize, underline or all capital letters. Tables less than ½ page long, as in this example, may be placed on the same page as text. Tables longer than ½ page should be placed on a separate page, though unnecessary white space should be avoided. One additional double space is left between the text above the table and the text below the table. The page number is centered at the bottom, leaving one inch of white space between the bottom of the number and the bottom of the page; adjust the Footer to 0.8 inches to format correctly.
This is an example of a page with a figure. The text of this page, should be Times New Roman (12). Smaller fonts, as well as boldface may be used within the figure if necessary.

Figure 2.1 Title of the Figure

Figures may be numbered consecutively throughout the document or consecutively within chapters, though numbering must be consistent and match the entries in the LIST OF FIGURES preliminary page(s). Do not include a period after the figure number and before the title of the figure. Figure numbers and titles appear below figures and may be centered or left-aligned and blocked, but do not use boldface, italicize, underline or all capital letters. Figure titles are single spaced and one blank line is inserted between the bottom of the figure (illustration) and the title. Figures less than ½ page long, may be placed on a page with text. Figures longer than ½ page should be placed on a separate page. Two double spaced returns are inserted between the figure title and the text below. Text must not “wrap” around figures. The page number is centered at the bottom, leaving one inch of white space between the bottom of the number and the bottom of the page; adjust the Footer to 0.8 inches to format correctly.
The style of the references is dependent upon the style guide or manual used by the program. However, entries themselves are single-spaced. Double-space between entries. Use a hanging indent for any subsequent lines after the first line if references are alphabetized.

In alphabetical order, the next entry would begin here. To correctly follow the guidelines, the line spacing should remain on the single-spaced setting. To achieve double-spacing between reference entries, include an extra return (hit the “Enter” button again).

If, however, a numbered listing of references is used all of the subsequent lines of the reference are aligned with the first letter of the first word of the reference.

It may be helpful to review the style guidelines or manual on how to appropriately cite references which include a digital object identifier (doi), and those which do not.
REFERENCES


Each appendix is preceded by a divider sheet identifying the appendix by letter (if more than one) and its title.

Right and Left margins on divider sheets are both 1 inch.

Center all text vertically and horizontally on the page.

APPENDIX B

THIS IS AN EXAMPLE OF AN APPENDIX DIVIDER PAGE

FORMATTED CORRECTLY

The numeral should be centered with the Footer set at 0.8” to achieve correct spacing.
APPENDIX B

THIS IS AN EXAMPLE OF AN APPENDIX

DIVIDER PAGE FORMATTED CORRECTLY

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ADDITIONAL FORMAT INFORMATION

Type Fonts and Print Quality
1. Times New Roman or Calibri 12 pt should be used consistently throughout the document.
2. Italics or underlining may be used for non-English words and in the citation of titles.
3. Chapter numbers, chapter titles, and subheadings may be boldface.
4. Italics, boldface, or underlining printing may be used for special symbols or names, e.g.,
   mathematical symbols, scientific names or organisms.

Line Spacing
Standard spacing should be used throughout the dissertation. Dissertations are required to be
double spaced with the exceptions listed below. Follow these definitions:

1. Single Space = no blank lines between text

   Use single spacing:
   • With quotations 3 lines or longer
   • Tables exceeding ½ page
   • Footnotes
   • Multi-line captions
   • Bibliographic entries

2. Double Space = 1 blank line between text

   Use double spacing:
   • Between footnotes and bibliographic entries
   • Between headings and text below
   • Before and after a list (single space the list itself)

3. Triple Space = 2 blank lines between text

   Use triple spacing:
   • To separate tables and figures from text (insert two lines before and after)
   • Between text and heading (two blank lines above or before heading)
Margins
1. Text may be left-justified or full-justified and must be consistent throughout.
2. The left, right, and top margins must be 1 inch at a minimum except where otherwise noted. The bottom margin is 1 inch of space from the page number to the bottom of the page.
3. All paragraphs must be indented 0.5 inches.
4. Widow or orphan lines at either the top or bottom of the page are not permitted.
5. Photocopies should be made only from the original with margins on all copies accurate and consistent.

Pagination
1. All pages in the document are numbered, although there are a few cases in which the number does not appear on the page.
2. Ensure that the page number font is the same as the font used for the text throughout the document.
3. Small Roman numerals are used for the preliminary pages. Arrange preliminary pages in the following sequence:

   Committee Approval Page
   Title Page
   Copyright Page (optional)
   Abstract Page(s)
   Dedication Page (optional)
   Acknowledgements Page (optional)
   Table of Contents
   List of Tables (if applicable)
   List of Figures (if applicable)
   List of Abbreviations (if applicable)
   List of Symbols (if applicable)

   Center page numbers for other preliminary pages, remembering to set the footer at 0.8” to ensure correct placement of the page number from the bottom of the page.

4. Arabic numerals are used for paginating the rest of the document, including the text and reference material. Begin numbering the pages with “1” and continue consecutively. The Title Page is assigned Arabic numeral “1,” but the number does not appear on the page.
5. All page numbers are placed at the bottom center position with 1 inch of white space from the bottom of the numeral to the page bottom.

Headers and Footers
Running headers and footers are not permitted in the dissertation.