

IMPORTANT FORMATTING REMINDERS FOR STUDENTS WRITING THESES AND DISSERTATIONS

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- **FOLLOW THE GRADUATE SCHOOL GUIDELINES!** The online manual, accessed as a pdf document at the Graduate School website, contains not only detailed instructions for preparing a thesis or dissertation but also full-size sample pages. **Read the entire manual!** Everything I will be discussing today can be found in that manual. So, any questions about where to get more help on specifics regarding theses and dissertations may be found here.
- Access the guidelines by going to the Graduate School home page, click on “Section Menu” at the upper right side of the page, click on “Forms and Publications,” scroll down and click on “**Guide to the Preparation of Theses and Dissertations.**”
- Your thesis or dissertation is likely to be one of the most important papers you will write. It is a reflection of you, and because it eventually will go on the web for all to see, you will want to be of the highest quality. So, following the guidelines is very important.
- Remember that a thesis or dissertation has three parts: **front matter** (or preliminary pages), **text** (chapters), and **back matter** (references or bibliography, including any appendices if applicable).
- Check the guidelines on page 10 to determine which pages are required for your thesis or dissertation. Place these items in your paper **in the order listed here.**
- When preparing your paper, show the ruler in the field of view by checking the “ruler” box under the **View** tab in Word. Doing so will reveal a ruler at the top of the page and a ruler on the left-hand side of the page. Both will help maintain consistent margins, indentations, and placement of tabs.

CHAPTERS AND SUBDIVISIONS

- Use any logical system of chapters, sections, and subsections, but be consistent throughout the document.
- Make **chapter heading numbers** either Arabic (e.g., CHAPTER 1), uppercase Roman numerals (e.g., CHAPTER I), or spelled-out numbers (e.g., CHAPTER ONE), but keep the style consistent throughout the document.
- Maintain a consistent organizational scheme throughout the text. If a document begins with numbered decimal subheadings (typical of Engineering and science papers), then use decimal subheadings throughout. On the other hand, if a combination of varying subordinate headings (typical of Liberal Arts papers) is used in one chapter, then use this style for all chapters.
- **If headings and subheadings are bolded and numbered in the text** to clearly emphasize the shift in subject material (typical of **Engineering and science papers**), then **consistently double-space** the text throughout, leaving **no extra space before or after subheadings**.
- However, **if bolding is not used and there is no numbering system** (typical of **Liberal Arts papers**), then **vary the heading appearance** and spacing for each level of subheading. For example, follow the chapter number and title in full uppercase capital letters with the first subheading, which perhaps could be shown as flush left with initial capital letters; then perhaps indent the second subheading; then perhaps use italics for a subsequent subheading, etc. That is, **use different forms of capitalization, indentation, italics, and underlining for various levels of headings, and leave extra space between subheadings to let the reader know that a new subheading follows**. But be consistent in the style you choose throughout the paper.

- Ensure that the wording of each chapter title, heading, and subheading is identical to what appears in the Table of Contents.

MARGINS, ALIGNMENT, FONT, SPACING, INDENTATION, PAGE NUMBERS

- Ensure **one-inch margins** on **ALL** pages.
- **Choose one style of text alignment, and be consistent with that style throughout the paper.**
Either . . .
- **Keep text alignment consistently “fully justified,”** where the text is aligned along both the left and right sides (margins) of a document; here, letter-spacing and word-spacing adjusted so that the text is flush with both margins. Lines of text are even and look like this paragraph.
or . . .
- **Keep text alignment consistently “left justified,”** where the text is aligned along the left side (margin) of a document, rather **than** along both sides (margins); here, the right-margin text has a **ragged** right edge. Lines of text are ragged and look like this paragraph.
- Keep **font style and size consistent** throughout the paper, including all figure and table captions. This is typically **Times New Roman 12**. The only **exceptions** to font size are legends within figures and data within a large table in order to make it fit between the margins.
- Use FULL UPPERCASE CAPITAL LETTERS for **chapter headings**, and use either **Headline Styl(e)** (Initial Caps) or **Sentence styl(e)** for **subheadings**. Single-space headings longer than one line.
- Ensure consistent **single- or double-spacing** throughout the paper. Preliminary pages contain both single- and double-spacing. But the text of the paper is double-spaced, **except** for captions that exceed one line in length, and except for information within a table, both of which are single-spaced. **Ensure that the preliminary pages (including the placement of information, indentation, and spacing) look like the sample pages in the guidelines.**

- **DO NOT INSERT POINTS (EXTRA SPACE) BEFORE AND AFTER LINES OF TEXT.** Ensure that spacing before and after lines of text is set to “0 pt,” which can be controlled by accessing the “Paragraph” setting in Word.
- **Indent** the first line of each paragraph **consistently** from the left margin, including the first paragraph of each chapter, which is different from journal articles that often do not indent the first paragraph. Typically, indentation is a **half inch**.
- Page number **preliminary pages** with **Roman** numerals, beginning with the third page (Committee Identification Page) as **iii**, which comes after the Title Page and Copyright Page. Begin numbering **text matter** through the appendices in **Arabic** numerals starting in Chapter 1 with **1**. **The end of this handout shows several sample pages of how to achieve the proper numbering for preliminary and text pages.**

ABBREVIATIONS

- **Define abbreviations the first time they are mentioned in the text of the paper, and define them only once.** After the first mention of an abbreviation, use either the spelled-out version or the abbreviation itself, **but not both** again. Defining an abbreviation means spelling out the abbreviation followed by the acronym in parentheses. One rule is that if several pages occur between the time an abbreviation is first mentioned and the next time it is used, then use the spelled-out version to remind readers of that term, but **do not** follow this next mention with the acronym in parentheses. **This rule applies to both the Abstract** (which is considered a stand-alone document) **and the main text of the paper beginning with Chapter 1.**
- Only capitalize spelled-out versions of abbreviations that are proper names, such as Wichita State University (WSU), National Institute for Aviation Research (NIAR), U.S. Department of Energy (DOE), etc.

- Most spelled-out abbreviations are **not capitalized**, although they may contain a **capitalized proper noun word**. Some examples are bit error rate (BER), low-density parity-check (LDPC), additive white **Gaussian** noise (AWGN), carbon nanotube (CNT), deionized (DI), nanoparticle (NP), differential scanning calorimeter (DSC), drug delivery system (DDS), **Parkinson’s** disease (PD), deep brain stimulation (DBS), operating system (OS), etc.
- If the paper contains numerous abbreviations, provide a LIST OF ABBREVIATIONS as the **last page of the preliminary pages**, in **alphabetical order by the abbreviation** itself, followed by its definition in Initial Capital Letters, even though the spelled-out version in the text may be in lower case. Double-space abbreviations, but single-space definitions that are longer than one line.

FIGURES, TABLES, AND PLATES

- Consistently number figures, tables, and plates—**either** from 1 to whatever from the beginning of the paper to the end, **or** within chapters, such as Figure 1.1, Figure 1.2, . . . Table 1.1, Table 1.2, etc. When referring to figures and tables within the text, **capitalize** the words “Figure” and “Table,” and **always identify figures and tables by their specific numbers. Do not refer to the figure “below” or the table “below,” or the figure “above” or the table “above.”**
- Place figures, tables, and plates **AFTER they are referred to** in the text, preferably following the paragraph in which they are mentioned. **Do not insert a figure or table in the middle of a sentence, which can happen when using the LATEX typesetting system.** If necessary to fit a figure or table on a page after it is mentioned, break a paragraph, and continue that paragraph after placement of the figure or table, but do not indent the continuation of that paragraph again.

- Typically, **figure captions** are shown in Sentence style, beginning with the word Figure followed by its number and a period, followed by the caption ending with a period, and **centered below the figure, leaving one blank line between the figure and its caption**. Typically, **table captions** are shown in ALL CAPITAL LETTERS, beginning with the word TABLE, followed by its number, followed a double-space below by the TABLE CAPTION, **all centered above the table, leaving one blank line between the table and its caption**. These are “suggested” styles. Most importantly, choose a style for each, and be consistent in how figures and tables are displayed throughout the paper.
- When several pictures or graphs are shown in one figure, identify them by (a), (b), (c), etc., and ensure that the caption explains the meaning of each. Preferably **begin the caption with an overall summary explanation of the entire figure**, followed by a colon, and then each picture or graph identified by its letter. See example below.
- **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 numbers where they appear and can be accessed in the manuscript.
- Leave one blank line between the end of the text and the placement of the figure or table, and leave one blank line between the actual figure or table, and its caption.

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Figure 1. Figure caption placed below figure like this.

IMPORTANT REMINDERS WHEN FORMATTING THESES AND DISSERTATIONS



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Figure 1: Optical images: (a) uncoated cotton gauze, (b) cotton gauze embedded with carbon black, (c) cotton gauze embedded with graphene, and (d) CNT nanoparticles.

Figure 1. Electrospinning process: (a) equipment used in initial setup, (b) first extrusion, (c) second extrusion, and (d) resulting product.

..... last line of text before placement of table
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TABLE 1

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TABLE CAPTION PLACED ABOVE TABLE LIKE THIS

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Header Line	Header Line	Header Line	Header Line

one blank line→

- For especially **long tables that continue on to the next page**, repeat the Table and its number, followed by the word (continued) in parentheses at the top of the table, followed by one blank line. Then **repeat the header line** (first line) of the table and continue with the rest of the table.
- **Single-space text within a table.**
- **Do not bold figure and table captions.**
- Do not leave a large amount of space at the bottom of a page that is in the middle of a chapter, which can happen when inserting a large figure or table. This large amount of space signals the reader that you are beginning a new chapter, which is not the case. Rather, continue the text and place the figure or table on the following page.

EQUATIONS

- Number equations the same way that figures and tables are numbered—either from 1 to whatever, e.g., (1), (2), etc., or within chapters, e.g., (1.1), (1.2), etc.
- **Center equations between the left and right margins, and place the equation number in parentheses on the flush-right margin.** Rather than manually spacing the equation and its number into position with the space bar, use this easy method by setting tabs for proper placement of the equation and its number: **set two different tabs** on the line where the equation appears—a **center tab (at 3.25 inches)** and a **right tab (at 6.5 inches)**. With the cursor at the left margin, tab to the center and place the equation; then with the cursor placed after the equation, tab to the right margin and place the equation number in parentheses:

tab from left margin to center → $(a + b = c)$ → tab from end of equation to right margin (1)

- When referring to a specific equation in the text, **do not capitalize** the word “equation,” and be sure to follow it by its specific equation number in parentheses, e.g., . . . according to **equation (1.2)** . . .

REFERENCES OR BIBLIOGRAPHY

- Follow the standard **citation format** for the REFERENCES (typically Engineering and science papers) or BIBLIOGRAPHY (typically Liberal Arts papers) that is recognized in your field of study.
- Use only **one style of referencing**, either endnote numbers (typically Engineering and science papers) or author (date) (typically Liberal Arts papers).
- If references are **numbered** in the text, then list them in the LIST OF REFERENCES at the end in **numerical order**.

IMPORTANT REMINDERS WHEN FORMATTING THESES AND DISSERTATIONS

- If references are identified by **author and date** in the text, then include these in **alphabetical order by the first author's last name** in the BIBLIOGRAPHY at the end.
- Ensure that numbered references begin with 1, 2, 3, and so on. Typically, in Engineering and scientific papers, these numbers are placed in brackets, e.g., [1], [2], [3].
- **Begin reference numbering in CHAPTER 1.** If references are mentioned in any figure or table caption, **do not** start the reference numbering in the preliminary LIST OF FIGURES or LIST OF TABLES. Assign references within figures and tables with the sequence number **in which they appear in the text.**
- Ensure that numbered references mentioned in the text are correctly identified by their number in the LIST OF REFERENCES at the end.
- If authors in a reference are mentioned in the text, then ensure their spelling is correct, both in the text and in the reference section.
- **Delete any references listed at the end of the paper that are not mentioned in the text.**
- **DO NOT MIX REFERENCING STYLES WITHIN THE PAPER. THAT IS, DO NOT INCORPORATE BOTH AUTHOR (DATE) AND ENDNOTE NUMBERS IN THE SAME PAPER. CHOOSE ONE STYLE AND BE CONSISTENT.**

For example, you can say: Smith found that . . .¹ or Smith found that . . . [1] **or** Smith (2002) found that . . .

But do not say: Smith (2002) found that . . .¹ or Smith (2002) found that . . . [1], which includes both styles and is incorrect.

- Remember that you **can mention a date if using number referencing**, but do not incorporate that date as part of the reference, which is done in author (date) referencing. For example, it is okay to say the following because neither date is in parentheses as part of the referencing style:

For example, you can say: In 2002, Smith found that . . .¹ **or**
In 2002, Smith found that . . . [1].

But do not say: In 2002, Smith (2002) found that . . .¹ **or**
In 2002, Smith (2002) found that . . . [1].

- In the text, if referencing is done by using a number in brackets, **do not use the following style that is often employed in some scientific papers: “In [29], it was reported that . . .”** **Rather**, use the author or author’s last names:
 - “Smith (single author) [29] reported . . .”
 - “Smith and Jones (two authors) [29] reported . . .”
 - Smith et al. (three or more authors) [29] reported . . .”
- The term **et al.** is an abbreviation of the Latin term “et alia,” which means “and others.” It is used in source citations to save space when there are too many authors to name them all. Ensure that “et” is not followed by a period and that “al.” is followed by a period.
- In the case of **three or more authors**, list all authors in the LIST OF REFERENCES. **Do not use et al. in the LIST OF REFERENCES.**
- **Placement of the reference number in brackets** can be either immediately after the mention of the author or authors, **or** at the end of the sentence that is being referenced.

IMPERSONAL WRITING STYLE

- Eliminate references to “we,” “our,” and “my” in the writing of the text. You may have performed the research with other individuals, and you may have written a journal article using these words. However, at this point, this thesis or dissertation is **your** paper and not a “we” paper. Here are a few examples of changing the text to an impersonal style:

In this dissertation, we present the computational framework . . .

Rather: This dissertation presents the computational framework . . .

Additionally, we consider the general question of . . .

Rather: Also considered is the general question of . . .

Our propagation error provides a step towards . . .

Rather: The propagation error shown here provides a step towards . . .

FRONT MATTER OR PRELIMINARY PAGES

- **Do not bold headings, subheadings, or figure and table captions in the preliminary pages.**
- For preparing a TABLE OF CONTENTS, **follow the sample pages in the guidelines**, using single- and double-spacing as well as proper indentation and capitalization. Use FULL UPPERCASE CAPITAL LETTERS for the titles of main chapters, and use either **Headline Style (Initial Caps)** or **Sentence style** for subheading listings. Single-space headings and subheadings that are longer than one line, and single-space all subheadings that fall under a chapter heading.
- Double-space before and after chapter headings.
- Ensure that the TABLE OF CONTENTS has a left subheading “Chapter” on the left margin and a right subheading “Page” flush on the right margin, as shown in the guidelines.

IMPORTANT REMINDERS WHEN FORMATTING THESES AND DISSERTATIONS

- On **subsequent pages** of the TABLE OF CONTENTS, repeat that title followed by the word (continued) in parentheses, and also repeat the Chapter and Page subheadings.
- **Do not run long chapter titles and subheadings into the page number** on the right margin; rather, break the title or subheading about a **half inch from the right margin**, and place the remainder of it on the following line, single-spaced under the first word of that title or subheading.
- Ensure that the wording of each chapter title, heading, and subheading in the TABLE OF CONTENTS is identical to what appears in the text.
- **Remember that dot leaders from the end of a heading to its page number are optional.**
- For preparing the captions in a LIST OF FIGURES, LIST OF TABLES, or LIST OF PLATES, follow the sample pages in the guidelines, using single- and double-spacing. Single-space captions that are longer than one line, and double-space between captions.
- Use subheadings in the LIST OF FIGURES, LIST OF TABLES, and LIST OF PLATES as “Figure,” “Table,” or “Plate” on the left margin, and “Page” flush on the right margin, as is done in the TABLE OF CONTENTS.
- On **subsequent pages** of the LIST OF FIGURES, LIST OF TABLES, and LIST OF PLATES, repeat the title followed by the word (continued) in parentheses, and also repeat the subheadings “Figure,” “Table,” or “Plate,” and “Page” subheadings, as is done in the TABLE OF CONTENTS.

- **Do not run long figure or table captions into the page number** on the right margin; rather, break the caption about a **half inch from the right margin**, and place the remainder of it on the following line, single-spaced under the first word of that caption.
- Ensure that the wording of each caption in the preliminary lists is identical to what appears in the text.
- 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 numbers where they appear and can be accessed in the manuscript.

BACK MATTER (REFERENCES AND APPENDICES)

- Keep the reference style used in the LIST OF REFERENCES or BIBLIOGRAPHY consistent. Choose a style that is typically used for papers within your field of study, such as IEEE, ASME, Chicago, MLA, APA, etc., and keep it consistent. **Do not mix reference styles.** A reference may have been taken from another paper that uses a different style than what has been chosen for your paper, so the style of that reference must be changed in order to be consistent with your chosen style. Keep in mind that “automatic referencing” apps (like EndNote) are not always consistent in the style used, so when using these apps, check all entries to ensure they are consistent with your chosen reference style.
- Place the references (or bibliography) immediately after the pages of text, and place an appendix (or appendices) immediately after the references (or bibliography).

IMPORTANT REMINDERS WHEN FORMATTING THESES AND DISSERTATIONS

- Before the references (or bibliography) and before the appendix (or appendices), use single separation pages, with the words REFERENCES or BIBLIOGRAPHY, and APPENDIX or APPENDICES placed in the middle of the page, as shown in the guidelines.
- Following the separation page, title the first page of the references with REFERENCES or BIBLIOGRAPHY at the top one-inch margin, followed by either the **numbered** references or the **alphabetical** references, respectively.
- In the case of a reference with three or more authors, **list all authors in the LIST OF REFERENCES; do not** use the style used in the text, which would be first author's last name followed by et al.
- **Single-space references longer than one line, and double-space between references.**
- Following the separation page, title the first page of the appendices with either APPENDIX (in the case of one appendix) or APPENDIX A, APPENDIX B, etc., at the top one-inch margin, followed a double-space below by its title in CAPITAL LETTERS, followed then by the contents of the appendix.
- **Mention all appendices somewhere in the text** of the thesis or dissertation, either as the Appendix (in the case of only one appendix), or by its specific letter, beginning with APPENDIX A, APPENDIX B, etc.

FINE-TUNING FOR SPECIFIC PROBLEMS

- Place a **page break at the end of each chapter**, so that the next chapter always begins on the one-inch margin of the following page, regardless of how much information is added to the previous chapter.

IMPORTANT REMINDERS WHEN FORMATTING THESES AND DISSERTATIONS

- When completely finished with the thesis or dissertation, run it through **Spell Check**, adding paper-specific words to the dictionary.
- Also, **check for consistency** by making **several passes** through the paper, going page by page, but **checking only one or two items at a time**. For example:
 - **Start at the beginning of the paper**, and check each page to ensure that all margins are one inch and indentations are consistently about a half inch.
 - **Then go back to the beginning**, and check each page to ensure that the text is consistently either fully justified or left justified.
 - **Then go back to the beginning**, and check each page to ensure that the spelling of certain terms is consistent. Some words have two different spellings, both of which are correct. For example, the word “gauge” is also spelled “gage”—both are correct—but choose one spelling and use it consistently throughout the text.
 - **Then go back to the beginning**, and ensure that the wording of each chapter title, heading, and subheading is identical to what appears in the Table of Contents.
 - **Then go back to the beginning**, and ensure that the wording of each caption in the preliminary lists is identical to what appears in the text.
 - **Then go back to the beginning**, and check each page to ensure that references mentioned in the text are either correctly identified by their number in the LIST OF REFERENCES, or correctly spelled with the correct date in the BIBLIOGRAPHY.

IMPORTANT REMINDERS WHEN FORMATTING THESES AND DISSERTATIONS

- **Then go back to the beginning**, and check each page to ensure there are no large spaces at the end of a page that falls within a chapter, and readjust the text.
- **Then go back to the beginning**, and check to ensure that the abbreviations have been defined only once, beginning with Chapter 1.
- **Etc., Etc., Etc.**

IMPORTANT REMINDERS WHEN FORMATTING THESES AND DISSERTATIONS

**REQUIRED PAGES FOR THESIS OR DISSERTATION
PLACED IN THIS ORDER IN THESIS OR DISSERTATION**

PAGE/ SECTION	MASTER'S THESIS	DOCTORAL DISSERTATION	PAGE NUMBER ASSIGNMENT (centered at bottom one-half inch)
Title	REQUIRED	REQUIRED	Assigned Lowercase Roman Numeral i <u>NOT PRINTED</u>
Copyright	REQUIRED	REQUIRED	Assigned Lowercase Roman Numeral ii <u>NOT PRINTED</u>
Committee Identification	REQUIRED	REQUIRED	Assigned Lowercase Roman Numeral iii <u>PRINTED</u>
Dedication	Optional	Optional	Lowercase Roman Numeral
Epigraph	Optional	Optional	Lowercase Roman Numeral
Acknowledgments	Optional	Optional	Lowercase Roman Numeral
Abstract	REQUIRED	REQUIRED	Lowercase Roman Numeral
Preface	Optional	Optional	Lowercase Roman Numeral
Table of Contents	REQUIRED	REQUIRED	Lowercase Roman Numeral
List of Tables	When Appropriate	When Appropriate	Lowercase Roman Numeral
List of Figures	When Appropriate	When Appropriate	Lowercase Roman Numeral
List of Plates	When Appropriate	When Appropriate	Lowercase Roman Numeral
List of Abbreviations/ Nomenclature and List of Symbols	When Appropriate	When Appropriate	Lowercase Roman Numeral
Text (body of document)	REQUIRED	REQUIRED	Arabic Numerals (beginning with CHAPTER 1 , page 1)
References/ Bibliography	REQUIRED	REQUIRED	Arabic Numerals (continuously numbered from <u>end of text</u>)
Appendix/ Appendices	When Appropriate	When Appropriate	Arabic Numerals (continuously numbered from <u>end of references</u>)

HOW TO NUMBER THESIS AND DISSERTATION PAGES

TITLE OF THESIS OR DISSERTATION

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 _____

May 2012

.....**Page Break after TITLE PAGE**.....

DO NOT CLICK INTO FOOTNOTE AREA TO SET UP PAGE NUMBERS
UNTIL PAGE **iii**

HOW TO NUMBER THESIS AND DISSERTATION PAGES

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.....**Section Break (Next Page) after COPYRIGHT PAGE**.....

**DO NOT CLICK INTO FOOTNOTE AREA TO SET UP PAGE NUMBERS
UNTIL PAGE **iii****

HOW TO NUMBER THESIS AND DISSERTATION PAGES

COMMITTEE IDENTIFICATION PAGE

Start Committee Identification Page (third page of preliminary pages) here, continue it single-spaced and double-spaced according to the guidelines, and end it with a page break.

.....**Page Break at end of COMMITTEE IDENTIFICATION PAGE**.....

- **Set Roman numeral page numbers on this page.**
- Tab into center of footnote area.
- Under “Header & Footer Tools,” click on **Page Number, Current Position, Plain Number**.
- Then click on **Format Page Numbers**, and indicate i, ii, iii. **Start at iii.**
- Disengage these boxes: **Different First Page** and **Link to Previous**.
- Reveal the codes and remove any extra paragraph symbols (¶) in the footer area to ensure that page numbers sit on the half-inch margin.

HOW TO NUMBER THESIS AND DISSERTATION PAGES

ABSTRACT

Indent and begin the **one-page** Abstract here, continue it double-spaced, and end it with a page break.

.....**Page Break at end of ABSTRACT**.....

HOW TO NUMBER THESIS AND DISSERTATION PAGES

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HOW TO NUMBER THESIS AND DISSERTATION PAGES

**LIST OF ABBREVIATIONS / NOMENCLATURE
(last page of preliminary pages, if applicable)**

GB	Grain Boundary
HSOM	Hot-Stage Optical Microscopy
IMT	Incipient Melting Temperature
PFZ	Precipitate-Free Zone
SEM	Scanning Electron Microscopy
VPPA	Variable Polarity Plasma Arc Welding
WFZ	Weld-Fusion Zone

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CHAPTER 1
INTRODUCTION

Indent and begin the first paragraph of the text here, **double-spaced**, to the end of the text material . . .

- **Set Arabic page numbers on this page.**
- Tab into center of footnote area.
- Under “Header & Footer Tools,” click on **Page Number, Current Position, Plain Number**.
- Then click on **Format Page Numbers**, and indicate 1, 2, 3. **Start at 1**.
- Disengage these boxes: **Different First Page** and **Link to Previous**.
- Reveal the codes, and remove any extra paragraph symbols (¶) in the footer area to ensure that page numbers sit on the half-inch margin.

HOW TO NUMBER THESIS AND DISSERTATION PAGES

continuation of chapter

.....**Page Break at end of each chapter**.....

HOW TO NUMBER THESIS AND DISSERTATION PAGES

REFERENCES

(or BIBLIOGRAPHY)

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HOW TO NUMBER THESIS AND DISSERTATION PAGES

REFERENCES

- [1] First reference in numerical order. If the reference is longer than one line, then single space the reference and indent the second line to fall under the first word of the caption. Double space between references.
- [2] Second reference in numerical order . . .
- [3] Third reference in numerical order . . .

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HOW TO NUMBER THESIS AND DISSERTATION PAGES

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First reference in **alphabetical order by first author's last name**. If the reference is longer than one line, then single space the reference, and double space between references.

Second reference in alphabetical order.

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HOW TO NUMBER THESIS AND DISSERTATION PAGES

APPENDIX
(only one appendix)

or

APPENDICES
(more than one appendix)

.....**Page Break after this separation page**.....

HOW TO NUMBER THESIS AND DISSERTATION PAGES

APPENDIX

TITLE OF SINGLE APPENDIX

Beginning of Appendix here . . .

HOW TO NUMBER THESIS AND DISSERTATION PAGES

APPENDIX A

TITLE OF APPENDIX A

Beginning of Appendix A when there are several appendices . . .

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