WASHINGTON UNIVERSITY IN ST. LOUIS

School of Engineering and Applied Science

Department of Computer Science and Engineering

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A Mock Thesis on the Proper Formatting of

Theses and Dissertations for Engineering-Based Grad Students

by

Ima Gooden-Reddi

A thesis presented to the School of Engineering
of Washington University in St. Louis in partial fulfillment of the
requirements for the degree of
Master of Science

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Saint Louis, Missouri

Important - How to use this guide: This sample document outlines guidelines for the proper formatting of theses and dissertations for Master's and D.Sc. degree seeking students within the School of Engineering at Washington University. This document is formatted using the same guidelines which it describes. Consequently, by making an extra copy of this document you can use it as a template into which you can insert your own thesis or dissertation textual matter, replacing the original text with your own while still retaining the general formatting contained within. This document/template can be downloaded (as either a Microsoft WORD document OR as a set of LaTex files) from the Engineering Student Services' website and is located with other engineering graduate forms and guides. Once completed, hard copies of your document will be submitted for professional binding, plus you will also need to submit your copy electronically, as per procedures documented on the Engineering website's information for graduate students. Be certain to use your own full name wherever appropriate. After removing these comments, be sure to vertically center the information on this title page to assure an equal amount of "white space" exists both above and below your general block of title page information; however, be sure to leave the vertical spacing between each area of text on the title page exactly as shown above. Your examination committee will likely contain only three members if you are a Master's student, as shown in the sample above. However, D.Sc. committees will typically have five members. Make sure you use the month and year your degree is officially to be <u>earned</u> on the title page, abstract page, and on any vita page included. <u>If this is for your doctoral degree</u> <u>(i.e., D.Sc.)</u>, be sure to change all occurrences of the word "thesis" to display as "dissertation", and change "MASTER OF SCIENCE" to "DOCTOR OF SCIENCE", whichever applies.

Note for Ph.D. Students:

Available on the Graduate School of Arts & Science's website, is the Dissertation and Thesis Template as well as the Doctoral Dissertation Guide.

The *Dissertation and Thesis Template* contains the guidelines for the proper formatting of dissertations for Ph.D. degree-seeking students. The *Doctoral Dissertation Guide* focuses on the dissertation process, with topics ranging from choosing your committee members to the submission of hard copies for binding. New to the guide, is an illustrated set of step-by-step instructions for the electronic submission process.

If you choose to use Latex, you should still use the GSAS Template & Dissertation Guide as your standard for dissertation writing and submission.

Important Notes Regarding Copyright Option:

It is always suggested that upon completion of the text, the student add the copyright symbol © with the year and the student's name on one line (see sample below), on a page following the title page. (You do not need to register your claim to copyright in order to include a copyright page; go to http://www.umi.com/en-US/products/dissertations/copyright/ Part V for help with this topic.) Technically, a thesis or dissertation is protected to some degree by copyright laws with or without a student having to register his or her claim to copyright. However, including a copyright page and applying for registration of one's claim to copyright provide extra measures of legal protection from potential copyright infringement. Students should check with their advisor(s) and/or seek legal advice to gather further information helpful to making a decision with regards to registering their claim to copyright. If you are <u>not</u> going to register to copyright your work, then you can choose to remove this page from your document. Doctoral students who wish to register their claim to copyright may choose to complete an authorization to apply for registration through ProQuest when completing the UMI publishing agreement form. There is a fee for ProQuest to act as an agent to register your copyright. Masters students and doctoral students who wish to register their claim to copyright on their own may download the registration forms at http://www.copyright.gov/.

<p style="text-align:center;">*Example:* **© 2014,** Ima Gooden-Reddi</p>

Important Notes Regarding Page Numbering and Margins:
If you decide to include this copyright page in your final document, do <u>not</u> count this page among your counted pages, and do <u>not</u> display any page number on the page. <u>Every sheet of paper in the manuscript should be numbered except for two: the title page and this optional copyright page.</u> Specifically, the front textual information (which comes before your main thesis/dissertation body of text) is numbered with Roman numerals, and your main body of text begins with Arabic numbers. Since the title page is counted but <u>not</u> numbered, roman numeral <u>"ii" is always the first number used and appears on the page AFTER the title page (AND AFTER the copyright page, IF included)</u>---as shown in this sample template document. Page numerals should always display centered, just above the 1" bottom margin. The top, bottom, left, and right margins should be 1 inch. When typing the manuscript, stay well within these margin guides. Lastly, remember to update your table of contents such that the page numerals referenced there will match the page numbers on the bottom of the pages to which they make reference in your document. This is necessary to do manually because, unfortunately, the page numbering within this template's table of contents is <u>not</u> automatically linked to the pages of the body of text. This is further documented, along with some "work arounds", in the appendix to this guide called "Special Notes for MS WORD Users". LaTex users may have to invent other solutions with regards to synchronizing table of contents page references with actual document page numbers. This guide merely provides a helpful starting point. REMINDER: When you remove these comments, be sure to leave the copyright information centered both vertically and horizontally on the page (if you decide to explicitly copyright your work).

Contents

List of Figures

List of Tables

Note: Be consistent in aligning multi-lined table-names, figure-names, and chapter/section-names throughout your document. It is generally recommended to make sure any additional lines (i.e., within a long title or a long table name) wrap and align immediately under the 1st character of the title or name with which they are associated in the line immediately above---as shown in the "Table 2.1" example above.   Whatever approach you take, be consistent.

Acknowledgments

An acknowledgments page should be included in your final thesis or dissertation. In the final copy, it should be placed immediately before the table of contents. If you wish to include a special dedication, then you may use the dedication to close the acknowledgments page or place it on the page that immediately follows the acknowledgments page.

It is appropriate to acknowledge sources of academic and financial support; some fellowships and grants require acknowledgment. Consequently, I would like to thank the Dean for having the foresight and vision necessary to understand the importance of funding the development of this sample thesis/dissertation template.

Special thanks goes to the many graduate students and distinguished faculty within my department who have reviewed this thesis and helped support the related research.

Ima Gooden-Reddi

Washington University in St. Louis
August 2014

Reminders of what needs to be updated: After removing these comments, use the above format to help input your acknowledgments page. A special dedication can be placed as the final paragraph, as shown above; alternatively, you may include a special dedication on the page that follows, as also shown in this sample template.

Dedicated to my parents.

Note: You may include a special dedication as shown here. If you include this page, be sure to keep it brief and center it on the page both horizontally and vertically. Alternatively, you may remove this page altogether, and a special dedication can be placed as the final paragraph to your acknowledgments page (as shown in this document on the preceding page).

ABSTRACT OF THE THESIS

A Mock Thesis on the Proper Formatting of Theses and Dissertations

for Engineering-based Grad Students

by

Ima Gooden-Reddi

Master of Science in Computer Science

Washington University in St. Louis, 2014

Research Advisor: Professor Katherine Doe

Reminders of what needs to be updated: After removing these comments, begin typing the body of your abstract here, <u>double-spaced</u>. The point-size of the body of the abstract can be set to 12 point (which is the text size of this sample comment-paragraph) or it can be reduced to 10 point if you prefer. Regardless of which specific point size you select, the abstract must remain double-spaced and it should <u>not</u> be bolded. <u>If this is for your doctoral degree, be sure to change all occurrences of the word "thesis" to display as "dissertation", and change "Master of Science" to "Doctor of Science" or "Doctor of Philosophy", whichever applies.</u> In the abstract heading above, make sure you <u>use the year your degree is officially to be earned</u>. Be sure to use your full name and your research advisor's full name wherever appropriate, and be certain to use the correct title of your degree whenever referencing it. The title of your degree will not always be the same as the title of your department or program, so please check with your departmental administrative assistant and advisor(s) to be sure you are using the correct degree title. Questions you may have about preparing your theses or dissertations are always welcomed at the Office of Engineering Student Services.

Length of Abstract: There is technically no word limit on your abstract. Your abstract allows you to describe your research in a section that can be accessible to search engines, and therefore a word limitation would constrain potential exposure of your work. However, from the electronic submission of theses or dissertations, print indices may be published that will include references to abstracts. These print indices require word limits of 350 words for doctoral dissertations and 150 words for master's theses. Additionally, these indices typically allow only text to be included in the abstract. In the editorial process for these print publications, the service provider will simply truncate your abstract if it exceeds these word limits and remove any non-text content. You may wish to limit the length of your abstract if this concerns you. The abstract as you submit it will NOT be altered in your published manuscript.

Preface

This guide contains the School of Engineering's rules for formatting theses and dissertations.[1] Departments, advisors, and committees may impose additional rules. In the past, students were required to study a similar (but much longer) set of rules and apply them to their theses. The Association of Graduate Engineering Students (i.e., AGES) has helped to prepare templates and style files that simplify thesis preparation. These files have been set up to produce acceptably formatted theses and dissertations using several popular word processing and text formatting programs. There should be one available in Microsoft WORD and another in LaTex. Students can retrieve these files and their accompanying instructions from the Engineering Student Services' website. Check with Engineering Student Services (Lopata Hall, Room 303) if you have any questions. Students who create their own templates or style files are invited to submit these files for future use by others.

This guide you are now reading can be downloaded (in either MS WORD formatted version or a Latex version) and can be utilized as a template for formatting your own theses. In short, the margin settings, pagination, table of contents logic, etc. are already established in the downloadable versions. You can simply replace the text within the template with your own text, thereby saving you much setup time.

NOTE: This preface page is optional. A preface page is usually used to explain further details surrounding the background and motivation for the work. You can remove it completely, but then be sure the reference to this page is also removed from the Table of Contents. The majority of students do not include a preface page.

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[1] Throughout this guide, the word thesis refers to both theses and dissertations.

Chapter 1

Thesis Format

The following guidelines offer you some degree of flexibility in formatting your thesis. Options are summarized in Table 1.1. Whatever options you choose to use, you must use them consistently throughout the document.

1.1 Margins

Your printed output must reflect physically measurable top, bottom, left, and right margins of 1 inch. Some systems' settings produce varying results when printing to different printers, so be sure to measure your output. Remember, nothing (not even page numbers) should print in the margins.

1.2 Page Numbers

Number all pages in your thesis except the title page and the optional copyright page which might follow the title page. Number the "front matter" pages (i.e., the pages that come prior to the main body of text, prior to chapter 1) with lowercase Roman numerals, centered immediately above the bottom margin, and starting with the Roman numeral "ii". Number the pages starting with the first page of the first chapter with Arabic numerals, also centered immediately above the bottom margin, and starting with numeral "1".

1.3 Body Text

Use a 10, 11, or 12-point Garamond, Times Roman or Times New Roman font for your thesis text. (The Microsoft WORD based "template" uses Garamond throughout, and is recommended whenever possible. The LaTex version uses a high quality variation of the Times Roman font. Whichever is used, be consistent throughout your document.) Use 1.5 or double line spacing for most body text. Block quotes should be single spaced. Use either left justification with a ragged

right edge, or full justification. Paragraphs may be set in a block style, with no indentation, or they may be indented up to 0.5 inch. Skip a line between paragraphs.

1.4   Titles and Headings

Titles and headings may be left-justified or centered. Capitalize the first letter of the first word and the first letter of each subsequent major word in a title or heading. Do not capitalize articles, prepositions, and conjunctions that are not the first word of a title or heading. For example, do not capitalize such words as the following: a, an, the, for, to on, or. Formatting specifications for particular types of headings and titles are described below. You may use a plain or bold version of the body text font for all titles and headings.

1.4.1   Chapter Titles

Begin each chapter on a new page. You may start the chapter title below the top margin (1.5 inches from the top edge of the page), or you may leave some space and start the chapter title up to 3 inches from the top edge of the page. You may use a font size of up to 36 points for the chapter title. There are 2 options for formatting the chapter title:

- Type the word "Chapter" followed by the chapter number, skip a line, and type the chapter title on the following line; or
- Type the chapter number followed by the chapter title, all on the same line.

1.4.2   Section Headings

You may use a font size of up to 24 points for the section headings. Type the chapter number and section number before the section title.

1.4.3   Subsection Headings

You may use a font size of up to 18 points for subsection headings. Type the chapter number, section number, and subsection number before the subsection title.

1.4.4   Headings for Divisions Smaller than Subsections

Use unnumbered headings for divisions smaller than subsections. You may use a font size of up to 14 points. Headings may be typed above or on the same line as the sections they label. You may use both styles within your thesis.

Run-in Headings   To the left is an example of a run-in heading. Notice that it is typed on the same line as the section that it labels. It may be used for divisions smaller than subsections.

Figure1.1 Just a Figure

1.5   Figures and Tables

Figures and tables must be referenced in the text by number. They must be numbered consecutively throughout each chapter, with the chapter number preceding each figure or table number. For example, the third figure in chapter 1 would be labeled Figure 1.3. You may either:

- Maintain one numbering sequence for figures and another for tables , and label figures with the word "Figure" and tables with the word "Table"; or
- Label both figures and tables with the word "Figure" and maintain one numbering sequence.

Place figures and tables as close to their reference in the text as possible. Place a figure number and title below each figure (or table labeled as a figure). Place a table number and title above each table labeled as a table. In figures and tables, avoid using color and avoid text smaller than 10 points. Do not let figures or tables spill out into the margins. Figure 1.1 is an example figure.

1.6   Lists

You may include lettered, numbered, or bulleted lists in your thesis. Use consistent punctuation and capitalization throughout each list. Lists may be indented.

1.7   Footnotes and Endnotes

You may use footnotes or endnotes for brief notes that are not appropriate for the body of the text. Use either footnotes or endnotes consistently throughout your thesis. Position footnotes in 10 point type just above the bottom margin and page number. Use a short horizontal rule to separate footnotes from the text. Endnotes are positioned at the end of each chapter. Endnotes are typed using the same font size and justification as the body of the text. Single space within each footnote or endnote; double-space between footnotes or endnotes. Footnotes and endnotes should be consecutively numbered.

1.8   Quotations

You must use quotation marks and parenthetical references to indicate words that are not your own. Put quotation marks around short quotes. Put long quotes in separate single-spaced paragraphs, indented up to 1 inch from the left margin (these are called block quotations). Kate Turabian, editor of official publications and dissertation secretary at the University of Chicago for over 25 years, distinguishes short and long quotes as follows:

> Short, direct prose quotations should be incorporated into the text of the paper and enclosed in double quotation marks: "One small step for man; one giant leap for mankind." But in general a prose quotation of two or more sentences which at the same time runs to four or more lines of text in a paper should be set off from the text and indented in its entirety . . . [8]

1.9   Equations

Equations may be set in-line with the text or numbered and placed in separate paragraphs. Use the same numbering style for equations as you would for figures and tables. Here is an example of an

equation set in-line with a paragraph: $E = mc^2$. Here is an example equation placed in a separate paragraph:

$$E = mc^2 \qquad (1.1)$$

Equation numbering and formatting should follow the usual convention of your discipline and be acceptable to your thesis committee.

Table 1.1 Thesis Formatting Options

Thesis Element	Formatting Options
title page font	12-point or 14-point Garamond, Times or Roman
table of contents chapter title font	bold or plain
first-level table of contents indentation	0 to 0.5 inch
second-level table of contents indentation	0 to 1.0 inch
body text font	10, 11, or 12-point Garamond, Times or Roman
body text line spacing	1.5 or 2
body text justification	left or full
paragraph indentation	0 to 0.5 inch
chapter title position	1.5 to 3 inches below top edge of page
chapter title style	heading preceded by the word "Chapter" and the chapter number or, heading preceded only by the chapter number
chapter title	10-pt to 36-pt font, centered or left-justified, plain or bold
section heading	10-pt to 24-pt font, centered or left-justified, plain or bold
subsection heading	10-pt to 18-pt font, centered or left-justified, plain or bold
unnumbered headings	10-pt to 14-pt font, centered or left-justified, plain or bold
table labels	label tables as "Table" or "Figure"
Parenthetical reference style	author-date system, numbered, or another style acceptable to your committee
Reference list style	any style acceptable to your committee

Chapter 2

Parts of the Thesis

This chapter describes the components of a thesis. You need not include all components described here, but you must follow the prescribed order for the components you do include. Table 2.1 lists the required and optional components in the order that they should appear. Your thesis should include three main parts: the front matter, the text, and the back matter. Each of these parts is described below.

2.1 Front Matter

The front matter includes all material that appears before the beginning of the main text. Number all "front matter" pages (except the title page and the optional copyright page) with lower-case roman numerals, centered just above the bottom margin. Each of the following sections should begin on a new page.

2.1.1 Title Page

Format the title page so that it is centered vertically and horizontally on the page with equal amounts of white space from top and bottom margins. Include a 1 inch left and right margin. Use a 12- or 14-point regular Garamond, Times or Roman font on this page. If you are writing a dissertation, substitute the word "dissertation" wherever the word "thesis" appears in this document. The date on the title page should reflect the month and year the degree will be awarded and should be one of the following months: December, May, or August. Do not number the title page.

Table 2.1 Required and Optional Thesis Components

Major Part	Thesis Component	Required	Optional
Front Matter	Title Page	•	
	Copyright Page		•
	Table of Contents	•	
	List of Figures	(Reqrd if used)	
	List of Tables	(Reqrd if used)	
	List of Abbreviations		•
	Glossary or Nomenclature		•
	Acknowledgments	•	
	Dedication		•
	Abstract Page	•	
	Preface		•
Text	Chapters	•	
Back Matter	Appendices		•
	References	•	
	Vita		•
	Short Title Page	•	

2.1.2   Copyright Page

It is always suggested that upon completion of the text, the student add the copyright symbol © with the year and the student's name on one line as shown on the Copyright page of this document. If used, the copyright page must be unnumbered, immediately following the title page. If you are a Master's candidate and would like to register a claim to copyright your thesis, you can download the registration forms at http://www.copyright.gov/. Doctoral students will complete a publishing agreement form which will give them a copyright registration option.

2.1.3   Table of Contents

The table of contents must include the page numbers of all chapters and sections of your thesis. In addition, it may include the page numbers of all subsections. It must also include the page numbers of all front and back matter elements, unless otherwise specified. Chapter titles should appear flush left, section headings may be indented up to 0.5 inch, and subsection headings may be indented up to 1 inch. Chapter titles may be typed in plain or bold font. All titles and headings must be

followed by a dot leader and a page number. The word "Contents" must appear in chapter title style at the top of the page. Be sure to align multi-lined chapter titles in the table of contents. For example, when a table of contents' chapter or section title extends to a second line, be sure that the 1st character of the 2nd line aligns immediately under the 1st character of the title/chapter/section name on the line above it (i.e., as done in this sample document's table of contents, and as specifically illustrated in the "list of tables" page for table 2.1).

Make certain, too, that these long titles also align nicely within the body of text, where multi-lined chapter titles or section titles should still break at a logical point and align in a manner allowing the titles to be read clearly without confusion. Sometimes, for long chapter or section titles, this will mean forcing a line break at a logical point. This cannot be automated, but relies on your own good judgment. A good example of a multi-lined title can be found at the top of Appendix A; notice how the two lines are deliberately divided helping each phrase to be read easily and fluidly.

2.1.4   List of Figures

Include a list of figures only if your thesis actually contains figures. Format the list of figures the same way the table of contents is formatted, but put the words "List of Figures" in the heading.

2.1.5   List of Tables

Include a list of tables only if your thesis actually contains tables. Format the list of tables the same way the table of contents is formatted, but put the words "List of Tables" in the heading.

2.1.6   List of Abbreviations

Include a list of abbreviations only if you use abbreviations that are not common in your field. Arrange the list alphabetically. Type the word "List of Abbreviations" in chapter title style at the top of the page.

2.1.7   Glossary or Nomenclature

Include a glossary or nomenclature section only if you thesis contains technical words that are not commonly in your field. Type the word "Glossary" or "Nomenclature" in chapter **title style at the** top of the page. The glossary or nomenclature section should consist of an alphabetized list of words and their definitions.

2.1.8   Acknowledgments

An acknowledgments section should be included. Use it to thank those who supported your research through contributions of time, money, or other resources. Type the word "Acknowledgments" in chapter title style at the top of page. If the acknowledgments fill more than one page, put the heading only on the first page. Number the page with a Roman numeral, centered at bottom.

2.1.9   Dedication

The dedication page is optional. If you decide to include a separate dedication page, make it short and center it on the page. If included, you should number it, placing the next logical/sequential Roman numeral at bottom of page, centered, as shown in this sample document.

2.1.10   Abstract Page

Please see important note regarding length of abstract found near the front of this guide within the sample abstract. Format the abstract page precisely as done in this document.

2.1.11 Preface

A preface is optional. If you include a preface, use it to explain the motivation behind your work. Format the preface the same way the acknowledgments section is formatted, but use the word "Preface" in the heading.

2.2   Text

The text part of the thesis should be divided into numbered chapters, sections, and subsections. Use Arabic numerals for this numbering. Divisions smaller than subsections **may be used, but** they should not be labeled with numbers. Place Arabic page numbers throughout the body of text centered just above the bottom margin.

2.3   Back Matter

Throughout the back matter, use the same Arabic page number formatting as used in the body of text section.

2.3.1   Appendices

Appendices may be used for including reference material that is too lengthy or inappropriate for the thesis text. If one appendix is included, an appendix title is optional. If more than one appendix is included, each one should be titled and lettered. In general, appendices should be formatted like chapters. However, they may be single spaced or include photocopied material. If photocopied material is used, you must add page numbers at the bottom, putting those page numbers in square brackets to indicate that they are not part of the original document.

2.3.2   References

The reference section should follow the final appendix (or the conclusion of the text if there are no appendices). Type the word "References" in chapter title format at the top of the page. Use single space within references and double space between them. More information on formatting references is included in Chapter 3.

2.3.3   Vita

Including a vita page with your thesis is optional. If you do choose to include a vita page, it should include your name, relevant academic and professional achievements, and current month and year you will be earning your degree. It may also include your publications and professional society

memberships. If included, your vita should be the last page of your thesis. Note: Personally identifiable information such as birth date and place of birth should not be included on this page.

2.3.4   Short Title Page

The short title page should be prepared as directed in Appendix B.

Chapter 3

Citing References

In the Reference section at the end of your thesis, list references cited using the style recommended in *The Chicago Manual of Style* [9] or another style acceptable to your committee. Insert parenthetical references where the reference material is referred to in the text. This chapter explains how to format references according to *The Chicago Manual of Style*. If you use a different style, you should obtain the appropriate style rules. For example, most journals periodically print instructions for authors that include reference style rules.

3.1   Parenthetical References

References should be cited at the position in the text where they are noted. *The Chicago Manual of Style* [9] recommends two systems for citation. You may use either of these systems or an alternative system acceptable to your committee.

3.1.1   Author-Date System

In this system, the last name of the author and the year of publication appear in parentheses following the quoted text. If the reference is alphabetized in the References section by its editor, publisher, or organization, then the name it is alphabetized under is used in place of the author. Some examples follow:

- Single author: (Smith 1993)
- Two authors: (Jones and Yang 1991)
- Three authors: (Jones, Smith, and Yang 1984)
- Four or more authors: (Johnson et al. 1994)
- Organization as author: (Association for Computing Machinery 1989)

- Two works referenced in one sentence: (Black 1994; Smith 1993)

3.1.2   Numbered References

In this system, the reference number appears in square brackets following the quoted text. This system is used throughout this document.

3.2   Reference List

References should be listed in alphabetical order by the last name of the first author (or organization or publisher, if no author is given). If the numbered reference style is used, the reference list should obviously be numbered as well. Several example references are listed in this document's reference list. Most of these references are taken from *A Manual for Writers of Term Papers, Theses, and Dissertations* [8].

Appendix A

The English Language and
Other Confusing Things

While this guide answers most questions about how to format a thesis, it does not address questions about English grammar, use of abbreviations, punctuation, spelling, and other confusing subjects. Students should obtain a dictionary and a style of grammar book to refer to as questions arise. The dictionary is important because most electronic spelling checkers are not complete and do not contain definitions. (You may also need to refer to some of the references you cite for the spelling of technical terms.) The grammar or style book is useful for checking grammar and punctuation rules. A good style manual contains information about correct English usage as well as advice for preparing a manuscript. *A Manual for Writers of Term Paper, Theses, and Dissertations* [8] is one such concise and inexpensive manual based on the lengthy and more expensive *Chicago Manual of Style* [9].

The following rules will help you avoid three mistakes frequently made by students:

- Hyphenated words must begin and end on the same page.
- When a page break falls in the middle of a paragraph, at least two lines of text from that paragraph must appear on the second page.
- At least one line of text from a section or subsection must appear on the same page as the title of that section or subsection.

Appendix B

Procedures and Deadlines

Deadlines   At least one semester prior to the semester in which you believe you will complete all requirements for your degree, please be sure to consult with your department's graduate administrative assistant or coordinator to be sure you are aware of all requirements and deadlines with regards to the submission of your thesis or dissertation. Deadlines are printed in the course listings schedule book and are posted online. If you cannot make certain deadlines, you may have to postpone your graduation accordingly. In particular, a student must file an "intent to graduate" form (via WebSTAC) by the published deadline <u>prior</u> to any anticipated graduation date; otherwise, no degree can be earned. M.S. and D.Sc. students also have a special deadline by which they must submit an initial draft (PDF) of their thesis to Engineering Student Services at ess@seas.wustl.edu to be reviewed for formatting. After a draft has been submitted for format review, an email will be sent to you within 48 hours detailing any changes that need to be made in the formatting of your thesis or dissertation. For M.S. and D.Sc. students, approval of your thesis or dissertation formatting must be received prior to turning in the final electronic and hard copy versions as described below.

Oral Examination Each member of the oral examining committee must be given a copy of the thesis or dissertation, in final form, in sufficient time to study it before the oral examination. Members of the examining committee have the right to request rescheduling of the examination if these copies are not made available to them at least one week in advance of the scheduled examination date.

Electronic Submission   After the oral defense, an M.S. or D.Sc. student is required to submit an electronic version of his/her final thesis or dissertation in PDF format. The links can be found on the Engineering Student Services website under the Graduate Students section.   Click on the link for Thesis & Dissertation Submissions and then select the appropriate link for Master's or D.Sc.

electronic submission under Step 3. Doctoral students must choose among publishing and copyrighting services offered, and they are asked to submit a [Survey of Earned Doctorates](#).

Please note that the electronic submission of your thesis or dissertation should be made by the stated deadline date on the current academic calendar and prior to handing in the final hard copies as described below. An administrator in Engineering Student Services will review the electronic copy of your thesis or dissertation and officially approve the submission online. This electronic version will be used for library publication and catalog purposes. In addition, students typically must submit hard copies of the thesis or dissertation for binding purposes (see below).

Final Hard Copies   After the oral defense and electronic submission, final copies of the thesis or dissertation approved by the examination committee and department are to be submitted to Engineering Student Services in Lopata 303 on or before the date stated in the current academic calendar.

1. Three final copies (unless your department instructs you otherwise) must be printed on 8.5 x 11 inch white paper and minimum 20-pound weight. (Most printer and copier paper qualify, but a high-quality watermarked or 10-25% cotton paper is recommended.) Print should be letter quality and the copies may be double-sided. Copies submitted should not be bound, stapled, clipped or hole-punched. To avoid delays in publication, please make certain that the copies you submit include all pages of your thesis or dissertation.

   Each copy should be placed in a separate unsealed manila envelope with a copy of the short title sheet (see description below) securely taped to the outside of each envelope.

   Engineering Student Services sends all three copies of your thesis or dissertation to West Campus Library. The Library will have these copies professionally bound and sent back to your home department. The home department will keep one copy and distribute one to your advisor. The third copy will be mailed to you at your home address and charges will be covered by the home department. In order for you to receive your bound thesis or dissertation promptly, your home department must have your current mailing address. On your "intent to graduate" form you should input your "address after graduation."

Processing theses and dissertations takes time, so you may have to wait 3-6 months after your graduation date to receive your copy.

2. The Short Title sheet must have Title, Surname, Degree, and Year. The bindery will print exactly what appears on this sheet on the spine of each bound copy. Any *title* longer than 35-40 characters will be truncated by the bindery or look messy on the spine. (Surname, degree, and year are not counted.) The short title you devise for this purpose will appear only on the spine of the bound copy; it should be a reasonable abridgement of your dissertation's full title.

Sample Short Title Sheet: **Aristotle, Hegel on "Occupy" Movement, Veblen, M.S., 2013**

Do <u>not</u> include the words "short title" on the sheet. <u>Do</u> use a full 8.5 x 11 sheet of paper. Add notes to your short title sheet if (a) there is a loose item that will need a pocket made, (b) the dissertation should be bound in two volumes, or (c) there are any fold-out pages. For example: "Please make pocket for CD"; "Two volumes: please indicate '1' and '2' on spine"; "Watch for fold-outs at end."

Appendix C

Thesis Format Checklist

NOTE: If you have significantly varied formatting from that which is shown in this document, please complete this form and submit it to Engineering Student Services when you submit your thesis for format review.

Author's Name:_____

Title page font: _____ 12 pt _____ 14 pt

Table of Contents chapter title font: _____ plain _____ bold

First level table of contents indentation (0 to 0.5 inch):   _____

Second level table of contents indentation (0 to 1 inch):   _____

Body text font: _____ 10 pt   _____ 11 pt   _____ 12 point

Body text line spacing: _____ 1.5   _____ 2

Body text justification: _____left   _____ full

Paragraph indentation (0 to 0.5 inch): _____

Chapter title position (1.5 to 3 inches below top edge):   _____

Chapter title style: _____ with word "Chapter"   _____ without word

Chapter title: _____ (10 to 36 pt)   _____ plain   _____ bold

                        _____ centered   _____ left justified

Section heading   _____ (10 to 24 pt)   _____ plain   _____ bold

                        _____ centered   _____ left justified

Subsection heading   _____ (10 to 18 pt)   _____ plain   _____ bold

                        _____ centered   _____ left justified

Unnumbered heading _____ (10 to 14 pt)   _____ plain   _____ bold

                        _____ centered   _____ left justified

Label tables as: _____ Table   _____ Figure

Reference list style (parenthetical, etc): _____

Appendix D

Special Notes for MS WORD Users

It is recommended that you use this document file as a template for your thesis since it greatly simplifies conforming to the required formatting standards. (Alternatively, if you know LaTex, you may use a LaTex version of this same file. Look for these files on the Engineering Student Services' website, under graduate forms and downloadable files. <u>In the LaTex version, Appendix D should have special instructions for working with the template when using LaTex commands.</u>) Before beginning, save a copy of this WORD template document, so you always have it as a good reference---as the textual information within this document are, in fact, the actual rules and guidelines on how you should format and submit your thesis. If you wish to make any variations in the formatting of your thesis, always be sure to check this original reference material for the precise rules and to see what variations are permitted. After saving this document for reference, then make a copy of it and begin using it as a template for your thesis. You should be able to simply replace the text within the WORD template with your own thesis text. The margins and other basic settings should automatically be set to the standards needed. However, as you work with the document, and as you introduce your own text, be reminded of the following important suggestions:

1. **Remember to use the "Heading" styles** - From within WORD you need to find the option to display this template document's "styles". You can then select either "Heading 1", "Heading 2", or "Heading 3" to turn on the "style" and formatting to use for Chapter Headings, Section Headings, and Subsection Heading styles respectively. Heading 1 is the largest, then Heading 2, and Heading 3 the smallest. Special Tip: Make sure there is always ONE blank line (and make sure it is "set" in the "Heading 1" style itself!) preceding your first line of actual text that is formatted using the "Heading 1" style---at the top of each page using this style. This will assure proper placement on the page. When in doubt, simply examine and follow the examples provided in this original WORD template. WARNING:

Be careful when applying "styles". If you accidentally click on a new style while your cursor is sitting on some text within the document, then that text can automatically switch to the other unexpected style, producing surprising results. If ever you click on something and it produces unwanted "surprises", remember to use CTRL Z to undo the accident.

2. **Table of Contents and other lists -** These lists are included in this template for your convenience, and they have been set up to illustrate to you the proper formatting. Your Table of Contents must, then, look like that found in this template in terms of style and formatting. However, the Table of Contents and other reference lists may not yet be fully automated; consequently, you may need to manually update your Table of Contents page after you establish all of your specific Chapters, Sections, and Subsection headings. Any students developing and further automating this template are welcome to share with us their findings. We welcome and thank you for your input! However, a quick solution to your problem (i.e. IF the table of contents is NOT automatically getting regenerated for you in the WORD template) is to make a temporary copy of your file when you are near completion, and use that copy to generate a temporary Table of Contents for you in another temporary document file---just so you can instantly see what pages each chapter is located on or assigned to. You can then look at the quickly generated Table of Contents listing and use that information to key in the correct page numbers onto your more properly formatted version found in the WORD template. The reason you may have to do this in this "ugly" manner is because the quickly generated TOC will likely <u>not</u> be formatted correctly to the standard specifications; hence, this work-around, being quick, is the next best solution. To generate the Table of Contents quickly, first be sure you have Headings 1, 2, and 3 utilized for your Chapters, Sections, and Subsections' headings throughout the document; then go back to where your TOC is located and spend some time learning WORD's latest version's features for TOC generation in order to see if something useful in TOC generation is worth pursuing. <u>We regret not being able to provide more specific help at this time; consequently, doing your TOC manually may be the best reasonable solution.</u>

3. **Font used** - This template utilizes the elegant font called Garmond, a font previously designated by the central University Publications Office as a preferred font used for many of the special publications materials at Washington University. Times Roman can also be used,

though, if your computer or printer has problems with the Garmond font. However, do NOT mix fonts within one thesis or dissertation.   Always be consistent.

4. **Be consistent in vertical positioning of your headers** - Always be consistent in the manner in which you leave "white space" above/before and below/after your chapter and section/subsection headings.   If you make the space above and below a heading on one page look a certain way, then use that same technique or "look" on all the other pages that also use that same level of heading.   This template is set up to present to you things in a consistent manner; however, as you replace the templates text with your own, it could be easy to accidentally insert extra "returns" or "line breaks". Be careful.

5. **Always strive for consistency** - If you format an element one way on one page, then that same element, elsewhere in the document, should be implemented and formatted in the same fashion.

6. **You can use the Show/Hide Icon** - If you are having trouble identifying special characters within your document, like line breaks, paragraph marks, tab characters, etc. then remember you can click on the Paragraph Icon (i.e. the Show/Hide Icon) in the toolbar. This helps you find problems within the text.

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Vita

Ima Gooden-Reddi

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The Touring Society
The Fee Software Foundation

Publications

Student, I. D. (2005) MS Word document class for Henry Edwin Sever Graduate School, *The WORD J.* 10(4): 323-336.

Student, I.D. (2005) More MS WORD wisdom, *Another Word J.* 42(7): 100-101.

May 2014

Note: This page is optional. If you do include it**,** use month and year in which your degree will be conferred. Do not put your Social Security Number, birth date, or birth place on your C.V.

Proper Formatting of Theses,   Student's_Last_Name, M.S. 2014

NOTE: This is a sample of a "short title" page. Please change the line above to use an appropriate "short title" for your thesis, insert your last name, and include your degree and year in which the degree will be earned. Separate elements using commas, as illustrated in the sample above. <u>Your "short title" cannot exceed 35-40 characters, counting spaces or the title will be truncated by the bindery</u>. (Surname, degree, and year are not counted.) The short title you devise for this purpose will appear only on the spine of the bound copy; it should be a reasonable abridgement of your dissertation's full title. It does not matter if there is a page number at the bottom of the page.

<u>Additional Information:</u>

Do not include the words "short title" on the page.
Print the short title page on 8 ½" x 11" paper.

<u>Notes You May Need to Add to the Short Title Page</u>

The Short Title sheet should also indicate as an additional note:

        a) If there is a disc or other loose material that will need a pocket made
        b) If the title has a volume one and volume two
        c) If there are any foldouts that would be cut in the trimming process
For Example:
        a) "Please make pocket for loose disc"
        b) "Two volumes: please indicate '1' and '2' on spine"
        c) "Watch foldouts"

IMPORTANT: This page should be printed and taped securely to each of the three manila envelopes used to submit your final hard copies. Remove this page before submitting your final copies (i.e., this page should not be included in either your electronic submission or your hard copy submissions). See Appendix B for further details if necessary.