

Thesis/Dissertation Guidelines Summary

The list below is not comprehensive of everything that can be found in the guidelines. Please go to <http://gradschool.eku.edu/thesis-guidelines> to view the guidelines in its entirety and to obtain examples, definition of terms, and more details concerning formatting and other requirements. The pdf page number was used rather than the actual document page number for ease of searching.



Guidelines Page (PDF #)

Formatting

- ___ • See guidelines for order of pages and page numbering. 15, 29
- ___ • Use 10 to 12 point font 26
- ___ • Font style should be clear and easily readable. (ex. Courier, Arial, TNR, Calibri) 26
- ___ • Use of bolding and italicizing is permitted except on the cover page and major headings. 26
- ___ • Whether each paragraph is indented or left flush is optional but it must be uniform throughout the thesis 28
- ___ • Left margin should be no less than 1.5 inches and all other margins should be no less than 1 inch. 28
- ___ • All items must fit within the margins. This includes the page number. 28
- ___ • Page numbers should be positioned at the bottom of the page centered between the margins, or in the lower right hand corner, but must be consistent throughout the document. 29

Spacing

- ___ • Text should be spaced at least 1.5 and at most double spaced in general body of the document. Extra space may be needed in areas such as above headings and between chapter numbers and title. 28
- ___ • Single or 1.15 space is permissible to set off quoted material and for references and tables. 28

Approval Sheet

- ___ • Should be in the same type face as the thesis/dissertation 12
- ___ • The name used should be the name the student is registered under at EKU. 12
- ___ • The number of signature lines should equal the number of committee members plus one line for the Graduate School Dean. 12
- ___ • The major and degree to be awarded must be the same as the student's current active record. 12

Statement of Permission to Use

- ___ • Should be in the same base style as the thesis/dissertation 12

Thesis/Dissertation Guidelines Summary

Title Page

- ___ • There should be no bold, italics, underline, or point size larger than standard text. Only exception is when using binominal nomenclature (scientific names). 12
- ___ • Items should be centered on the page horizontally 12
- ___ • See guidelines for appropriate way to represent degrees and dates. 12
- ___ • Name used on this page should be the name registered at EKU. 12

Copyright Page

- ___ • Required due to electronic submission. 13, 34

Abstract

- ___ • Required due to electronic submission. 13
- ___ • Must be approved by committee. 13
- ___ • If you anticipate that the work may lead to a patent, be careful about publishing detailed results in the abstract since this may constitute a public disclosure. Contact the Graduate School if you need assistance. 13

Table of Contents

- ___ • Must include Chapters and Bibliography and Appendix or Vita if used. 13
- ___ • Although it is not necessary to include all levels of headings, inclusion must be consistent. If a particular level is included at any point, **all** headings of that level **must** be included in the table of contents. 13
- ___ • Page numbers should be right justified (evenly) 14
- ___ • No preliminary pages with Roman numerals are included in the Table of Contents; the Table of Contents entries start with page 1 14
- ___ • The page number of each appendix should be the page number of its corresponding separation page 14
- ___ • The title listed in the table of contents should be the same as the titles listed in the document text. 14

List of Figures and Tables

- ___ • If there are five or more tables or figures, a List of Tables and/or Figures must be included. 14
- ___ • There must be separate lists for tables and figures. Any tables or figures appearing in the appendix are also included in the appropriate list. 14

Thesis/Dissertation Guidelines Summary

- ___ • Each title must be different from the other titles, and all titles must be entered in the lists worded exactly as they appear on the table or figure. This includes the information up to the first terminal punctuation. Additional explanatory information need not be included in the list. 14

- ___ • Page numbers should be right justified (evenly) 14

Main Document Body

- ___ • Should follow a logical scheme (Chapters/Sections/Parts) 16

- ___ • “Introduction” can be first numbered chapter or section or may precede the first numbered chapter or section. 16

- ___ • Chapters should be numbered consecutively. 16

- ___ • Each chapter should begin on a new page with two lines between chapter heading and text. 16

- ___ • Any logical system of subdivision within chapters or sections is permissible, but the scheme must be consistent throughout the manuscript. The appearance of the heading must vary for each level of subdivision unless a numbering system is used to indicate level. 16, 26

- ___ • Subdivisions within a chapter/section do not begin on a new page unless the preceding page is filled. If there is no room for a complete heading and at least two lines of text at the bottom of a page, the new subdivision should begin on the next page. 16

- ___ • First two subdivisions are preceded by extra space. The rest of the levels are not required to have extra space but they must be treated consistently throughout. 16

- ___ • Chapter numbers can be expressed as Roman or Arabic numerals. 17

References within Text

- ___ • Footnotes can be printed at the bottom of the page. 18

- ___ • Each in text citation should be assigned a number or author name. This is determined by the type of writing style (MLA, APA, Chicago, etc) you are using. 18

- ___ • Endnotes are not acceptable. 18

Figures and Tables

- ___ • Can be included in either the appendix, document body, or a combination of both. 14

- ___ • Should be referred to by number and placed as closely after the first mentioning of the item as possible. If mentioned at top of page then put at bottom of page. If mentioned at bottom of page then put below on top of next page. If multiple figures are mentioned can place together with approximately .5 inch between. Items follow in order mentioned when mention more than one. 14, 19

Thesis/Dissertation Guidelines Summary

- ___ • All tables and figures must be referred to by number, not by expressions such as "the following table/figure." 14, 19
- ___ • Three common ways to number 1) Number consecutively throughout the manuscript, including the appendix, with either Roman or Arabic numerals 2) Number consecutively within chapters or sections with a prefix designation the chapter/section (3-1 3-2...4-1, 4-2) For appendix use (A-1, A-2...or A-1 B-1 B-2) 3)Establish consecutive number system for the body of manuscript and separate one for the appendix. 18
- ___ • Since tables and figures are separate entities, they must be numbered independently. Each table or figure must have a unique title descriptive of its contents. 18
- ___ • There should always be a balance of no less than one-half page of text and no more than one-half page of table or figure. If multiple tables or figures are mentioned together on a page, they may be placed on pages together, provided there is approximately 1/2 inch between each. 19
- ___ • Table or figure less than half a page (approximately 4 inches) may be incorporated in text if 1) it is in numerical order 2) separated from the text by extra space (approximately 1/2 inch) 3) Is not continued onto a following page 4) follows its specific mention in the text. 19
- ___ • Placement of tables and figures in the appendix. When all tables and/or figures are in an appendix, this fact is stated in a footnote in the body of the text attached to the first mention of a table or figure and is not repeated thereafter." 20
- ___ • If placed in both body and appendix then must clearly indicate in text location (Table 1, Appendix A or Table A-1) 20
- ___ • To accommodate large tables or figures, it is sometimes necessary to place them in horizontal orientation on the page. The table or figure and its caption should be placed so that they can be read when the thesis is turned 90 degrees clockwise. However, the page number must be consistent with the rest of the thesis. 20

Tables

- ___ • Title appears at the top of the table. 18
- ___ • Must use the same type face for body and tables. Size may differ. 20
- ___ • Required Components for a Table: Table Opening Line, Columnar heading closing line, Table closing line. Must have at least two columns. 20
- ___ • Tables can be on multiple pages but the columnar headings within the columnar block must remain the same. 20

Thesis/Dissertation Guidelines Summary

- ___ • Continued tables. Tables may be continued on as many pages as necessary, provided the columnar headings within the columnar block remain the same. The columnar block is repeated for each page. The table title is not repeated, but continuation pages are indicated with the designation: Table ___ (continued) 21
- ___ • Table Footnotes 1) source notes 2) general notes 3) notes to specific parts of the table indicated by superscripts 4) Notes on level of probability. General notes are introduced as “*Note(s):*” and may include remarks that refer to the table as a whole. Notes to specific parts of the table use superscripts (letters for tables consisting of numbers; numerals for tables consisting of words; symbols if letters or numbers might be mistaken for exponents) that are attached to the part of the table to which they apply. 21
- ___ • If the table or data within the table are taken from another source, the word *Source(s):* is used, followed by the full reference citation, regardless of the format for referencing used in the main body of the text. Also include in list of references 21
- ___ • If a table contains values for which levels of probability are given, asterisks are used by convention. A single asterisk is used for the lowest level of probability, two for the next higher, etc. 21

Figures

- ___ • Figures containing parts must be given a general title, after which the figure may be broken down into "A" and "B" parts. For multiple-part figures, the title may be integrated, with titles for each part as part of the general figure title, or composite, with no reference to the individual parts. 18
- ___ • Title appears at the bottom of the figure. 18
- ___ • They are considered illustrations, regardless of the nature of their content, any print that is part of the figure can be in any type face, provided it is neat and legible. The figure title (or caption) and page number must be in the same base type face as the rest of the manuscript because this material is considered to be part of the typeset body of the manuscript 23
- ___ • Legends: explain material placed within figure above or below title or continued after the period following the title. If has long legend that is on separate sheet this page must be immediately before the figure. 23
- ___ • Continued Figures: First page contains the figure number and complete title all others state Figure___ (continued). 23
- ___ • Figure footnotes: placed below figure title but not separated by a dividing line. 24

Thesis/Dissertation Guidelines Summary

- ___ • If figure is taken from another source, the word *Source(s)*: is used, followed by the full reference citation, regardless of the format for referencing used in the main body of the text. Also include in list of references. If changes were made then state “adapted from” 24
- ___ • General notes are introduced as *Note(s)*: and may include remarks that refer to the figure as a whole. 24

Bibliography/List of References

- ___ • Citations should be arranged alphabetically by last name of author. 24
- ___ • Run over lines: Either indent the authors name five spaces and place the run over lines flush left or place the authors name flush left and indent the run over lines five spaces. 24

Appendix

- ___ • Should be preceded by a numbered separation page with the designation centered vertically and horizontally between the margins. 24
- ___ • Each different element (table, figure, etc) is sectioned into separate appendices each preceded by a numbered designation page. 24