

FORMATTING THE THESIS

Student Responsibility

The student is responsible for making sure that the thesis is in an acceptable style and format. In addition to eliminating misspellings and typographical errors, the student also is responsible for the correct arrangement of materials, correct grammar and punctuation, proper footnote and bibliographic style, the accuracy of quotations, tables, and other illustrative materials, and neatness.

Margins

Margins are defined as the white space surrounding the printed matter. Because of possible printer variations and photocopy distortion, we strongly suggest that you print out some sample pages and measure your margins with a ruler to make certain they are accurate. Margin requirements:

- 1.5 inches minimum on the left (binding) edge
- 1 inch minimum on top, right, and bottom edges
- The **first page** of each section in the prefatory pages and the first page of each chapter, Appendix, and the References section in the text should **begin 2 to 2.5 inches** down from the top of the paper (uniformly placed for each section).
- Margin requirements apply to all materials to be bound with the thesis, including figures, tables, photographs, etc. and all material in appendices.
- Margins must be uniform on all pages.

Page Numbers

Page numbers must be placed in the **upper right corner** of each page. Use consecutive lowercase Roman numerals (ii, iii, iv, etc.) on all prefatory pages (Dedication, Acknowledgement, Table of Content, List of Tables and Figures, Acronyms and Abbreviations pages) and Arabic numerals (1, 2, 3, etc.) on all the pages that follow.

The first page of text is page number 1, and all successive page numbers should follow consecutively. The only page in the document that does not have a page number is the Title page.

Centering

Text to be centered (e.g., chapter titles) should be centered between the 1.5-inch left margin and the 1-inch right margin. Make sure there is no additional first-line indent included in the paragraph format for centered lines.

Spacing and Justification

- All regular text **must** be formatted with 1.5-line spacing, including chapter titles and headings. **Exceptions:** Block quotations, figure captions, table titles, and data in tables **may** be single spaced.
- Footnotes, endnotes, and bibliographic entries **must** be single spaced.
- Table titles and captions for figure, schemes, etc. should be placed closer to the table or figure than they are to any text occupying the same page. Effective use of white space means using less white space between elements that should be tied together (such as a figure and its caption) and more white space between elements that should be separated.
- Text should be left justified with paragraph indents and no hyphenation. Full page justification is discouraged because it frequently causes inconsistency in spacing between words.

Type Fonts

Times New Roman must be used throughout, i.e., for prefatory pages, text body, table titles, figure captions, and page numbers. However, for a table body, figure, or appendix may be printed in a different font.

- 12-point type is ideal for text.
- Larger type, up to 16 point, may be used for Chapter, Appendix, or Bibliography/References titles.
- Smaller type, down to 9 point, may be used for table bodies and figures, but table titles and footnotes and figure captions should be the same font size as the rest of the text body.
- Footnotes should be smaller than the text body font (usually 10 point).
- Script and other ornamental type fonts are not acceptable for the main text typeface.
- Bold face and italics may be used in subheadings, tables, figures, and specific words in text, but extensive use should be avoided.

Symbols

Special fonts for languages such as Chinese, Japanese, Russian, and Vietnamese for phonetic pronunciation are allowed within the text but cannot be used exclusively in place of English characters.

Print Quality

Use only one side of the paper. Laser printers give the best results. High-quality photocopies of documents printed on a laser printer also are acceptable. Words and images should be sharp and clean, should not smear when touched, and should not transfer ink to the back of the previous page.

Legibility

Spacing, headings, and figure and table styles should be selected for their legibility. A heading or title that can be confused with the text should not be used.

Corrections

Discernible erasures, use of any cover-up or whitening substance, strikeouts, or interlineations are not acceptable in the final copy.

Copy Quality

Original printed copies are recommended. Photocopies are acceptable as long as they meet the Paper, Print Quality, and Legibility requirements. Photocopies must be neat, clean, and perfectly aligned on the paper, without streaks, spots, or smudges, and type must be consistently sharp throughout.

Citations

These are your *in-text*, *in parentheses*, identifications of other research. Every work that has a citation needs to have a corresponding reference (see “References,” below). Examples:

Name and year—Several studies (Adams, 1994; Bernstein, 1988, 1992; Celas, 2000a, 2000b) support this conclusion.

Year only—But Van Dorn and Xavier (2001) presented conflicting evidence.

Order. Order citations *alphabetically*. Designate two or more works by one author (or by an identical group of authors) published in the same year by adding “a,” “b,” and so forth, after the year. See the “name and year” example above.

Multiple authors. If a work has two authors, give both names every time you cite it. For *three through six* authors, give all names the first time, then use “et al.” in citations. Examples:

First citation—(Foster, Whittington, Tucker, Horner, Hubbard, & Grimm, 2000).

Subsequent citation—(Foster et al., 2000).

For seven or more authors, use “et al.” even for the first citation. (But the corresponding reference should give all the names.)

Page numbers in citations. Use this format:

Writing a book is “a long and arduous task” (Lee, 1998: 3).

Citation with no author. For an article with no author, cite the periodical as author. Example:

Periodical as author—Analysts predicted an increase in service jobs (*Wall Street Journal*, 1999).

Illustrative Materials (Tables, Figures, Schemes, etc.)

Number all tables, figures, etc., consecutively in the order in which they are mentioned. Label with a caption or title and include in a list (see List of Tables, List of Figures, etc.). All

illustrative materials must conform to margin, paper, and legibility, and pagination requirements explained above.

Each table, figure, etc., must be referenced in the text by number before it appears. Ideally, each table or figure should be placed at the end of the paragraph in which it is first mentioned or as soon thereafter as practical.

Illustrative materials should be embedded in text (if desired, text may flow around very small items, i.e., those less than a half-page wide). Illustrative materials placed on a separate page must cover at least half of the page. If smaller, they should be embedded in text. To distinguish tables, graphs, or charts from text, leave approximately two blank lines above and below them. Long tables can be continued on successive pages (on the continuation pages, indicate the table number with the word “continued” and repeat the column headings). Wide tables or figures may be placed broadside (landscape format).

Illustrations may be placed together as an appendix at the end of the text, before the Bibliography/References, and must be paginated sequentially with the rest of the document.

References

References are your entries in the *alphabetical list at the end* of your article or research note. This list should include only work you have cited.

Order. Alphabetize references by the last name of a sole author, a first author, or an editor, or by the name of a corporate author (for instance, U.S. Census Bureau) or periodical (such as the *Wall Street Journal*) if there is no human author or editor. Order works by an identical author by year of publication, listing the *earliest first*. If the years of publication are also the same, differentiate entries by adding small letters (“a,” “b,” etc.) after the years. Repeat the author’s name for each entry.

Books. Follow this form: Last names, initials (separated by a space). Year. **Title** (Boldface italic, capitalize *only the first letter* of the first word and of the first word after a long dash or colon.) City where published: Name of publisher. Examples:

Granovetter, M. S. 1965. ***Getting a job: A study of contracts and careers.*** Chicago: University of Chicago Press.

Kahn, R. L., & Boulding, E. (Eds.). 1964. ***Power and conflict in organizations.*** Glencoe, IL: Free Press

Free Press. Katz, D., & Kahn, R. L. 1978. ***The social psychology of organizations*** (2nd ed.). New York: Wiley.

National Center for Education Statistics. 1992. ***Digest of education statistics.*** Washington DC: National Center for Education Statistics.

Periodicals. Follow this form: Authors’ last names, initials. Year. Title (regular type; same single-capital rule as for books). **Name of Periodical** (boldface italic, title-style capitalization), volume number (issue number, *if needed*—see below): page numbers. Examples:

Shrivastava, P. 1995. The role of corporations in achieving ecological sustainability. *Academy of Management Review*, 20: 936–960.

Nonaka, I. 1991. The knowledge-creating company. *Harvard Business Review*, 69(6): 96–104.

Chapters in books, including annuals. Follow this form: Authors' last names, initials. Year. Title of chapter (regular type, single-capital rule. In Editors' initials and last names (Eds.), **Title of book:** Page numbers. City (same rules as above): Publisher.

Examples:

Levitt, B., & March, J. G. 1988. Organizational learning. In W. R. Scott & J. F. Short (Eds.), *Annual review of sociology*, vol. 14: 319–340. Palo Alto, CA: Annual Reviews.

Dutton, J., Bartunek, J., & Gersick, C. 1996. Growing a personal, professional collaboration. In P. Frost & S. Taylor (Eds.), *Rhythms of academic life*: 239–248. London: Sage.

Electronic documents. Include the author's name, if known; the full title of the document; the full title of the work it is part of; the ftp, http, or other address; and the date the document was posted or accessed.