

# Science Template Guide (Numbered chapters, subheadings, and references)

## Front Matter

### Title page

1. Double check the proper name of your department. It may be “Department of,” “School of,” “Division of,” or another variation.
2. Check the mainframe for your name as it appears in the university records. That is the version you must use. If you wish to change it, you must do so through the Office of the Registrar before uploading document to Digital Commons.
3. The date on the final line is your *graduation date*, no comma between month and year.
4. This is the only page with no page number. The following page is always page ii.

### Copyright page, Dedication page, Epigraph page

1. These pages are optional (unless you have registered copyright, in which case you would include the page with copyright notice).
2. These pages have no main heading. They are not included in the table of contents.
3. *Options:* You may begin each of these three pages at the top one-inch margin or center them in the middle of the page. Dedication may be italicized.

### Acknowledgments and Main Headings

1. The acknowledgments are optional. *Note:* An acknowledgments section is not permitted in individual chapters. Instead, you may incorporate those acknowledgments into a single acknowledgments section in the front matter.
2. Acknowledgments is the first page containing a main heading and, therefore, the first item in the table of contents.
3. The main heading “Acknowledgments”—and all the main headings throughout the document—are *formatted identically* in 14 points, single spaced, boldfaced, and centered at the top one-inch margin. A double space separates a main heading from its following text.
4. *Option:* You may place all of the main headings against the left margin instead of centered at the top margin.

### Table of Contents

1. Arrange the listing of main headings in the order shown on p. 9 of the online *Thesis & Dissertation Handbook* (formatting guidelines).
2. The Graduate School does not require subheadings in the Table of Contents. But if you wish to list them, include only the a-level subheadings.
3. Place all the main heading numbers and titles against the left margin, with runover lines indented and single spaced.
4. Indent all subheading numbers and titles, with an additional indent for runover lines.
5. To create the leader dots between titles and pages numbers in Word, go to the Home tab and click the small expansion arrow in the bottom right corner of the Paragraph group. In the lower left corner of the Paragraph dialogue box, click on “Tabs.” In the Tabs dialogue box, set *Tab stop position* at 6.5; set *Alignment* at Right; set *Leader* on 2; click *Set* and

then *OK*. In your table of contents, place the cursor after the chapter or section title and click your keyboard's Tab button to see the leaders appear, and type in the page number at the end of the leaders.

6. The only double spaces in the table of contents go *above* each main heading in the list, including appendix titles, front matter headings, and back matter headings.

### **Lists of Tables and Figures**

1. These lists are optional.
2. Number your tables and figures, using the chapter number followed by the sequence number, e.g., 1.1, 1.2, 1.3. Begin with sequence number 1 in each chapter.
3. *Always* list an appendix's tables and figures with the appendix letter instead of the chapter number (e.g., Table A.1., Figure C.2.). If you have only one appendix, use the "A" designation in your table and figure numbers (to generally indicate "Appendix").
3. In the list of figures, use only the first sentence or phrase of the caption. Details are not needed since there is no figure for the reader to refer to.
4. Include no sources in either of these lists.
5. Indent all runover lines.

### **Abstract**

1. Abstract is limited to 350 words.
2. The abstract is the final page in the front matter as well as the final page numbered with lowercase roman numerals.
3. Only one abstract is permitted in a dissertation: in the front matter. Individual chapters have no abstract.

## **Body of Text**

### **Chapter Opening Page**

1. Chapter titles: 14 points like other main headings; subheadings: all levels are 12 points.
2. Acknowledgment of previous publication of a chapter (or part of it) appears in an unnumbered note at the bottom of the first page of the chapter.
3. The introductory chapter or Chapter 1 begins with Arabic page number 1 and continues with sequential Arabic numbers to the end.

### **Figures and Tables**

1. Table titles always go above the table; figure captions always go below; otherwise, they are formatted identically, all on one line, no boldfacing or italics, and separated from surrounding text by a double space.
2. See the formatting guidelines for the correct way to continue tables and figures to another page.
3. Figure sources and acknowledgments always appear at the end of the caption, after the period. Table sources and notes appear below the table.
4. All tables and figures must be kept within the one-inch margins of the page. Landscape them or divide them into separate tables and figures if they do not fit.
5. Never number tables and figures with a, b, c (e.g., Figure 1.2a). Each must have its own number and title, although figure captions should include the a, b, c part designations for that figure.

## Citations/Notes

1. You may use the numbered citation system, shown in the template, or the author-date system, in which you place the author's last name and date of publication in parentheses at the end of your cited material. Footnote use is rare but permitted.

## Back Matter

### Appendices

1. The only *required* appendices are: a) a snapshot of the IRB form, if you have used human subjects, or b) snapshots of original publication agreements for your previously published chapters; permissions for use of others' work; or, in the case of open-access publication, the first page of the article. See the online *Thesis & Dissertation Handbook* for more information on fair use and necessary proof of publication or permission.
2. Always precede the snapshots with a simple subheading that refers to the location in your document of the material that you are reusing, e.g., "Chapter 1" or "Pages xx–xx in Chapter 2."
3. Inserting an entire publication agreement isn't necessary, but you should include at least the page(s) that contains a publisher's logo or other identifier, your name, co-authors, article title, journal title, and the portion of the agreement's terms that specifies who holds copyright—you or the publisher—and the phrasing that the publisher would like you to use in the acknowledgment (usually found in the "Terms" section).

### Bibliography or Reference List

1. Use of an alphabetized bibliography or reference list assumes that your document contains footnotes, parenthetical author-date notes, or endnotes. **Note:** *A bibliography or reference list is not permitted at the end of a chapter. This is not a journal article. It must be formatted as a thesis or dissertation.*
2. If you use parenthetical author-date notes, always place the publication date following the author's name in the reference list.
3. Most science/social science documents use the number citations that are keyed to a complete list of numbered references in the back matter.

### Vita

1. The final page in your document.
2. Consists of one or two autobiographical paragraphs written in third person. Do not provide your exact birth date. Avoid using the phrase "will graduate"; replace it with "anticipate graduating" or "plan to graduate."