

DOCUMENT STRUCTURE

Preliminary Pages

Use lowercase roman numerals for all of the preliminary pages:

i	Title page (numeral i is assigned but not shown on the page). The copyright notice is placed at the bottom of this page if you are copyrighting.
ii	Approval page (signature page)
iii	Dedication page (optional)
iv	Acknowledgment or Preface (optional)
v	Vita
vi	Abstract
vii	Table of Contents or Contents
viii	*List of Tables or Tables (includes appendix tables)
ix	*List of Figures or Figures (includes appendix figures)
x	*List of Plates
xi	*Data on Compact Disc
xii	*List of Abbreviations (or Nomenclature or List of Symbols)

*Not all theses/dissertations will have a copyright notice, tables, figures, plates, CDs, or special nomenclature.

Title Page

- The title page will show the title--200 letters and spaces, or less--typed in inverted pyramid style, double spaced, and in uppercase letters with all symbols written as words.
- Type your name as it appears on your official university records, followed by previous degrees you have been awarded.
- Name changes must be processed through the Office of the Registrar.
- The degree title (as shown in the [Graduate Catalog](#)).
- Major subject must be worded as shown in the [Graduate Catalog](#); list a minor subject only if one is shown on the program of study. Minors and specializations may be shown here only if they appear on the list of minors and specializations approved by the university.
- University name, city, state.
- The month and year of graduation--four dates are used: May for spring, August for summer session, and December for fall. The date used on the thesis title page is the semester your copies are accepted at Branson Library, not the date the thesis was submitted to the committee or the Graduate School.

- If you copyright your work, place the word “Copyright” or the international symbol, the year of publication, and your name as it appears on your thesis or dissertation on the next double spaced line after the date line (Copyright or © 1999 by Jane Anne Doe).
- The title page is number i, but do not print the number on this page.
- Do not type anything on this page in boldface.

When listing your degree and major subject as they appear on your official program of study, use a minor subject or specialization only if one has been approved for your degree. Specializations have been approved for some degrees in the College of Education and the College of Engineering. Some of these theses and dissertations may have both the “Major Subject:” and “Specialization in:” lines on the title page and abstract.

Wording for all master’s degrees will be Master of Arts or Master of Science(not Master of Arts in History, for example, but just Master of Arts and so on) except for the named degrees (MAT, MBA, MCJ, MM, MFA, MFA in Creative Writing, MPA, MPH, MSN, MSW, MSChE, MSCE, MSEE, MSIE, MSME, MS in EnvEng). Note that with the named degrees the “Major Subject” line is omitted on the title page.

The wording for the degree varies for some disciplines so the proper wording follows:

Business Doctoral degree: Degree wording to be used is:

Approval page: Doctor of Philosophy, Business Administration

Title page and abstract: Doctor of Philosophy, Business Administration

[one of the following]

Field of Concentration: Marketing

Field of Concentration: Management

Engineering: Master’s degree: Degree wording to be used on the title page, approval page, and abstract will be one of the following:

Master of Science in Chemical Engineering

Master of Science in Civil Engineering

Master of Science in Electrical Engineering

Master of Science in Environmental Engineering

Master of Science in Industrial Engineering

Master of Science in Mechanical Engineering

On the title page do not use the Major Subject line.

Engineering: Doctoral degree: Degree wording is as follows:

Approval page: Doctor of Philosophy, Engineering

Title page and abstract: Doctor of Philosophy, Engineering

[one of the following]

Specialization in Chemical Engineering
Specialization in Civil Engineering
Specialization in Electrical Engineering
Specialization in Industrial Engineering
Specialization in Mechanical Engineering

English MFA degree:

On the title page, approval page, and abstract the wording for the degree is:

Master of Fine Arts in Creative Writing.
Do not use the Major Subject line on the title page.

Interdisciplinary Doctoral degree:

Approval page: Doctor of Philosophy

Title page and abstract: Doctor of Philosophy, Interdisciplinary Program

Subjects: [list departments]

Approval Page (Signature Page)

- Double space all lines on this page except the information immediately below the horizontal lines.
- Do not use boldface for anything on this page except titles of published works, genus species names, and similar items.
- The first paragraph must be worded the same way here as it appears on the sample pages. Begin at the left margin and type the title in upper and lower-case letters. Enclose the title in quotation marks being sure to place the end quote mark after the comma.
- List your name as it appears on your official university records.
- Follow the format of the signature lines for the graduate dean, your chair or co-chairs (the horizontal line and their names), and the date.

- Under “Committee in charge:” list the chair’s name first (Dr. Elizabeth T. Jones, Chair). If you have co-chairs (Dr. Elizabeth T. Jones, Co-Chair, then a double space below, Dr. John E. Jones, Co-Chair).
- After listing the chair or co-chairs list the committee members in alphabetical order, by last name, after the chair (adviser). Double space between the names.
- Be sure to use first names, middle initials, and last names of all committee members. Use the abbreviation “Dr.” (not Doctor and put a period after the abbreviation). If a committee member does not have a doctoral degree, use the courtesy title of Mr. or Ms., and the member’s full legal name followed by the degree abbreviation (e.g., Ms. Jane Y. Smith, M.S.W.).

Designations for Committee Members Who Do Not Have a Doctorate

Degrees must be listed for all faculty serving on thesis or dissertation committees. List faculty who do not have doctoral degrees in the following style:

Mr. John L. Jones, M.S. [use appropriate degree designation]

Ms. Anne M. Summer, M.F.A. [use appropriate degree designation]

Please see sample pages in these Guidelines. The pages illustrate proper format for preliminary pages of your thesis/dissertation. Make sure pages created meet margin requirements.

Dedication Page

- This page is optional.
- Type the word DEDICATION (in plain type not bold) 1.25” from the top of the page, insert two double spaced blank lines and begin the text--double spacing all lines and indenting the first line of every paragraph.

Acknowledgment Page or Preface

- This page is optional.
- Type the word ACKNOWLEDGMENTS (in plain type not bold) 1.25” from the top of the page, insert two double-spaced blank lines and begin the text, double spacing all lines. Indent the first line of every paragraph.
- The acknowledgment is the place to thank the faculty, staff, family, and friends who have assisted you in preparing your thesis or dissertation. You may also acknowledge any financial support or special research materials given to you.
- Copyright permissions may also be acknowledged here by stating that: (1) permission has been granted for reproduction of tables, tests, and other copyright protected items and (2) gives the source of the permission.

- Use a preface rather than acknowledgments when the research is discussed, for example, “the motivation for the study, the background of the project, the scope of the research, and the purpose of the paper” (Turabian, 1996, pp. 7-8).

Vita

- Type the word VITA (in plain type not bold) 1.25” from the top of the page, insert two double-spaced lines and begin. This is a vita--a simple biographical sketch focusing on your academic and professional accomplishments--not a curriculum vitae. Use a simple chronological order.
- Publications listed must be in standard bibliographical form--single spaced with a double space between items, and with a hanging indent (first line at the left margin, second and subsequent lines indented .50”).

Abstract

- Do not use any boldface on this page.
- Type the word ABSTRACT 1.25” from the top of the page. Type the title in uppercase letters (200 words and spaces maximum and with all symbols written as words) in inverted pyramid style (the title must be worded the same here as on the title page), the student’s name as it appears on the official records in the Office of the Registrar, the degree title, the full name of this university, city, state, year, and name of the chair or co-chairs.
- Double space all lines and indent the first line of all paragraphs .50”.
- The abstract must have a (1) statement of the problem, (2) an exposition of methods and procedures, and (3) a summary of the findings.
- The length may not exceed 350 words.

Table of Contents

Tables of contents vary depending on the style used for the thesis or dissertation. Papers with numbered headings or section titles will vary somewhat from those papers using the traditional chapter number and chapter title format. Most word processors have an automatic generation feature for compiling the contents, list of tables, and list of figures. If these features are used, these pages will need to be edited manually so that they conform to the styles shown in the [Guidelines](#).

In general, however, the following guidelines will apply to all papers, regardless of the style used within for headings. Consult the sample pages for examples of the correct styles.

- Do not use boldface in the table of contents.

- Type TABLE OF CONTENTS or CONTENTS 1.25” from the top of the page. Begin with the List of Tables, the List of Figures is next, List of Plates, followed by list of data on a CD, lists of nomenclature, abbreviations, and so on.
- Do not list any of the material that precedes the table of contents (do not include the vita, acknowledgments, abstract, etc.).
- If the paper does not have tables, figures, plates, CDs, or nomenclature the first listing will be chapter 1 or the introduction.
- Include all chapter heads (or chapter equivalents, frequently called section headings) in all uppercase letters and all subheads using the same wording and capitalization as that given in the text.
- There must be at least two subheads at any level.
- List appendices next.
- Each appendix must be designated with a letter or numeral and a descriptive title. Double space between each title. Single space titles longer than about 4” in length and/or that require more than one line.
- The bibliography, literature cited, sources consulted, and so on is listed next. Do not include more than one reference list at the end of the paper.

List of Tables (Figures)

- Place each list on a separate page with the table or figure title followed by dot leaders and a page number at the right margin.
- Double space between each caption but single space captions longer than one line.
- Number all tables/figures consecutively from chapter 1 through the last chapter of the thesis unless the sections of a paper are numbered then decimal numbering may be used for the tables and figures.

Appendix Tables/Appendix Figures

- Tables and figures placed in an appendix will be listed in the list of tables/list of figures immediately following the last text table/figure. For example, 15, A1, A2, B1, and so on. This same method applies to appendix figures (18, C1, D1, and so on).
- Do not add extra spaces between table and figure listings for separate chapters. Just continue to double space between each caption.
- Do not use separate lists for tables and figures in the appendices.

List of Plates

Plates are oversized maps typically used by geology students. They may be as large as necessary. They are folded and placed into a pocket on the inside back cover. On the list of plates, using the same page layout as the list of tables or list of figures, list the plate number, the title of the plate, and rather than a page number use “inside back cover” as the location.

Back Matter

The back matter consists of the appendices and the reference list in that order. Page numbers continue as arabic numerals for all back matter:

Half Title Pages

Half title pages are typically used before the appendix and reference sections of theses and dissertations as divider pages.

A half title page is required before the appendix section. It is optional before each appendix, but if one is used for any appendix then one must be used for all.

- The half title page for the appendix section will have APPENDIX or APPENDICES (as appropriate) typed in all caps and centered. It may be optically centered on the page. Count the page in the pagination sequence but do not print a page number on it.
- Half title pages for individual appendices will have the words APPENDIX A (B, C and so on) typed all in caps at the top of the page, centered a double space below type the title, double spaced, and in inverted pyramid style. Count the page in the numbering sequence but do not print a page number on it.
- If you do use the half-title page, be sure to list the page number in the table of contents as that of the half-title page.
- Do not place a page number on the half title page but do count it in the pagination sequence.

Appendix

- The appendix (or appendices, if more than one) are labeled as APPENDIX A, APPENDIX B, etc., with descriptive titles given for each. You may use half-title pages which carry the appendix label and descriptive title (typed centered in inverted pyramid style and in all caps) before the actual appendix material or you may simply place the appendix label and descriptive title at the top of the page (top margin 1.25”), double space, then start the actual appendix material.
- Remember to observe the margins and the page numbering requirements. Use arabic numerals, numbered consecutively with the text.



Bibliography; References; Literature Cited; References Cited

A bibliography is a list of works, including electronic sources, used as reference materials. A bibliography may contain works read for background information in addition to those works actually cited in the paper. Check with your committee chair to find out if you may use the bibliography listing.