

MANUSCRIPT REQUIREMENTS

Font Types

Fonts are basically two types--proportional and fixed (typewriter style).

- Proportional fonts have a different space value for each character (that is why text cannot be aligned by using the space bar). Approximately two-thirds more text will fit on a page with a proportional font than with a fixed font. Most of the fonts in use today are proportional (Arial and Times New Roman are two examples). If you are using a proportional font for your thesis, you must use at least a 12-point font.
- Fixed fonts or typewriter style fonts have the same space value for every character. An example of this is Courier. If you use a fixed font, the smallest size you can use for your text is 10 (10 characters per inch). Use a ruler to count the characters and spaces to make sure you really have 10 characters per inch.

Font Size

- Text must be a minimum of 12 point for proportional fonts.
- Proportional fonts 10 point or smaller are not acceptable for the body of the thesis except as noted below. Typewriter fonts (Courier, for example) must be at least 10 point (10 characters per inch).
- A smaller size proportional font such as 8-, 9- or 10 point (depending on the style of your primary text font) may be used for some tables and appendix materials when necessary to fit the material within the margins. If Courier is the main text font, then you may use 8 for tables and appendix materials. The guide is readability--all material must be easy to read in the smallest font.

Font Styles

- Any standard office font style is acceptable. This automatically excludes ornate fonts for the text such as script, italic, fonts which have all bold characters, characters of different sizes, characters which slant, and so on.
- Italic fonts may be used when appropriate anywhere in the thesis or dissertation (book or journal titles, genus species names, statistical symbols, and so on).
- Some fonts are small by design and they may be used but a 13-point size must be used as the main font in the text.

Be sure that the font size and style used for the text matches the page number font. When you change one you must also change the other.

Margins

- All pages, including figures, tables, and appendix material must conform to the margin requirements. If wide tables or figures require the page to be in the landscape position, the tops of the figures/tables must be at the binding edge (the side with the 1.50" margin). The page number will remain in the portrait position.
- 1.50" left margin (binding margin)
- 1.25" top and right
- 1.0" from the bottom edge of the page for the page number. In Word, be sure to set the footer margin to 1.0". If you do not set the footer, your bottom margin will not be 1.0". Setting the bottom margin as described here will automatically result in the distance between the last line of text and the page number being 0.25". See "standard typing rules" for exception to the .25" margin (this distance may be larger in some instances, but never smaller).

Justification

- A ragged right margin is preferable to a justified right margin.
- Right justification may be used only if this can be achieved without leaving large gaps of white space, or "rivers," on the page or visible extra spaces between the words.
- When using right justification, be sure that punctuation marks remain after the character. Punctuation cannot wrap to the next line. For example, a period or comma must remain after the last character of the word and not as the first character on the next line.

Line Spacing

Single spacing means press enter once with the spacing set on single; double spacing means press enter once with the spacing set on double.

- Use 6 lines per vertical inch. Word processors like Word and WordPerfect are automatically set to this requirement. If your word processing program requires you to set the leading, make sure that you set it to an equivalent value of 6 lines per inch. In double spaced text, this is 3 lines of text and 3 blank lines. In single spaced text, this will be 6 lines of type. Text with fewer than or more than 6 lines per inch will be rejected.
- Double space the text except as noted below.
- Single space: Block quotations; table/figure captions; table/figure notes but double space between notes; entries in the reference list but double space between entries; headings that are typed on more than one line; all listings in the contents, list of tables, and list of figures that require more than one line, but double space

between subheadings and each table/figure caption; itemized lists may be single spaced but double space between items.

- Single or double space appendix material and tables. Let readability of these items be your guide in whether to single space or double space. You may choose to single space some appendix material or a table and double space others.

Line Spacing for Equations

Equations should always be typed so that there is ample space between the lines of the equation. Also allow for additional space above and below the equation to separate it from the text or another equation. Displayed equations should be just that--adequately separated from the text so that they are well spaced on the page.

Indenting

- **Paragraphs.** Indent the first line of all paragraphs .50" or use the first default tab in Word or WordPerfect. Begin second and subsequent lines of the paragraph at the left margin (1.50").
- **Block quotes.** Quotations longer than 4 lines must be formatted as block quotes. Indent all lines of block quotes .50" from the left margin and type the entire quotation on the indented margin. Do not indent the right margin for block quotes. Single space all lines. If the quotation is more than one paragraph, indent the first line of this second paragraph (and any subsequent paragraphs) an additional .50" from the new margin.
- Block quotes may be material you quote from interviews, focus groups, or material from open-ended questions from your data collection instrument as well as from published or unpublished sources.

Pagination

Assign a number to every page of the thesis or dissertation except the flyleaves which are inserted into the copies before duplicating.

A distinction must be made between counting and numbering the pages. Counting means counting the page in the pagination sequence but not necessarily placing a page number on that page. Numbering means that the page is counted in the pagination sequence and does have a page number printed on it.

Preliminary Pages

- Use lower case roman numerals (ii, iii, iv, and so on).
- Center all page numbers 1.0" from the bottom edge of the page.
- The approval page is the first page to receive a number (ii).

- Do not embellish any page number with hyphens or any other character.

Text and Back Matter

- Print the page number on all pages except facing pages and half title pages. These pages are counted in the numbering sequence but never have the number printed on them.
- Center all page numbers 1.0" from the bottom edge of the page. Do not embellish these page numbers.
- Begin with page 1 immediately after the last preliminary page and continue in numerical order to the end of the document. Use Arabic numerals for all text page numbers, meaning use arabic numerals for everything after the last page of the contents.

Text Pages--Tables

The data collected during research projects is typically presented in tabular form. Table format is standard across disciplines. The following section summarizes some of those standards. For additional detailed information, please consult Turabian *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. or the APA *Manual*. In addition, many professional associations also include information on how to design tables in their instructions to authors.

Table Titles (Captions)

All tables must have a table heading (Table 1, for example) and a caption (title) above the table.

- The table heading and caption style may follow a major journal in the discipline or the instructions for authors for a given journal of the discipline; students using the APA *Manual* will use their caption style; all other papers should follow Turabian.
- Do not extend the caption beyond the table margins. Instead, break the caption into two or more lines using the style of your journal or style manual (block, modified block, centered, and so on).
- Single space between lines of captions that are longer than one line.
- Table captions must be listed in the list of tables. Do not include in the list of tables any explanatory information that may follow the caption (nothing past the first period). The caption wording, capitalization, and punctuation must be exactly the same on the table as it is in the list of tables.
- Decimal numbering of tables is not an option in APA or Turabian style.
- Each table must have a unique caption, that is, the same caption cannot be used for more than one table. Tables may not be labeled as 1a or 1b and so forth.

Landscape Tables

- A table may be prepared in the landscape (broadside) position if it will not fit in the portrait (normal) position. Rotate the table so that the table heading and caption are parallel to the binding margin (1.50”).
- Remember that the page numbers still must be in the portrait position (1” from the bottom edge of the 8.5” side of the page; this will be the left margin of the table when holding it in the reading position for a landscape page).

Horizontal Lines

Some horizontal lines are required in tables. Vertical lines are not required. Overuse of vertical lines can detract from the readability of a table. Use vertical lines with caution.

- Horizontal lines are required above and below the column headings, below column spanners, and below the last line of data on the last page of the table to denote completion of the table.
- Horizontal lines must be solid lines (not a row of hyphens or dots, for example) that extend from the left margin to the right margin of the table.
- Be sure that there is a blank line separating the horizontal line from the text above and below. Otherwise, the horizontal line becomes an underline.
- Horizontal lines must be the same weight throughout the table. Do not use thick lines and thin lines--just one thickness for all. Use a solid line with no shading, dashes, dots or other embellishment. Use the word processor’s option for horizontal lines. These lines will automatically size themselves to be within the margins.

Notes to Tables

Notes to tables are independent of notes to the text or to other tables. All explanatory material such as explanations for abbreviations used in the table must be repeated on each table; each table’s notes must begin with 1 or “a” depending on the type of note.

- A **general note** applies to the entire table. It may be a source note or it may provide information that relates to the entire table. These are indicated by the word “Note.” underlined and followed by a period.
- A **specific note** refers to a specific part of the table. It may be a column or a particular entry within the column. These notes are indicated by superscript, lower case letters beginning with “a” and continuing in order throughout the alphabet on each table. Begin with “a” on each table.
- **Probability notes** show significance. They are always the last note shown. They are indicated by asterisks which precede the p.

Statistical symbols must be italicized in all tables just as they are in the text.

Consult your style manual for more detailed information regarding notes and treatment of statistical symbols. The APA Manual has an excellent section on notes to tables and statistical symbols.

- Tables may be continued vertically for as many pages as necessary. On every page of the continued table add Table 0 (continued) and the column headings. Do not repeat the caption on every page. Do not write “table continues” at the bottom of continued tables.
- Tables may not be continued horizontally. All of the columns must fit across one page. They may not wrap or continue horizontally onto another page.
- Do not delete the blank lines or white space in a table to try to get it on one page. This makes the table hard to read.

Data Alignment in Columns

- Leave a minimum of three spaces between columns.
- Align columns of words on the left.
- Align columns of numbers on their decimal point. Set decimal tabs for the columns. If a column has numerals with decimals and numerals without, assume that all numerals have a decimal and align accordingly (a decimal tab will automatically do this).
- Columns which have numerals and text must have decimals aligned. The following example shows proper alignment of various types of numbers. Note that they all align as if they all had decimals.

ii
xviii
5
68
190
1,250,000
-2.5
+15.9
10.75

Placement of Tables

- All tables must be cited in the text in numerical order.
- Tables must appear in the thesis in numerical order.

- Tables in the appendix must be cited in the paper and they must also be cited in order.
- Tables may be placed on pages by themselves. If more than one table is placed on the page the spacing requirements described below apply.
- Tables may be placed on pages with text if they can be spaced properly. There must be three blank lines above and below the table to separate it from the text or from another table on the page.
- If a table cannot be completed on the page with text, then fill that page with text and place the table on the following page(s).
- Do not leave partially filled text pages when the table won't fit on the remaining space.

Table Numbering

Tables must be numbered in numerical order throughout the text of the paper for those students using the APA Manual and Turabian. Papers in the sciences and engineering which have used the decimal heading system may use the decimal numbering system for tables and figures.

Tables may not be numbered Table 9a, 9b and so on. The table 9b must be labeled table 10. If a table is prepared properly, the subdivisions are accomplished by table spanners. These are explained and illustrated in the APA Manual and Turabian as well as publication manuals for other professional organizations.

Text Pages--Figures

Figures

The overall format requirements for figures are the same as that for tables--placement on the page, spacing, pagination, font style and size, numbering, landscape orientation, captioning, and so on.

Figures are graphical representations of the data reported in the paper as opposed to numerical presentations typically found in tables. Figures include but are not limited to the following: graphs, charts, drawings, maps, photographs, blueprints, flow charts, sample items from surveys, sample answer sheets, and so on.

Whatever form the illustration takes, in the thesis or dissertation it will be referred to as "Figure." The exception to this would be the occasional oversized map used in such disciplines as geology. These are called "plates" and are always placed in a pocket on the inside back cover of the bound work.

- Hand drawn figures are not acceptable.

- Whether in the body of the thesis or in an appendix, figures must be complete on one page. If a figure won't fit on one page then the figure may be placed on a fold-out page.
- Place all figure captions below the figures.
- If the figure and its caption will not fit on a page, use a facing page for the caption and legend or explanatory material.

Facing Pages

A facing page is a page which is prepared so that the print on it faces the figure when the thesis is bound. When the bound volume is opened the left-hand page will contain the figure caption and explanatory material while the actual figure will be on the right-hand page. Using a facing page means that you will have blank left and right-hand pages, then print on both left and right-hand pages, and following the figure a blank left-hand page with text on the right-hand page.

- The margins must be changed to prepare a facing page. The paper size must also be changed in the page formatting menu (not the print menu) to indicate a landscape page. On a portrait position facing face, the binding edge becomes the right side instead of the left side so that when the page is placed face down the wide margin of the facing page is facing the wide margin of the figure. Remember that the binding margin is always 1.50”.
- On a landscape facing page, the 1.50” margin will be below the caption. The print will be on the horizontal (11.0”) dimension of the page.
- On a portrait facing page, the 1.50” margin will be the right margin. The print will be on the vertical (8.50”) dimension of the page with a left margin of 1.25”.
- Count the facing page in the pagination sequence but do not place a number on it.

Landscape Figures

- Figures must be rotated 90 degrees so that the top of the figure is parallel to the binding edge (1.50”, left margin). Captions must also be rotated to remain under the figures.
- On a facing page or any other figure, the caption must be landscape if the figure is landscape and portrait if the figure is portrait.
- **Page numbers are never rotated. They are in the same place on landscape pages as they are on the portrait pages.** In order to get the page number on a landscape table or figure you must make two passes through the printer--once for the table or figure and a second time for the page number. Word help also has a fix if you are a proficient Word user. Ask: How do I print a portrait page number on a landscape page?

Use of Color in Figures

- Use of color is discouraged.
- Black and white print is preferred for illustrative materials in theses and dissertations. Dissertations are all microfilmed. Since that is still a black and white process, the figures must be clearly readable in that format.
- Even if you plan to print originals for all of the bound copies, color must still reproduce on the gray scale since many reproduction processes (namely self-service copy machines) are still not widely available in color.
- The editor will photocopy at random samples of illustrative material in color and return any that do not reproduce accurately on the gray scale to be redone.
- Crosshatching, dotted or dashed lines, symbols, fill patterns, and so on are still the preferred method for differentiating areas in a figure.

Previously Published Figures

- Copyright law limits you to reproducing one figure from any particular work. Beyond that one figure, you will be required to seek written permission from the copyright holder for permission to reproduce the information.
- If you are not sure whether you need to obtain copyright releases for the material you intend to modify or reproduce, contact the permissions editor at the publisher of the material.
- Any figure that is not your original work must include a citation to the source. That source must also be listed in the references. Any figure from your own work which has been previously published must have a source citation on it and the work must be included in the reference list.
- If you wish to reproduce tables or figures from your own previously published work, you will need to consult with the permission editor from the publisher of the work to determine what kind of permissions you need. For dissertations, permission from ProQuest to make and sell copies and to distribute the dissertation in electronic format is required.

Photographs

- Use of original photographs is not required in the copies. You may have the photographs scanned and printed on a minimum 600 dpi printer on either photographic paper or on 25, 50, or 100% cotton 20- or 24-pound watermarked white bond.

- Remember that if you use scanned photos for some copies you must use them for all photos in the copies that are bound for the university. You cannot have some photos that are original and some that are scanned.

Figure Placement

- Small figures may be incorporated into the running text after they are first mentioned if they can fit without crowding (you must have 3 blank lines above and below the figure to separate the figure from the text or another figure). If space is not available for this, place the figures on the next page(s).
- If you cannot fit the figure on a page with text, continue the text until the page is filled. Place all of the cited figures on the following pages and then resume your narrative.

Oversized Figures and Plates

- Figures that are larger than the standard 8.5” by 11” page size may be included as fold-out pages.
- Figures that are too large to be fold-out pages, may be folded and placed in a pocket on the inside back cover when the thesis or dissertation is bound. The bindery usually charges an additional fee for each copy containing fold-out pages.
- The binding section staff in Branson Library will fold oversize materials so you may submit these rolled or in a tube. These items must be folded to a specific size for the pocket.
- Remember to include your name, the title of your thesis/dissertation, and the date on materials to be placed in a pocket.

Questions regarding treatment of oversize figures by the bindery may be directed to Graciela Martinez at gramarti@lib.nmsu.edu or (575) 646-1237.

Submitting Data on a CD

Occasionally data is collected which cannot conveniently be included in the thesis-- materials in colors which cannot be changed and which photocopy as the same shade of gray; oversized items; complex tables; raw data; and so on--which the committee feels need to be included with the paper. Such materials may be submitted on a compact disc. Master's theses require three CDs to be submitted (two for the library and one for the department; four copies must be submitted for molecular biology and astronomy majors). Dissertations require five CDs to be submitted (two for the library, two for the department, and one for ProQuest).

A reference to the CD must be included in the body of the paper, such as “Additional materials are available on a CD.” A list of data on a CD must be included as one of the preliminary pages. On the list of data for a CD, be sure to include this information: Operating system; software used to create the information; and any other information another researcher might need to access the data.