APPENDIX B: SAMPLE PAGES

These pages illustrate the proper format for various pages in theses/dissertations. The title page, approval page, vita, and abstract must be included in all theses/dissertations.

The asterisks and information following them as well as the information enclosed in brackets are informational only. Do not include them on your pages.

Most disciplines use the basic format of the sample pages. The format for engineering and interdisciplinary theses varies, so separate sample pages are included for these areas. Specializations have been approved for some degrees in the College of Education so they will have both the “Major Subject:” and “Specialization in:” lines on the title page and abstract.

Also, notice the Margins.

Margins: Left (binding margin) 1.50”; top and right 1.25”; bottom 1.0"

Page Number is placed at the bottom margin 1.0" from the bottom of the page. It is a good idea to have .25" but not more than .50" between the page number and the last line of text.

Please see http://sierra.nmsu.edu/dept/ for sample pages in the LaTeX style.
<table>
<thead>
<tr>
<th>Page Title</th>
<th>Numbers on Samples</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Title page showing a minor</td>
<td>None</td>
</tr>
<tr>
<td>2. Title page showing Latin Terms</td>
<td>None</td>
</tr>
<tr>
<td>3. Signature page</td>
<td>ii</td>
</tr>
<tr>
<td>4. Sample Vita</td>
<td>iii</td>
</tr>
<tr>
<td>5. Sample Abstract</td>
<td>iv</td>
</tr>
<tr>
<td>6. Sample Table of Contents</td>
<td>v</td>
</tr>
<tr>
<td>7. Sample Table of Contents/Chapter Equivalents</td>
<td>vi</td>
</tr>
<tr>
<td>8. Sample numbering for Decimal Table of Contents</td>
<td>viii</td>
</tr>
<tr>
<td>9. Sample Table of Contents for Creative Writing</td>
<td>ix</td>
</tr>
<tr>
<td>10. Sample List of Tables/Figures</td>
<td>x</td>
</tr>
<tr>
<td>11. Sample Data on Compact Disc</td>
<td>xi</td>
</tr>
<tr>
<td>12. Settings for Word</td>
<td>xii</td>
</tr>
<tr>
<td>13. Sample Engineering Dissertation Title Page</td>
<td>None</td>
</tr>
<tr>
<td>14. Sample Engineering Signature Page</td>
<td>ii</td>
</tr>
<tr>
<td>15. Sample Engineering Abstract</td>
<td>iv</td>
</tr>
<tr>
<td>16. Sample Interdisciplinary Dissertation Title</td>
<td>None</td>
</tr>
<tr>
<td>17. Sample Interdisciplinary Abstract</td>
<td>xi</td>
</tr>
<tr>
<td>18. Sample Appendices Half Title Page</td>
<td>None</td>
</tr>
<tr>
<td>19. Sample Appendix A</td>
<td>None</td>
</tr>
<tr>
<td>20. Sample Appendix B</td>
<td>685</td>
</tr>
</tbody>
</table>
THE DEVELOPMENT OF AN IN VITRO SYSTEM TO DETERMINE THE ROLE OF ENDOPHYTIC FUNGUS (*Aspergillus ustus*) ON *Daucus carota* ROOTS

BY

PEDRO OSUNA-AVILA

A dissertation submitted to the Graduate School in partial fulfillment of the requirements for the degree Doctor of Philosophy

Major Subject: Biology

New Mexico State University
Las Cruces, New Mexico
August 2002
“Dietary Preferences of Black-tailed Prairie Dogs Reintroduced into a
Chihuahuan Desert Grassland,” a thesis prepared by Matthew Jason
Hartsough in partial fulfillment of the requirements for the degree, Master of
Science, has been approved and accepted by the following:

Linda Lacey
Dean of the Graduate School

Ed L. Fredrickson
Chair of the Examining Committee

Committee in charge:
   Dr. Ed L. Fredrickson, Chair
   Dr. Reldon F. Beck
   Dr. Martha J. Desmond
   Dr. Gary G. Donart
   Dr. Marta D. Remmenga
[Use this simple chronological order. This is a simple vita to show your professional and educational development not a curriculum vitae or a resume.]

VITA

December 30, 1979  Born at Las Cruces, New Mexico

1991    Graduated from Las Cruces, High School, Las Cruces, New Mexico

1995-1997   Peace Corps

1997-2000   Teaching Assistant, Department of Government, New Mexico State University

Professional and Honorary Societies

Phi Delta Kappa

Phi Kappa Phi

Publications [or Papers Presented]


[provide full citations for published works; format publication and presentations the same here as you do in the reference list. Single space within the entries, double space between.]

Field of Study

Major field:   Government

   Political Science and Personnel Administration
ABSTRACT

RHETORICAL TRAINING FOR PHYSICIAN ASSISTANTS:
REUNITING THE SCIENCE OF MEDICAL CARE
AND THE ART OF MEDICAL RHETORIC

BY
LORI C. BRODKIN, B.A., M.A.

Doctor of Philosophy

New Mexico State University
Las Cruces, New Mexico, 2002
Dr. Stuart C. Brown, Chair

[Maximum limit is 350 words; indent the first line of every paragraph.]
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIST OF TABLES</td>
<td>ix</td>
</tr>
<tr>
<td>LIST OF FIGURES</td>
<td>xvii</td>
</tr>
<tr>
<td>DATA ON COMPACT DISC (CD)</td>
<td>xx</td>
</tr>
<tr>
<td>NOMENCLATURE</td>
<td>xxviii</td>
</tr>
</tbody>
</table>

Chapter

1. TYPE THE CHAPTER TITLE IN ALL CAPS AND SINGLE SPACE IF MORE THAN ONE LINE .................................. 1

   Indent the Centered Heading and Type It in Upper and Lower Case Letters ................................................. 4

   Type the Side Heading in Upper and Lower Case Letters or Just Capitalize the First Word and Proper Nouns................................................................. 9

   Notice That the Side Heading Is Indented About Three Spaces in from the Centered Headings................. 13

   Indent the paragraph heading three spaces in from the side heading......................................................... 73

   The paragraph heading is not capitalized here or in the text except for the first word and any proper nouns that may be used in the heading......................................................... 156

   Do not Type Any Headings in Boldface or Italics or Underline Here Except for Genus Species Names, Titles of Books, or Other Publications ................................. 162
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendices</td>
<td></td>
</tr>
<tr>
<td>A. TYPE APPENDIX TITLES IN ALL CAPS AND SINGLE SPACE ANY TITLES THAT NEED MORE THAN ONE LINE</td>
<td>192</td>
</tr>
<tr>
<td>B. APPENDIX TITLES MUST BE WORDED HERE THE SAME AS THEY ARE ON THE FIRST PAGE OF THE APPENDICES</td>
<td>234</td>
</tr>
<tr>
<td>C. DO NOT PLACE A NUMBER ON THE HALF TITLE PAGES FOR THE APPENDICES BUT DO COUNT THEM IN THE PAGINATION SEQUENCE</td>
<td>275</td>
</tr>
<tr>
<td>D. DO NOT LIST APPENDIX SUBDIVISIONS</td>
<td>299</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>314</td>
</tr>
</tbody>
</table>
## TABLE OF CONTENTS

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**LIST OF FIGURES** ............................................................... xxviii

**INTRODUCTION OR NAME OF SECTION** ................................. 1

  - Centered Heading (the headings are all formatted the same as in the basic contents format) ........................................... 6
  - Side Headings ..................................................................... 10
  - Paragraph headings ........................................................... 23

**Appendices**

  A. SAME AS ABOVE ......................................................... 125

  B. DO NOT LIST APPENDIX SUBDIVISIONS HERE ............... 130

**LITERATURE CITED** ............................................................ 200
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
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<tbody>
<tr>
<td>LIST OF TABLES ................................................................ xi</td>
</tr>
<tr>
<td>LIST OF FIGURES ................................................................. xvi</td>
</tr>
<tr>
<td>DATA ON COMPACT DISC (CD)....................................................... xx</td>
</tr>
<tr>
<td>ABBREVIATIONS........................................................................ xxviii</td>
</tr>
<tr>
<td>1.0 INTRODUCTION ....................................................................... 1</td>
</tr>
<tr>
<td>1.1 Purpose of the Study ......................................................... 2</td>
</tr>
<tr>
<td>1.1.1 Next subdivision which may be in lower case letters; if multiple lines are needed single space and block to the left; also note that the lines of text end before the last dot leader ................................................................................................. 10</td>
</tr>
<tr>
<td>1.2 Other Spacing, Punctuation, and Alignment Requirements Are the Same as for the Basic Contents.................................................. 123</td>
</tr>
<tr>
<td>Appendices</td>
</tr>
<tr>
<td>A. APPENDIX TITLE....................................................................... 134</td>
</tr>
<tr>
<td>B. FORMAT APPENDIX TITLES THE SAME AS ON THE BASIC CONTENTS SAMPLE PAGES.................................................. 155</td>
</tr>
<tr>
<td>C. DO NOT LIST APPENDIX SUBDIVISIONS HERE BUT DO TYPE THE SUBDIVISION TITLES ON THE FIRST PAGE OF THAT SUBSECTION IN THE APPENDIX .............................................. 175</td>
</tr>
<tr>
<td>LITERATURE CITED .......................................................................... 189</td>
</tr>
</tbody>
</table>
[sample table of contents for creative writing in English and Spanish]

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>vii</td>
</tr>
<tr>
<td>SILVER MOON</td>
<td>1</td>
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<tr>
<td>Shining Stars</td>
<td>12</td>
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<tr>
<td>Brilliant Sun</td>
<td>25</td>
</tr>
<tr>
<td>FULL MOON RISING OVER THE PAINTED DESERT</td>
<td>55</td>
</tr>
<tr>
<td>ADDITIONAL SHORT STORY OR MAJOR SECTION OF THE CREATIVE WORK</td>
<td>87</td>
</tr>
<tr>
<td>WORKS CITED</td>
<td>104</td>
</tr>
</tbody>
</table>
LIST OF TABLES

or

LIST OF FIGURES

Table (or Figure)                                                                                         Page

1. Type the Caption in Upper and Lower Case Letters .................. 5

2. If the caption Is Longer Than One Line, Place It on
   Additional Lines, Typed Single Spaced ................................. 11

3. Set Decimal Tabs for the Table Number and the Page
   Number So That They Will Align............................................ 24

4. Always Double Space Between Captions ................................. 32

5. Set A Right Decimal Tab (in Word Perfect) or a Leader Tab
   (in Word) at 5.13 So That the Dot Leaders Will Always End
   at the Same Column; Then Set a Decimal Tab at 5.63 for the
   Page Number Column .................................................................. 97

15. These Instructions Also Apply to the List of Figures .............. 164

A1. A Table Appearing in Appendix A .............................................. 173

B1. A Table Appearing in Appendix B .............................................. 189

[for tables or figures with decimal numbering]

4.1 The Caption ............................................................................... 25

5.2 Use the Same Guidelines as Outlined Above for Typing
   the Table or Figure Captions with Respect to Capitalizing,
   Wording, and Punctuation .......................................................... 197

A.1 These Sample Pages Are Style Guides................................. 200

B.1 Table or Figure Appearing in the Appendix............................ 210

x
DATA ON COMPACT DISC

[Data appropriate for inclusion on a CD will include, but are not necessarily limited to, such items as a long computer run, raw data, spreadsheets, colored maps that cannot be translated to black and white, complex graphs, and source code. Items appearing on the CD will not be listed in the list of tables or list of figures. These items should be supplementary to the thesis/dissertation itself and will be items that cannot be conveniently included in the paper copy. For additional information, consult the graduate reviewer and the Guidelines.]

Map

1. Topographic map of southern New Mexico
2. Rivers and mountains of Dona Ana County

Spreadsheet

1. Annual precipitation (in inches) for Dona Ana County, 1850-1950
2. Decline in number of ranches compared to increase in urban development, 1960-2000
Use these tabs to format the preliminary pages. Set margins first. Click in the box "from left margin (relative)" before setting tabs.

<table>
<thead>
<tr>
<th>Type of tab</th>
<th>Tab location</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
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<td>.25</td>
<td>chapter number</td>
</tr>
<tr>
<td>Left</td>
<td>.50</td>
<td>chapter title</td>
</tr>
<tr>
<td>Left</td>
<td>.69</td>
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<td>Left</td>
<td>.88</td>
<td>second line of centered heading; first line of side heading</td>
</tr>
<tr>
<td>Left</td>
<td>1.05</td>
<td>second line of side heading; first line of paragraph heading</td>
</tr>
<tr>
<td>Left</td>
<td>1.25</td>
<td>second line of paragraph heading</td>
</tr>
<tr>
<td>Dot right (WP) Leader (Word)</td>
<td>5.13</td>
<td>dot leaders</td>
</tr>
<tr>
<td>Decimal</td>
<td>5.63</td>
<td>page number column</td>
</tr>
<tr>
<td>Decimal</td>
<td>.44</td>
<td>appendix letters</td>
</tr>
<tr>
<td>Left</td>
<td>.62</td>
<td>appendix title</td>
</tr>
</tbody>
</table>
DISC-TYPE RELUCTANCE MOTORS
[if more than one line is needed for the title follow the example from the basic sample title page]

BY

ANGELINA MARIE ZAMORA DE SANTOS, M.S.

A dissertation submitted to the Graduate School
in partial fulfillment of the requirements
for the degree
Doctor of Philosophy, Engineering

Specialization in: Electrical Engineering
Minor subject: Experimental Statistics

New Mexico State University
Las Cruces, New Mexico

May 1994*

8 1994 by Angelina Marie Zamora de Santos**

*use semester and year you graduate (May, August, December)
**copyright is optional
"A Methodology for Predicting Sediment in New Mexico Watersheds," a thesis prepared by Marsha Ann Bates in partial fulfillment of the requirements for the degree, Master of Science in Civil Engineering, has been approved and accepted by the following:

Roy C. Rodriguez  
Interim Dean of the Graduate School

Martha T. Dunk  
Co-Chair of the Examining Committee

Paula Y. Fink  
Co-Chair of the Examining Committee

Date

Committee in charge:

Dr. Martha T. Dunk, Co-chair  
Dr. Paula Y. Fink, Co-chair  
Dr. Thomas T. Tank  
Dr. Peter U. Walker  
Dr. Thelma M. Zellmer

*or dissertation  
**or Doctor of Philosophy, Engineering  
***the Graduate School will write in the date  
****after co-chairs list committee members in alphabetical order by last name
ABSTRACT

BIG ELECTRICAL MOTORS
[if more than one line is needed for the
title follow the example from the
basic sample abstract]

BY

BETTY T. DUNN, B.S.

Doctor of Philosophy, Engineering
Specialization in Electrical Engineering

New Mexico State University
Las Cruces, New Mexico, 1994

Dr. Elmer Y. Fudd, Co-Chair
Dr. Martha T. Gomez, Co-Chair

[Begin typing abstract here--350 words maximum. Double space all
lines. Indent the first line of all paragraphs at least 5 spaces, equivalent to .50
inch or use the first default tab.]
AEROSOL-INDUCED LASER BREAKDOWN

BY

SUSAN DAISY DOGOOD, M.S.

A dissertation submitted to the Graduate School
in partial fulfillment of the requirements
for the degree
Doctor of Philosophy
Interdisciplinary Program

Subjects: Chemistry, Mathematics, Physics

New Mexico State University
Las Cruces, New Mexico
December 1994*

8 1994 by Susan Daisy Dogood**

*use semester and year you graduate (May, July, August, December)
**copyright is optional
ABSTRACT

LARGE-BILLED DUCKS OF NEW MEXICO
[if more than one line is needed for the
title follow the example from the
basic sample title page]

BY

AGATHA O. WILLS

Doctor of Philosophy, Interdisciplinary Program*

New Mexico State University

Las Cruces, New Mexico, 1994

Dr. Barbara C. Farmer, Chair

[Begin typing abstract here--350 words maximum. Double space all
lines. Indent the first line of all paragraphs at least 5 spaces, equivalent to .50
inch or use the first default tab.]