

STYLE GUIDES

General Style Guides

If the department or college does not specify points of style, the student should consult one of the following published manuals or another set of published instructions relevant to the discipline:

- Council of Biology Editors Style Manual: A Guide for Authors, Editors, and Publishers in the Biological Sciences, 6th ed. rev. New York: Author, 1994.
- The Chicago Manual of Style, 15th ed., rev. and expanded. Chicago: University of Chicago Press, 1993.
- MLA Handbook for Writers of Research Papers, (by Joseph Gibaldi and Walter S. Achtert), 5th ed. New York: Modern Language Association of America, 1995.
- Publication Manual of the American Psychological Association, 5th ed. Washington, DC: APA, 2001.
- Turabian, Kate. A Manual for Writers of Term Papers, Theses, and Dissertations, 6th ed., revised by John Grossman and Alice Bennett. Chicago, University of Chicago Press, 1996.

Many professional associations have placed their style manuals or instructions to authors on the web. To locate a style guide for your area, you can search on the internet by typing in the name of one of your journals and click on the publications links to locate the instructions for preparing a manuscript. These instructions can then be printed from the web page or as a pdf file for reference. A few examples of these kinds of instructions are listed here.

- Electrical Engineering and Computer Science: IEEE styles <<http://www.computer.org/>>.
- The Astrophysical Journal and others published by the University of Chicago: Instructions to authors <<http://www.journals.uchicago.edu/toc/apj/current>>.
- The American Anthropological Association: Style guides <<http://www.aaanet.org/publications/guidelines.cfm>>.
- Publications Handbook and Style Manual for the following: American Society of Agronomy <<https://www.agronomy.org/>>, Crop Science Society of America <<https://www.crops.org/>>, and Soil Science Society of America <<https://www.soils.org/>>.
- Mechanical Engineering: ASME style <<http://www.asme.org/>>.
- Civil Engineering: Water Environment Research <<http://www.wef.org/>>.

Journal Format Style

Journal format is the style required for formatting manuscripts being submitted for publication consideration. This style is usually provided to authors through a section in one of the journal issues called “instructions for authors” or a style manual published by the professional association.

Students sometimes have difficulty combining journal format with a style manual or the university [Guidelines](#). Just remember that you are preparing a document in final form (similar to the printed journal article) not in manuscript form which, in essence, is a working copy used by editors and typesetters to prepare the document in final form (APA, 2001, pp. 321-326). This section of APA provides a good description of the differences between manuscript format and thesis/dissertation format.

You may use journal style for the following:

- Style of citing references in the text and formatting the reference list; what the reference list is called (Literature Cited, References, Reference List, and so on); permitting works not cited in the text to appear in this list; how numbers are written--words vs numerals; abbreviations; organization of the paper; writing style; other technical terminology.
- Since styles within disciplines vary, pick one journal from your major area and use its style for your entire thesis/dissertation. Do not mix styles from one journal to another and do not copy format from another thesis.
- The university [Guidelines](#) must always be followed for those items that are covered in the [Guidelines](#) (for example, spacing of text and headings, use of bold or italic, margins, placement of page numbers, and so on).
- Using journal format requires that the instructions for authors be combined with the university [Guidelines](#) and Turabian. For example, incorporate tables and figures into the text or place them in appendices. Do not insert a statement to “place table here” as instructed in some manuscript styles--actually insert the table or figure where you cite it or put it in an appendix. Do not use “table continues” on pages of continued tables, but do use Table X (continued) at the top of every page of a continued table.
- Use the university [Guidelines](#) for: Spacing of everything in the preliminary pages, text, appendix items, the reference list; margins; counting and placement of page numbers; font requirements.
- This list is not all inclusive. The [Guidelines](#) must be used for all items discussed within. Consult your style manual for additional details or style conventions adopted by your discipline.

Journal Articles as Part of the Thesis

The Graduate School does not accept journal articles in lieu of a dissertation or thesis. However, if the student has had an article accepted for publication or already published it, the article may appear as a chapter in the thesis providing the following guidelines are met:

- Students must be sure that if the copyright was obtained from the journal, students must have permission to include the article within the thesis. If the article has already been published in any form, the author must be certain that the copyright will not be violated by such inclusion. Keep in mind that copies of the thesis may be reproduced by any student obtaining it from the library; or, if a dissertation, copies will be made available by ProQuest in different formats including electronic formats.
- If the manuscript has been submitted for publication but not yet accepted, the student must be certain that professional ethics are not being violated--usually one does not submit to more than one publisher at a time or make the article widely available once it has been submitted for publication consideration.
- The student must be the primary author and person responsible for the research design, collection, data analysis, and writing the results.
- Format requirements described in these [Guidelines](#) must be followed.
- The article must be preceded by chapters containing an overall introduction stating the need for the study, background to the study, problem statement; a literature review; methodology, and so on. The article will be followed by an overall discussion of results and conclusions. A journal article submitted as the thesis without the aforementioned elements will be returned to the student so that these elements may be added.

Creative Works in English and Spanish Programs

All creative works from the English department and the Spanish program must have introduction and discussion sections which establish a context for the creative work and may include discussion of the various writers who have influenced the student's aesthetic theory or poetics.

The introduction must be double spaced with a double space between paragraphs. Poetry cited in the introduction must conform to the requirements specified in the [MLA Handbook](#) and can be single spaced. Any direct quote more than 4 lines must be single spaced and formatted as a block quote. Poetry may not use space and a half line spacing.

The introduction section must follow the actual table of contents with pages numbered in appropriate roman numerals. The introduction section must follow the formatting requirements as described in these [Guidelines](#).

The creative work follows the introduction. The creative work must conform to the margins, pagination requirements, and font requirements described in these [Guidelines](#).

Spacing within the creative work may vary as the author desires for creative purposes except that space and a half line spacing may not be used.

Contents

The introduction and its subtitle, if applicable, must be listed in the table of contents (for example, INTRODUCTION: THE JOURNEY.....vi). If there are any subheadings in the introduction, they must be typed in upper and lowercase letters, in plain type, and indented below the main heading.

- Include chapter titles of novels (or titles of poems or short stories) in the table of contents as entries typed in all uppercase letters, placed flush left, following the INTRODUCTION entry.
- Sample contents pages are provided in these [Guidelines](#) (click on the links on the first page of these [Guidelines](#)).

Pagination and Margins

- Observe the 1.50” margin on the left and 1.25” margins for the top and right. Place the page number 1.0” from the bottom of the page on all numbered pages. On most pages the text must be separated from the page number by .25”. This is the default in most word processors.
- Pagination for the actual creative work (first short story, first page of novel, first poem, etc.) will start with arabic numeral 1.

Bibliography; Works Cited

- If citations to other works are included in the introduction, a Works Cited or Sources Consulted section must follow the last page of the creative work. You may wish to include works you read for background, but did not cite. If that is the case then label this list “Bibliography.” Include only one list of references.
- Submit only one list of references.

All margin, pagination, and other spacing requirements as described in these [Guidelines](#) must be observed.

LaTeX Style

The NMSU Math Department has posted a guide for LaTeX style at <http://sierra.nmsu.edu/dept/>.

Documentation Styles

Documentation takes different forms. The Graduate School accepts documentation styles used in major journals from the various disciplines awarding degrees. If the department has not specified a journal style to follow, use the APA Manual or the parenthetic reference (PR) style from Turabian.

Most disciplines require either numbered reference lists or the author-year system. The traditional footnote system is also acceptable. Endnotes are not acceptable.

The majority of disciplines require that all entries be cited. If you use the Literature Cited (LC), References Cited (RC), Works Cited format, you must cite every work listed. While the name of the reference section varies according to the discipline involved, the following conventions must be observed in theses.

- Single space all lines of each entry, but use one double space between entries.
- If the author's name is unknown, do not use Anonymous. Alphabetize the entry by the first principal word in the title. Never alphabetize by "a," "an," or "the." Use the next word in the title.
- For multiple works by the same author, list the earliest date first.
- When the same author writes with others, these entries follow the single-authored work, alphabetized by the second surname.
- Multiple entries by the same authors in the same year are differentiated by adding "a" and "b" after the dates (Jones, 1992a).

Numbered Reference Lists

- Numbered reference lists use two basic formats: Alphabetized then numbered so that the citations in the text are in random numerical order; the second method is to number the citations in the text in numerical order as they are cited and then to prepare the reference list. This results in a random-order reference list.
- Both of these methods require that all entries in the reference list must be cited in the text.

Author-Year

- The author-year method cites all references using the last name of the author and the date published. Follow the instructions for authors published by your journal for this format.
- There are many variations in citation style. If your discipline does not specify a style, either the APA style or the parenthetic reference (PR) style from Turabian is preferred.

- Multiple citations within the same set of parentheses must be in either alphabetical order or chronological (oldest first). APA requires alphabetical order.

Footnotes

- Some disciplines still prefer the traditional footnote. Ideally these are placed at the bottom of the page; however, they may be placed at the end of each chapter. If placed at the end of the chapter they are called Notes to Chapter 1 and are included in the table of contents as subheads. Because of the increasing use of microfilming and electronic processing methods for theses, placement of footnotes at the bottom of the page is preferred.
- Begin numbering with note 1 in each chapter whether the notes are at the bottom of the page or at the end of each chapter.
- Notes must be in the same font style as the body or the thesis. They may be in 10, 11, or 12-point type but not smaller.
- Use an 18-space horizontal line above the notes to separate them from the last line of text. Do not use a full width line. Single space within all notes but double space between notes.