

## APPENDIX B: Sample Pages

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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.

## LIST OF SAMPLE PAGES

<u>Page Title Page</u>	<u>Numbers on Samples</u>
1. Title page showing a minor .....	None
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4. Sample Vita .....	iii
5. Sample Abstract .....	iv
6. Sample Table of Contents .....	v
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10. Sample List of Tables/Figures .....	x
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17. Sample Interdisciplinary Abstract .....	xi
18. Sample Appendices Half Title Page.....	None
19. Sample Appendix A.....	None
20. Sample Appendix B.....	685

[Title page showing a minor. Minors and specializations must be on the list approved by the Graduate Council. If you are filing for copyrighting, place the notice here.]

REFIGURING THE CHRONOTOPE OF TIME AND SPACE  
IN A FEMINIST WRITING CENTER

BY

JULIE CLARK SIMON, B.A., M.S.

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

Major Subject: Rhetoric and Professional Communication

Minor Subject: Women's Studies

New Mexico State University

Las Cruces, New Mexico

August 2018

Copyright 2002 by Julie Clark Simon

[This sample has Latin terms in the title which need to be in italics.]

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 2018

“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:

---

Loui Reyes  
Dean of the Graduate School

---

Ed L. Fredrickson  
Chair of the Examining Committee

---

Date

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]**

Student, John J., 1990. Impact of County Government Functions on Small Cities. Municipal Government Journal, 8(3):59-76.

Student, John J. and Burton, Alice F. 1992. Corruption in City Government in a Mid-Sized City. In Case Studies in City Management, ed. Mary J. Instructor, 236-49. Las Cruces, NM: Southwest Publishers.

[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

[On these sample pages note the centering of titles longer than one line. This is called inverted pyramid style. Center all titles/headings longer than one line in this style.]

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, 2018

Dr. Stuart C. Brown, Chair

[Maximum limit is 350 words; indent the first line of every paragraph.]

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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
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[sections--chapter equivalents]

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[decimal numbering for headings--this system is primarily used by science and engineering; students in the humanities and social sciences should use one of the other two styles of contents.]

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[sample table of contents for creative writing in English and Spanish]

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LIST OF TABLES

or

LIST OF FIGURES

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## 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.

Type of tab	Tab location	Function
Decimal	.25	chapter number
Left	.50	chapter title
Left	.69	centered heading
Left	.88	second line of centered heading; first line of side heading
Left	1.05	second line of side heading; first line of paragraph heading
Left	1.25	second line of paragraph heading
Dot right (WP) Leader (Word)	5.13	dot leaders
Decimal	5.63	page number column
Decimal	.44	appendix letters
Left	.62	appendix title

[sample engineering dissertation title page]

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\*

© 1994 by Angelina Marie Zamora de Santos\*\*

\*use semester and year you graduate (May, August, December)

\*\*copyright is optional



[sample thesis or dissertation approval page; co-chairs]  
"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:

---

Loui Reyes  
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

[sample engineering dissertation abstract; co-chairs]

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.]

[sample interdisciplinary dissertation title page]

AEROSOL-INDUCED LASER BREAKDOWN

[if more than one line is needed for the  
title follow the example from the  
first sample title page]

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\*

© 1994 by Susan Daisy Dogood\*\*

\*use semester and year you graduate (May, July, August, December)

\*\*copyright is optional

[sample interdisciplinary abstract page]

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.]

## APPENDICES

[This is a half title page for the appendix section; it will follow the last page of the last chapter. If you like, you may center the word APPENDICES from top to bottom as well as side to side.]

[Count this page in the numbering sequence but do not print a page number on it.]

APPENDIX A

TYPE THE TITLE HERE USING THE SAME WORDING AS IN THE  
CONTENTS; TYPE THE TITLE IN ALL CAPS, AND  
CENTER IT IN INVERTED PYRAMID STYLE

[A half title page for an appendix where each appendix has a half title page.]

[Count this page in the numbering sequence but do not print a page number  
on it.]

## APPENDIX B

TYPE THE TITLE HERE; CENTER IN INVERTED PYRAMID  
STYLE IF LONGER THAN ONE LINE; TYPE THE  
TITLE IN ALL CAPS

[Indent all paragraphs. Begin the text for appendix B here.]

[Use this format for the first page of an appendix when you don't need to use  
a half title page for the first page of the appendix.]