

Oakland University

Guide for the Preparation of Theses and Dissertations

There will be occasional updates to the *Guide for the Preparation of Theses and Dissertations*; the date of the amendment will be listed on its cover page. Students must follow the copy of the *Guide for Preparation of Theses and Dissertations* that is in effect on the first day of the semester for which they have applied for degree.

TABLE OF CONTENTS

1. INTRODUCTION	5
Thesis or dissertation.....	5
Family Educational Rights and Privacy Act	5
Graduate policy	5
Office of Graduate Study and Lifelong Learning approval.....	6
Thesis/Dissertation Coordinator	6
2. UNIVERSITY APPROVAL FOR RESEARCH ACTIVITIES INVOLVING HUMAN AND ANIMAL SUBJECTS, BIOSAFETY, AND RADIATION SAFETY	7
Protection of human subjects	7
Protection of animal subjects	7
Biosafety.....	7
Radiation safety	7
Online application for conducting research.....	8
Requesting copies of compliance approval letters	8
Continuing Review/Completion form	8
3. COPYRIGHT	8
Copyright registration.....	8
Use of material copyrighted by others (general information)	8
Use of material copyrighted by others (doctoral students only).....	9
Copyright permission letters	9
Inclusion of previously published or coauthored material in the thesis or dissertation	10
Inclusion of publishable papers or article-length essays in the thesis or dissertation	10
4. PREPARATION FOR THESIS OR DISSERTATION SUBMISSION	11
Published deadlines	11
Application for Graduation	11
Registration requirement for doctoral students	11
Pre-defense review of thesis or dissertation	11
Defense of thesis or dissertation.....	11
Thesis or dissertation committee approval	12
Final draft approval	12
Fees.....	13
5. THESIS: FINAL SUBMISSION	13
Thesis submission requirements.....	13
6. DISSERTATION: FINAL SUBMISSION AND PUBLICATION	13
Survey of Earned Doctorates.....	13
Publishing dissertations with UMI®	14
Dissertation submission requirements.....	14
7. SUBMISSION OF A THESIS OR DISSERTATION BY STUDENTS LIVING OUTSIDE THE MICHIGAN AREA	15

8. BINDING AND DISTRIBUTION OF BOUND COPIES	15
Binding and distribution	15
Distribution of bound theses or dissertations for students living outside the Michigan area	16
9. STYLE MANUALS FOR TEXT PORTION	17
10. GENERAL FORMATTING	19
Paper requirements	19
Margins.....	19
Page numbering.....	19
Justification	19
Line spacing	20
Centering	20
Paragraphs	20
Hyphenation and text division.....	20
Widows and orphans	20
Font typeface	21
Font size	21
Font style	21
Headings and subheadings	21
Running heads	22
Lists (numbered and bulleted).....	22
Block quotes	22
Footnotes and endnotes	22
Equations.....	22
Partially filled text pages.....	23
Abbreviations	23
11. ILLUSTRATIVE MATERIALS	
(FIGURES, TABLES, GRAPHS, MAPS, ILLUSTRATIONS, ETC.).....	23
General information	23
Color in figures and tables.....	24
Copyright permission to reproduce or adapt all or part of a table or figure from a copyrighted source.	24
Copyright permission letters	25
Is copyright permission needed?	25
FIGURES.....	25
General information	25
Boxed figures	26
Figure captions	26
Figure placement	26
Multi-part (nested) figures.....	26
More than one figure on a page.....	27
Oversize figures.....	27
Reproduction quality of figures.....	27
Figures in an appendix	27
TABLES.....	28
General information	28
Table format	28
Table numbers	28

Table titles	28
Table placement	28
Oversize tables	29
Tables in an appendix.....	29
12. OTHER ILLUSTRATIVE MATERIAL AND NON-PRINT MEDIA	29
Photographs	29
Slides	29
Compact disk.....	30
13. EDITING, CORRECTING, DUPLICATING AND PRINT QUALITY.....	30
Manuscript corrections	30
Duplicating	30
Number of copies	31
Print quality	31
Professional editors and typists	31
14. MANUSCRIPT ORGANIZATION	32
Cover page.....	32
PRELIMINARY PAGES SECTION.....	33
Title page	33
Copyright page	33
Dedication page	34
Acknowledgments	34
Preface	34
Abstract.....	35
Table of Contents.....	35
List of Tables.....	36
List of Figures.....	36
List of Abbreviations, List of Terms, List of Symbols, Glossary, or Nomenclature.....	36
Data on a Compact Disc	36
TEXT SECTION	37
REFERENCES SECTION	37
Appendices	37
References	38
Bibliography	38
15. MS WORD TEMPLATES	38
16. LaTeX.....	38
17. APPENDIX A: EXPLANATION OF WHEN TO USE OAKLAND FORMAT AND WHEN TO USE DEPARTMENT STYLE GUIDE FORMAT.....	39
18. APPENDIX B: LIST OF LINKED SAMPLES	41

1. INTRODUCTION

This manual establishes a set of standards designed to ensure consistency, legibility, and professional appearance of theses and dissertations and to allow for binding and microfilming requirements. These standards are not intended to comprehensively address all style and formatting issues. Students should refer to their academic department's choice of style manuals for such specifics.

- The thesis or dissertation must be the original work of the student. The student must also be first author or major contributor of any journal articles included as chapters.
- Ultimate responsibility for adhering to the correct format rests with the student, not the printer, computer, or software being used. It is the responsibility of the student to select appropriate equipment or services, to proofread the result, and to make alterations.
- It is the student's responsibility to obtain approvals from the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), or Radiation Safety Committee (RSC), respectively, when undertaking research involving experimentation on humans, vertebrate animals other than humans, or the use of biohazardous or radioactive materials.
- It is the student's responsibility to ensure that both departmental and Office of Graduate Study and Lifelong Learning deadlines are met, and proper procedures are followed for the defense and submission of the thesis or dissertation.
- It is the student's and adviser's responsibility to ensure that the copyrights of documents used in the preparation of the thesis or dissertation are protected by correct citations and by acquiring written copyright permission letters from the copyright holders.
- The adviser is responsible for ensuring that the student adheres to the requirements stated in this guide. By signing the title page of the thesis or dissertation, the adviser and committee members attest to their having read the final version (including the preliminary pages) and to the student having met Oakland University's standards.

Thesis or dissertation

The term thesis is used in conjunction with the written work associated with the master's degree. Theses are required in some master's programs and are optional in others.

The term dissertation is used to describe the written work submitted in partial fulfillment of the requirements for the doctor of philosophy degree. Dissertations are required of candidates for degrees in most doctoral programs.

Family Educational Rights and Privacy Act

The university considers student theses and dissertations to be public statements of research findings. Therefore, students who submit such work in fulfillment of degree requirements shall be deemed to have consented to disclosure of the work.

Graduate policy

Students should refer to the current edition of the *Graduate Catalog* for university policies and requirements for completion of graduate programs.

**Office of
Graduate Study
and Lifelong
Learning
approval**

Theses and dissertations must meet the standards outlined, in order to be approved by the Office of Graduate Study and Lifelong Learning. Students will be recommended for the degree sought only when the thesis or dissertation completely satisfies the requirements stated in the current edition of the *Guide to the Preparation of Theses and Dissertations*.

Do not copy format from old theses and dissertations. Theses and dissertations accepted in the past do not set precedent for exceptions to the rules given here.

**Thesis/
Dissertation
Coordinator**

The Office of Graduate Study and Lifelong Learning, through the services of the Thesis/Dissertation Coordinator, is responsible for

- verifying compliance with Oakland University format requirements and technical quality standards; and
 - processing, binding, and storing theses and dissertations;
 - submitting doctoral dissertations to UMI® for microfilming and publication.
-

The Thesis/Dissertation Coordinator's review will be limited to format only. If other errors (numerous typographical errors, poor use of English language) are discovered by chance while reviewing the thesis or dissertation for format, the manuscript will be returned to the adviser for corrections.

The Thesis/Dissertation Coordinator maintains the right to request corrections and can reject manuscripts that do not follow the standards set forth in this guide.

Pre-defense and final draft reviews are the only examinations of the thesis or dissertation for format details *prior* to official submission to the Office of Graduate Study and Lifelong Learning. During the process of preparation, format advice pertaining to understanding or interpreting the standards set forth in this *Guide* will be given by the Thesis/ Dissertation Coordinator via phone or email. However, questions regarding word-processing techniques are best directed to the particular software's help menu or technical support team. Students who have only limited word-processing skills should consider the services of a professional typist.

Because the Office of Graduate Study and Lifelong Learning does not have the resources to conduct on-the-spot reviews of theses or dissertations, students will not be seen by the Thesis/Dissertation Coordinator on a walk-in basis and will be required to make an appointment to either submit their thesis or dissertation or to have it reviewed. The appointment ensures that the Thesis/ Dissertation Coordinator will be available and that adequate time will be allocated for the proper processing of the thesis or dissertation and accompanying materials.

Contact information:

Graduate Study and Lifelong Learning
520 O'Dowd Hall
E-mail: gradstudy@oakland.edu
Telephone: (248) 370-2700
Fax: (248) 370-3226

2. UNIVERSITY APPROVAL FOR RESEARCH ACTIVITIES INVOLVING HUMAN AND ANIMAL SUBJECTS, BIOSAFETY, AND RADIATION SAFETY

Protection of human subjects

All research projects involving the participation of human subjects or use of materials of human origin must be submitted for review by the Institutional Review Board for the Protection of Human Subjects (IRB) **before the research can be conducted**. This requirement includes all research, from low-risk investigations such as surveying people on the street about their favorite television shows to high-risk studies like clinical trials of experimental medical treatments. **Applications must be submitted online** (<https://www.irbnet.org/release/index.html>).

All students conducting research must have a faculty sponsor. The student and faculty sponsor are jointly responsible for contacting the IRB and for keeping abreast of the approval process as it pertains to the study. For more information about human subjects review and to access the Oakland University Guidelines for Research Involving Human Subjects, visit <https://www.oakland.edu/research/compliance/> or contact Dr. Judette Haddad at (248) 370-4898 or haddad@oakland.edu.

Protection of animal subjects

Research using vertebrate animals must have the approval of the Institutional Animal Care and Use Committee (IACUC) and be conducted according to university guidelines. For more information visit <https://www.oakland.edu/research/compliance/> or contact Cliff Snitgen at (248) 370-4441 or snitgen@oakland.edu.

Biosafety

All research, teaching and testing at Oakland University involving recombinant DNA, infectious agents and/or cultured cell lines must be approved by the Institutional Biosafety Committee (IBC). Approval is obtained through submission of biosafety research applications. **Applications must be submitted online** (<https://www2.oakland.edu/secure/research/gcsram/login.cfm>). For more information, visit <https://www.oakland.edu/biosafety/> or contact Dominic Luongo, Biosafety Officer at (248) 370-4314 or luongo@oakland.edu, or Dr. Judette Haddad at (248) 370-4898 or haddad@oakland.edu.

Radiation safety

Radioactive material (including machinery producing ionizing radiation) can only be used by authorized Oakland University permit holders or under the supervision of a permit holder. User permits are issued by the Radiation Safety Committee (RSC) only to the fulltime OU faculty members or principal investigators. all others must work under the supervision of a full-time faculty member.

For more information, visit <https://www.oakland.edu/labsafety/radiation-safety/> or contact Dominic Luongo, Radiation Safety Officer at (248) 370-4314 or luongo@oakland.edu.

Online application for conducting research	To access the compliance committee applications referred to above, researchers should visit the Research Application Manager (RAM) at https://www2.oakland.edu/secure/research/gcsram/login.cfm . Depending on the elements involved and the scope of the project, students will gain access to the relevant applications required to conduct the study.
Requesting copies of compliance approval letters	Signed IRB, IACUC and IBC approval letters are mailed to faculty sponsors only. Students requiring a copy of the letter for inclusion in their thesis or dissertation must request a copy from their sponsor.
Continuing Review/ Completion Form	Students are requested to notify the compliance officer when their research is complete. To do so, a Continuing Review/Completion form must be filled out, signed by the faculty sponsor, and sent to Dr. Judette Haddad at haddad@oakland.edu .

3. COPYRIGHT

Copyright registration	<p><u>Copyright registration is optional</u>. Registration of the copyright puts on public record the exact details of a copyright claim. In order to bring suit against an infringer, copyright registration is necessary.</p> <hr/> <p>Students should consult with their advisers regarding the feasibility of registering the copyright for their thesis or dissertation. The need to register copyright depends on the nature of the materials and on plans for future publication or revision of the manuscript.</p> <hr/> <p>Thesis students can register the copyright by paying the registration fee and sending two copies of the thesis or dissertation to the Library of Congress. Forms are available from the Copyright Office of the Library of Congress, Washington, D.C. 20559. Phone: (202) 707-3000 or FAX: (202) 287-9100. http://www.copyright.gov/. If they wish, doctoral students can register the copyright through UMI®. See Publishing Dissertations with UMI®</p>
Use of material copyrighted by others (general information)	<p>There is a difference between students <u>using</u> copyrighted materials during their research and <u>reproducing</u> those same materials in their thesis or dissertation.</p> <p>“You must dispel one common misconception: scholarly uses, even after giving full credit and citations, are not exempt from the obligations of copyright law . . . Copyright is concerned about something other than credit—a proper footnote is not enough. If you use someone else's protected work beyond lawful limits, you may have committed an infringement, even if you attribute full credit to the original author.”</p> <p>Source: <i>Copyright Law & Graduate Research: New Media, New Rights, and Your New Dissertation</i>. Ann Arbor, MI: UMI®.</p> <hr/> <p>Because the shelving of theses and dissertations in Kresge Library constitutes a form of publication, students must obtain permission to include quoted, modified or</p>

reproduced copyrighted material in their theses or dissertations, if it is beyond “fair use.” There is no “fair use” of illustrations (including tables, figures, cartoons, photographs, charts, graphs, etc.); therefore, their inclusion in theses and dissertations must be authorized, in writing, by the copyright holder. See **Copyright permission to reproduce or adapt all or part of a table or figure from a copyrighted source.**

If copyright permissions are required, the student is responsible for contacting the copyright holder (which is not necessarily the author) and obtaining the necessary written releases. Copies of copyright permission letters must be included in an appendix of the thesis or dissertation. Verbally transmitted permission is not acceptable.

If students are unsure about the legality of reproducing previously published materials, they should consult the permissions editor at the publisher or speak to a copyright information specialist at the Copyright Office in Washington D.C. at (202) 707-3000.

<http://www.copyright.gov/>

<http://www.copyright.gov/help/faq/>

A detailed discussion of “fair use” and the copyright law can be found in Dr. Kenneth Crews’ on-line manual, *Copyright Law & Graduate Research: New Media, New Rights, and Your New Dissertation*. The manual—sponsored by UMI® et al.—provides an excellent overview of copyright law as it affects graduate research

http://media2.proquest.com/documents/UMI_CopyrightGuide.pdf

Students are also encouraged to take the free online University of Texas system Copyright Crash Course at <http://copyright.lib.utexas.edu>

Use of material copyrighted by others (doctoral students)

While all thesis and dissertation students must give special attention to the use of copyrighted materials, doctoral students will be asked to certify that any previously copyrighted material used in their work, beyond “fair use,” is with the written permission of the copyright owner. See **Publishing Dissertations with UMI®**. https://www.physics.harvard.edu/uploads/files/grads/forms/umi_dissertation_publ.pdf

If the necessary permissions are not included, UMI® will delete all previously copyrighted materials before microfilming.

Copyright permission letters

Four months or more before submitting the thesis or dissertation, students should begin sending requests for copyright permission letters, then send a reminder request each month until they have a response. Students must have an affirmative response from the copyright holder for the proposed use to be permitted. It should not be assumed that failure to respond is “tacit permission.”

A sample of a copyright permission letter is provided. [\[Master’s\]](#) [\[Doctoral\]](#)

Inclusion of previously

If students plan more than incidental use of their own previously published or coauthored material in their thesis or dissertation—a practice common in the

**published or
coauthored
material in theses
or dissertations**

sciences and engineering and sometimes followed in other fields—they must have prior permission from their advisory committee. The procedure requires that the advisory committee chair review the material in order to determine whether the work is comparable to all or part of a thesis or dissertation carried out under the supervision of a member of the Oakland faculty.

- The student must be the principle author or have made the major contribution to the published work.
- Incorporation of material published elsewhere requires written copyright permission from the copyright holder.
- The text of the thesis or dissertation must make clear to the reader the original contributions of the author.
- When a paper is co-authored by others in addition to the student and adviser, it is recommended that written approval to include the published material be given by the other authors.
- If inclusion of previously published, coauthored material has been approved, the published material must be incorporated into a larger argument that binds together the whole thesis or dissertation. The common thread linking various parts of the research, represented by individual papers, should be made explicit, and must be joined into a coherent unit. As a requirement, introductory, transitional, and concluding sections must be prepared. Credit to the publisher should be given, as a matter of courtesy.

Students must reformat a published article for incorporation within the body of the thesis or dissertation, so that it conforms to the structure of the format requirements.

**Inclusion of
publishable
papers or article-
length essays in
theses or
dissertations**

Publishable papers and article-length essays arising from students' research projects are acceptable, but not as discrete unlinked units. The unpublished material must be incorporated into a larger argument that binds together the whole thesis/ dissertation. It is required that students include introductory, transitional, and concluding sections with the papers or essays.

Students must reformat a publishable paper or article-length essay for incorporation within the body of the thesis or dissertation, so that it conforms to the structure of the format requirements.

4. PREPARATIONS FOR THESIS OR DISSERTATION SUBMISSION

Published deadlines The thesis or dissertation must be accepted and all accompanying documents must be submitted to Office of Graduate Study and Lifelong Learning, no later than the deadline dates appearing on the Office of Graduate Study and Lifelong Learning web site at <https://www.oakland.edu/grad/current-graduate-students/masters/> for the term in which students expect to finish their degree requirements. These deadlines are final and will not be extended; failure to meet them will result in removal of a student's name from the graduation list.

Application for graduation Students must submit an *Application for Graduation* for the semester in which they will complete their degree requirements. Application deadlines are listed on the Registrar's Office web site at <https://www.oakland.edu/registrar/important-dates/>, and the online *Application for Graduation* can be found and submitted on the Office of Graduate Study and Lifelong Learning web site at <https://sail.oakland.edu/>.

If students are unable to meet the published submission deadline or degree requirements by the specified deadlines, they must notify Academic Records to have their name rolled to another semester.

Registration requirement for doctoral students Doctoral students must be registered for graduate credits, as designated by their department, during the semester in which they successfully defend their dissertation.

Pre-defense review of thesis or dissertation Pre-defense and final draft reviews are the only examinations of the thesis or dissertation for format details *prior* to official submission to the Office of Graduate Study and Lifelong Learning.

The pre-defense review is mandatory. It is expected that the thesis or dissertation being presented has been thoroughly examined for format compliance with the *Guide to the Preparation of Theses and Dissertations* before the pre-defense review, and any format errors have been resolved. During the pre-defense review, all sections of the thesis or dissertation (preliminary pages, chapters, appendices, and references) will be examined, and necessary formatting revisions will be addressed, identified and resolved.

Students will bring with them

- a completed and signed copy of the [format checklist](#), and
 - an unbound copy of all sections of their thesis or dissertation. The copy must be clean without editorial notations; the preliminary pages must be completed. (It is understood that all sections of the thesis or dissertation will undergo further revision, before final submission.)
-

Students who live outside the Michigan area must contact the Thesis/ Dissertation Coordinator.

Defense of thesis or dissertation The student's public defense meeting must be held at least six weeks prior to the last day of semester, at a time when all committee members can attend.

Even though students pass their defense, there are usually changes or additions/deletions required as a result of the defense. These revisions are made by the student in consultation with the faculty adviser and any concerned advisory committee members. Because of the time that may be required for such revisions, students should schedule their defense well in advance of the published deadline dates. Adequate time must be allowed to enable the committee members to read the thesis or dissertation and to permit students to make necessary content and/or format changes.

Thesis or dissertation committee approval

After students have defended their thesis or dissertation successfully, have completed all the revisions required by their advisory committee, and have received format approval from the Thesis/Dissertation Coordinator, the committee will sign the thesis or dissertation approval page.

The signed approval page certifies to the Office of Graduate Study and Lifelong Learning that the committee members have examined the final copy of the entire thesis or dissertation (all preliminary pages, chapters, appendices and references) for form and content and have found the document acceptable for final submission.

If, in unforeseen circumstances, it becomes necessary to have the committee members sign the title page on the date of defense, the following procedure must be followed:

- Before the date of defense, students must bring a copy of the title page to the Thesis/Dissertation Coordinator for format approval.
- Once format approval is granted, students must print copies of the title page following paper requirements and place them in a manila folder.
- After the defense, students will have the pages signed by each committee member, place the pages in the manila folder then give the folder to the committee chair.
- the committee chair will retain the signed title pages (in the folder), until the student has completed all revisions and/or corrections required by the committee. Only then will the signed title pages be released to the student.

Initials or photocopied signatures will not be accepted.

Final draft approval

After the thesis or dissertation has been defended successfully and all revisions required by the advisory committee have been completed and approved, the student must make an appointment with Thesis/Dissertation Coordinator to present a clean, unbound copy for final approval. Final approval will be granted by the Office of Graduate Study and Lifelong Learning, once it is concluded that the manuscript complies with preparation guidelines and conforms to the university's standards. Copies on cotton content paper may not be printed, until format approval is given by the Thesis/Dissertation Coordinator.

Students will bring with them:

- a completed and signed copy of the [format checklist](#);
- an unbound copy of all sections of their committee approved thesis or dissertation, including preliminary pages, chapters, appendices, and references, with few errors, if any;
- an approval memo from their graduate coordinator stating that the content and form of the title or dissertation meets acceptable presentation standards of scholarly work in the specified discipline, revisions have been completed, and the thesis or dissertation is approved for final submission. The Office of Graduate Study and Lifelong Learning will not review final drafts of theses or dissertations, without this memo.

Students who live outside the Michigan area must contact the Thesis/Dissertation Coordinator.

Fees	Students are responsible for the costs of producing, binding and microfilming their manuscripts. Current fee information is available from the Thesis/Dissertation Coordinator.
-------------	---

5. THESIS: FINAL SUBMISSION

Thesis submission requirements	To meet thesis degree requirements, three copies of the defended thesis that meets all format requirements, as well as all other required documents, must be submitted to the Thesis/Dissertation Coordinator in the Office of Graduate Study and Lifelong Learning, 520 O’Dowd Hall, by the posted deadline to be considered for approval for graduation that semester.
---------------------------------------	--

Students will bring with them

- two copies of the cover page
- three unbound copies of the thesis printed on 25% cotton content paper (see **Paper requirements**). Each copy must include a signed title page with original signatures.
- personal copies, if desired
- departmental copies (see **Number of copies**)
- a check or exact cash to pay the bindery fee

Note: Thesis copies must be packed in 8½” x 11” boxes. Multiple copies must be divided by sheets of colored paper.

Once theses are accepted by the Office of Graduate Study and Lifelong Learning all three copies become the property of Oakland University.

6. DISSERTATION: FINAL SUBMISSION AND PUBLICATION

Survey of Earned Doctorates	Doctoral students at Oakland University will be asked to participate in the Survey of Earned Doctorates by completing the SED questionnaire. Although completion
------------------------------------	--

of the Survey is voluntary, it is highly encouraged. Responses from the Survey of Earned Doctorates (SED) become part of a database that began in 1920. Information gathered by the SED is used for policy formation and research funding at national and state levels.

If students choose not to complete the questionnaire, they are required to write their name and a sentence indicating they do not wish to participate in the survey on the front page, and submit it uncompleted to the Office of Graduate Study and Lifelong Learning.

Additional information regarding the survey can be found in NORC's pamphlet [*Purpose and Use*](#).

Take the [Survey of Earned Doctorates](#) online

**Publishing
Dissertations with
UMI®**

Doctoral students completing a dissertation are required to publish their dissertation through UMI® (formerly University Microfilms International) and pay the fee for this service, as a condition for final approval by the Office of Graduate Study Lifelong Learning.

(The UMI®
publication
requirement is not
effective until Fall
2005 semester)

Note: Publication by UMI® does not preclude publication as a monograph or journal article. The publishing agreement that the author signs grants UMI® only the exclusive rights to publish from a master copy; the author retains all other publishing rights.

UMI® makes and keeps a master microfilm of the student's dissertation, includes the dissertation in their web-based digital library, and produces copies upon request. UMI® also agrees to pay a royalty of 10% on all sales of the dissertation. Royalty payments must exceed \$10 in a calendar year to be paid. Additionally, the dissertation abstract is made available to national and international researchers in *Dissertation Abstracts International*, and one copy of the dissertation will be deposited with the Library of Congress. For an additional fee of \$45.00, UMI® will register copyright for students.

Students are required to sign a *Doctoral Dissertation Agreement Form* authorizing UMI® to reproduce their dissertation in microfilm and to pay a special fee to cover the cost of microfilming. A copy of the signed title page and abstract must be included with the agreement form, as well as copies of permission letters from copyright owners. These letters must state that the copyright owner is aware that UMI® may supply single copies on demand.

The booklet *Publishing Your Dissertation* explains the terms of publication and contains the Doctoral Dissertation Agreement Form. Students can request a copy by calling 800-521-0600, ext. 7020 or using the UMI® electronic order form at <http://www.proquest.com/products-services/dissertations/submitted-dissertation-proquest.html>. Hard copies are available at the Office of Graduate Study and Lifelong Learning.

**Dissertation
submission
requirements**

To meet dissertation degree requirements, three copies of the defended dissertation that meets all format requirements, as well as all other required documents, must be submitted to the Thesis/Dissertation Coordinator in the Office of Graduate Study and Lifelong Learning, 520 O'Dowd Hall, by the posted deadline to be considered for approval for graduation that semester.

Students will bring with them

- two copies of the cover page,
- three unbound copies of the dissertation printed on 25% cotton content paper (see **Paper requirements**). Each copy must include a signed title page with original signatures.
- personal copies, if desired
- departmental copies (see **Number of Copies**)
- a completed Survey of Earned Doctorates form

- a check made out to “Oakland University” (or exact cash) for payment of the bindery fee

Note: Dissertation copies must be packed in 8½” x 11” boxes. Multiple copies must be divided by sheets of colored paper.

- **Effective Fall 2005:** one copy of the signed dissertation printed on bright white copy paper in a large manila envelope
- **Effective Fall 2005:** one copy of the signed title page
- **Effective Fall 2005:** one copy of the UMI® abstract for inclusion in *Dissertation Abstracts International*
- **Effective Fall 2005:** a completed and signed UMI® *Doctoral Dissertation Agreement form* with valid forwarding addresses and telephone number
- **Effective Fall 2005:** copies of all copyright permission letters to accompany the signed UMI® agreement form.
- **Effective Fall 2005:** a check made out to “Oakland University” (or exact cash) for payment of the microfilming fee.
- **Effective Fall 2005:** a check made out to “Oakland University” (or exact cash) for payment of the copyright registration fee, if desired.

Once dissertations are accepted by the Office of Graduate Study and Lifelong Learning, all three copies become the property of Oakland University.

7. SUBMISSION OF A THESIS OR DISSERTATION BY STUDENTS LIVING OUTSIDE THE MICHIGAN AREA

Students who live outside the Michigan area must contact the Thesis/Dissertation Coordinator.

8. BINDING AND DISTRIBUTION OF BOUND COPIES

Binding and distribution

The Office of Graduate Study and Lifelong Learning is responsible for sending theses and dissertations to a bindery company and depositing the bindery fee. The binding process usually takes from two to four weeks after submission. When the bound copies are ready, the Thesis/Dissertation Coordinator will notify the student.

Bound copies will not be released to anyone other than the author, without written notification.

Distribution of bound thesis or dissertation for students living outside the Michigan area

Students living outside the Michigan area must make arrangements for another student or faculty member to pick up the bound thesis or dissertation copies and to mail them. When making these arrangements, students must send an email to the Thesis/Dissertation Coordinator providing the name of their proxy and details of the agreed upon arrangement. In turn, the proxy must send an email to the Thesis/Dissertation Coordinator agreeing to take responsibility for picking up and mailing the thesis or dissertation copies to the student. The proxy must present photo ID when picking up the copies.

9. STYLE MANUALS FOR TEXT PORTION

Writers of theses/dissertations must follow a standard style manual or a standard journal in their field in addition to these preparation guidelines. Some departments have recommended one or two style manuals or professional journals for student use. By following the standards that prevail in their field, students are incorporating cues that their colleagues and other audiences recognize: headings that organize the document logically; a familiar in-text citation style and a reference list that consistently matches it; and standard-looking tables and figures that are supported by accurate, descriptive titles or captions. It is important that the student consults with his or her adviser throughout each phase of planning, preparing and presenting the thesis or dissertation for specific instructions, required writing style and required content.

Should a department not require use of a standard style manual, the student will use the format outlined in this manual.

If there is a conflict in the instructions regarding format, the style manuals recommended by departments are superseded by this Oakland University *Guide to the Preparation of Graduate Theses/Dissertations*.

Some of the most common style manuals are:

- American Psychological Association. *Publication Manual of the American Psychological Association*. 5th ed. Washington, D. C., 2001.
- Modern Language Association of America. *MLA Handbook for Writers of Research Papers, Theses, and Dissertations*. 6th ed. New York: Modern Language Association, 1988.
- University of Chicago Press. *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*. 14th ed. Chicago: University of Chicago Press, 1993.
- Turabian, Kate L., Grossman, John, and Bennett, Alice. *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Guides to Writing, Editing, and Publishing*. 6th rev. ed. Chicago: University of Chicago Press, 1996.
- Institute of Electrical and Electronics Engineers, Inc., *IEEE Information for Authors*, February 2000.
- American Chemical Society. *The ACS Style Guide*. Washington, D.C.: American Chemical Society.
- Dodel, Janet S. ed., *CBE Style Manual*. Bethesda, MD: Council of Biology Editors, Inc.

The most recent edition of a selected style manual will be used to format the following elements in theses and dissertations.

- Section heading structure and style (e.g., centered or flush left, italics, numbered) for each level
 - Table format (e.g., gridlines) and style of table titles (e.g., italics)
 - Style of figure captions (e.g., flush left, centered below the figure)
 - Citation method (e.g., numbers or author names) and format (e.g., parentheses or brackets)
 - References and/or Bibliography format (e.g., author-date, publication type, alphabetical, numbered, etc.)
 - Quotation format (e.g., left or left/right indenting of block quotes)
 - Bulleted and numbered list format (e.g., hanging indent)
 - Definition format
-

*A Guide to the Preparation of Graduate Theses/Dissertations
will be used to format the following elements
in theses and dissertations.*

- Margins for the entire manuscript (preliminary pages, text, appendices, and reference section)
 - Font typeface and size (e.g., standard fonts; maximum/minimum font size, bold, italics)
 - Line spacing (e.g., double spacing and single spacing)
 - Page number placement, type (e.g., Arabic or Roman numerals), and format (e.g., typeface and size)
 - Order and contents of preliminary pages
 - Format of preliminary page
 - Placement of tables and figures
-

Note: For a detailed breakdown of the above, see Appendix A.

10. GENERAL FORMATTING

Paper requirements	<p>All pages of a thesis or dissertation must be printed on 8 ½ x 11 inch, 20 to 24 lb., watermarked, bright white bond paper of 25% or higher cotton content. Because of its long-term archival quality and its overall professional appearance, the 24 lb. weight is preferred.</p> <hr/> <p>All paper used in a given copy of the thesis or dissertation must be from the same source, and must be of the same whiteness.</p> <hr/> <p>Unless the department states otherwise, any bright white 8.5” x 11” standard copy paper will suffice for department copies.</p> <hr/> <p>Note: The student should purchase enough paper to accommodate corrections.</p>
Margins	<p>Margin requirements apply to all materials to be bound with the thesis or dissertation, including text, figures, tables, illustrations, plates, and all material in appendices. They are absolutely essential for binding and microfilming purposes.</p> <hr/> <p><u>Margin requirements are:</u></p> <ul style="list-style-type: none">• 1.5” on the left edge (after printing or photocopying).• 1” inch on top, right and bottom edges (after printing and photocopying).• Text is set at no less than 1.25” from the edge of the bottom page and no less than 1.35” from the edge of the top page.• Page numbers must appear in the text area not in the margin area. [click here for recommended margin, header and footer settings for Word] <hr/> <p>Note: It is recommended that the student starts with larger margins than stipulated, if the cotton-content copies are photocopied rather than laser printed for final submission, since that process may enlarge a document by as much as 2%.</p>
Page numbering	<p>All pages are counted. However, no page number appears on the title page; it is assumed to be page i.</p> <hr/> <p>Page numbers are centered at the bottom of the page, one inch up from the edge of the paper. Placement of page numbers must be consistent throughout the manuscript.</p> <hr/> <p>The preliminary pages (except for the title page) are numbered consecutively in lower case Roman numerals (i, ii, iii, iv). The text, references and appendix sections are numbered consecutively in Arabic numerals (1, 2, 3, 4).</p> <hr/> <p>Page numbers must be typed in the same font and size as the text and cannot be embellished with dashes or parentheses, i.e., -39- or (39).</p>
Justification	<p>The text is justified left, in order to avoid large gaps in text which sometimes occur with full justification.</p>

Line spacing	<p>The thesis or dissertation is double-spaced, with exceptions. Single spacing is used in</p> <ul style="list-style-type: none"> • multiline headings (i.e., chapter headings, section headings, and appendix headings that are more than one line in length) [sample] • block quotations [sample] • table titles, figure captions [sample] • lengthy lists or tables (i.e., a list or a table that is more than one page long) [sample] • footnotes • reference or bibliographic entries (single space each entry and double-space between entries) [sample] • the table of contents, list of tables, and list of figures (single space each entry and double-space between entries) [sample] • documents reproduced illustratively in appendices (e.g., survey questionnaires, lesson plans).
	<p>Two double-spaced lines must be inserted before and/or after all tables and figures imbedded in a page of text. [figure sample] [table sample]</p>
	<p>An extra single-spaced line must be inserted between the last line of a paragraph and the next heading. When a heading appears at the top of a page, an extra single space is NOT inserted. There should be no space between the top margin and the first line of text on a page. [sample]</p>
Centering	<p>Tables, figures, graphs, charts, etc., are centered between the left and right margins.</p>
Paragraphs	<p>Paragraphs are distinguished by a 0.5" indentation.</p> <p>Extra lines are not inserted between paragraphs.</p>
Hyphenation and text division	<p>Excessive hyphenation is not acceptable.</p> <p>Automatic hyphenation tools in software packages should be disabled because of their unreliability. Use a standard dictionary, when necessary.</p> <p>The last word on a page should not be hyphenated.</p> <p>In certain circumstances, text division across pages is not permitted. Examples:</p> <ul style="list-style-type: none"> • names split across pages (Theodore D. split Roosevelt; Grand split Rapids) • citations and reference information split across pages (p. split 10; Chapter split Four)
Widows and orphans	<p>"Widows" and "orphans" should be avoided. A "widow" is a single line ending a paragraph at the top of a page. An "orphan" is a heading, subheading or single line of a paragraph at the bottom of a page. [sample]</p>

Font typeface The entire text is produced with the same font or typeface, i.e., headings, page numbers, table titles, figure captions, references, equations, footnotes and endnotes. Exceptions are made only for tables and figures produced by different technology and documents reproduced illustratively in appendices (e.g., survey questionnaires, computer programs). Computer programs, when quoted and discussed, should be set in a distinctive typeface appropriate to the computer language.

Times New Roman, Courier, Bookman and similar standard serif fonts copy and microfilm well. Sans serif fonts such as Arial may create difficulty in distinguishing between I and l. Script and other ornamental type fonts are not acceptable.

Font size The entire thesis or dissertation, including text, major headings, section headings, tables, figure captions, table titles, and all page numbers must be typed in 12 point size. Exceptions are allowed only for the following:

1. Footnotes and endnotes (at least 10 point size).
2. Footnote indicators and super- and subscript characters in text, equations and formulas (at least 10 point)
3. Tables that are too wide to fit between the left and right margins (12, 11 or 10 point size. No more than one font size can be used within a table.)
4. Text in figures and photo-reproduced material (must be legible and large enough to microfilm; no smaller than 9 point size)
5. Documents photo-reproduced illustratively in appendices, e.g., survey, questionnaires, IRB approval letters, etc., (must be legible and large enough to microfilm; no smaller than 9 point size).

All type in the thesis or dissertation, including type in figures, graphs, charts and photo-reproduced materials, super- and subscripts in formulas and footnote indicators must be large enough and sufficiently dark and crisp to be legible in microfilm. The Office of Graduate Study will make the determination for font type and size compliance.

Font style Bold face type may be used only in equations (i.e., symbols for vectors) and, sparingly, in figures. Figures that are photo-reproduced from other sources and material produced illustratively in appendices may include bold face type.

The *Italic* font style is restricted to foreign words, book or periodical titles, taxonomic names, letters used as statistical symbols or algebraic variables, test scores and scales, and judiciously placed special emphasis. In some disciplines, the *Italic* font style is used in section headings.

Headings and subheadings The Office of Graduate Study does not set any specific standards for the format of chapter or chapter equivalent headings, except for font size (same size as text), font type (no bold) and capitalization. If no style manual is recommended by their department, students will use the chapter or chapter equivalent heading format provided in the sample. [\[chapter heading\]](#) [\[chapter equivalent heading\]](#)

Students should refer to the standards set by their department's choice of style manual or professional journal for section level format (i.e., section, subsection, etc.). If no style manual is recommended by their department, students will use the section heading format provided in Appendix B.

Regardless of formatting style, all heading and subheading formatting must be consistent throughout the thesis or dissertation.

A heading/subheading that falls at the top of a new page should begin at the top margin; it should not be preceded by any space.

A heading/subheading should never appear as the last line of text on a page; it should be moved to the top of the following page.

A heading near the bottom of a page must be followed by at least two lines of text.

Running Heads A running head is an abbreviated title that is printed at the top of the pages of a published article to identify the article for readers. Running heads are not used in a thesis or dissertation.

Lists (numbered or bulleted) Students should refer to the standards for numbered or bulleted list format set by their department's choice of style manual or professional journal. If no style manual is recommended by their department, students will use the format provided in the sample. [\[sample\]](#)

The lettering/numbering and indentation of lists in text must be consistent throughout the thesis or dissertation.

Block quotes Quotations longer than forty words or four lines must be formatted as block quotes.

Block quotes may be material quoted from interviews or material from open-ended questions from the data collection instruments, as well as from published or unpublished sources.

Indent all lines of block quotes 0.5" from the left margin and type the entire quotation on the indented margin. Block quotes are single spaced.

Footnotes and endnotes Students should check with their advisers for general rules of notation within their discipline.

Footnotes are single spaced in 10 point type size and must be produced in the same typeface as the text.

Footnote numbering can be continuous throughout the dissertation or thesis or may start again for each chapter or page, but the method must be consistent. Inserted footnotes may not be numbered 25a, for example. The footnotes following the insertion must be renumbered.

Lengthy footnotes may be continued on the next page.

The use of endnotes is discouraged, if not required by a department's style manual of choice.

Equations Equations may be numbered or unnumbered, according to the discipline.

When used, equation numbers are aligned with the right margin. Equations are numbered in accordance with the recommended style manual. If no style manual is recommended by the program, equations will be numbered by chapter, or consecutively throughout the text. [\[sample\]](#)

Mathematical equations and chemical formulas that contain two or more lines—with characters such as doubled superscripts or square roots—should be displayed (i.e., placed in the horizontal center of the page between the appropriate lines of text) to avoid irregular line spacing. [\[sample\]](#)

Spacing before and after equations must be consistent. Do not insert extra space above or below an equation.

All subscripts and superscripts must be no less than 10 point type.

Partially filled text pages

Theses and dissertations are formatted as books. The text fills each page from the top margin to the bottom margin, adjusting the latter when necessary to avoid "widows" and "orphans." Except for the last page of a chapter, all pages are filled; no partially filled pages will be approved.

Partially filled text pages occur when students attempt unsuccessfully to insert a figure or table immediately after it is mentioned in the text, thus leaving a large blank space on the page. In degree of importance, figures and tables are secondary to the text. This means that all text pages must be filled with text; in no case should they be left significantly free of text because of the mention of a figure or table.

When a figure or table cannot fit on the page on which it was cited, thus leaving a large blank space, the page must be filled with text, the cited figures or tables placed on the following pages, and the narrative resumed. [\[sample\]](#)

Abbreviations

No abbreviations should appear in chapter headings or subheadings; also, sentences should not begin with abbreviations, symbols, letters or numbers. Ampersands (&) may not be used in the body of the text except in citations.

**11. ILLUSTRATIVE MATERIALS
(TABLES, FIGURES, GRAPHS, MAPS, ILLUSTRATIONS, ETC.)**

General information

No designation other than Figure or Table is used to identify tabular or graphic representations in the manuscript.

All figures and tables must meet the margin requirements described above.

Figures and tables must be uniquely numbered in either of the following manners:

1. consecutive numbering throughout the thesis or dissertation,
2. combination chapter and figure/table number designation, e.g., Figure 1.1, 1.2, 1.3; 2.1, 2.2, 2.3 etc.. (This is generally the best choice for documents with manuscript-style chapters.) One method must be adopted and used consistently throughout.

Illustrative material should be laser printed or photocopied directly onto the same archival-quality paper as is used for the body of the thesis or dissertation, except for original photographs.

Tables, figures and plates must be referenced in text by number, not by expressions, such as “the table above”, “in the following figure”, or “the figure on page 32.”

Color in figures and tables

Use of color in figures is not recommended. Microfilming is a black-and-white photographic process. For this reason, illustrative material drawn or computer generated in black will reproduce well, while colors will appear as slightly varying shades of gray thus making color-coded charts and graphs indecipherable. Wherever possible, lines on a graph should be identified by labels or symbols rather than colors. To provide better contrast, cross-hatching or shading should be used instead of color in shaded areas, e.g., countries on a map. However, if the use of color is integral to the research, but the figure will not reproduce as a true copy when microfilmed, the following sentence must be included in the figure caption:

This figure is presented in color; the black and white reproduction may not be an accurate representation.

Students must ensure that the reader can still understand their intent in the absence of color. A more descriptive title or descriptive material may have to be added after the title.

Color illustrations must be reproduced on a laser printer or a color photo copier. Color illustrations produced on an inkjet printer will not be approved for submission.

Copyright permission to reproduce or adapt all or part of a table or figure from a copyrighted source.

Authors must obtain permission to reproduce or adapt all or part of a table (or figure) from a copyrighted source. If students wish to reproduce material from copyrighted sources, they must contact the copyright holders to determine their requirements for both print and electronic reuse. The copyright holder’s letter of permission must be included as an appendix in the thesis/ dissertation and must be enclosed when the final version of a dissertation is submitted to UMI.

Any reproduced table (or figure) must be accompanied by a note at the bottom of the reprinted table (or in the figure caption) giving credit to the original author and to the copyright holder. The following form for tables (or figures) must be used:

Material reprinted from a journal article: [\[sample\]](#)

Note: From [or The data in column 1 are from] “Title of Article,” by A. N. Author and C. O. Author, 2000, *Title of Journal*, 50, p. 22. Copyright 2000 by the Name of Copyright Holder. Reprinted [or Adapted] with permission.

Material reprinted from a book: [\[sample\]](#)

Note: From [or The data in Column 1 are from] *Title of Book* (p. 103), by A. N. Author and C. O. Author, 1999, Place of Publication: Publisher. Copyright 1999 by the Name of Copyright Holder. Reprinted [or Adapted] with permission.

Copyright permission letters Each figure and table copied from a publication must have an associated copyright permission letter. A sample of a copyright permission letter is provided. [\[Master's\]](#) [\[Doctoral\]](#)

Is copyright permission needed? A copyright permission letter is needed, when the student makes a copy (photocopy, digital scan, download) of a published figure or table. A permission letter must be sent to the copyright holder, the copyright permission information must be included in the figure caption, and a copy of the signed permission letter must be included in an appendix.

A copyright permission letter is needed, when the student makes a copy (photocopy, digital scan, download) of a published figure or table and deletes or adds data. A permission letter must be sent to the copyright holder, the copyright permission information must be included in the figure caption, and a copy of the signed permission letter must be included in an appendix.

A copyright permission letter is not needed, if the figure is the student's original work, and it is not published elsewhere.

A copyright permission letter may be needed, if the figure or table is the student's original work but published elsewhere. In some cases the student holds the copyright, in others the publisher does. The student must contact the publisher to ascertain copyright ownership.

A copyright permission letter is not needed, if the figure produced by the student is a modified version of a figure that has been published previously. These modifications (e.g., redrawing schematics, addition of data, omission of data, etc.) should be significant. In this case, it is sufficient for the student to give reference to the figure inspiration by adding a phrase to the figure caption such as (modified after Duff et al. 1999).

FIGURES

General information The word "figure" designates all nonverbal material such as charts, graphs, maps, photographs, line drawings, works of art, chemical formulas, process flow charts, metabolic pathways, computer print-outs or musical scores or passages.

Figures may be included in the manuscript only if they are of high quality.

All figures must be listed in the List of Figures.

Formatting these items may be difficult, and students are urged to consult the Thesis/Dissertation Coordinator, Office of Graduate Study, 520 O'Dowd Hall, (248) 370-4156.

Boxed figures Figures should not be enclosed in boxes.

Figure captions	<p>All figures must have a number and a caption. Unless directed otherwise by an approved style manual, the number and caption of a figure must be inserted, single spaced, below the figure. The figure caption must also appear in the same typeface and size as the text of the thesis or dissertation. While there are no specific rules for the format of figure captions, a consistent format must be used throughout the thesis or dissertation.</p> <hr/> <p>When photocopying a figure, the caption cannot be copied with it. The number and caption are part of the main text and must be produced with the same typeface as the rest of the thesis or dissertation.</p>
Figure placement	<p>While figures should be inserted <u>as near as reasonably possible</u> after they are first mentioned in the text, they do not have to appear <u>immediately</u> after they are first mentioned.</p> <hr/> <p>It is recommended that figures be assigned pages separate from the text to avoid problems in shifting during revision. However, a figure may be (a) embedded in the text, (b) placed on a separate page following the text where it is first cited, or (c) at the end of its respective chapter.</p> <p>a) Embedded in text</p> <ul style="list-style-type: none"> • Very small figures (with their captions) may be embedded in text, with text above and below. [sample] • Medium-sized figures (with their captions), if no more than one half page in size, may be placed at the top or bottom of a page with text. There should always be a balance of no less than one-half page of text and no more than one-half page of figure on the page. Figures of this size may not have text above <u>and</u> below them. [sample] • Text cannot surround figures to the left or right. [sample] • Figures embedded in text must be separated from the text by two double-spaced lines (0.75") [sample] <p>b) On a separate page</p> <p>Large figures (with their captions), if more than one half page in size, must be centered vertically and horizontally on a separate page. Figures of this size may not have text above <u>or</u> below them. [sample]</p> <p>c) At the end of a chapter</p> <p>In cases where a disproportionately large number of figures compared with a small amount of text create problems with the layout of pages and disrupt the flow of the text, they may be grouped at the end of the chapter, in the order of their mention in the text.</p>
Multi-part (nested) figures	<p>Multi-part figures, e.g., Figure 1a, 1b, etc., must be nested vertically or horizontally on the page and labeled Figure 1 with a caption that covers all parts of the figure. [sample]</p>
More than one figure on a page	<p>Separate figures, e.g., Figure 1 and Figure 2, may appear vertically on a page, if they are separated by two double-spaced lines. [sample]</p>

Oversize figures

If figures cannot be made to conform to the required text margins, the following alternatives are suggested:

- **Reduction**
Reduction is the preferred method; however, the minimum font size requirement must be upheld. Machines that can reduce one percent at a time should be used. If figures or tables are too large to be reduced satisfactorily, they may have to be redrawn.
- **Landscape**
A figure that will not fit within the margins may be placed lengthwise (landscape) on the page. Landscape pages should have page numbers in the same place and orientation as other pages. The figure number and caption will be placed lengthwise (landscape) below the figure. [\[sample\]](#)
- **Facing Page**
If a figure takes up the entire page leaving no room for its caption, a facing page may be used. A facing page is a page which is prepared so that the caption (centered vertically and horizontally) faces the figure when the thesis is bound. On a facing page, the right margin becomes the binding edge (1.5" margin), and the margin settings should be adjusted accordingly. When a facing page is used, the List of Figures will list the page number containing the caption. A facing pages and figures can be produced in portrait orientation [\[sample\]](#) or landscape orientation [\[sample\]](#).
- **Folding**
If it is not possible to reduce the material, an 11" x 17" oversize page may be used. The page number should appear on the printed side of the page in the same position as the page numbers on the other pages. These pages are very difficult to print. [\[sample\]](#)
- **Continued on other pages**
When a figure must be continued on other pages, the caption is placed on the first page; the second and subsequent pages of the figure must bear the heading Figure 5— Continued, with the caption omitted. In such an instance, the List of Figures will list the page number containing the caption. [\[sample\]](#)

Reproduction quality of figures

Computer-generated, photocopied or scanned figures may be used, but the figures and characters must be letter quality, sharp and dense, and large enough to be read on microfilm (no smaller than 10-point type). The Office of Graduate Study will make the determination for reproduction quality.

Figures in an appendix

The consecutive numbering system for figures may be continued in the appendix, or an appendix numbering system may be used. (The first figure in the appendix would be Figure A.1, and so on.) All figures must be listed in the List of Figures.

TABLES

General information

The word "table" designates tabulated numerical data used in the body of the thesis or dissertation and in the appendices. A table consists of numbers, words, or both and presents information that is separated into columns with distinct column headings. All tables must be listed in the List of Tables, except those tables grouped under one appendix title.

Tables and their titles must fit into the same margin requirements as the text.

The same typeface and size used for the text should be used for the entire table, including the table number and title. Reduced font size is allowed in large tables that will not fit between the left and right margins, as stated in **Oversize tables**.

The body of the table should be double spaced; however, tables that are more than one page long may be single spaced.

Table format The guidelines provided by the department’s style manual should be followed. If the student’s department has not provided a format style manual in which table format is outlined, the style demonstrated in the sample must be used. [\[sample\]](#)

Table numbers Tables are numbered consecutively, using Arabic numerals, throughout the text or within the chapter or section, i.e., Table 12. [Table caption] or Table 2.4. [Table Caption]. Adopt one method and use it consistently throughout.

Table titles The number and title must appear above the table.

Each table must have a unique title descriptive of its contents; no two titles can be exactly the same.

Table titles are single spaced.

Tables and their titles must appear on the same page.

When photo-copying a table, the title cannot be copied with it. The title and number are part of the main text and must be produced with the same typeface as the rest of the thesis.

Table placement While tables should be inserted as near as reasonably possible to the text to which they relate, they do not have to appear immediately after they are first mentioned in the text.

In order to distinguish them from text, leave two blank double lines above and/or below each table.

- **Small tables (with titles)** may be embedded in text, with text above and below. [\[sample\]](#)
-

- **Medium-sized tables (with titles)**, if no more than one half page in size, may be placed at the top or bottom of a page with text. The table must begin and end on the same page. The page here should always be a balance of no less than one-half page of text and no more than one-half page of table. Tables of this size may not have text above and below them. [\[sample\]](#)
- **Large tables (with titles)**, if more than one half page long, but no more than one page long, may be placed alone on the page immediately following the page that refers to them. They should be centered vertically and horizontally on the page. [\[sample\]](#)
- **Large tables continuing to other pages** should start on a new page. Tables may be continued on as many pages as necessary, provided the columnar headings remain the same and are repeated on each succeeding page. The first page contains the table number and title, and subsequent pages contain the remainder of the table and the designation:

Table # —Continued

The title is not continued to successive pages. [\[sample\]](#)
- **More than one table (with titles) can appear on the same page**, as long as they are separated by two blank double lines, and the second table starts and ends on the same page. [\[sample\]](#)
- **At the end of a chapter.** A disproportionately large number of tables compared with a small amount of text can cause problems with the layout of pages; text that is constantly broken up with tables will be hard for the reader to follow. In cases where numerous tables would disrupt the flow of the text, they may be grouped at the end of the chapter, in the order of their mention in the text.

Oversize tables

A table that will not fit within the margins may be placed lengthwise (landscape) on the page. The table number and title will be placed lengthwise (landscape) above the table. “Landscape” pages should have page numbers in the same place and orientation as other pages. [\[sample\]](#)

Font sizes may be reduced to 11 or 10 point size in tables that are too wide to fit between the left and right margins. No more than one font size may be used within a table.

A “lengthy” table that is more than one page long may be single spaced. [\[sample\]](#)

Tables in an appendix

The consecutive numbering system for tables may be continued in the appendix, or an appendix numbering system may be used. (The first table in the appendix would be Table A.1, and so on.) All tables must be listed in the List of Tables.

12. OTHER ILLUSTRATIVE MATERIAL AND NON PRINT MEDIA

Photographs

Photographs may be included in the thesis, either by printing or photocopying them on cotton paper. If you choose to photocopy, be sure the final product is clear and the image has good contrast.

Slides

Slides should be placed in a plastic slide sleeve.

Compact disk A compact disk (CD) can be included with the thesis or dissertation only

- with the written approval of the adviser,
- if the dissertation is understandable without the material contained on the diskette, and
- when the amount or nature of the information contained therein would make a paper copy of the information difficult to use.

Data appropriate for inclusion on a CD will include, but are not necessarily limited to, such items as long computer runs, raw data, spreadsheets, colored maps that cannot be translated to black and white, complex graphs, and source code. These items should be supplementary to the thesis or dissertation itself.

Items appearing on the CD will not be listed in the List of Tables or the List of Figures.

The computer files on the CD must be in PDF format.

The CD should be clearly marked with the student's name, major, dissertation title, and a reference to the CD's place in the dissertation. The diskette should be "read only."

Since these items can be lost or removed, a copy of the CD should also be left in the department.

The library offers no guarantee that it will support the hardware and software necessary to retrieve the information in the future.

13. EDITING, CORRECTING, DUPLICATING AND PRINT QUALITY

Manuscript corrections All submissions must be neatly executed and correct in spelling, punctuation and format. The student must **PROOF CAREFULLY** before copying and submitting the document to the Thesis/Dissertation Coordinator in the Office of Graduate Study.

Discernible erasures, use of any cover-up or whitening substance, correction tape strips, strikeovers or interlineations are not acceptable in the final copy. However, correction fluid or tape may be used on the master copy before duplicating is done.

The Thesis/Dissertation Coordinator cannot accept replacement sheets or other changes once the final thesis or dissertation has been approved and accepted.

Duplicating Final copies on cotton content paper should not be made until the manuscript is reviewed and approved by the Thesis/Dissertation Coordinator in the Office of Graduate Study, 520 O'Dowd.

Inkjet or dot matrix printing is not acceptable for any portion of the thesis or dissertation, because the ink is water soluble.

Cost and quality of printing vary among vendors, and the student is cautioned to check carefully each page of the copy to be submitted to ensure margins and paper number placement requirements are maintained, and the appearance meets university requirements. The manuscript should also be checked for missing or crooked pages. The bindery company will bind the copy as it is submitted.

Multiple copies must be separated by colored paper.

Number of copies Three copies reproduced on bright white, 25% cotton fiber paper must be submitted to the Office of Graduate Study, to meet university degree requirements. One copy will remain in the Office of Graduate Study, and the remaining two copies will be sent to Kresge Library (one will be archived in the library, and the other will be available for public circulation).

Departments have the right to request copies of theses or dissertations. Since each department has different requirements, students should ask their department for information about the number of copies needed. The department copies may be bound by any method the department may require or suggest.

There is no limit on the number of personal copies students can submit for binding.

Print Quality The print quality of theses and dissertations must be flawless and of professional quality.

The print must appear on one side of the paper only and must be produced with a laser printer which produces clear, consistently dense, black print or professional quality photo reproduction. Submissions will not be accepted if the print is of poor quality.

Manuscripts submitted with dots, background shading and lines generated by a printer or photocopier will be rejected.

Reproduced illustrations (figures, charts, graphs) must be of the highest quality. Only clear, sharp, high-contrast images are acceptable.

No holes, staples, or other perforation marks are permitted on any of the pages of the final copy.

Professional editors and typists Students have the responsibility to produce a thesis or dissertation that demonstrates clarity, correctness, and organization. Students may use the assistance of a professional editor, if they receive the prior approval of the research adviser; the editorial assistance is limited to the use of language and not to subject matter content or meaning; and all editorial assistance is acknowledged in the preface of the final document. Students who have only limited word-processing skills should consider the services of a professional typist.

Approved professional editing assistance is permitted only in the pre-approval stage of thesis or dissertation preparation. *Once the advisory committee's required corrections have been made and the committee has formally approved the manuscript, no further content corrections are permitted.*

Students who contract with private editors or typists must provide those persons with the appropriate style guides. Private editors and typists must communicate with the student, not with the Thesis/Dissertation Coordinator. Students must assume the responsibility for their contractual agreement with a private editor or typist and for the quality of the editor's or typist's work.

Students should not ask the editor or typist to send documents to the Office of Graduate Study. It is the student's responsibility to ensure that the thesis or dissertation is correct prior to submission.

14. MANUSCRIPT ORGANIZATION

Students will submit two copies only of the cover page at the time of final submission. This page is used by the bindery company to create the gold lettering on the bound cover. It is not part of the thesis or dissertation.

The thesis or dissertation must be assembled in the following order and conform to the samples provided.

1. Preliminary pages
 - Title page
 - Copyright page
 - Dedication page (optional)
 - Acknowledgments page (optional)
 - Abstract
 - Preface (optional)
 - Table of Contents
 - List of Tables
 - List of Figures
 - List of Abbreviations or List of Terms or List of Symbols or Glossary or Nomenclature
 - Data on a Compact Disk (optional, with permission of adviser)
2. Text
 - Students, in consultation with their department or committee, determine the internal arrangement within the text.
3. Reference section
 - Appendices
 - References and/or Bibliography

Cover page [sample]	The cover page must conform in spacing and capitalization to the sample. The type size is 14 point; the typeface must match that used in the thesis or dissertation. Nothing on this page is typed in boldface. No page number appears on this page.
---	--

The title, student name and degree conferral information should be copied from the title page.

PRELIMINARY PAGES SECTION

Title page	The title page must conform in spacing and capitalization with the sample. It is not
-------------------	--

(Required)

listed in the Table of Contents. The page number is counted as “i” but is not typed. Illustrations may not be included on the title page. Nothing on this page is typed in boldface.

[\[Master’s\]](#)

[\[Doctoral\]](#)

The title—200 letters and spaces, or less—is typed in inverted pyramid style, single spaced, and in uppercase letters.

Formulas, symbols, superscripts, subscripts, Greek letters, and chemical names must be expressed in words.

Examples:

1. Surface and colloid chemical studies of gamma ferric oxide dispersions
2. Chromosomal localization of the alpha- and beta-globulin of the chicken, *Gallus domesticus*
3. A study of high critical transition temperature superconductivity in the neodymium—barium-copper oxide system
4. Neutral kaon and lambda production in electron-positron annihilation at 29 GeV and the A boson resonance

The student's name must appear as it is on file in the Registrar's Office. Name changes must be processed through the Academic Records office.

Academic programs may vary in the precise wording of the degree awarded; the Thesis/Dissertation Coordinator can confirm the exact degree name.

The year is the year of degree conferral, not the year the thesis or dissertation is submitted and not the commencement year.

Students must insert a signature line for each advisory committee member. This signature of approval indicates that the committee members are satisfied with the substance of the written research, as well as with the format of the thesis or dissertation.

Copyright page
(Required)

The copyright page must conform in spacing and capitalization with the sample. It has no heading and is not listed in the Table of Contents. Page numbers commence on this page as “ii”. Nothing on this page is typed in boldface.

[\[sample\]](#)

Whether students decide to register the copyright or not, a notice of copyright should appear as the sole item on the page immediately following the title page. The copyright notice is centered vertically and horizontally within the margins as follows:

© by Jane B. Student, 2004
All rights reserved

The student name and date must be identical to that appearing on the title page.

Dedication page
(Optional)

[\[sample\]](#)

The dedication honors those who inspired or encouraged the writing of the thesis or dissertation. It has no heading and is not listed in the Table of Contents. It is centered (vertically and horizontally), double spaced, can be typed in italics or regular font, and does not have to be in English. Nothing on this page is typed in boldface.

Acknowledgments
(Optional)

[\[sample\]](#)

The Acknowledgment page must conform exactly in spacing and capitalization with the sample page. It has a heading, is double spaced, and is included in the Table of Contents. Nothing on this page is typed in boldface.

Although acknowledgments are optional, they are a courteous way of recognizing people to whom the author is indebted for guidance, assistance, or special aid.

The thesis or dissertation is a formal document, and the acknowledgment should reflect the same degree of professionalism. If included in the manuscript, it should be a concise statement of no more than one page in length. Only the following can be acknowledged:

- thesis adviser,
 - members of thesis/dissertation committee,
 - laboratory technicians,
 - fellow students who have made a technical contribution to the thesis,
 - external sources of information, products, or financial support,
 - copyright owners who have provided permission to reprint their copyrighted material,
 - immediate family members.
-

The heading is spelled ACKNOWLEDGMENTS not ACKNOWLEDGEMENTS.

Students whose research has been funded by outside grants should check with the principal investigator of the grant regarding proper acknowledgment of the funding source. Most outside funding sources require some statement of acknowledgment of the support.

The student's name is placed on the third line (a triple space) below the last line of text. The name must be identical to that appearing on the title page.

Preface
(Optional)

[\[sample\]](#)

If a Preface is included in the thesis or dissertation, it must conform exactly in spacing and capitalization with the sample. It has a heading, is double spaced and is included in the Table of Contents.

It should contain a brief statement of the scope or purpose in writing the paper. It may also explain the author's choice of subject and his/her belief in its importance.

The Preface must not contain any material covered elsewhere in the paper, in the Abstract, the Introduction, or the Summary and Conclusions.

If articles submitted for publication are used as sections or chapters in the manuscript, the Preface should include the name of the journal(s) the article(s) were submitted to or accepted for publication.

Abstract (Required)	The Abstract page must conform exactly in spacing and capitalization with the sample page. It has a heading, is double spaced, and is included in the Table of Contents.
[Master's]	
[Doctoral]	A thesis abstract contains no more than 150 words; a dissertation abstract contains no more than 350 words.
[UMI abstract (effective Fall 2005 semester)]	The title of the thesis or dissertation and the student's name must appear exactly as it does on the title page.
	The abstract must have a (1) statement of the problem, (2) an exposition of methods and procedures and (3) a summary of the findings.
	Graphs, charts, tables, illustrations, compound numbers or equations should not be included.
	Separate from their dissertation, doctoral students must submit an abstract for inclusion in Dissertation Abstracts International. In content, the abstract will be the same as that appearing in the dissertation; the format will differ, however.
	[sample] This requirement becomes effective Fall 2005 semester.
Table of Contents (Required)	Table of Content format varies, depending on the heading style used for theses or dissertations. Entries with numbered chapter headings (CHAPTER 1, CHAPTER 2, etc.) and decimal numbered section headings will vary somewhat from entries with numbered chapter headings (CHAPTER 1, CHAPTER 2) and unnumbered section headings. A third choice—unnumbered chapter heading equivalents (INTRODUCTION, HYPOTHESIS, GOALS AND SPECIFIC AIMS, MATERIALS AND METHODS, RESULTS, DISCUSSION, CONCLUSION) with unnumbered section headings—is used by the Department of Biology.
[sample: numbered chapter headings and unnumbered section headings]	The Table of Contents page must conform exactly in spacing and capitalization with the appropriate sample page. It has a heading, the entries are single spaced with a double space between entries, and the page numbers—if used—are aligned at the right-hand margin. Nothing on this page is typed in boldface. This page is not included in the Table of Contents.
[sample: numbered chapters with decimal numbered section headings]	The Table of Contents page must conform exactly in spacing and capitalization with the appropriate sample page. It has a heading, the entries are single spaced with a double space between entries, and the page numbers—if used—are aligned at the right-hand margin. Nothing on this page is typed in boldface. This page is not included in the Table of Contents.
[sample: unnumbered chapter equivalents with unnumbered section headings]	Dot leaders between the heading and the associated page number are not used.
	Underlining or italics used in section headings in the text are not used in the Table of Contents.
	Only first, second, and third-level headings (chapters or chapter equivalents, sections and subsections) are included in the Table of Contents.

All preliminary pages must be included in the Table of Contents except the following: title page, copyright page, dedication page and the table of contents.

List of Tables
(Required, if tables are included in the theses or dissertation)

The List of Tables page must conform exactly in spacing and capitalization with the sample page. It has a heading, the entries are single spaced with a double space between entries, and the page numbers are aligned at the right-hand margin. Nothing on this page is typed in boldface. This page is included in the Table of Contents.

[\[sample\]](#)

All tables appearing in the text and appendices must be listed in the List of Tables, even if there is only one example. Table titles must be reproduced verbatim.

Dot leaders between the heading and the associated page number are not used.

List of Figures
(Required, if figures are included in the thesis or dissertation))

The List of Figures page must conform exactly in spacing and capitalization with the sample page. It has a heading, the entries are single spaced with a double space between entries, and the page numbers are aligned at the right-hand margin. Nothing on this page is typed in boldface. This page is included in the Table of Contents.

[\[sample\]](#)

All figures appearing in the text and appendices must be listed in the List of Figures, even if there is only one example. Type the first sentence of the caption as it appears in the manuscript.

Dot leaders between the heading and the associated page number are not used.

If the caption appears on the page preceding the figure, the page number of the caption page is listed.

List of Abbreviations or List of Terms or List of Symbols or Glossary or Nomenclature
(Required)

The List of Abbreviations, List of Terms, List of Symbols, Glossary, or Nomenclature page must conform exactly in spacing and capitalization with the sample page. It has a heading, the entries are single spaced with a double space between entries, and the page numbers are aligned at the right-hand margin. Nothing on this page is typed in boldface. This page is included in the Table of Contents.

[\[sample\]](#)

When abbreviations of words or phrases which are not in common usage are used in the text, a LIST OF ABBREVIATIONS must be included.

Data on a Compact Disk
(Optional)

This page must conform exactly in spacing and capitalization with the sample page. It has a heading, the entries are single spaced with a double space between entries, and the page numbers are aligned at the right-hand margin. Nothing on this page is typed in boldface. This page is included in the Table of Contents.

[\[sample\]](#)

TEXT SECTION

The text section, which is the body of the thesis or dissertation; must be divided into major divisions, i.e., chapters or chapter equivalents, appropriate for the topic or field. The chapter number (CHAPTER I) and its chapter heading or the chapter equivalent (INTRODUCTION, HYPOTHESIS, GOALS AND SPECIFIC AIMS, MATERIALS AND METHODS, RESULTS, DISCUSSION, CONCLUSION) must be centered and typed in upper case. Only chapters or chapter equivalents may begin on a new page.

A major division entitled INTRODUCTION may precede the first numbered chapter or section. If this method is used, the student must end the document with another unnumbered major division entitled CONCLUSION.

The text fills each page from the top margin to the bottom margin, adjusting the latter when necessary to avoid "widows" and "orphans." *Except for the last page of a chapter, all pages are filled; no partially filled pages will be approved.*

[\[sample\]](#)

REFERENCES SECTION

Appendices

[\[sample\]](#)

Materials which are peripheral but relevant to the main text of the thesis or dissertation should be placed in appendices. These may include survey instruments, additional data, computer printouts, details of a procedure or analysis, a relevant paper written by the student, etc. and may be assembled appropriately so that each type of collected information is placed in a separate, lettered appendix, e.g.,

APPENDIX A
SURVEYS

APPENDIX B
DATA TABLES

APPENDIX C
QUESTIONNAIRES

If the manuscript contains only one appendix, it should be named

APPENDIX
TITLE OF THE APPENDIX

Appendix material must meet the same requirements of margins, pagination, and paper quality as the text itself. Reduction of materials to meet margin requirements is acceptable only if the print remains clear and legible.

All material included in the appendices must meet font requirements, except for reproduced material produced in a different font.

If the student's research involved protected subjects or materials such as those regulated by the university's Institutional Review Board for the Protection of Human Subjects (IRB), the Institutional Animal Care and Use Committee (IACUC), or the Institutional Biosafety Committee (IBC), a copy of the signed research protocol clearance must be included as an appendix.

Copyright permission letters must be included as an appendix.

References
(Required)
[\[sample\]](#)

All theses and dissertations must include either a REFERENCES section or a BIBLIOGRAPHY section or both.

The REFERENCES section contains a list of texts explicitly cited in the thesis or dissertation.

Only those sources that the student has actually read should be listed in this section. Sources not read—reading a review instead or trusting another author’s citation—should be listed in the Bibliography and appear in the text as “reviewed in” or “as cited in.”

The guidelines presented in the department’s selected style manual should be used to format this section.

Individual references are single spaced with a double space between each entry. Entries should not be split between pages.

Bibliography

Any background materials not explicitly cited in the manuscript should be listed in a separate BIBLIOGRAPHY, following the same style manual used for the REFERENCES.

12. WORD TEMPLATE

The thesis/dissertation templates are a collection of Word files that meet many of the current guidelines of the Office of Graduate Study. Whether students are beginning to write their thesis or dissertation or are finished writing and need to format the document, use of these optional templates will:

- place page numbers and set margins and line spacing,
- provide formats for the preliminary pages, main text and reference sections into which the manuscript’s individual files can be inserted.

The Office of Graduate Study provides these as a convenience to students, but use of the templates does not guarantee that theses or dissertations will be properly formatted. These templates can be used, in conjunction with this manual, as an aid to format theses and dissertations; however, students are entirely responsible for meeting the format requirements.

13. LaTeX

Computer-generated manuscripts are subject to the format requirements to which all other manuscripts are held (**effective Fall 2005 semester**).

A LaTeX Template is available, but only for those familiar with the LaTeX program. Please remember, there is no user support available for the LaTeX Template.

APPENDIX A

EXPLANATION OF WHEN TO USE OAKLAND FORMAT AND WHEN TO USE DEPARTMENT STYLE GUIDE FORMAT

	Guide to the Preparation of Graduate Theses/Dissertations	Departmental style manual
Appendix cover page	OU format supersedes style manual format.	
Block quotes (indenting)	Use OU format instructions for indenting block quotes, if your department does not require use of a style manual.	If your department requires use of a style manual, follow its instructions for indenting block quotes. For spacing instructions, see Block quotes (spacing) .
Block quotes (spacing)	OU format supersedes style manual format.	
Chapter headings	OU format supersedes style manual format.	
Displayed equations	OU format supersedes style manual format	
Figure captions (format and placement)	Use OU format instructions for format and placement of figure captions, if your department does not require use of a style manual.	If your department requires use of a style manual, follow its instructions for figure caption format and placement For spacing instructions, see Figure captions (spacing) .
Figure captions (spacing)	OU format supersedes style manual format.	
Justification and alignment	OU format supersedes style manual format for text justification.	If your department requires use of a style manual, follow its instructions for the alignment of text in tables (e.g., left, centered) and alignment of numbers (e.g., aligned at the decimal point)

	Guide to the Preparation of Graduate Theses/Dissertations	Departmental style manual format
Line spacing	OU format supersedes writing style manual format: <ul style="list-style-type: none"> • block quotes • references and/or bibliography 	
	<ul style="list-style-type: none"> • multiline headings (chapter/major section, section, table, figure) • long lists or tables 	
Margins	OU format supersedes writing style manual format.	
Running page headers	OU format supersedes writing style manual format.	
Section/subsection headings (format and placement)	Use OU format instructions for format, style and placement of section/subsection headings, if your department does not require use of a style manual.	If your department requires use of a style manual, follow its instructions for the format, style and placement of section/subsection heading levels. For spacing instructions, see Section/subsection (spacing) .
Section/subsection headings (spacing)	OU format supersedes style manual format.	
Table of Contents (spacing)	OU format supersedes style manual format.	
Table titles (format and placement)	Use OU instructions for table title format and placement, if your department does not require use of a style manual.	If your department requires use of a style manual, follow its instructions for the position and format of table titles. See Table titles (spacing).
Table titles (spacing)	OU format supersedes style manual format.	
Widows and orphans	OU format supersedes style manual format.	

INDEX OF LINKED SAMPLES

Appendices

Block Quotations

Bulleted and numbered lists

Chapter equivalent heading

Chapter heading

Citation for table or figure copied from a
copyrighted article

Citation for table or figure copied from a
copyrighted book

Copyright permission letter – Doctoral students

Copyright permission letter – Master’s students

Cover page

Equations

Figure placement:

Extra space between figure and text

Figure embedded in text (medium-sized)

Figure embedded in text (small)

Figure in landscape orientation

Figure surrounded by text

Figure with caption on facing page
(landscape orientation)

Figure with caption on facing page
(portrait orientation)

Large figure continued on a second page

Large figure on a folded page

Large figure on a separate page

Multipart (nested) figures

Two figures on one page

Format checklist

Headings, multiline chapter and section
headings

Margin, header and footer settings for Word

Partially filled pages of text

Preliminary pages (in order of appearance)

Title page – Master’s

Title page – Doctoral

Copyright page

Dedication page

Acknowledgments

Abstract – Master’s

Abstract – Doctoral

Abstract (UMI®)-Doctoral

Preface

Table of Contents-multilined entries

Table of Contents – numbered chapter
headings and unnumbered section
headings

Table of Contents – numbered chapters with
decimal numbered section headings

Table of Contents – unnumbered chapter
equivalents with unnumbered section
headings

List of Tables

List of Figures

List of Abbreviations or List of Terms or
List of Symbols or Glossary or
Nomenclature

Data on a Compact Disk

References

Section level headings for students using no
departmental style guide

Single line before section headings

Survey of Earned Doctorate's form

Survey of Earned Doctorate's pamphlet

Tables

Table embedded in text (medium-sized)

Table embedded in text (small)

Table format for students using no
departmental style guide

Table in landscape orientation

Large table continuing to other pages

Large table on a separate page

“Lengthy” tables

Two tables on a page

Widows and orphans