WELCOME!

FORMATTING YOUR THESIS OR DISSERTATION
Why is the format of your dissertation or thesis important?

- forms immediate first impression
- makes it easier to read and understand
- lends credibility to content
Overview

Reference Materials

• Specifications (Rules)
• Templates (MS, PhD)
• Publication Option
• http://grad.mst.edu – Current Students – Theses & Dissertations

• A Manual for Writers of Term Papers, Theses, and Dissertations, 6th ed., by Kate L. Turabian

Most common mistakes
• In accordance with policy established by the Graduate Faculty, it is the responsibility of the advisory committee to see that theses and dissertations are edited for spelling, grammar, organization, stylistic consistency, completeness, and agreement between the Table of Contents and the contents.
• The Office of Graduate Studies is responsible for maintaining specifications necessary for the processing, microfilming, binding and storing of theses and dissertations, and for the maintenance of some uniformity of organization.
FIRST THINGS FIRST

• Margins must be 1 ½” left, 1” top, right, bottom
• Font size must be at least 11 point. 12 point is preferable for microfilming.
• Must be at least 1.5 line spacing, Double spaced is better for microfilming.
• Paragraphs must be indented ½” consistently.
BE CONSISTENT!
Preliminary pages (front matter):
  • Front flyleaf (a blank cover sheet of paper)
  • Title page
  • Blank page or copyright notice
  • Publication thesis/dissertation option (if applicable)
  • Abstract (250 to 350 words, one page maximum)
    Preface (recommended but not required)
  • Acknowledgments
  • Table of Contents
  • List of Illustrations
  • List of Tables
  • List of Maps
    List of Abbreviations or Nomenclature
  Glossary
Text:
• Body of thesis or dissertation (includes text, illustrations, and tables)

Back Matter:
• Appendices
  Endnotes (Microfilm readers prefer footnotes)
• Bibliography or references
  Index
• Vita
  Addendum
Back flyleaf (a blank cover sheet of paper)
EFFECTIVE LAND-USE OF THE MISSOURI DAM SITE AREAS

by

JOHN HENRY MINER

A THESIS

Presented to the Faculty of the Graduate School of the
MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY

In Partial Fulfillment of the Requirements for the Degree

MASTER OF SCIENCE IN CERAMIC ENGINEERING

2008

Approved by:

John D. Snow, Advisor
Ralph L. Winter
C. Randolf Fall
EXPERT SYSTEMS FOR THE SELECTION AND EVALUATION OF
TWO-PHASE CONVECTIVE HEAT TRANSFER COEFFICIENTS

by

ELIZABETH ELAINE CARNOT

A DISSERTATION

Presented to the Faculty of the Graduate School of the
MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY
In Partial Fulfillment of the Requirements for the Degree

DOCTOR OF PHILOSOPHY

in

MECHANICAL ENGINEERING

2008

Approved by:

Robert Smith, Advisor
James B. Brown
Charles R. Jones
D. F. Ling
Hardy Davidson
Eric W. Anderson
Licensing Associate
Tech Commercial & Econ Development
341-4551
203 University Center
ericwa@mst.edu
ABSTRACT

• One page only, double spaced

• The abstract should be a concise, clear statement of the important points which have been brought out in the Thesis or Dissertation. It should summarize the problems dealt with by the research, the methods employed, and the major findings. As a digest of the entire thesis or dissertation, the abstract should be organized to correlate with the thesis/dissertation outline.
PUBLICATIONS THESIS* OPTION

• Available for THESIS * or DISSERTATION (T/D)
• Must submit with the T/D a copy of the specifications for writers from the journal to which the T/D is submitted, or a reprint of a sample article.
• Publication option is allowed when the T/D is prepared with the objective of publication in a professional journal. The Office of Graduate Studies will accept conventional T/Ds written in the format prescribed by the style manual of the intended journal. However, the T/D must adhere to S&T margins and minimum print size requirements. Each T/D should include the following sections:

  Preliminary pages (including Publication Thesis/Dissertation Option page, see Attachment D in specs)
  – Introduction
  – Review of literature
  – Journal articles
  – Conclusions
  – Back matter
ACKNOWLEDGEMENTS

• It is customary to acknowledge graduate fellowships, grants, travel funds, and any special help you may have received outside your committee (from adjunct professors, library staff, or others) that led to the completion of your research.

• Can be written in 1st person. Watch grammar and spelling.
### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABSTRACT</td>
<td>iii</td>
</tr>
<tr>
<td>ACKNOWLEDGEMENTS</td>
<td>iv</td>
</tr>
<tr>
<td>LIST OF ILLUSTRATIONS</td>
<td>vii</td>
</tr>
<tr>
<td>LIST OF TABLES</td>
<td>ix</td>
</tr>
<tr>
<td>NOMENCLATURE</td>
<td>xi</td>
</tr>
</tbody>
</table>
SECTION

1. INTRODUCTION ......................................................................................................................... 1
   1.1 TITLE .................................................................................................................................. 2
   1.2 TITLE .................................................................................................................................. 3
       1.2.1 Third Level Heading ................................................................................................. 4
       1.2.2 Title .......................................................................................................................... 5
           1.2.2.1 Fourth level heading ......................................................................................... 6
   2. LITERATURE REVIEW .......................................................................................................... 8
   3. BODY OF TEXT ..................................................................................................................... 10
   4. CONCLUSIONS ....................................................................................................................... 15
For one appendix:

APPENDIX.................................................................................................20
BIBLIOGRAPHY..........................................................................................22
VITA..............................................................................................................25

For two or more:

APPENDICES
   A. TITLE .................................................................................................17
   B. TITLE.................................................................................................20
BIBLIOGRAPHY..........................................................................................22
VITA..............................................................................................................25
PLEASE NOTE:

• Capitalization and wording of headings or subheadings should be the same in the Table of Contents as in the text ..................................................9

• Single space run over lines within headings, double space between headings or subheadings............10
# LIST OF ILLUSTRATIONS

<table>
<thead>
<tr>
<th>Figure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Title of Figure</td>
<td>2</td>
</tr>
<tr>
<td>1.2 Second figure title</td>
<td>3</td>
</tr>
<tr>
<td>2.1 First figure in 2\textsuperscript{nd} Section</td>
<td>5</td>
</tr>
</tbody>
</table>

or

| Figure 1.1 title | 2 |
LIST OF TABLES

Table                                                                 Page
1.1 Table Title Here ........................................................................ 8
2.1 Next Table Title ......................................................................... 10

or

Table 1.1 Title ................................................................................ 8
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBLICATION THESIS/DISSERTATION* OPTION.</td>
<td>iii</td>
</tr>
<tr>
<td>ABSTRACT</td>
<td>iv</td>
</tr>
<tr>
<td>ACKNOWLEDGEMENTS</td>
<td>v</td>
</tr>
<tr>
<td>LIST OF ILLUSTRATIONS</td>
<td>vii</td>
</tr>
<tr>
<td>LIST OF TABLES</td>
<td>ix</td>
</tr>
<tr>
<td>NOMENCLATURE</td>
<td>xi</td>
</tr>
</tbody>
</table>
## Table of Contents, continued

### SECTION

1. INTRODUCTION ............................................................................................................ 1
2. LITERATURE REVIEW .................................................................................................. 8

### PAPER

I. FIRST PAPER TITLE ...................................................................................................... 10
   Abstract ......................................................................................................................... 10
   1. Introduction ............................................................................................................. 11
   Subheading .................................................................................................................... 11
   References ..................................................................................................................... 15
   II. Paper Two Title ....................................................................................................... 20

### SECTION

3. CONCLUSIONS .............................................................................................................. 30
VITA ................................................................................................................................. 35
# LIST OF ILLUSTRATIONS

<table>
<thead>
<tr>
<th>Figure</th>
<th>Section 1</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.1 Title</td>
<td>10</td>
</tr>
<tr>
<td>Paper I</td>
<td>1. Title</td>
<td>15</td>
</tr>
<tr>
<td>Paper II</td>
<td>1. Title</td>
<td>20</td>
</tr>
<tr>
<td>Section 2</td>
<td>2.1 Title</td>
<td>30</td>
</tr>
</tbody>
</table>
**NOMENCLATURE**

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$\alpha$</td>
<td>alpha</td>
</tr>
<tr>
<td>$\mu$</td>
<td>mu</td>
</tr>
</tbody>
</table>
1. INTRODUCTION

• No visible page number on this page.
• Three blank lines between heading and text.
• Three blank lines before 2\textsuperscript{nd} level headings.

1.1 SECOND LEVEL HEADING

Start text as a paragraph.
1.1.1 Third Level Headings. These subheadings are indented ½”, should be in bold, end in a period, and have text follow immediately after period. Each major word in this level heading begins with a capital letter. No extra line spacing is before this level of heading.

1.1.1.1 Fourth level headings. Same as 3rd level headings but have only the first word of the heading begin with a capital letter.

1.1.1.1.1 Fifth level headings. Same as 3rd and 4th but should also be underlined. Try to avoid past 4th level. Try bulleted items.
• Avoid using first person, personal pronouns in writing. My, me, I, our, etc. as a rule should not be used in formal writing.
• Try to fill pages as close as possible to the 1” bottom margin. Avoid too much white space.
• Font size and style must be consistent throughout, including page numbers, equations, etc.
• Lines under equations should not be indented except when beginning a new paragraph.
2. Figures and Tables

- Figures title below; table titles above
- All figures and tables must be mentioned by number in text BEFORE they appear. Mention in consecutive order in the order in which they appear and as soon as possible after they are first mentioned in text.
- Must have 4 blank spaces before and after all figures and tables in text.
- Consistency in placement of figures and figure titles.
- Consistent use of period (or no period) at the end of figure titles.
2. Figures and Tables (cont.)

• When you split a figure or table over two pages (or more), include figure/table number, title and “(cont.)” on the following figures or tables. Use the first page it appears as page number in List of Illustrations/List of Tables.

• Common figure title for figures with (a), (b), etc. Use actual figure title in List of Illustrations.

• Be sure figures are readable.
APPENDIX

TITLE

• When you have only one appendix, put this heading on the first page of the appendix. Do not use a letter or title page.
• Appendix is considered extra information, not an actual part of the Thesis or Dissertation. Do not include appendix figures or tables in List of Illustration/List of Tables.
• Maintain margins and page numbering
• Lengthy appendices can be put on CD
  – 2 copies of CD for MS
  – 3 copies of CD for PhD
APPENDICES

• If you have more than one appendix, include a title page for each appendix.
• There should be no visible page number on the title pages, but the title page number is listed in the Table of Contents.
APPENDIX A

TITLE
APPENDIX B

VISUAL BASIC CODE, PRINTOUTS & PLOTS ON CD-ROM
1. INTRODUCTION

Included with this T/D is a CD-ROM, which contains the VISUAL BASIC CODE of all fourteen original warrant-pricing models, the statistical test printouts and plots from the Phase II, Phase III and Phase IV of this study. Each module of the VISUAL BASIC CODE has been developed using VISUAL BASIC for Microsoft Excel 97. All documents have been prepared as Microsoft Word 97 document files (Windows 98). An outline of the contents of the CD-ROM is as follows.

2. CONTENTS

Info.TXT

VISUAL BASIC Programs:

Code.DOC

Printouts & Plots:

Phase II.DOC

Phase III.DOC

Phase IV.DOC


VITA

• Must include Date of Birth
• Should include all degrees awarded with at least the year they were awarded
• Should be one page only
These pages should have NO visible page numbers:

- Title Page
- Copyright or blank page
- Page 1
- Appendix Title Pages
- Front Matter (title page-Nomenclature), use lowercase Roman numerals i, ii, iii, iv, etc.
- Body of Text – Vita, use Arabic numerals 1, 2, etc.
Final Library Copy

• Quality white paper with watermark
  – at least 25% cotton content
  – at least 16 pound weight

• The Library copy is the official copy and is submitted to the Office of Graduate Studies

• Graduate Catalog recommends
  – Original Library Copy
  – 3 copies, you, your advisor, your department
QUESTIONS, COMMENTS?

Email: mstgrad@mst.edu