Thesis and Dissertation Formatting
by
Office of Graduate Studies
Visit the Office of Graduate Studies website (grad.mst.edu) to find deadline dates for the semester in which you plan on receiving your degree. You must meet the following three deadlines in order to graduate in that specific semester:

> 1st format check
> Form 2/7
> Final thesis/dissertation copy
Completion vs Graduation

> **Completion date** – this is the date in which all degree requirements are met.

> **Graduation date** – this is the date in which the degree is issued for.

> *After the date of completion, but prior to graduation, our office can provide a degree completion letter at your request.*
Format Checking Process

> Submit a hard copy of your thesis/dissertation to the front desk of G8 Norwood Hall to begin the required format checking process.
  - This can be done prior to the final defense as long as it is a complete copy with few changes expected after defending.

> T/D will be assigned to someone in Graduate Studies and you will work back and forth with that person until all necessary corrections have been made.

> After defending, the Form 2/7 must be submitted to Graduate Studies.
  - This MUST be done before a final copy can be submitted.
  - There is a section on the form which indicates how the final copy should be submitted. (See examples on next slide)

> Once all corrections have been made and the Form 2/7 has been received by Graduate Studies, you will then be given instructions on how to submit the final copy.
  - Once the final copy is submitted, the format will be reviewed again to ensure no more corrections are needed. If additional corrections must be made, it will be returned to you to make the changes. If not, the final copy will then be accepted.
If one of the top two boxes are checked on either form, the final T/D will be submitted electronically.

If the bottom box is checked on either form, the final T/D must be submitted as a hard copy.

If this happens, there are special requirements for submission such as paper type and including additional items (completed documents, flash drive or CD, etc.).
LaTeX users must email Sharon Matson at matsons@mst.edu for access to the most current version of the campus approved T/D class and template.

> Use of other class and/or style files are less likely to meet university approved specifications.

> For best results begin the preparation of your thesis/dissertation with the campus approved class and its associated template.

Microsoft Word Templates:
http://grad.mst.edu/currentstudents/thesisdissertationinformation/formatting/

*SOMEONE ELSE’S T/D IS NOT A TEMPLATE!*
Specifications for Theses and Dissertations are the rules that must be followed.

http://grad.mst.edu/currentstudents/thesisdissertationinformation/formatting/
Margins must be 1.5” left, 1” top, right, bottom.
- Maintain margins for figures, tables, and appendices.

Page numbers are to be placed ½” down from the top of the page and justified on the right margin.

Font size must be at least 11 point. 12 point is preferred.

Recommended font style is Times New Roman or Arial.

Font size and style must be consistent throughout, including page numbers, equations, figure/table titles, etc.

Line spacing must be 1.5 or double space, and must be consistent throughout. (The Abstract must be double spaced.)
If you are using full justification then you must fully justify ALL pages, including the bibliography.

> Other than headings, do not use bold, italics or underlines in the text of the main body.

> Paragraphs must be indented ½” consistently.

> Do not indent text below equations unless it starts a new paragraph.

> Equations should be centered and numbered consecutively, with the numbers listed in parenthesis and aligned on the right margin. (1.5 space or double space before and after equations)

> Landscape pages must maintain margins and page number placement. (See example on next slide.)
Figure 1.1. This figure is so large that it must be included as landscape orientation.
Order of Material

Preliminary pages (front matter):

> Front flyleaf (an optional blank sheet of paper)
> Title page
> Blank page or copyright notice
> Publication thesis/dissertation option (if applicable)
> Abstract
> Acknowledgments
> Table of Contents
> List of Illustrations (if applicable)
> List of Tables (if applicable)
> List of Abbreviations or Nomenclature (if applicable)
Main Body:

> Includes text, illustrations, and tables

Back Matter:

> Appendix/Appendices (if applicable)
> Bibliography or References
> Vita
> Back flyleaf (an optional blank sheet of paper)
  – If you have a front flyleaf, must also have a back flyleaf
Do not include visible page numbers on the following pages:
- Flyleaf pages
- Title Page
- Blank or Copyright Page
- Page 1 of main body
- Appendix title pages

Front Matter pages should be numbered with lowercase Roman numerals (iii, iv, v, etc. – Page iii is the first page with a visible page number).

Main body (all pages after the front matter, through the Vita) should be numbered with Arabic numerals (2, 3, 4, etc. – Page 2 is the first page with a visible page number).
Title Page

- Center Text (vertically and horizontally)
- Title of the T/D should be in ALL-CAPS
- Double space the title if it exceeds one line
- Include full legal name in ALL-CAPS
- Make sure program is listed correctly
- Make sure everything is spelled correctly, including committee names
- Year included should be the year in which the degree is awarded (not when the T/D is submitted/accepted)
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

2017

Approved by

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

by

JOHN HENRY MINER

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

2017

Approved by

John D. Snow, Advisor
Ralph L. Winter
C. Randolf Fall
Ilove Spring
Caroline M. Summer
Publication Thesis/Dissertation Option

> 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(s).

> If formatting according to the journal, you must submit with the T/D for first format check, a copy of the specifications for writers from the journal(s) to which the paper(s) are being submitted, or a reprint of a sample article.

> If formatting according to S&T specifications, you must indicate that in the Publication Thesis/Dissertation Option Page.

> Must adhere to S&T requirements for margins, spacing, minimum print size, and page number placement.
> Page iii (first page with a visible page number).
> Page must be in paragraph form.
> Must indicate if the T/D was formatted according to journal specs.
> Must indicate page numbers and journal(s) submitted to (see sample below).

**PUBLICATION THESIS/DISSERTATION* OPTION**

This thesis (or dissertation*) consists of the following three articles which have been submitted for publication, or will be submitted for publication as follows and have been formatted in the style used by each journal:

- **Paper I:** Pages 10-30 have been submitted to XYZ Journal.
- **Paper II:** Pages 33-60 are intended for submission to ABC Journal.
- **Paper III:** Pages 62-87 have been accepted by 123 Journal.
If you are submitting a publication option T/D, but formatting to university specifications, please format the Publication Thesis/Dissertation* Option page like the sample below:

**PUBLICATION THESIS/DISSERTATION* OPTION**

This thesis (or dissertation*) consists of the following two articles, formatted in the style used by the Missouri University of Science and Technology:

- **Paper I:** Pages 10-30 have been submitted to XYZ Journal.
- **Paper II:** Pages 33-60 are intended for submission to ABC Journal.
- **Paper III:** Pages 62-87 have been accepted by 123 Journal.
Abstract

- Must be one page only.
- Must be double spaced.
- The abstract should be a concise, clear statement of the important points which have been brought out in the T/D. It should summarize the problems dealt with by the research, the methods employed, and the major findings.
Acknowledgements

> Must be one page only.

> Can be written in 1st person.

> 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.
# Example of Table of Contents

## 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>ACKNOWLEDGMENTS</td>
<td>iv</td>
</tr>
<tr>
<td>LIST OF ILLUSTRATIONS</td>
<td>vii</td>
</tr>
<tr>
<td>LIST OF TABLES</td>
<td>viii</td>
</tr>
<tr>
<td>NOMENCLATURE</td>
<td>ix</td>
</tr>
<tr>
<td>SECTION</td>
<td></td>
</tr>
<tr>
<td>1. INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>1.1. SECOND LEVEL HEADING</td>
<td>2</td>
</tr>
<tr>
<td>1.1.1. Third Level Heading</td>
<td>3</td>
</tr>
<tr>
<td>1.1.2. Third Level Heading</td>
<td>4</td>
</tr>
<tr>
<td>1.1.2.1 Fourth level heading</td>
<td>5</td>
</tr>
<tr>
<td>1.1.2.2 Fourth level heading</td>
<td>6</td>
</tr>
<tr>
<td>1.2. SECOND LEVEL HEADING</td>
<td>7</td>
</tr>
<tr>
<td>2. FIRST LEVEL HEADING</td>
<td>8</td>
</tr>
<tr>
<td>3. CONCLUSIONS</td>
<td>9</td>
</tr>
</tbody>
</table>
Example of Table of Contents (cont.)

For one appendix:

APPENDIX .................................................................................................................. 10
BIBLIOGRAPHY .......................................................................................................... 11
VITA ............................................................................................................................. 12

For two or more appendices:

APPENDICES
A. TITLE .................................................................................................................. 10
B. TITLE .................................................................................................................. 11
BIBLIOGRAPHY .......................................................................................................... 12
VITA ............................................................................................................................. 13
Capitalization and wording of headings/subheadings should be the same in the Table of Contents as in the main body.

Single space and line up text for headings/subheadings that exceed one line; 1.5 line space or double space between headings/subheadings.

The words ‘TABLE OF CONTENTS’ are not listed in the Table of Contents.

Never italicize, bold, or underline in the Table of Contents.
## Example of List of Illustrations

### LIST OF ILLUSTRATIONS

<table>
<thead>
<tr>
<th>Figure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1. Example Four-Bar Linkage</td>
<td>2</td>
</tr>
<tr>
<td>1.2. Four-Bar Linkage – Crossed Configuration</td>
<td>3</td>
</tr>
<tr>
<td>1.3. Example Mechanism</td>
<td>4</td>
</tr>
<tr>
<td>2.1. Vector Loop Decomposition of Loop 1</td>
<td>5</td>
</tr>
</tbody>
</table>

### OR

### LIST OF ILLUSTRATIONS

<table>
<thead>
<tr>
<th>Figure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure 1.1. Example Four-Bar Linkage</td>
<td>2</td>
</tr>
<tr>
<td>Figure 1.2. Four-Bar Linkage – Crossed Configuration</td>
<td>3</td>
</tr>
</tbody>
</table>
**Example of List of Tables**

**LIST OF TABLES**

<table>
<thead>
<tr>
<th>Table</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1. Example Four-Bar Linkage</td>
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</tr>
</tbody>
</table>

**OR**

**LIST OF TABLES**

<table>
<thead>
<tr>
<th>Table</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table 1.1. Example Four-Bar Linkage</td>
<td>2</td>
</tr>
<tr>
<td>Table 1.2. Four-Bar Linkage – Crossed Configuration</td>
<td>3</td>
</tr>
</tbody>
</table>
### NOMENCLATURE

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$\beta$</td>
<td>Angle of Attack</td>
</tr>
<tr>
<td>$\alpha$</td>
<td>Change in Coupler Angle</td>
</tr>
</tbody>
</table>
# 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>Acknowledgments</td>
<td>v</td>
</tr>
<tr>
<td>List of Illustrations</td>
<td>viii</td>
</tr>
<tr>
<td>List of Tables</td>
<td>vix</td>
</tr>
<tr>
<td>Nomenclature</td>
<td>x</td>
</tr>
<tr>
<td>SECTION</td>
<td></td>
</tr>
<tr>
<td>1. Introduction</td>
<td>1</td>
</tr>
<tr>
<td>2. First Level Heading</td>
<td>2</td>
</tr>
<tr>
<td>Paper</td>
<td></td>
</tr>
<tr>
<td>I. First Paper Title</td>
<td>3</td>
</tr>
<tr>
<td>Abstract</td>
<td>4</td>
</tr>
<tr>
<td>1. Introduction</td>
<td>5</td>
</tr>
<tr>
<td>1.2. Second level heading</td>
<td>6</td>
</tr>
<tr>
<td>References</td>
<td>7</td>
</tr>
<tr>
<td>II. Second Paper Title</td>
<td>8</td>
</tr>
<tr>
<td>Section</td>
<td></td>
</tr>
<tr>
<td>3. Conclusions</td>
<td>9</td>
</tr>
<tr>
<td>Vita</td>
<td>10</td>
</tr>
</tbody>
</table>
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<tr>
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<td>Paper II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Example Mechanism</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Section</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.1. Vector Loop Decomposition of Loop 1</td>
<td>5</td>
</tr>
</tbody>
</table>
# Example of List of Tables (Publication Option)

## LIST OF TABLES

<table>
<thead>
<tr>
<th>Table</th>
<th>Section</th>
<th>Page</th>
</tr>
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<td></td>
<td>5</td>
</tr>
</tbody>
</table>
Major headings must start on a new page (i.e. Abstract, Table of Contents, as well as 1., 2., etc.)
- Centered, bold, and ALL-CAPS
- Add an extra line space between heading and text

Second level subheadings (ex: 1.1., 2.4., etc.)
- Add an extra line space before 2nd level headings
- Left aligned, bold, and ALL-CAPS
- Start text as a paragraph below heading (1.5 space or double space below)
1.1.1 Third Level Headings. These subheadings are indented ½”, 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 needed before this level of heading.

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

1.1.1.1.1 Fifth level headings. Same as 4th but the heading is also underlined. Do not underline the heading number. Also, do not underline the heading in the Table of Contents.

– If another subheading is needed after 5, it should be avoided, and bullet points used instead
Examples of Headings in Main Body

1. INTRODUCTION

Text begins here. Indent all paragraphs 1/2”. Add an extra line space below the 1st level heading and also above the 2nd level heading.

1.1. SECOND LEVEL HEADING

Text begins here. Avoid stacking headings by including text between.

1.1.1 Third Level Heading. Indent 1/2”, capitalize the first letter of each major word, and end with a period. Text immediately follows on the same line.

1.1.1.1 Fourth level heading. Indent 1/2”, capitalize the first letter of the first word only, and end with a period. Text immediately follows on the same line.

1.1.1.1.1 Fifth level heading. Indent 1/2”, capitalize the first letter of the first word only, underline the text, and end with a period. Text immediately follows on the same line.
Other Formatting Points

> Do not use first person or personal pronouns (my, me, I, our, we, etc.) in formal writing.

> Try to fill pages as close as possible to the 1” bottom margin. (If figure/table is too large to fit at the bottom of the page, use the next available text to fill the blank space to the bottom margin without moving the figure/table.)
  – The next two slides will give an example of too much space “TMS” at the bottom of the page, as well as example of a solution to correct the problem.
Figures 1.1 and 1.2 below show some random images that were chosen to illustrate the importance of filling up the blank space as close as possible to the bottom 1” margin.

Figure 1.1: This is a random picture of penguins.

Figure 1.2: Tulips are very pretty flowers.

1.3. Figures can cross over second level sections but not first

Both of these random pictures were mentioned before they appear at the top of page 6. Since Figure 1.2 is too large to fit also fit on page 6, it was moved down to page 7, therefore leaving a lot of unnecessary blank space below Figure 1.1 on page 6. Since there is text below Figure 1.2 on page 7, it is appropriate to move such text up to page 6 to fill in the blank space. As long as the figures are mentioned before they appear (within a couple of pages is fine), then it is acceptable to do so. The next sample will show you how this should be done. Please keep in mind that this is only a sample to illustrate how the placement of text should be done in order to adhere to specifications.
Figures 1.1 and 1.2 below show some random images that were chosen to illustrate the importance of filling up the blank space as close as possible to the bottom 1" margin.

1.1. This is a random picture of penguins.

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1.2. Tulips are very pretty flowers.
Figures and Tables

> Figure titles are placed below figures; table titles are placed above tables.

> All figures and tables must be mentioned by number in text BEFORE they appear. Mention in consecutive order in which they appear and they should appear as soon as possible (within a couple pages is fine) after they are first mentioned in text.

> Leave 3-4 blank lines consistently before and after all figures and tables surrounded by text.

> Single space titles that exceed one line.

> Be consistent with the use of periods (or no periods) at the end of figure/table titles.
Figures and Tables (cont.)

> Must maintain all margins and page number placement, including landscaped figures/tables.

> When you split a figure/table between two or more pages, you must have the figure/table number, title and (cont.) on all subsequent pages after the figure/table first appears. The page number that is included in the LI/LT should be the first page in which the figure/table appears.

> Common titles should be used for figures/tables with multiple parts (a), (b), etc. The common title is all that should be included in the LI/LT. Extra information is not necessary in the LI/LT and titles are typically only listed up to the first period.

> Make sure all figures/tables are easily readable
Appendix Information

> The appendix is considered extra information and not a part of the sections within the T/D. Figures/Tables within appendices are not included in the LI/LT.

> Maintain margins and page numbering throughout appendices.

> When you have only one appendix, include the heading at the top of the first page of the appendix, with the title double spaced below. The heading and title should be bold and in ALL-CAPS (see example below).

APPENDIX

VISUAL BASIC CODE, PRINTOUTS & PLOTS ON CD-ROM

> If you have more than one appendix, you need to include title pages for each appendix. Heading and title should be in ALL-CAPS, 1.5 space or double spaced, and centered vertically on the page (see example on next slide).

  – There should not be a visible page number on the title pages, but the page numbers of the title pages do get included in the Table of Contents.
APPENDIX B.

THIS IS ANOTHER APPENDIX
BIBLIOGRAPHY


OR

3. http://www.sce.carleton.ca/faculty/chinneck/thesis.html. Organizing Your Thesis, June 2004 (date mentioned here is the date on which the website was last visited).


OR

ACI Committee 440, Guide for the Design and Construction of Concrete Reinforced with FRP Bars (440.1R-01), American Concrete Institute, Farmington Hills, Michigan, 2001, 41 pp.

Vita Information

> Must be one page only.
> Must be written in paragraph form and all in past tense.
> Including your Date of Birth is optional.
> Full legal name must be included.
> Include all degrees awarded, as well as the month and year they were awarded. (This should include your current degree, also written in past tense.)
Resources

Resources can be found on the Office of Graduate Studies website:
http://grad.mst.edu/currentstudents/thesisdissertationinformation/formatting/

Sharon Matson
matsons@mst.edu

Jade Sinnott
sinnottj@mst.edu

Kathy Wagner
wagnerkc@mst.edu

*SOMEONE ELSE’S T/D IS NOT A RESOURCE!*
Questions?

Email questions to: mstgrad@mst.edu