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.
Form 2/7 T/D Release Information

> Form 2

Thesis Release Information for Library & Scholar's Mine (Advisor must check appropriate box)
- Thesis is free for release to the public in print and electronic form.
- Withhold thesis for 1 year for patent-pending issues.
- Withhold thesis indefinitely for Department of Defense/Confidentiality/Other Reasons

> Form 7

Dissertation Release Information for Library & Scholar's Mine (Advisor must check appropriate box)
- Dissertation is free for release to the public in print and electronic form.
- Withhold dissertation for 1 year for patent-pending issues.
- Withhold dissertation indefinitely for Department of Defense/Confidentiality/Other Reasons

> 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/
General Format Information

> Margins must be 1.5” left, 1” top, right, bottom.
  – Maintain margins for figures, tables, and appendices.

> Page numbers are to be placed 0.75” down from the top of the page and justified on the right margin.

> Font size must be 12 point.

> 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 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 0.5” 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.

> 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 ofAbbreviations or Nomenclature (if applicable)
Order of Material (cont.)

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)
- Text should be spaced evenly
- Bold font should not be used
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.

> Page iii (first page with a visible page number).

> Page must be in paragraph form.

> Must indicate page numbers and journal(s) submitted to (see 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

> If using publication option, counted as page four (iv).

> If no publication option, counted as page three (iii) and first page with visible page number.

> Limited to one page.

> The abstract should be a concise, clear statement of the important points that 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

> Limited to one page.

> The only page that first person is typically used.

> 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
Additional TOC Information

> No bold or italics.

> Headings must be identical in wording to those in the main body of the document, including punctuation and capitalization.

> Headings that exceed one line must be single spaced within, and all lines of text must be aligned.

> Text must not encroach the page number area; there must be a clear delineation of page numbers.

> ‘TABLE OF CONTENTS’ must not be included in the Table of Contents.

> Subsections must have at least two headings (e.g., 1.1. and 1.2.).
# 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>
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<td>3</td>
</tr>
</tbody>
</table>
### Example of List of Tables

**LIST OF TABLES**

<table>
<thead>
<tr>
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<tr>
<td>2.1. Vector Loop Decomposition of Loop 1</td>
<td>5</td>
</tr>
</tbody>
</table>
# Example of Nomenclature

## 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

**Page**

- **Publication Thesis/Dissertation Option** iii
- **Abstract** iv
- **Acknowledgments** v
- **List of Illustrations** viii
- **List of Tables** ix
- **Nomenclature** x

**Section**

1. **Introduction** 1

2. **First Level Heading** 2

**Paper**

1. **First Paper Title** 3
   - Abstract 4
   - 1. **Introduction** 5
     - 1.2. Second level heading 6
   - References 7

2. **Second Paper Title** 8

**Section**

3. **Conclusions** 9

**Vita** 10
## LIST OF ILLUSTRATIONS

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1.1. Example Four-Bar Linkage</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Paper I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Four-Bar Linkage – Crossed Configuration</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Paper II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Example Mechanism</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td></td>
<td></td>
</tr>
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<td>2.1. Vector Loop Decomposition of Loop 1</td>
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<td></td>
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</tbody>
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**Paper I**

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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Paper II**

<table>
<thead>
<tr>
<th>1. Example Mechanism</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th></th>
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<td>2.1. Vector Loop Decomposition of Loop 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>
Headings Information

> Main/1st level headings (e.g., ABSTRACT, TABLE OF CONTENTS, 1., 2.)
  – All caps, bold, and centered at the top of a new page each time
  – Must have an extra blank line below, which must be consistent throughout the document

> 2nd level subheadings (e.g., 1.1., 2.3.)
  – All caps, bold, and aligned on the left margin
  – Must have an extra blank line before
  – Paragraph must begin below the heading

> 3rd level subheadings (e.g., 1.1.2., 2.3.4.)
  – Bold, indented 0.5 in., and end with a period
  – The first letter of each major word must be capitalized
  – Paragraph must begin immediately following the heading on the same line

> 4th level subheadings (e.g., 1.1.2.4., 2.3.2.1.)
  – Bold, indented 0.5 in., and end with a period
  – The first letter of the first word only (as well as proper nouns and acronyms) must be capitalized
  – Paragraph must begin immediately following the heading on the same line

> Subheadings beyond 4th level should be avoided, and bullet points used instead
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.
> Avoid using first person or personal pronouns (my, me, I, our, we, etc.) in formal writing.

> Content should fill the page as close to the bottom 1 in. margin as possible. (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.
Incorrect Example – “TMS”

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 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.
Correcting “TMS” Example

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.

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As long as the figures are mentioned before they appear (within a couple 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.

**Figure 1.2.** Tulips are very pretty flowers.
Figures and Tables

> Figure titles must be placed below the figures; table titles must be placed above the tables.

> Single space titles that exceed one line.

> All figures and tables must be mentioned by number in text.

> Figures/tables must be numbered based on the section in which they appear (e.g., the first figure/table in Section 1 is 1.1 and the second figure/table in Section 2 is 2.2.).
  – If publication option, figures/tables should be numbered 1., 2., 3., etc.

> Spacing above and below all figures/tables must be consistent (preferably 3-4 blank single-spaced lines).

> Be consistent with the use of periods (or no periods) at the end of figure/table titles.
> Must maintain all margins and page number placement, including landscaped figures/tables.

> Avoid splitting one figure/table between two or more pages
   - If a figure/table must be split between two or more pages, the figure/table number and title must be included on all pages. The titles on all subsequent pages must include “(cont.)” at the end. The page number where the figure/table first appears is used in the List of Illustrations/Tables.

> 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

> Appendices, if included, should contain material that is peripheral, but relevant, to the main text of the thesis/dissertation. Examples include survey instruments, additional data, computer printouts, details of a procedure or analysis, or a relevant paper you have written.

> Figures/Tables within appendices are not included in the LI/LT.

> Maintain margins and page numbering throughout appendices.

> For one appendix, the title must be listed below the heading “APPENDIX” with the text following on the same page:

APPENDIX

VISUAL BASIC CODE, PRINTOUTS & PLOTS ON CD-ROM

> For multiple appendices, each appendix must have a title page
  – Appendices must be designated with a main heading of “APPENDIX A,” “APPENDIX B,” etc.
  – Each title page must include in the main heading with the appendix title double spaced below
  – The title page(s) must not include a visible page number, and the text must be all caps and centered vertically on the page
Example of Bibliography

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

> Date of birth is optional.

> Limited to one page.

> Must be written in paragraph form and entirely in past tense.

> Full legal name must be included.

> Past and current degree statements must be included (also in past tense).
Resources can be found on the Office of Graduate Studies website:
http://grad.mst.edu/currentstudents/thesisdissertationinformation/formatting/

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

Email questions to: mstgrad@mst.edu