



SOUTHERN  
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# **Southern Oregon University**

## **Computer Science Department Style and Policy Manual for Theses and Projects**

SOUTHERN OREGON UNIVERSITY  
APRIL 2005

## ACKNOWLEDGEMENTS

The Dean's Office gratefully acknowledges the generosity of Crista Gillette and The University of Oregon Graduate School for permission to draw liberally from its *Style and Policy Manual for Theses and Dissertations*, Revised Edition, (2004) in the preparation of this manual; and thanks student, Tim Morton, for allowing his work to be excerpted for use as examples.

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## GETTING STARTED

### Theses and Projects: What the Dean's Office expects:

- A professional and clean document.
- Appropriate choice of font size: large enough to be easily read and microfilmed. (See page 10.)
- Consistency throughout: specifically in spacing and wording of headings, subheadings, captions, citations, text decisions, and tables and figures.
- Use of APA rules for in-text citations and the 'works cited' section
- Preliminary pages must conform exactly to the sample pages provided in this manual.

### Make sure you:

- Watch your margins. The left margin must be 1.5 inches and the top, right and bottom 1 inch.
- Use the correct paper. At least 25% cotton content, non-recycled, acid-free. Do not use a paper that has an interior design of any kind.
- Watch for "widows and orphans." These are headings or subheadings that fall at the bottom of a page and are not followed by at least two lines of text.
- Use your official name of record, as it appears on SisWeb.
- Use correct month and year that corresponds to the term of graduation. The date that should appear on the title page and the abstract is, for example:
  - Fall term -- December 2005
  - Winter term -- March 2005
  - Spring term -- June 2005
  - Summer term -- August 2005

*(The date of the degree is not necessarily the month in which you defend.)*

## CHAPTER I

### GENERAL REQUIREMENTS

#### **Dean's Office Approval**

All master's theses or projects submitted to the Dean's Office must be in their final form, be attractive in appearance, and be correct in format and style. Students will not be recommended for degrees until their work has met the requirements specified in the *Southern Oregon University, Computer Science Department Style and Policy Manual for Theses and Projects*.

#### **Student Responsibility**

Each student doing a thesis or project is responsible for reading and following the requirements outlined in this manual.

#### **Format**

The SOU Computer Science Style and Policy Manual format requirements take precedence over format rules found in other style manuals. Department faculty members are responsible for establishing content requirements. Format includes definition of the parts of the thesis or project and the order in which they are presented, the style of preliminary pages, type font, margins, spacing, order of page numbers, placement of page numbers, information to be included in the Table of Contents, List of Tables and List of Figures, and the requirement for permission to reproduce copyrighted material.

YOU NEED TO USE THE MOST RECENT EDITION OF THIS MANUAL. IT TAKES PRECEDENCE OVER OTHERS. INsofar AS POSSIBLE, FOLLOW THE RULES, PROCEDURES, AND FORMATS SPECIFIED IN THIS MANUAL.

## **CHAPTER II**

### **TYPES OF THESES**

#### **Standard Thesis**

A thesis is a formal, scholarly document that serves as a symbol of the quality of the study and research done by graduate students. As such, it is a work in which the institution and the student can take pride. Supervision and review by a thesis committee ensures the excellence of content and the accuracy of information; adherence to production guidelines adds the imprint of physical and technical quality. It is to this latter end that much of the information in this manual is directed. It is your responsibility to follow the guidelines specified in this document. The Dean's Office will accept only those theses which meet established standards.

A "standard" scholarly thesis presents the results of an investigation or demonstration of some hypothesis. In such fields as literature and history, for example, it requires the examination of primary sources; in the sciences it may detail experimental techniques or field work (as in biology, geology, geography, or anthropology), supported by a review of relevant secondary sources and a thorough, and original, analysis. Questionnaires (as in sociological research) may be included as long as there is substantive statistical analysis and interpretation of the results. Models of instruction, in areas like education, may be included when accompanied by statistical results which demonstrate the effectiveness of the models. Likewise, manuals of instruction may be included as long as they demonstrate experimental effectiveness.

#### **Project**

In 1990 it became possible for students earning school area degrees to complete the thesis requirement by means of a project. Before this change, projects were produced only by students in Interdisciplinary Studies. In 1992, the Graduate Council also included the project option for students in the Environmental Education master's degree program. Thus, the project option is now available to students in the following master's degree programs; School Area: Humanities, Fine and Performing Arts, Science, Social Science, Mathematical and Computer Sciences (exception: not allowed if support area is Business), and Environmental Education.

The project offers students an opportunity to integrate their interests and career goals in a way not always permitted by the constraints of a standard thesis. The project normally focuses on a product of some kind, for example, a training manual and/or a computer program designed to meet some scientific, commercial, educational, or government requirement. These examples are only

illustrative and are not intended to restrict other options creatively defined by the student and project committee. Typically, the product is related to a current or anticipated career path, or to a special area of interest of the student. In all cases, the project must be related to the major areas of curricular focus of the student's program of coursework for the master's degree.

Because each project is unique, the student has substantial freedom in the design, and a corresponding responsibility to insure its quality. In order to assist the student's project committee in evaluation of the end product, the student must submit, along *with the product, a written narrative which describes the scholarship involved in developing the project. This narrative should articulate supportive relevant literature, practices in the field and/or learning objectives achieved as pre-agreed upon with the project committee. If the product itself is a written one and the student and committee agree that it is appropriate to do so, the support paper described above can be part of the written product.*

*A thesis or project proposal cannot be approved if the College lacks curriculum, library resources, or faculty expertise to support it.*

## CHAPTER III

### GENERAL GUIDELINES

#### INITIATING A THESIS OR PROJECT

##### **Planning a Program**

In the initial stages of a master's degree program, generally within the first or second term of graduate study, you must plan a program of studies, with an advisor's assistance, and submit the program to the Dean's Office. During planning, you and your advisor should determine whether or not a thesis should be written or a project produced. If you decide to do either, the planned program should contribute to its development.

Once you have decided to write a thesis or project, inform your advisor and the director of graduate studies. You, the director, and your program advisor will determine who the thesis or project advisor will be. In most instances, your program advisor will serve in this capacity. However, in cases where the topic is outside the advisor's field of preparation, a special thesis or project advisor will be appointed. This advisor must have experience in project design, research, and writing, have expertise in the subject area, and agree to work with you and other members of the thesis committee.

School Area master's degrees allow students to earn 6 to 9 credits for thesis or project work. Any student working on a thesis must sign up for a minimum of 6 credits of thesis. Some research classes may also be applicable. Students doing projects normally sign up for research credit. Thesis or research credits may be spread over more than one registration period.

##### **Choosing a Committee**

Your program committee will also function as your thesis or project committee. The committee will have at least three members: 1) the thesis or project advisor (usually your major advisor); 2) a graduate faculty member from your major field; and 3) a second graduate faculty member from either a related department or from the major department. In some cases, with the approval of the Dean's Office, an expert from outside the faculty may serve as a member of your committee. This expert may not serve as committee chairperson.

Exceptions to this procedure for choosing a committee must be approved by the Dean's Office.

##### **Submitting a Proposal**

You are required to prepare a thesis or project proposal under the direction of the chairperson of your program committee. Typed copies of the proposal will go to committee members, after which you will set up a meeting of the committee so the proposal can be discussed. During this meeting, committee members will suggest needed changes. They may approve the proposed study, pending revisions. If the proposal needs substantial modification, a second meeting of the committee will be called. The final approved proposal must be filed with the Dean's Office immediately.

### **Submitting Drafts of the Thesis or Project**

During the writing of the thesis, the committee chairperson will call upon the committee for assistance and keep them informed about your progress. You should submit drafts of sections periodically to the chairperson. Once you have completed the preliminary draft of the thesis, all committee members will read it; each will recommend needed changes or register approval of the draft. The chairperson will discuss all recommended changes with you. It is your responsibility to make the changes.

### **Choosing a Style Manual**

The drafts you submit must follow the format prescribed in this manual.

For in-text citations and the 'works cited' section, use the most recent edition of the *Publication Manual of the American Psychological Association (APA)*.

### **The Oral Examination**

An oral defense of the thesis or project will be held after the final draft is completed and approved by your thesis advisor. During the defense, faculty members may, if they desire, ask questions which go beyond the thesis itself and touch on the whole of your program of studies. "Approval" means that the manuscript, in the case of the thesis, or the project, in the case of the project, is of high enough quality to permit an oral defense. It does not mean that the thesis or project needs no further work. Additional revision, usually stylistic or formal rather than structural or conceptual, is often necessary following the oral defense.

Early in the quarter in which you expect to complete your degree, you must ask the Dean's Office to schedule the oral defense of thesis or project. When the defense has been successfully conducted and the thesis or project approved, your program chairperson will submit a grade for the thesis, just as for any graduate course.

You and your chairperson, working with the school coordinator of graduate studies, will designate an oral examination committee. Normally, those who have served as your program advisors will form the examining committee. However, there may be times when all members of your program committee are not available, or they may lack the expertise required for examination. In such cases, other graduate faculty members may serve. The committee will usually include four members: your major advisor, two faculty members from your major area(s) (the two faculty members may or may not be members

of your committee), and a Graduate Council member appointed by the director of the Dean's Office.

The Graduate Council member serves as an evaluator of the oral examination, insuring that standards are maintained and that the student is treated fairly. The evaluator may ask substantive questions, is a voting member of the examination committee, and signs the approval page of the thesis and the Report of the Examining Committee.

You are responsible for supplying each member of the examination committee with a copy of the thesis at least one week before the scheduled defense.



## **SUBMITTING THE THESIS OR PROJECT TO THE GRADUATE OFFICE**

### **Procedure for Submission**

After the oral examination, when final changes or corrections have been made and the thesis has been approved and signed by committee members, you will submit the original and two copies to the Dean's Office. On a word processor, it may be the final word processed copy produced in letter quality print. All submitted copies must be on 20-24-pound paper with at least 25 percent cotton content. The paper **MUST** be Acid-Free and/or Archive paper and the package **MUST** state this. Place all copies in individual manila envelopes bearing your name and the thesis title.

In the case of standard theses, the library will bind the three copies; you will be responsible for paying for the binding of two copies. The library retains the original and one copy; the third copy goes to the thesis advisor. Ask the Dean's Office about the cost of having a copy bound for yourself and others.

Insofar as the materials of a project lend themselves to print or illustration, they may be copied. Project materials, unlike the thesis, are not bound, but a copy is placed in the library. The original, in a binder, remains on file in the Dean's Office. A copy also goes to your program advisor.

### **Final Approval and Graduation**

Your degree will not be cleared until the Dean's Office receives final copies (plus payment for binding of thesis) and sends them to the library for binding. Final editorial approval rests with the Dean's Office. No thesis or project will be approved until required corrections are made (see below).

### **Student Responsibility for Form**

Copies of the thesis/project will not be accepted by the Dean's Office unless they meet the standards of form and style that are described beginning on page 8. Before submitting the thesis, you must proofread the manuscript and correct all misspellings and typographical errors. You must also insure correct arrangement of parts, proper grammar and mechanics, stylistic clarity and coherence, accuracy of quotations, and correct form for notes, works cited, and illustrative material.

### **Scholarly Responsibility**

As defined in *The MLA Style Manual*, "Plagiarism is the use of another person's ideas or expression in your writing without acknowledging the source." You are responsible for using secondary source material honestly and accurately, and failure to do so is a serious offense. If you are unsure how to properly acknowledge summarized, paraphrased, or quoted material, please seek help from your thesis or project advisor.

## CHAPTER IV

### FORMATTING THE THESIS OR DISSERTATION

#### **Student Responsibility**

It is the student's personal responsibility to see that the thesis is in acceptable style and format. Besides being careful to eliminate misspellings and typographical errors, the student is also responsible for the correct arrangement of materials; correct grammar and punctuation; proper footnote and bibliographic forms; the accuracy of quotations, tables and other illustrative materials; and neatness. Either the American or British spelling system is acceptable, but whichever is chosen must be followed consistently.

#### **Format**

**The *Southern Oregon University Computer Science Style and Policy Manual* takes precedence in all matters of format.**

If you are advised by your department to use a format different from the acceptable Dean's Office format, special permission must be obtained from the Dean's Office. In this case, it is the student's responsibility to obtain timely permission prior to submission of the thesis to the Dean's Office.

### MATERIALS AND MECHANICAL REQUIREMENTS

**Please keep in mind that the following requirements are not arbitrary but dictated by the conditions necessary to achieve the best quality of reproduction when the document is microfilmed and/or bound.**

#### **Paper**

- 20- or 24-pound, 8 ½ x 11 inch white bond paper of at least 25% cotton content. The paper **MUST** be Acid-Free and/or Archive paper. This must be stated on the package. (Since the paper normally used in copy machines is unacceptable, students must specifically request Acid-free and/or Archive bond paper if having the thesis reproduced.) The SOU Bookstore normally stocks the correct paper.
- Neither recycled paper nor erasable bond is acceptable for the copies submitted to the Dean's Office.

## **Margins**

Margins are defined as the white space surrounding the printed matter. The mechanics of binding require that the manuscript have at least a 1½ inch margin on the binding edge (left margin) of the page and a 1 inch margin on the remaining 3 sides. Due to printer variations and photocopy distortion, measure your margins to make certain they are accurate.

### Minimum margin requirements are:

- 1.5 inches on the left (binding) edge.
- 1 inch on top, right and bottom edges.
- The first page of each part of the preliminary pages and the first page of each chapter, part or section in the text portion should begin 2 inches down from the top of the paper. Text on successive pages can begin one blank line below the page number.
- Page numbers must be in text area and not in the margin area.
- Margin requirements apply to all materials to be bound with the thesis, including figures, tables, illustrations, and all material in appendices.
- Margins must be uniform on all pages.
- It is preferable not to right justify text as this frequently causes inconsistency in spacing between words.

## **Page Numbers**

Page numbers must be placed in the upper right corner of each page, 1.1 inches down from the top edge of the paper and one inch in from the right edge. Use consecutive lower case Roman numerals on all preliminary pages and Arabic numerals on all the pages that follow. The first page of text is page number 1 and all successive page numbers should follow consecutively. The **only** page in the document that does not have a page number is the Title page, although it is counted as Roman numeral “i”. See Chapter X (Text templates) for details on how to set margins and proper placement of page numbers.

## **Centering**

Centering of text on the page is based on the margins used. Center between the 1½ inch margin on the left and the 1 inch margin on the right side of the page.

### Spacing, Justification, Indentation

- Use 1.5 line spacing for text.
- Block quotations, bulleted items, lists and data in tables may be single spaced.
- In order to be easily differentiated from text, captions for tables, figures, illustrations, etc. should be single-spaced and should be placed closer to the table or figure than they are to any the text occupying the same page. Effective use of white space means using less white space between elements that should be tied together (like a figure and its caption) and more white space between elements that should be separated (for example, leave more space between a previous paragraph and a subheading than between the subheading and the paragraph it describes).
- Footnotes (or notes) and bibliographic entries should be single-spaced, but leave one blank line **between** footnote entries, notes, or bibliographic entries. To automatically set this spacing, in the Windows toolbar, select Format/Paragraph/Indents and Spacing/Line Spacing/Single/Spacing/after 12 pts./before 0 pts.)
- Underlining must be done with a solid line.
- Do **not** justify the right margin.
- All text should be left-justified only. New paragraphs must be indented **5** spaces.

### Type fonts

- Use Times New Roman as it copies and microfilms well.
- 12-point type is used for text, titles, chapter and sub-headings. Inside tables, graphs, illustrations, etc. smaller fonts are acceptable as long as font is legible.
- Chapter numbers (i.e., CHAPTER 2) must be 12-point, CAPS, centered, not bolded.
- Section headings and sub-headings must be 12-point, Title Case (mixed case), centered, not bolded.
- Footnotes should be smaller than text font, and must be 9 or 10 pt.
- Script and other ornamental type fonts are not acceptable.
- Italics may be used for special purposes, but not as the main text typeface.
- Code samples should be in Courier New, 10 point, Bold so code will copy. Bold face may be used in tables and figures (and sparingly in text) but extensive use of bold face type should be avoided.

(continued...)

The same typeface or font must be used throughout. However, approval may be given for the tables, figures, part of appendices, etc. to be printed in a different typeface than the text itself. (Many of these requirements aim at achieving the best possible quality when the document is microfilmed.)

### **Figures and Tables**

The difference between figures and tables:

- If the details need to be read, then it is a **table** and the font rules apply (must be the same as the rest of the text).
- If it is just a picture to look at, then it is a **figure** and it can be of different size.
- The gaps between text and the figures, tables, or code *must* be consistent both before and after the item. (Use two blank [double space] lines before the figure, then two blank lines [double-space] after the figure when continuing the text.)

### **Symbols**

Special fonts for such languages as Chinese, Japanese, Sanskrit, Russian, Greek, phonetic pronunciation, etc. are allowed within the text, but cannot be used exclusively in place of Arabic characters. If a computer symbol is not available, it may be neatly hand-drawn with black India ink. Legibility is the criterion for acceptance. The Dean's Office will reject these which contain handwritten symbols that do not meet the legibility standard.

### **Print Quality**

- Use one side of the paper only.
- Printing should be of "letter quality". Letter quality print is defined as 300 x 300 dots per inch (DPI). Laser printers or photocopies of documents printed on a laser printer give the best results. Words and images should be sharp and clean.

### **Legibility**

- Spacing, headings and chart and table styles should be selected for their legibility. A heading or title that can be confused with the text should not be used. Graph lettering must be legible.
- Dirty type, visible corrections, or superimposition of type will not be accepted.

### **Corrections**

Discernible erasures, use of any cover-up or whitening substance, strikeouts 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.

**Copy Quality**

- It is possible to submit two printed originals of your thesis or dissertation. See Print Quality, above.
- If you decide to photocopy, only black print copies on 20- or 24-pound, minimum 25% cotton content, acid-free and/or archive, bond paper are acceptable. The package *must* state that the paper is acid-free and/or archive quality.
- Copies must be neat, clean, perfectly centered on the page, without streaks, spots or smudges, and type must be consistently sharp throughout. If you are concerned about copy quality, consult the Dean's Office before final copies are produced.

**Style Manuals for Text Portion**

In addition to adhering to the guidelines included in this manual, each student must select the current edition of the APA style manual for in-text citations, footnotes, and list of references used in preparation of the manuscript. (*All decisions regarding style and format must be consistent with APA style manual and the SOU Computer Science Style Manual or the thesis will not be accepted by the Dean's Office. Should they conflict, the SOU Computer Science Style Manual shall take precedence.*)

- American Psychological Association. *Publication Manual of the American Psychological Association*, 5<sup>th</sup> ed., Washington, D.C., The American Psychological Association, 2001.

**Illustrative Materials (Tables, Graphs, Figures, Maps, Illustrations, etc.)**

Number all tables, figures, etc. consecutively (with Arabic numerals) in the order in which they are first mentioned. Label with a caption or title and include in a list (see List of Tables, List of Figures, etc.). All illustrative materials must also conform to margin, paper and pagination requirements explained elsewhere in this manual. These materials can be in black and white or color.

**All tables, figures, etc. must be referenced in the text. Ideally, each table and figure should be placed as close to its first mention in text as possible.**

Illustrative materials should be embedded in text (if desired, text may flow around small illustrations). Illustrative materials placed on a separate page must cover at least half of the page. If smaller, they should be embedded in text. In order to distinguish tables, graphs or charts from text, leave two blank lines above and below them. Wide or long tables, etc. may be placed broadside (landscape format) or they may be continued on successive pages. (On the continuation pages, please repeat headings and indicate Table number and the word cont'd.) Extremely large items may be folded in. Large maps may require a pocket. Overlays should be drafted on Mylar, acetate or vellum.

If illustrations are placed together as a special section of the text, they must be paginated sequentially, preceding or replacing any appendix materials and, in any case, must precede the bibliography or reference section.

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

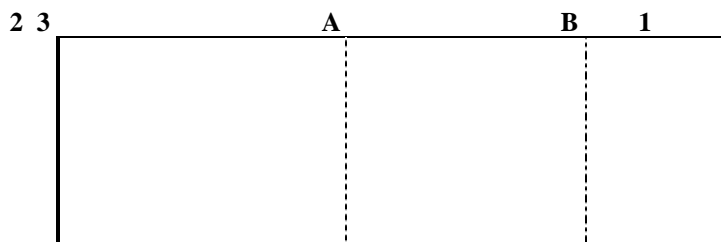
#### **Use of Color**

Color may be used in your document for illustrative materials only. (See page 12)

### Oversized Pages

If illustrative material cannot be made to conform to the required text margins, we suggest the following alternatives:

- **Reduction.** This is the preferred method. Most photocopy machines can reduce items to fit within the margin requirements. **Remember: page numbers and captions or titles must remain full size on pages with reduced materials.**
- **Folding.** If it is not possible to reduce the material, an oversized page may be used. It must be 11 inches high. The page number should appear on the printed side of the page in the same position as the page numbers on the other pages.
  1. Start with an 11 X 17 inch sheet of 25% cotton bond paper, holding it horizontally (left and right edges 11" high).
  2. Fold the right edge of the sheet (1) over to the left (position 2) until it extends ½ inch beyond the left side of the sheet, (now the upper leaf of the folded page is slightly wider than the part underneath). Crease the right edge along the fold (A).
  3. Now fold the left edge (the part lying on top) to the right, back over itself, to meet the folded edge and stop flush with the fold. Crease the paper down the new fold (B), which should fall approx. half way across the page.
  4. If you have done the folding correctly, the folded (right edge A) and the cut right edge (1) of the sheet should meet evenly at the right and lie approx. ½ inch inside the right edge of the regular-sized pages in your document.
  5. This folding method will ensure that when the pages of the document are trimmed prior to binding, the trimmer does not cut off the folded edge of the extra-wide insert.





**Pocket Materials**

In exceptional situations, you may request that a pocket be provided in the back binding of the thesis for oversized material that cannot be successfully reduced or folded. The addition should be folded so it is no larger than 7 x 10 inches. Pocket materials must be listed in the Table of Contents after the Bibliography. The material must be titled or identified in the same style as presented in the Table of Contents. (*This method is not recommended, since materials placed in a pocket are easily separated from the bound library copy.*) **An additional copy of pocket materials is required** for the permanent Archives.

A thesis or project may include other materials, such as film, tape, slides, etc., if this material forms an integral part of the thesis. These materials must be clearly labeled and packaged separately in a manila clasp envelope with a copy of the thesis title page firmly attached to the outside of each envelope.

**CD as Pocket Material**

It is possible to include a CD as pocket material with each copy of your thesis. Even though it may contain material considered a primary source of data, it is considered physically to be a secondary source, in that it is easily separated from your document.

## CHAPTER V

### FORMATTING AND CONTENT INSTRUCTIONS FOR THE PAGES OF A THESIS OR PROJECT

There is a pre-formatted template available on the Computer Science web site that may be used for the creation of your preliminary pages. Here is the URL:

<http://www.sou.edu/cs/newsite/pages/grad-forms.html>

Whether you use the template or choose to format the pages on your own, please compare your results with the sample pages that follow. **Upon visual inspection, each page must match its corresponding sample page.**

#### PARTS OF THE THESIS OR PROJECT

The thesis is divided into three main parts: 1) front matter or preliminary pages; 2) text pages; and 3) back matter. Following are detailed instructions for formatting and content.

#### FRONT MATTER

Some front matter pages (also called preliminary pages) are required. Others are optional. Information about numbering of preliminary pages is discussed below and on page 22 in the section titled "Order of the Parts of the Thesis or Project."

#### Fly Leaves (not used)

Fly leaves are two blank sheets, one at the beginning and one at the end of the thesis.

#### Title Page (required)

- a. Begin 2 inches from the top of the paper. Type the title of your document **exactly as it appears on your Abstract**, ALL CAPS, centered. If more than one line, double-space, use inverted pyramid style (first line longer than second), or arranged to best communicate the content of the thesis to the reader (see sample). No page number appears on the title page, but it is counted as page 'i'.
- b. Leave eight blank lines down the page, and type the word "by" in lower case, centered; leave one blank line; type your name, **exactly as it appears on your Abstract**, ALL CAPS, centered. Leave twelve blank lines, and type whichever is appropriate: 'A PROJECT' OR 'A THESIS'.
- c. Leave one blank line and type, **exactly as in sample**: 'Presented to the Department of Computer Science in partial fulfillment of the requirements for the degree of
- d. Leave one blank line and type the following (double-spaced, centered, per sample):  
Master of Science in Math and Computer Science
- e. Leave one blank line and type: Ashland, Oregon
- f. Press 'Enter' and type the month and year that you expect to complete your degree.

**Approval Page (required)**

The approval page should be a separate sheet, numbered page ii, and titled “APPROVAL PAGE.” It should be centered and have five spaces between signature lines. See the sample.

- a. Set top margin at 2.06 inches. Set the line spacing at 1.5 lines. Center and type ‘APPROVAL PAGE’.
- a. Leave three (two 1.5 lines) blank lines and type the title of your thesis or project **exactly as it appears on your Abstract and Title pages**; use title case (that is: Capitalize the Initial Letter of All Words Except Articles, Prepositions and Conjunctions. Do capitalize the first letter of prepositions, articles and conjunctions when they occur as the first word in the title), followed by the exact wording shown in the sample. Insert your full name and the type of degree and department in the appropriate places. The line spacing for this statement is 1.5.
- c. After the words ‘accepted by:’ return once, change the line spacing to single-spaced, then leave three blank lines and begin the first signature and date lines.
- d. After inserting the appropriate name and title and “Date,” leave five spaces and begin the next signature line. Repeat the process until all four signature and date lines have been typed. Be sure to obtain original signatures.

**Copyright Notice (optional)**

If you wish to copyright your manuscript, center the following on the page following the title page: the name of the owner of copyright; the copyright symbol; and the year of publication. For example:

Roland K. Jameson © 2001

The copyright page is not counted or numbered. The notice is centered between page margins, with the first line four inches from the top of the page.

**Abstract (required)**

An abstract summarizes or describes the thesis or project. It is in the form of a narrative rather than an outline. The abstract may include: 1) statement of the problem and hypothesis; 2) procedure or methods; 3) results; and 4) conclusions. The abstract must be double-spaced and must not exceed one page in length (**150 words or less**). The page is numbered ‘iii’, and conforms to the left and right margin requirements for the rest of the thesis. (See the sample.)

- a. Set top margin at 2.06 inches. Set the line spacing to single-space. Center and type the title, ‘ABSTRACT OF PROJECT’ (or THESIS).
- a. Leave four blank lines then type (in caps) the title of your thesis or project, double-spaced if more than one line, **exactly as it appears on your Approval and Title pages**.

(continued...)

- c. Leave two blank lines then type ‘by’ and your name, as it appears on all other pages.
- d. Leave five blank lines, change spacing to double-space and type your abstract.

### **Acknowledgment Page (optional)**

The acknowledgment page allows you to thank those people or organizations who have influenced you or assisted you in your work. It is also a separately numbered page and follows the left and right margin requirements of the rest of the thesis. See the sample.

- a. Set top margin at 2 inches. Set the line spacing at 1.5 lines. Center and type the title, ‘ACKNOWLEDGMENTS’.
- b. Leave three (two 1.5-spaced) blank lines and begin typing the acknowledgment.

### **Dedication (optional)**

- a. Begin dedication 2 inches from top of paper. It should be brief. Continue consecutive page numbering with lower case roman numerals.
- b. Use of the word ‘Dedication’ is optional.

### **Table of Contents (required)**

The Table of Contents is a topic outline that indicates all main divisions and all first order subheadings in your thesis or project. Include second- and/or third-order subheadings to break up long chapters and provide further information about your chapter contents. See the sample Table of Contents.

- a. Begin first page of Table of Contents 2 inches from top of paper. Center the heading ‘TABLE OF CONTENTS’, ALL CAPS.
- b. Insert Chapter and Page column headings. (Include Chapter and Page column headings on successive pages.)
- a. Leave two blank lines above main chapter headings, and leave one blank line below main chapter headings. (\*Click on Format/Paragraph/ and set Line Spacing at ‘Single’, then, in the boxes to the left, set ‘above’ at 24 pt. and ‘below’ at 12 pt.)
- d. The Table of Contents contains entries for headings of chapters, parts or other main divisions, first-order subheadings, notes, appendices, and bibliography. The wording of each entry must correspond exactly to that used in the text. If you choose to list some second-order subheadings in any given chapter, list all second-order subheadings for that chapter. Page numbers must be specified for all entries.
- e. Indent first-order subheadings three spaces under the first line. Indent second-order subheadings five spaces under the first line of first-order subheadings.
- f. Use title case for main chapter headings, and all subheadings – that is: Capitalize the Initial Letter of All Words Except Articles, Prepositions and Conjunctions. Do capitalize the first letter of prepositions, articles and conjunctions when they occur as the first word in the subheading.

(continued...)

- g. Refer to the sample for visual confirmation of spacing requirements. Single-space headings and/or subheadings that run over onto two or more lines. Do not allow text to invade the page number column.

### **List of Tables, Figures, Maps, Plates, Illustrations**

This list includes the table number, the title or caption, and the page number on which it occurs. All tables, including those which appear in appendices, must be listed. They are numbered consecutively throughout the manuscript. The listed title or caption should be the same as the title or caption in the text. However, a shortened form may be used if necessary (see 'e'). See the sample List of Figures, and the sample List of Tables.

- a. Each list should begin on a separate page.
- b. Place the heading: LIST OF FIGURES, LIST OF TABLES, LIST OF ILLUSTRATIONS, LIST OF MAPS, etc. 2 to 2.5 inches from the top of the paper. (Center this heading, ALL CAPS.)
- c. Leave two blank lines.
- d. Insert Figure (Illustration, Map, Table, etc.) and Page column headings. (Also include column headings on successive pages.)
- e. Single-space captions. Leave one blank line between captions. Second and successive lines of captions should use "hanging indent" of three spaces. Caption text must not invade the page number column.
- a. The wording of each caption must be identical to that used in the text. If you choose to truncate a caption, the wording you do include must be identical to that in text up to the point where the caption was truncated. Use title case, that is: Capitalize the Initial Letter of All Words Except Articles, Prepositions and Conjunctions. Do capitalize the first letter of prepositions, articles and conjunctions when they occur as the first word in the caption.
- g. Page numbers must be specified for all entries.

### **TEXT PAGES**

The text is the main body of the thesis. It is usually divided into chapters, each representing a major division of the material being presented. Each chapter or primary division must begin on a new page. Chapter titles and major headings must correspond to those found in the table of contents. All pages, including supplemental materials (notes, bibliography, appendices) must be numbered consecutively with Arabic numerals. See attached samples of text and pages that begin with subheadings.

- a. Begin chapter title 2 inches from top of paper. Center the chapter and type CHAPTER and NUMBER in caps.
- b. Leave one blank line and type the TITLE also in caps and centered.
- c. Subsequent chapter pages should begin 1.5 lines under the page number.
- d. Pages that begin with subheadings also should begin 1.5 lines under the page number.

**BACK MATTER**

Back Matter includes endnotes, a Works cited section, and any appendix or appendices.

**Endnotes**

Ways of handling endnotes (and footnotes, if you use these) vary among disciplines. The format of most theses will conform to the pattern described in such previously mentioned style manuals as Chicago, MLA, and APA. You should use the manual or handbook best suited to your topic. If there is no prescribed style manual for your discipline, follow the format prescribed by your thesis or project advisor. This format will be one which has been agreed upon by faculty in the discipline. You must inform your thesis or project committee and the Dean's Office which style manual you will follow. Whatever the style, the system you follow should be clear, logical, and consistent. Do not mix styles of documentation.

**Works Cited (required)**

The Works cited section is where you officially acknowledge the sources that support your work. The citation for every source listed must be accurate and complete enough so the reader can find the material in a library. You should have in your bibliography only titles to which you refer in the text. The APA style manual you use will provide instructions and examples of approved format.

**Appendix or Appendices**

Material that amplifies, illustrates, or supplements the main text is placed in appendices. The pages of such material are numbered sequentially as if they were a continuation of text pages. A small collection of material may simply be called APPENDIX. Larger collections will require several appendices. They should be titled APPENDIX A, APPENDIX B, and so on. Follow the format prescribed in the style manual you use.

**Illustrations**

These may appear throughout the text. Number all tables and figures in the order in which they appear in the text. All pages containing illustrative material should conform to the margin, paper, and pagination requirements specified elsewhere in this manual. All illustrative material should be black and white, should be mentioned in the text, and must be correctly labeled. An illustration should follow (and be near) its first mention in the text. See page 12 for additional information about handling illustrations.

## **ORDER OF THE PARTS OF THE THESIS OR PROJECT**

**The parts of your final document must be placed in the following order:**

### **Preliminary Pages**

- Title Page (bears no page number but is counted as page i)
- Approval Page (lower case Roman numeral ii)
- Copyright Page (optional) (lower case Roman numeral iii)
- Abstract (lower case Roman numeral iv if copyright page is included, otherwise the abstract is page iii). All successive preliminary pages are numbered consecutively with lower case Roman numerals.
- Acknowledgments (optional) (continue consecutive numbering with lower case Roman numerals)
- Dedication (optional) (continue consecutive numbering with lower case Roman numerals)
- Table of Contents (continue consecutive numbering with lower case Roman numerals)
- List of Tables, Graphs, Figures, Illustrations, etc. (if included) (continue consecutive numbering with lower case Roman numerals)

### **Body Text**

- Text of Thesis or Dissertation (begin pagination with Arabic numbers, **starting with 1 on the first page of text**). Every page must be numbered consecutively.

### **Back Matter**

- Notes (if you are not using footnotes or parenthetical references) appear on a separate page at the end of each chapter.
- Appendix or Appendices (if included)
- Bibliography or Selected References (see your chosen style manual for the format to be used in bibliographic entries corresponding to citations in notes).

### **Template Pages**

Although final appearance of your entire document must comply with the guidelines indicated in this *Computer Science Department Style and Policy Manual for Theses and Projects*, it is highly recommended that you click on the link for the [Template Pages](#). The template is provided as an aid in correctly formatting the project or thesis.