

EASTERN KENTUCKY UNIVERSITY

Guide to the Preparation of
Theses, Specialist Projects,
and Doctoral Dissertations

Graduate Education & Research
2024

Table of Contents

Chapter	Page
I.	Introduction..... 1
	Overview of Thesis and Dissertation..... 1
	How to Use this Guide 1
	Resources for Thesis and Dissertation Students 2
	EKU Library..... 2
	Noel Studio 2
	Student Success Center 2
	IT Geeks 2
	Academic Integrity 3
	Research Compliance 4
	Thesis Involving Human Subjects: 4
	Thesis Involving Animal Subjects..... 4
II.	Basic Formatting 5
	Font 5
	Pagination..... 5
	Spacing..... 6
	Margins..... 6
III.	Tables and Figures..... 7
	Titles 7
	Numbering..... 7
	Placement within the Body of the Manuscript 8
	Horizontal Tables and Figures 8
	Formatting Tables..... 9
	Required Components..... 9
	Continued Tables..... 11
	Font 14
	Table footnotes 14
	Formatting Figures..... 14
	Font 14
	Captions 14
	Continued figures..... 15
	Figure footnotes..... 15
IV.	Organizing the Thesis 16
V.	Preliminary Pages 18
	Approval Sheet 18

Statement of Permission to Use	18
Title Page	18
Copyright Page	19
Dedication Page	19
Acknowledgements.....	19
Abstract	19
VI. Directory Pages	21
Table of Contents	21
List of Tables/Figures.....	21
VII. Formatting Body Text.....	22
Chapters and Sections	22
Divisions within Chapters or Sections.....	23
References within Text	23
Referencing Tables in the Appendix.....	23
VIII. Reference Pages	24
Bibliography	24
Appendices	24
IX. Submission Guidelines	25
Electronic Submission	25

I. Introduction

Overview of Thesis and Dissertation

The successful completion of a thesis is the culmination of a student's work in fulfilling the requirements for a graduate degree at Eastern Kentucky University. The process is demanding, time-consuming, challenging, and, sometimes, discouraging. It is also one of the most rewarding aspects of graduate study. The result is a manuscript that is published in a national dissertation archive as tangible and lasting evidence of your completed graduate study at EKU.

These thesis guidelines are prepared by the Graduate School as a resource in helping you achieve the standards expected for an academic work. Throughout this guide, the term "thesis" will be used to denote a master's thesis, specialist project, or doctoral dissertation. In addition to reading this guide, you will find it useful to consult with your thesis committee to determine if any style is preferred; e.g., Chicago, APA, MLA, etc. Some departments will require a particular style, while others will leave that decision to the discretion of the student. Whatever style is selected, familiarize yourself with its requirements, and be consistent within that style.

A thesis is an academic work; as such, adherence to a traditional format is expected.

Please note that the Graduate School will not accept theses that do not strictly adhere to these guidelines. The thesis writer is expected to proofread the manuscript for errors in spelling, punctuation, grammar, syntax, subject/verb agreement, sentence structure, and paragraphing.

How to Use this Guide

This guide is designed to be a basic source of information for thesis preparation. It establishes the technical parameters within which all students should work, such as table and figure formatting, margins, and the sequence of pages within the manuscript.

Style handbooks such as the *MLA Handbook for Writers of Research Papers*, *Publication Manual of the American Psychological Association*, *A Manual for Writers*, and/or *The Chicago Manual of Style* should be used in conjunction with this guide as resources for basic style and grammar depending on the style agreed on by the thesis committee. Please bear in mind, previously accepted theses should NEVER be used as the final guide to style. Examples taken from other theses may be out of context, out of date, or incorrect. The

existence of a style or usage in a previously accepted thesis does not establish a precedent for its continuation.

By accepting a thesis and awarding the degree, a university or college places its academic reputation on the line. Thus, the content of the manuscript is carefully evaluated by experts in the student's field, while format requirements are imposed to ensure an appropriate academic appearance of the manuscript.

This guide is designed to be used as a companion to ECU's editable Thesis and Dissertation Template, which can be downloaded from <https://gradschool.ecu.edu/thesis-guidelines>. The order of the pages in this guideline corresponds directly with the order of the pages in the template. The completed thesis can either be written on the template or copied and pasted into the template. The template is a useful tool for formatting, but ultimately it is up to the student to make sure that the thesis meets the guidelines.

Resources for Thesis and Dissertation Students

EKU Library: The Crabbe Library is an excellent source for research and citation help. The library not only provides resources on citing sources in any format, but also offers comprehensive research assistance in the form of research librarians who are available for appointments. More information available [here](#).

Noel Studio: The Noel Studio for Academic Creativity, located in the heart of the Crabbe Library, offers graduate and undergraduate students free, individualized consultations for any writing or communication-related project.

Graduate students can schedule a consultation to discuss any stage of the writing process: researching, outlining, drafting, and revising. While the Noel Studio is not an editing service, students may bring in sections of their thesis or dissertation to receive feedback on global issues such as structure, organization, coherence, clarity, and proper citation of sources. For more information about consultations or to schedule an hour-long appointment to discuss a section of your thesis or dissertation, visit the Noel Studio webpage [here](#).

Student Success Center: The Student Success Center is located on the first floor of the Crabbe Library and offers assistance in a variety of areas, including the formatting and organization of graduate theses. More information available at the Student Success Center webpage [here](#).

IT Geeks: The IT Geeks have two locations on campus: the second floor of the Crabbe Library next to Java City, and the Tech Commons in Powell Underground. The Geeks offer technical

support with computer and word processing issues. For any questions or assistance with Thesis Template issues, please see the IT Geeks. They are also able to loan computers and install necessary software such as Office 365. More information available at the IT Geeks webpage [here](#).

Academic Integrity

Academic Integrity (AI) is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that academic dishonesty and incidents of academic dishonesty will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication. EKU's full Academic Integrity Policy can be viewed at the Student Conduct webpage [here](#).

If copyrighted material is used in a limited way, permission to quote usually does not need to be sought. If, however, extensive material from a copyrighted work is to be used such that the rights of the copyright owner might be violated, permission of the owner must be obtained. No rule or law states exactly how much of a work can be quoted before permission to quote needs to be obtained, so it is largely up to the student and their thesis committee to determine. In determining the extent of a written work that may be quoted without permission, the student should consider the proportion of the material to be quoted in relation to the substance of the entire work. The publisher usually has the authority to grant permission to quote excerpts from the copyrighted work or can refer requests to the copyright owner or designated representative. The copyright owner may charge for permission to quote. Permissions should be credited with the acknowledgments, and the source should appear in the List of References or Bibliography.

The Graduate School reserves the right to take appropriate actions, including the revocation of a graduate degree, where there are deviations from the commonly accepted practices of academic integrity.

Research Compliance

Compliance with federal regulations governing the use of human subjects, animal care, radiation, legend drugs, recombinant DNA, or the handling of hazardous materials in research is monitored by many federal agencies. Because of these regulations, research compliance is another area of importance to graduate students and to the conduct of their research. EKU requires each student to verify that he or she has complied with the appropriate approval procedure(s) prior to the initiation of the thesis related research, if approval is relevant to the research. Graduate students conducting research involving any of the areas mentioned should consult their thesis advisor to determine what compliance is required by EKU. The student should indicate on the Thesis/Dissertation Submission form that the research in the thesis has been reviewed and approved by the appropriate committees. The appropriate committees are as follows.

Thesis Involving Human Subjects: All research involving human subjects must comply with federal regulations from the Office of Human Research Protections (OHRP) and the University's Institutional Review Board (IRB) for the protection of human research subjects. Proposals for research projects involving human subjects must be reviewed and approved by the IRB prior to the collection of data. Applications are available on the Sponsored Programs website [here](#).

Federal regulations require mandatory training for all researchers, including students writing theses or dissertations. To satisfy this training requirement, EKU requires that all researchers participating in projects involving human subjects complete the National Institute of Health's Human Participant Protections Education for Research Teams Tutorial and supply a copy of the certification of completion to the IRB prior to the approval of research protocols. A link to the tutorial is provided on the IRB website [here](#).

Thesis Involving Animal Subjects: All research involving animal subjects must be reviewed by and receive approval from the Institutional Animal Care and Use Committee (IACUC) prior to the beginning of the research project. The IACUC application and guidelines are available on the Sponsored Programs website [here](#). For more information about IRB and IACUC requirements, contact the Division of Sponsored Programs at (859) 622-3636.

II. Basic Formatting

Font

While font style is an individual decision, it is important that the manuscript is professional looking and readable. To achieve this, consider the following guidelines:

- Use a 12-point font size throughout the body of the document.
- Use up to 14-point font size on headers and chapter titles.
- Use a clear font style, such as Courier, Arial, Calibri, or Times New Roman.
- Follow the same style consistently throughout the manuscript.
- Bold and italics are NOT acceptable on the cover page.

The font selected for text will be the base style or the "starting point" for all type selection and will establish the framework for the entire manuscript. All the following items must be in the "base" style:

- Preliminary pages, including approval sheets and Statement of Permission to Use.
- Text.
- Tables--even those from other sources, provided they are called tables.
- Figure titles. The **labeling** of figure parts may be in a different font.
- Page numbers, including appendix page numbers.

Pagination

When numbering the pages of the thesis, consider the following:

- The Approval Sheet and Permission to Use page are not numbered and are not assigned a number.
- The preliminary pages begin with the Title Page and are assigned lowercase Roman numerals.
- No number appears on the Title Page; therefore, the first numbered page is page ii.
- Beginning with the first page of the text, all pages should be numbered consecutively throughout the manuscript, including the Bibliography or List of References, and Appendix, with Arabic numerals.
- Pagination using letter suffixes (i.e., 10a and 10b) is not allowed.
- The number may be positioned at the bottom of the page centered between the margins, or in the lower right-hand corner, but must be consistent throughout the document.

- Numbers may appear on separation sheets (Bibliography or List of References and Appendix), or be suppressed, provided the pages are assigned numbers. To suppress page numbers means to assign that page a number, but the number is not visible to the reader.

Spacing

Spacing has both aesthetic and utilitarian effects on the appearance of a page. Some things to consider when formatting the spacing include:

- The general text should be at least 1.5 spaces and at most be double-spaced.
- Single or 1.15 spacing is permissible to set off quoted material and for references and tables.
- If extra space is needed (e.g., above headings, between chapter number and title), an additional "enter" is added, doubling the white space.
- The decision whether to indent each paragraph or leave flush is optional, but indentations should be uniform throughout the thesis.

If possible, widows/orphans should be avoided. Widows/orphans are single lines/words of text separated from paragraphs. To avoid widows/orphans, place the insertion point in the paragraph with a widow/orphan. Select the "Paragraph" options in the "Home" tab. Select "Line and Page Breaks" and make sure the "Widow/Orphan Control" box is checked. You can also avoid this manually by adding more space between paragraphs to move the widow/orphan back into the main paragraph. Be advised that widows/orphans will not be accepted when they interfere with the flow of the text.

Margins

Thesis margins **cannot be violated**. These margins define the minimum white space to be maintained on all sides.

- The left margin *must* be no less than 1 ½ inches, including the page number.
- All margins must be left justified (ragged-right).
- The margins on all other sides should not exceed one inch.

III. Tables and Figures

Tables and figures are useful visual tools that can be placed within the body of the thesis to present information at a glance and supplement the text of the thesis. A table showcases a set of data in a visually appealing, easy-to-read manner. Most tables are made up of rows and columns that organize the data in a unified format. A figure is an image, diagram, or photograph that showcases a concept or piece of data in a visual, easy-to-understand format. Certain aspects, such as titles, numbering, and orientation, are consistent between both tables and figures.

Titles

Each table or figure must have a unique title descriptive of its contents. This title appears at the top of the table and at the bottom of the figure. Figures containing parts must be given a general title, after which the figure may be broken down into "A" and "B" parts. For multiple-part figures, the title may be integrated, with titles for each part as part of the general figure title, or composite, with no reference to the individual parts. No two figures may have the same title. The formatting of the titles must be consistent for all tables and figures.

Numbering

Since tables and figures are separate entities, they must be numbered independently. Tables and figures may be numbered in one of several ways. Three of the most common numbering schemes are:

- Number consecutively throughout the manuscript, including the Appendix, using either Roman or Arabic numerals.
- Number consecutively within chapters or sections, with a prefix designating the chapter/section (e.g., 3-1, 3-2 . . . 4-1, 4-2). Appendix tables or figures would use a prefix of A for Appendix or a prefix designating the specific appendix (e.g., A-1, A-2 or A-1, B-1, B-2).
- Establish a consecutive numbering system for the body of the manuscript and a different one for the appendix (e.g., 1, 2, 3 for text and A-1, A-2, A-3 for appendix). The style of numbering must be consistent.

Placement within the Body of the Manuscript

Each table or figure must immediately follow the page on which it is first mentioned (except as noted in the next paragraph) and all tables and figures must be referred to by number, not by expressions such as "the following table/figure." When more than one table or figure is introduced on a page of text, each follows in the order mentioned. It is recommended that tables and figures be assigned pages separate from the text to avoid problems in shifting during last-minute revisions. In degree of importance, tables and figures are secondary to the text so that the text dictates where the tables or figures are placed. All pages must be filled with text and in no case should a page be left significantly short because of the mention of a table or figure.

A table or figure less than one-half page in length (approximately 4 inches) may be incorporated within the text, provided the following criteria are met:

- In numerical order.
- Separated from the text by extra space (approximately 1/2 inch).
- Not continued onto a following page.
- Follows its specific mention in the text.

It is strongly suggested that if tables and figures are integrated with text, they be placed so that they appear either at the top or the bottom of a page. A mention on the upper half of a page of text would mean that the bottom half of the page would be reserved for the table or figure, and a mention in the bottom half of the page would place the table or figure at the top of the next page. There should always be a balance of no less than one-half page of text and no more than one-half page of table or figure. If multiple tables or figures are mentioned together on a page, they may be placed on pages together, provided there is approximately 1/2 inch between each.

Horizontal Tables and Figures

To accommodate large tables or figures, it is sometimes necessary to place them in horizontal orientation on the page. The margin at the binding edge must still be 1 1/2 inches, and all other margins at least 1 inch. The margin at the top of the page and the placement of the page number must be consistent with the rest of the thesis. The table or figure and its caption will be placed so that it can be read when the thesis is turned 90 degrees clockwise.

Formatting Tables

Required Components: Since tables consist of tabulated material or columns, the use of ruling or lines in tables helps the reader distinguish the various parts of the table. One of the characteristics that identifies tabulated material as a table is the presence of at least the following three lines (See Table 1):

- The table opening line, which appears after the table title and before the columnar headings.
- The columnar heading closing line, which closes off the headings from the main body of the table.
- The table closing line, signaling that the data are complete. Anything appearing below the closing line is footnote material.

Table 1. Sample table. This table shows the tabular opening line (A), the columnar closing line (B), and the tabular closing line (C; see p. 18). Also illustrated are the continuation of the table to another page and the use of a generic columnar heading (Demographic Category) with internal subheadings indicating the specific groups within categories.

A	Demographic Category	N	Percentage
B	Sex		
	Male	139	44.3
	Female	175	55.7
	Age		
	18-29	252	79.2
	30-44	62	19.5
	45-64	2	0.6
	65-74	0	0.0
	Race		
	Black	17	5.3
	White	291	91.5
	Other	10	3.1
	Education (highest level)		
	Less than a high school degree	1	0.3
	High school degree	102	32.1
	More than a high school degree	142	44.7
	Two year degree	20	6.3
	Four year degree	31	9.7
	Some graduate school	11	3.5
	Master's or doctoral degree	11	3.5

Source: Gary Paul Lankford, "Processes and Stages of Personal Health Behavior Change." Doctoral Dissertation in Education, The University of Tennessee, Knoxville, December 1991, p. 31.

Vertical lines are accepted but not required. The headings appearing between the table opening line and the column heading closing line must apply to the entire column down to the table closing line. This is especially important in tables that continue onto additional pages. It is never appropriate to change columnar headings on continued pages. One method of avoiding a problem is to use cut-in-heads, which are headings that appear between horizontal rules and apply to all the information below them. (*Chicago Manual of Style*, p. 501, section 12.23) (see example in Table 2).

Continued Tables: Tables may be continued on as many pages as necessary, provided the columnar headings within the columnar block (the block at the top of the table that contains notes and headings) remain the same. The columnar block, or the block which holds the columnar heading, is repeated for each page. The table title is not repeated, but continuation pages are indicated with the designation: Table ____ (continued). Tables too large to fit within margins may be reduced. (See Table 2).

Table 2: This is an example of a table that is too large to fit within the margins.

Table 1. Example of Leisure Time

Hours of leisure time per year in Someland							
	Teens	20s	30s	40s	50s	60s	70s +
Watching TV/videos	1,200	700	400	500	600	700	1,100
Socialising with 4 or less people	150	150	300	250	250	200	200
Socialising with 4 or more people	350	350	50	50	25	25	25
Individual exercise	150	100	200	200	50	75	150
Group exercise/sport	450	350	200	150	50	0	0
Cinema	100	75	50	25	25	50	75

This is the same table, but reduced in size to fit within the margin requirements.

Table 1. Example of Leisure Time

Hours of leisure time per year in Someland							
	Teens	20s	30s	40s	50s	60s	70s +
Watching TV/videos	1,200	700	400	500	600	700	1,100
Socialising with 4 or less people	150	150	300	250	250	200	200
Socialising with 4 or more people	350	350	50	50	25	25	25
Individual exercise	150	100	200	200	50	75	150
Group exercise/sport	450	350	200	150	50	0	0
Cinema	100	75	50	25	25	50	75

If the table needed to be continued onto the next page the columnar heading would need to be repeated.

Table 1 (continued)

Hours of leisure time per year in Someland							
	Teens	20s	30s	40s	50s	60s	70s +

Figure 1: How to repeat the columnar heading

Font: The base font used for the manuscript must be used for tables. The size of the type may differ, depending on the "fit" of the information within the margins. Because of the type requirements for tables, it is seldom possible to use a table from another source "as is."

Table footnotes. Footnotes to tables consist of four categories:

- Source notes.
- General notes.
- Notes to specific parts of the table indicated by superscripts.
- Notes on level of probability (*Chicago Manual of Style*, p. 511, section 13.43).

If a table or data within a table is taken from another source, the word *Source(s)*: is used, followed by the full reference citation, regardless of the format for referencing used in the main body of the text. This ensures that if that specific page is copied in the future by an interested reader, all bibliographic information is contained within the page. All references must be included in the List of References or Bibliography.

General notes are introduced as "*Note(s)*:" and may include remarks that refer to the table. Notes to specific parts of the table use superscripts (letters for tables consisting of numbers; numerals for tables consisting of words; symbols if letters or numbers might be mistaken for exponents) that are attached to the part of the table to which they apply.

If a table contains values for which levels of probability are given, asterisks are used by convention. A single asterisk is used for the lowest level of probability, two for the next higher, etc. (*Chicago Manual of Style*, p. 512, section 13.49).

Formatting Figures

Font: Since figures are considered illustrations, regardless of the nature of their content, any print that is part of the figure can be in any font, provided it is neat and legible. The figure title (or caption) and page number must be in the same base font as the rest of the manuscript because this material is part of the body of the manuscript.

Captions: Explanatory material for figures may be placed within the figure, either above or below the title, or continued after the period following the title. If a figure has a long caption which must be placed on a separate sheet because of the size of the figure, this page must be placed immediately before the figure. The page number assigned to the caption page is the first page of the figure. The figure title would appear on the caption page. Caption pages are used only as needed.

Continued figures: A figure containing several related parts too large to be included on a page may be continued onto other pages. The first page contains the figure number and complete title, and subsequent pages contain the remainder of the figure and the designation: Figure ____ (continued).

Figure footnotes: Footnotes are placed below the figure title but are not separated by a dividing line. If the figure or information within the figure is taken from another source, the word *Source(s)*: is used, followed by the full reference citation, regardless of the format for referencing used in the main body of the text. This ensures that if that specific page is copied in the future by an interested reader, all bibliographic information is contained within the page. If changes are made in a figure from another source, this is indicated by using the phrase "Adapted from" General notes are introduced as *Note(s)*: and may include remarks that refer to the figure as a whole. All references must be included in the Bibliography or List of References.

IV. Organizing the Thesis

The thesis or dissertation should be ordered according to the following guidelines. The preliminary pages come before the main body of the thesis and contain basic introductory information and certain documentation necessary for the submission of the thesis. These pages are then followed by the main body text. The last pages should be the reference pages, documenting the sources and research used within the thesis. Table 2 shows the exact order and pagination of these pages. Directions on how to format each of these pages are detailed in the following sections.

Table 2: Arrangement of thesis pages.

Thesis Parts	Page Assignment
Approval Sheet	No page number assigned
Statement of Permission to Use	
Title Page	Small Roman Numeral (Assigned, not typed)
Copyright Page	Small Roman Numeral (Typed)
*Dedication Page	
*Acknowledgements	
Abstract	
*Preface	
Table of Contents	
List of Tables (if 5 or more)	
List of Figures (if 5 or more)	
List of Symbols and/or Abbreviations (if needed; may be included as an appendix)	
Body of Thesis (divided into chapters or sections)	Arabic numerals; starting at 1
Bibliography or List of References	
Separation Sheet (if an appendix or appendices follow)	
*Appendix	
*Vita	

Parts preceded by an asterisk are optional; all others are required.

V. Preliminary Pages

Approval Sheet

Each thesis submitted to the Graduate School must have an approval sheet using the exact wording and format shown on the template. This sheet must be in the same base font as the remainder of the thesis. The name used on the approval sheets and title page must be that under which the student is registered at the institution. Black ink is recommended for the original signatures. Electronic signatures are also acceptable. The number of signature lines must equal the number of committee members. The major and degree to be awarded must be exactly those to which the student was admitted officially by the Graduate School. Students should refer to their ECU DegreeWorks audit to view the official Degree type to be listed on the Title Page. The approval sheet is the first page of the manuscript and is not numbered, or counted in the numbering sequence. See ECU Thesis Template for example.

Statement of Permission to Use

The Statement of Permission to Use allows the library to provide academic copies of a thesis without securing further permission from the author. Like the approval sheet, the Statement of Permission to Use must be submitted to the school in the same base font style. This statement is in addition to optional copyrighting of the thesis. It follows the approval sheet and is not assigned a page number. See the ECU Thesis Template for an example.

Title Page

The style should be followed exactly as it appears in the example on the template. Do not use bold, italics, underline, or point size larger than standard text. Center these items in the same way they are centered on the template page. This page is not numbered, but it is counted as page one of the preliminary pages and is assigned roman numeral "i," although the number does not appear on the page. The date used is the month and year of commencement. The student's name must appear as he/she is registered at the institution. The wording and format must be exactly as shown in the template. See the ECU Thesis Template for an example.

Copyright Page

This page should be included due to the option to copyright the thesis through the electronic submission process.

You will have the opportunity to copyright your thesis through the ProQuest electronic submission process. Being aware of your rights and the law surrounding copyright can help you avoid any copyright issues you may encounter as you move forward with your thesis. For full information on copyrighting your thesis or dissertation with ProQuest, go to the [ProQuest website](#).

A page must be inserted immediately after the title page and assigned number **ii**. The following information must appear centered on the copyright page:

Copyright 20__(year) by _____(name)
All rights reserved

See the ECU Thesis Template page ii for an example.

Dedication Page

If the student wishes to dedicate the manuscript, the dedication statement is included at this point. See the ECU Thesis Template page iii for an example.

Acknowledgements

This page is to thank those who have helped in the process of obtaining the graduate degree. Permissions to quote copyrighted material are listed here, as well as acknowledgments for grants and special funding. See the ECU Thesis Template page iv for an example.

Abstract

A thesis submitted to the Graduate School must have an abstract. Although the content of the abstract is determined by the student and graduate committee, the following information is appropriate:

- A short statement concerning the area of investigation.
- A brief discussion of methods and procedures used in gathering the data.
- A condensed summary of the findings.

DO NOT state conclusions reached within your study. **Stating conclusions could prevent any patent applications from being accepted for the work.** An abstract is required when uploading the thesis to the electronic repository. There is no word limit on the abstract appearing in the thesis. See the ECU Thesis Template page v for an example.

VI. Directory Pages

Table of Contents

The Table of Contents may vary in style and amount of information included. Chapter or Section titles, the Bibliography or List of References, and the Appendix(es), if any, must be included. Page numbers given for the Bibliography and Appendix should be those assigned to the separation sheet preceding each of those items. Although it is not necessary to include all levels of headings, inclusion must be consistent. If a level is included at any point, **all** headings of that level **must** be included. No preliminary pages with Roman numerals are included in the Table of Contents; the Table of Contents entries start with page 1. The listed page numbers in the Table of Contents, as well as those given on the List of Tables and List of Figures should be right justified. See the EKU Thesis Template page vi for an example.

List of Tables/Figures

If there are five or more tables or figures, a List of Tables and/or Figures must be included. There must be separate lists for tables and figures. Any tables or figures appearing in the appendix are also included in the appropriate list. Each title must be different from the other titles, and all titles must be entered in the lists worded exactly as they appear on the table or figure. This includes the information up to the first terminal punctuation. Additional explanatory information need not be included in the list. These pages are placed immediately after the Table of Contents in the preliminary pages. See the EKU Thesis Template pages vii and viii for examples.

Placement of tables and figures will be determined by the student and the graduate thesis committee. If they are included within text they should be placed as closely as possible to their first mention in text. Some students and their committees will elect to place them in the Appendix, especially if they are nonessential to the printed matter. Placement of tables and figures is not an either/or; it is permissible to use some of them within the body of the thesis and include the rest of them in Appendix.

VII. Formatting Body Text

Chapters and Sections

The manuscript must be divided into a logical scheme that is followed consistently throughout the work. Chapters are the most common major division, but sections and parts are also permissible. An example of a chapter heading can be seen in Figure 1, while an example of a section heading can be seen in Figure 2.

Each chapter or section must be numbered consecutively and begin on a new page. A division entitled **INTRODUCTION** may be the first numbered chapter or section, or may precede the first numbered chapter or section. Chapter or section titles are primary divisions of the entire manuscript and are not part of the subdivision scheme. Each chapter should begin on a new page with two lines separating the chapter heading and the first line of text.

Chapter numbers can be expressed as Roman or Arabic numerals. Note the extra spacing between chapter number, chapter title and beginning of text. This space provides a visual "roadmap" for readers, telling them that a major division has just occurred.

Sections can be expressed either in Roman or Arabic numerals. Note the extra spacing between the section designation and text, showing readers that a major break has occurred.

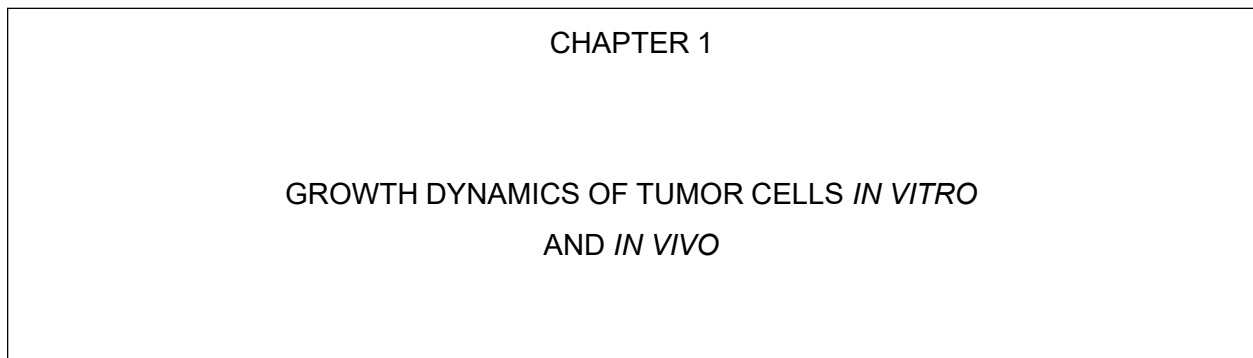


Figure 2: Chapter heading.

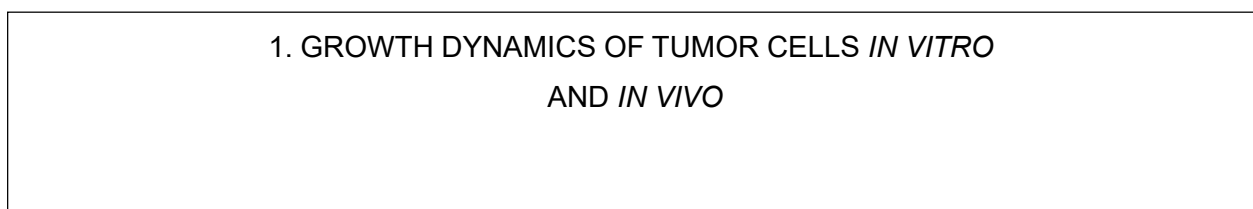


Figure 3: Section heading

Divisions within Chapters or Sections

Any logical system of subdivision within chapters or sections is permissible, but the scheme must be consistent throughout the manuscript. The appearance of the heading must vary for each level of subdivision unless a numbering system is used to indicate level. The subdivisions within a chapter or section do not begin on a new page unless the preceding page is filled. If there is not room for the complete heading and at least two lines of text at the bottom of a page, the new subdivision should begin on the next page. First and second level subdivisions are always preceded by extra space to indicate to the reader a major shift in subject. Any levels of subdivision below the first two are not required to have extra space above but must be treated consistently.

References within Text

References can be noted in two ways, either through footnotes located at the bottom of the page which are referenced within the text or through parenthetical citations which immediately follow the reference within the text. The citation format used within the thesis should be determined by the student and their thesis committee based on the formatting style generally used within that area of study (Chicago style, MLA, APA, etc.).

The purpose of references is to guide the reader to the corresponding entry in the List of References or Bibliography, where complete information is available. Reference notes collected at the end of each chapter or section (endnotes) are not acceptable.

Referencing Tables in the Appendix: When all tables and/or figures are in an appendix, this fact is stated in a footnote in the body of the text attached to the first mention of a table or figure and is not repeated thereafter. When only some of the tables and figures are in an appendix, their location must be clearly indicated when the items are mentioned in the text (Table 1, Appendix A), unless the numbering scheme makes the location obvious (Table A-1).

VIII. Reference Pages

Bibliography

A thesis must include a list of materials used in the preparation of the manuscript. This may consist only of references cited in the text (List of References) or it may include works consulted as well (Bibliography). The purpose of listing the citations is threefold:

- To serve as an acknowledgment of sources.
- To give readers sufficient information to locate the volume.
- In the case of personal interviews or correspondence, to save readers the trouble of attempting to locate material that is not available.

The organization and format of the citations within the Bibliography are determined by the citation format the student is using (APA, Chicago, MLA, etc.). Most of these formats require the citations to be listed in alphabetical order, but it is best to double check.

Appendices

An appendix (appendixes or appendices), if included, is preceded by a numbered page with the designation centered vertically and horizontally between the margins. Original data and supplementary materials are usually placed in the appendix. In some cases, all tables and/or figures are moved to the appendix to avoid interrupting text. Each different element of the supplemental material (e.g. each set of tables, charts, etc.) is sectioned into separate appendices each preceded by a numbered designation page (see sample on page 10 of the Thesis Template).

IX. Submission Guidelines

Electronic Submission

Electronic theses and dissertations (ETDs) will be published with ProQuest® UMI and in EKU's institutional repository. Electronic theses and dissertations will be available to other scholars and individuals through the internet. The process for submission and acceptance of electronic theses and dissertations is as follows:

- Candidates who have successfully completed their defense should complete the [ETD Submission form](#).
- The original signed Committee Signature Page and Permission to Use, should be uploaded as PDF [HERE](#).
- The chair of the thesis/dissertation committee should email an electronic Word version of the thesis or dissertation to graduateschooletd@eku.edu.
- Candidates will be notified by email with instructions to enter biographical and other information into the ProQuest website.
- Candidates will be notified via email if there are any formatting or other changes required before final publication. Candidates are strongly encouraged to use the EKU Thesis Template to minimize formatting or other errors that may delay final publication. **You will not be cleared to graduate until your thesis has been approved by the Graduate School and the final submission to ProQuest has been made.**

Bibliography

Chicago Manual of Style. 15th Edition, The University of Chicago Press, 2003, Print.