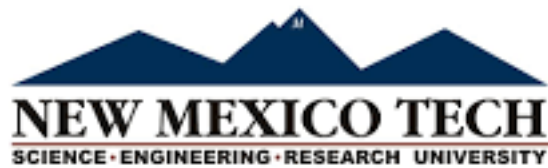


Thesis/Dissertation Manuscript Requirements

Graduate Office

October 2018



Abstract

Guidelines for writing a master's thesis or doctoral dissertation at New Mexico Tech. Please forward any comments to graduate@nmt.edu.

Contents

1	Introduction	3
2	Basics of thesis writing	3

3	organization	4
4	General approach	4
5	Requirements	4
5.1	Copyright	4
5.2	Materials	5
5.3	Margins	5
5.4	Spacing	6
5.5	Type size and style	6
5.6	Page ordering and numbering	7
6	Preliminaries	7
6.1	Title page	7
6.2	Copyright page	8
6.3	Dedication	8
6.4	Epigraph or frontispiece	8
6.5	Personal Quote	9
6.6	Abstract	9
6.7	Acknowledgement	9
6.8	Table of contents	10
6.9	List of tables, list of figures	10
6.10	List of symbols, list of abbreviations, list of nomenclature, list of definitions, etc.	11
6.11	Approval page	11
6.12	Preface	12
7	Text	13
7.1	Major divisions	13
7.2	Subdivisions	14
7.3	Parts	14
8	Reference materials	15
8.1	Footnotes	15
8.2	References	16
8.3	Figures and tables	17
8.4	Numbering	18
8.5	Captions	18

8.6	Photographs	19
8.7	Plates, maps, charts, and disks	19
9	Appendix (or appendices)	20
10	Permission Page	20

1 Introduction

The underlying philosophy in the preparation of this document was to:

1. Encourage writers of thesis and dissertations to prepare their thesis/dissertations for publication in scientific journals.
2. Facilitate as few modifications as possible before deposit of theses so that they conform to some minimum standards of format and content before they are shelved at the NMT library, and published online via ProQuest.

2 Basics of thesis writing

This document provides requirements and some simple guidelines to help you in writing your thesis or dissertation. The requirements are intended to provide a minimum level of uniformity in theses and dissertations for NMT. **It is strongly recommended that you do not use previous theses as examples for formatting your manuscript. Rather rely on the guidelines presented here** Some faculty may recommend these guidelines for independent studies as well. For simplicity, the term “thesis” will be employed in the general sense to include all options (theses, dissertations, and independent study papers). The guidelines are essentially the same.

Your thesis must be written in clear, concise, and correct English. Grammatical errors and mistakes in spelling or punctuation are unacceptable and will cause your advisory committee and the Graduate Office to reject your completed manuscript. All graduate students are urged to obtain assistance in polishing and proofreading their final work: what may seem clear and obvious to you, might not seem so to another.

3 organization

A thesis can be broadly separated into four parts: *preliminaries*, *text*, *reference materials*, and *other appendices*. The *preliminaries* present information to help a reader find information in your thesis. The *text* is the written presentation of your work. *Reference materials* are the references actually cited in your thesis. *Appendices* typically include the basic data obtained during your research. Some departments might ask you to use a different organization, but any deviation from this basic pattern requires the prior approval of the Graduate Dean. It is important that all of your research, methods, and basic data are presented so that they are accessible to readers.

4 General approach

Your graduate research and the written report of this work (the thesis) are among the most important aspects of your graduate studies. Outstanding research, presented poorly, defeats the entire endeavor. Research and writing require concentrated, scholarly effort and creativity. It is not recommended to select any previous thesis as the model for your manuscript. Rather, ask your advisor for guidance. If your advisor feels that there is an appropriate example in a previous thesis, use that. Alternatively, your advisor may suggest that you model your manuscript after the style used in a journal appropriate for your material. Before you begin writing your thesis, you may find it helpful to review one of the accepted style manuals that includes a consideration of theses.

5 Requirements

5.1 Copyright

Copyright law protects authors and artists against unauthorized copying or reproduction of their work. Thesis protection applies to both published and unpublished works. Publication is not necessarily limited to the printed page. Copyright law applies to online material as well as other media. Certainly all materials appropriated from other works must be attributed in the text of your thesis and in the References Cited. In some instances (e.g., where you reproduce a figure, table, or utilize computer code from another work) the

written permission of the copyright holder is required and that permission must be *acknowledged* in the thesis. The copyright usually resides with the publisher and that is typically the starting point for obtaining permission. **At the time you submit your thesis, you include in the last appendix “Permissions”, which is all correspondence relating to the granting of the permissions for use of copyright or protected ¹ materials.**

If you are working with copyrighted materials, it is strongly recommended that you review the following online resources:

- IUPUI Copyright Management Center
- Copyright Clearance Center
- United States Copyright Office

Further, you are strongly encouraged to obtain permission as soon as you decide to use copyrighted material.

5.2 Materials

The Graduate Office must accept your thesis and paperwork at least two weeks before the end of the semester in which you plan to graduate. You must submit an electronic copy of the final work via ProQuest.

5.3 Margins

When you generate the PDF of your manuscript, all text and figures must fit within unbound (top, bottom, and right) margins that are 1 inch or more, and a bound (left) margin that is no less than 1.5 inches. On pages that start major divisions (title page, abstract, table of contents, list of figures, chapter headings, appendices, references), the top margin must be 2 inches. Following the heading of a major division, there must be three blank lines between the last line of the heading and the first line of text. Page numbers may be centered horizontally at the bottom of the page. Wider margins are acceptable if used consistently.

¹Many publishers provide copyright permissions on a line, but some require a specific request and a longer time frame to obtain permission

5.4 Spacing

The text of the thesis must be single-spaced. Text and their corresponding superscript text numbers should be reproduced in a font no smaller than 10 point.

Single-spacing is required for footnotes to text, tables, bibliographic entries, and for all block quotations. A double space should be used to separate successive footnotes on single page. Multi-line major headings, subheadings, table and figure captions, as well as appendix material and information within tables and figures must also be single-spaced in a consistent manner.

If the author wishes to set off his or her own material from text (e.g., a list, hypotheses), the material may be set off by indenting and double-spacing, or by single-spacing and aligning against the left margin. But such items and lists may not be indented and single-spaced (blocked), since this is a format reserved for direct quotation.

Partly filled pages of text are not permitted except at the end of a chapter.

5.5 Type size and style

The same 12-point typeface is to be used for all preliminary pages, text, table and figure captions, appendices, cover sheets, references, and page numbers. The pitch may be either proportional or an established measurement of 10 or 12 characters per inch. Serif fonts like Courier and Times New Roman are preferred and recommended for NMT theses and dissertations. More conservative Sans Serif fonts (like Arial) may be acceptable, but these are typically restricted to type setting computer code. Ornate fonts are unacceptable. Tables, figures, appendices, and equations may be reproduced in different size and style fonts than that of the thesis proper. Students are advised to decide on a font style in the early stages of thesis preparation. This will help avoid later changes in pagination, text alignment, and table or figure formatting.

Boldface may be used for the title of the thesis, all major headings, within the formatting scheme or subheadings, and for table or figure captions (designators and titles). Italics may be used sparingly only for emphasis, foreign

words, technical or key terms, mathematical expressions, or book and journal titles. Super and subscript footnotes that appear at the bottom of the page may be printed in 10-point typeface. 14-point may be used when reproducing a thesis title or major headings. Handwritten characters, when required, must be drawn neatly and uniformly using a lettering device or template. Paragraphs are to be justified, with the first line indented.

Standard typing practices must be observed throughout, including matters of spacing following punctuation marks and paragraph indentation.

5.6 Page ordering and numbering

Preliminary pages must be numbered with small Roman numerals at the bottom center of each page, beginning with ii. The title page is considered (i), but no page number is printed on that page. The abstract comes next, but it is not numbered. If an acknowledgment page is used, it follows the abstract and is numbered (ii). The same sequence and location of numbering is continued throughout the remaining pages of the preliminaries except that the approval page (last in the preliminaries) is not numbered.

6 Preliminaries

Preliminaries (required unless otherwise noted) must be in the following order.

6.1 Title page

Mandatory; numbered “i”, but not printed on the page.

The title appears in all capital letters with each line centered, using point typeface.² Each line must be single-spaced, with multiple lines if needed. All of the remaining entries on the title page will be in the title case (upper-and lowercase). The main title is at least 3 inches from the top. After a blank single-spaced line, the word “by” is centered. After another blank line, your name is centered in title case. The author’s name is the name of the student

²font size from LaTeX

as it appears in the registrar's records at the time of graduation. No reference may be made to academic or other degrees or titles. The designation of the degree (major) and the name of the department must be exactly as it appears in the current NMT catalog. The date is the month and year when the degree is to be conferred. Lastly, the official NMT logo appears at the bottom of the page.

6.2 Copyright page

Optional; not numbered.

6.3 Dedication

Optional; not numbered.

The dedication is brief, single-spaced, and centered on the page (horizontally and vertically). No heading is used and the text is presented in upper- and lowercase letters. It customarily begins with "This thesis is dedicated to...". Below the dedication you add the following right justified: Your name, New Mexico Tech, Date.

6.4 Epigraph or frontispiece

Optional; not numbered.

The epigraph is centered on its own page (horizontally and vertically). The text is single-spaced and presented in title case format. No heading is used. The source of a quotation used as an epigraph is given below the epigraph and is aligned to end at the right margin of the epigraph. Bibliographic information is usually limited to the author's name and title of the work.

The frontispiece or illustration is centered on the page (horizontally and vertically). It may be accompanied by a title, which is positioned below the illustration.

6.5 Personal Quote

Optional; not numbered.

A meaningful quote relevant to your research progress may be used here. It is left up to your discretion what quote you choose, but it should be single-spaced and centered on the page (horizontally and vertically). No heading is used and the text is presented in upper- and lowercase letters. It should be encased in quotation marks (“...”).

6.6 Abstract

Mandatory; not numbered.

The abstract is a brief résumé of the major contributions and conclusions of the thesis. You may wish to examine *A Scrutiny of the Abstract, II* by K.K. Landes for a set of considerations related to a well-constructed abstract. Citations, figures, and data are not appropriate for inclusion in the abstract. The title ABSTRACT in all capital letters is centered 2 inches from the top of the page. The text begins on the fourth line below the heading and is single-spaced.

On the abstract page and double-spaced below the last line of the abstract text, list two to six keywords or short phrases (up to three words each) that characterize the major topics in your manuscript. The keyword line will be left justified and begin with the word “Keyword” in bold, a colon, and then a list of each keyword or phrase separated by a semicolon. These will be in the form:

Keywords: *keyword 1; keyword 2; key phrase 3; etc.*

6.7 Acknowledgement

Optional; numbered “ii” if present.

This section begins with the title ACKNOWLEDGMENTS centered in all capital letters 2 inches from the top of the page. The text begins on the fourth line below the heading and is single-spaced. The text is limited to

thanks for, or recognition of special assistance, but may also recognize permissions granted to the author to use published and/or copyrighted material. It is customary for the Acknowledgements related to the participation of your committee members and faculty to be added after defense of the thesis.

6.8 Table of contents

Mandatory; not numbered.

The heading TABLE OF CONTENTS in all capital is centered without punctuation 2 inches from the top of the first page only; neither a continuation notice nor any part of the heading appears on the subsequent pages. A “Page” column header is positioned a double-space below the heading on the first page of the Table of Contents only. The listing of titles begins at the left margin a double-space below the column header and is double spaced throughout.

All headings in the thesis following the Table of Contents are included in the Table of Contents, but entries that precede the Table of Contents are not included. The headings of major divisions that follow the Table of Contents (sections of the preliminaries, parts, chapters, appendices, etc.) and at least first-order subheads must be listed. All entries must match the corresponding headings in text. Underlining, boldface, (used for stylistic purposes in text) and reference numbers appearing within text headings may not be placed in the Table of Contents listing. A page number is placed opposite the last line of each entry in the Table of Contents, and it is the page on which the heading appears. Page numbers are aligned vertically by the rightmost digit. If second-order subdivision headings are entered in the Table of Contents for one section of the thesis, then all of those at that level appearing in the thesis must be entered for consistency. For second-order subdivisions and lower, the “dotted line option” is to be used, but that should not be used for the first-order divisions. The dotted line option puts dots between the text and page number. This principle applies to all lower-level subdivision titles.

6.9 List of tables, list of figures

When appropriate; numbered if present.

Where tables and figures appear in a manuscript, separate lists must be included for each. The heading LIST OF TABLES or LIST OF FIGURES appears in all capital letters, centered on the page, 2 inches from the top of the first page only; neither a continuation notice nor any part of the heading appears on subsequent pages. Column headers (“Page”, “Table”, “Figure”) should be included on the first page of the list a double-space below the major heading. The first entry begins a double-space below the column headers.

The figure number and entire caption (excluding parenthetical material) must be listed in the List of Tables (Figures). Alternatively, if the caption is lengthy, it may be truncated to the first common point of punctuation (comma, semi-colon, colon, period) for entry in the list (see section 8.5, “Captions”). However, reference numbers (2a, 2b, etc.) appearing with captions in the text are not carried to the List of Tables/Figures. The practice chosen must be followed consistently for all tables/figures and each caption entry in the list must be unique. A page number is placed opposite the last line of each entry in the list and is the number of the page on which the caption appears. Use the dotted line option for all entries. Page numbers are aligned vertically by the rightmost digit.

6.10 List of symbols, list of abbreviations, list of nomenclature, list of definitions, etc.

When appropriate; numbered if present.

The appropriate title in all capital letters is centered 2 inches from the top of the first page only; neither a continuation notice nor any part of the heading appears on subsequent pages. Accompanying material begins on the fourth single-spaced line below the major heading. Follow the form for the list acceptable to your field of study.

6.11 Approval page

Mandatory; not numbered and not listed in the Table of Contents.

You may wish to use one of the versions found in the following website under “Students Nearing Completion”:

1. http://nmt.edu/gradstudies/Student_Forms.php

If you format it yourself, make it resemble one of the above models, and conform to these standards:

- No title appears on the page.
- Top margin is at least 2 inches.
- This text appears at the top: “This thesis is accepted on behalf of the Faculty of the Institute by the following committee.” If it is a dissertation, the sentence starts “This dissertation is accepted...”.
- Under the typed advisor’s name is the word “Advisor”, or combine it with the advisor’s name as in “Leonardo da Vinci, Advisor” but omit any titles or degree names.
- Following the committee signature lines, the paragraph “I release this document to the New Mexico Institute of Mining and Technology”. The author’s name is typed below the release, left-justified with the date right justified on the same line.

6.12 Preface

Optional; numbered if present.

Should a preface be deemed necessary by the student and/or department, it is to be brief. It is limited to statements concerning the candidate’s interest in the problem, organization of the thesis (particularly if the text is a compilation of journal manuscripts), brief statements on the methodology, and acknowledgements of special assistance in preparation of the document, in which case the “Acknowledgements” section is generally unnecessary. Except when the thesis is a compilation of journal manuscripts, a preface does not include material essential to the reader’s use of the text. If used, the section begins with the title PREFACE in all capital letters centered on the page 2 inches from the top of the page. The text is single-spaced and begins on the fourth single-spaced line below the major headings. The preface is a section within the preliminary pages and, as such, must be numbered using lowercase roman numerals.

7 Text

The body and succeeding pages are numbered with Arabic numerals beginning with the first page. Consecutive page numbering for all succeeding pages (body, references listed and appendices) appears centered at the bottom of the page. For pages with a rotated figure, the top of the figure appears on the left of the page and the page number appears on the right. The text in the thesis body is justified.

7.1 Major divisions

Each major division (chapter, appendix, etc.) begins on a new page, but subdivisions always must follow each other immediately without gaps in text. Major division headings are centered in all capital letters 2 inches from the top of the page, and the text begins on the fourth single-spaced line below the last line of the heading. The major division heading may consist of either a chapter designation, a number (Roman, Arabic, or spelled out) which is usually preceded by the word CHAPTER, and a descriptive title. Long titles should use several lines of type. Each line of the title is centered on the page. The heading can be either double- or single-spaced; one practice or the other must be followed consistently in the spacing of major division headings throughout the thesis. If chapter designations are used, an “Introduction” may precede the first chapter and a “Conclusion” may be the last major division without a chapter designation (number preceded by the word CHAPTER), in which case the word INTRODUCTION or CONCLUSION appears centered in all capital letters 2 inches from the top of the page.

For appendices, the heading consists of the word APPENDIX followed by the appendix designation (a letter or number), and then the descriptive title.

Cover sheets may be used in conjunction with the major divisions. Rarely should cover sheets be used for chapter headings, but if one chapter of text employs a cover sheet, all must do so. If a cover sheet is used for one appendix, however, cover sheets need not be used for other appendices or other major divisions of text or reference material. The major division heading appears on the cover sheet, all capital letters, horizontally and vertically centered on the page. No part of the heading appears at the top of the page following the cover sheet; text begins immediately at the 1 inch top mar-

gin. Cover sheets carry page numbers as do all other pages of the text and reference material. See section 7.3.

7.2 Subdivisions

If major divisions are divided into subdivisions, then these are referred to as first-, second-, third-, etc., order subdivisions according to the complexity of the chapter. Where several levels are involved in subdividing a given chapter, no level maybe skipped in the descent pattern. That is, first-order are always followed by second-order subdivisions, second by third, etc. Individual chapters, however, may differ as to the degree of subdivision, both in terms of levels and number at a given level. Multi-line subheadings should be single-spaced. A subheading must be followed by at least two lines of text at the bottom of the page.

Each subdivision of the thesis bears a title that is prepared in a style unique to that subdivision level; i.e., each level has a format that is used only for that level of subdivision title throughout the thesis. The subheading scheme must take into account the chapter with the maximum number of subdivision levels, and the hierarchy once chosen must be adhered to throughout all major divisions of the thesis.

7.3 Parts

You may group your chapters into parts. If so, each part must be preceded by a separate cover sheet with this format. All text must be centered (vertically and horizontally). A heading like “PART 1” or “PART A” appears in capital letters. A double-space below the heading you must place a descriptive heading in capital letters, single-spaced. One chapter numbering sequence is followed throughout all parts. For example, if the first part has three chapters, the first chapter of the second part will number “CHAPTER 4”. Lastly, in the Table of Contents, part titles are left-justified, and chapter entries are indented, and each part’s cover sheet carries a normal Arabic page number.

8 Reference materials

The reference material includes the appendices and bibliography, and provides supporting and supplementary information to the text. It comprises major divisions with pages numbered in Arabic numerals that continue the series begun on page 1 of the text.

8.1 Footnotes

If footnotes are part of the referencing system selected, they may—depending on the style employed—be placed at the bottom of the pages annotated, grouped at the ends of major divisions, or placed together in a section at the end of the text. Individual notes are to be single-spaced, with double-spacing between notes.

If a style is selected that places footnotes at the bottom of the page, each note must be placed at the bottom of the page it annotates. The last note on a page may be carried to the following page for completion, but it must begin on the page it annotates. As many different notes may be placed on a typed line as can be begun and completed on that line. Footnote material must be formatted so that it does not violate the left margin. A typed separating line (customarily 2 inches in length) must extend from the left margin to separate text from the first footnote at the bottom of the page.

In a style that places notes at the end of each major division, the notes always begin on a new page, under a title, usually “Notes,” that uses the first-order subheading style used elsewhere in the text and is placed at the 1 inch top margin.

If it is the practice of the department to collect all notes and put them at the end of the thesis, then this major division is headed with the word NOTES in all capital letters centered 2 inches from the top of the page with the text beginning on the fourth single-spaced line below. The section Notes normally follows all appendices and precedes the references cited. If, however, the references cited are placed before appendices, then the Notes are placed after the last chapter of text and before the references cited. If notes are arranged by chapters within the Notes section, then it is customary to separate notes for chapters by first-order subdivision titles identifying the

chapters. These first-order subdivisions follow each other without gaps in text.

8.2 References

Every thesis that makes use of other sources either by direct quotation or by reference must have a listing of these sources at the end of the thesis. The title, usually REFERENCES or REFERENCES CITED (or, if more appropriate, BIBLIOGRAPHY), appears in all capital letters centered 2 inches from the top of only the first page of the section; neither a continuation notice nor any part of the heading appears on subsequent pages. The listing begins four single-spaced lines below. The references cited are normally the last item in the thesis following the appendices. References may precede the appendices if the appendices are devoid of reference citations.

There are many forms for bibliographies depending in part on the nature of the material and the discipline involved. The Graduate Office requires that the thesis referencing system correctly and consistently follows established practices of a recognized journal appropriate for the publication of a manuscript like the thesis. With one exception, only one system of referencing is to be used throughout the thesis, culminating in a single reference list. The exception is for a thesis that is a compilation of separate manuscripts, each of which has a list of references cited. In this instance, an additional comprehensive list of references cited must be assembled at the end of the thesis.

The selection of particular style instructions to be used is left to the department, committee, and student. The style instructions indicate the method of citation in text—whether one uses author’s name and date, footnote numbers, or reference numbers; and the arrangement of the references—whether it is alphabetical by author or numerical by order of use in the thesis or some variation thereof. All bibliographic entries must follow the same style. Individual bibliographic entries are to be single-spaced, with double-spacing between items. Bibliographies are particularly error prone and should be proofread carefully.

8.3 Figures and tables

Illustrations (figures and tables) appearing in the body of your thesis must be relevant to the discussion (cited in the text) and must be inserted in the order cited at or immediately following the point of first citation. Illustrations subject to copyright from other sources may be reproduced and used only with written permission from the copyright holder. Permissions must be present in the last appendix: “Permissions”. A figure is normally some type of illustrative material that involves a form of graphics—line drawings, photographs, charts, graphs, maps, etc. In some cases, figures may lend themselves to the designation of additional series such as “Plates,” “Maps,” “Examples,” etc. If the department prefers the use of such subsets, then the rules of table/figure preparation apply, and each series is to have its own separate preliminary section of the appropriate name (e.g., LIST OF PLATES) listing captions according to rules for preparation of the List of Tables/Figures. Keep in mind that although use of color (including color photographs) is acceptable, colors become shades of gray in copying and microfilming.

A table usually involves the presentation of items in column and row format, but “Table” may also be a suitable designation for material such as a detailed outline, list, compilation, or computer program. Tables and their associated captions must be clearly separated from the text that surrounds them. It is strongly recommended that all tables be either boxed or exhibit full-width horizontal beginning and end lines. The beginning line separates the caption from the column heads and the end line follows the last entry in the table. The lines are equal in length and are the same length as the longest item in a table (including the caption and any notes). Text and numbers used on the page (for page numbers, captions, and in figures and tables) must appear in no more than two orientations. These must be oriented so that the page may be read either in the normal fashion (bound edge at the left) or with the page rotated so that the bound edge is at the top. Orientations that require viewing with the bound edge at the bottom or with the page inverted are unacceptable. Font sizes must be sufficiently large that they can be read without magnification. If photo reduction is employed to make a table fit onto a page, titles and captions should be added after reduction. Figures and tables, which are not cited in the body of the thesis, may be included in the appendices.

8.4 Numbering

All tables are numbered in one series throughout a thesis; figures are numbered in a separate sequential series. Each table/figure is assigned a unique number in the order of physical appearance in the thesis. The author may elect to use a consecutive Arabic or Roman numeral series or a double-numbering system (I.1, I.2, II.1) when creating table/figure designators. If tables/figures are related and compared, they are assigned separate numbers, e.g., 10, 11, 12, and are not numbered 10a, 10b, 10c. A single table/figure, however, may consist of several parts, in which case there is a generic table/figure number and caption; subdivision titles may then accompany the parts.

8.5 Captions

Every table/figure must bear a caption that consists of a number preceded by the word “Table” (“Figure”) and followed by a descriptive entry. The entry must direct the reader’s attention to the important feature(s) of the illustration. Remember that the entire caption (excluding parenthetical material) must be listed in the List of Tables (Figures). Alternatively, if the caption is lengthy, it may be truncated to the first common point of punctuation (comma, semi-colon, colon, period) for entry in the list (see Section 8.3, “Figures and tables”). Captions must be typed in the same size and style font used throughout the thesis text, although a figure/table proper may be reproduced in another type font, reduced, or enlarged to fit on the page. Boldface may be used for reproducing the entire caption. Captions are single-spaced. Capitalization, punctuation, and layout of the captions must be consistent for all tables/figures in the series, though the style of caption for tables may differ from that of figures. The location of the caption must be the same for all tables/figures—a uniform distance from the top of the table/figure, or a uniform distance from the bottom of the table/figure. A horizontal figure or table must have its top toward the binding (left, 1.5 inches) margin, with its caption appearing in the same orientation as the table/figure itself, in this case the page number appears below the caption on the related page. If a table/figure continues to one or more following pages, then the figure/table number and a “continued” notation (e.g., Table 3—continued) appears on each page after the first. The descriptive title is not repeated in part or full on continuation pages.

Cover sheets may be used for the presentation of figure (but rarely table) captions, only for those figures where the size precludes placing the full caption on the page with the figure. Generally, each cover sheet carries the caption for only one figure, but if the figure has subdivisions, their titles may also appear on the cover sheet. The full caption is placed on the cover sheet vertically centered on the page in the style adopted for figure captions. The page is placed facing the figure, counted and numbered in the series of text and included in the List of Figures/Tables. No part of the caption is to appear on the following figure page(s).

Mathematical equations or formulas may be numbered on the right, aligned with the right margin, and may be referenced with those numbers.

Please note: A small diagram or symbol need not be treated as a figure (or table) in the respective series unless the author makes frequent cross-reference to it from other pages. Any table/figure material that is referred to from another location in the thesis must be given a table/figure number and title and be included in the List of Tables/Figures. Tables/figures which appear in appendices, even if the appendix consists solely of a table/figure, must have table/figure captions in the same style as any other table/figure and be entered in the List of Tables/Figures.

8.6 Photographs

Photographs in the thesis are to be handled according to the procedures for figures.

8.7 Plates, maps, charts, and disks

Some illustrations maybe so large that they may not be bound conveniently within the body of the text. These are to be included in the thesis in the maximum size within margins and may also be included as digital supplementary (zipped) files in ProQuest. Such materials are to be annotated in the thesis-as “supplementary” file included in digital file“.

9 Appendix (or appendices)

Examples of material that may be appropriate for appendices include explanations helpful to a reader, but too long for inclusion in footnotes or text, texts of original documents such as letters, laws, questionnaires, listings of material, original data, computer programs, and vitae. Specifications in this manual pertaining to other sections of the thesis apply to preparation of the appendices (e.g., pagination, margins, preparation of major division headings).

Your last appendix must be your permissions page. Place all of your permissions here for everything used from copyrighted material: i.e., long quotations, tables, figures, and code developed by others. Label each permission page with the list of figure numbers or tables or sections of your text that is from the copyrighted material. Most journals have an online permissions process where you submit what you are using from the journal and an automatic system sends you permissions for a thesis/dissertation OR they have a blanket permission for use in a thesis/dissertation. You must have permission for your own published work when you have signed a copyright release form; the above description for journals applies here as well. If you are using material from an NMT thesis or dissertation, you may use the permission page at the end of the referenced thesis as your permission.

10 Permission Page

The last page of your thesis must be the NMT thesis permission page. That page has your title in all caps, centered, using single spaced, multiple lines if needed. After one blank line the word “by” is centered. After one blank line, your name is centered in the title case. The following paragraph is vertically centered on the page.