

**2007-10**  
**FORMATTING GUIDE**  
For  
**Master's Theses and Doctoral Dissertations**

**With Information About  
Final Submission and Degree Completion**

The Graduate School  
Michigan State University



Also available on the web  
Formatting Guide: <http://grad.msu.edu/format.htm>  
Packet of Forms: <http://grad.msu.edu/current/packet.htm>  
Tutorial: <http://grad.msu.edu/format.htm#tutor>

**Michigan State University  
The Graduate School  
118 Linton Hall  
(517) 355-0301**

## Quick Reference

<p><b>Introduction</b> ..... 1</p> <p><b>Musical Performance and Composition</b> ..... 1</p> <p><b>Manuscript Requirements</b> ..... 2</p> <p><b>Format Requirements and Guidelines</b> ..... 3</p> <p style="padding-left: 20px;">Paper ..... 3</p> <p style="padding-left: 20px;">Word Processing ..... 3</p> <p style="padding-left: 20px;">Printing and Copying ..... 3</p> <p style="padding-left: 20px;">Fonts ..... 3</p> <p style="padding-left: 20px;">Symbols ..... 3</p> <p style="padding-left: 20px;">Spacing and Margins ..... 3</p> <p style="padding-left: 20px;">Divisions and Subdivisions ..... 3</p> <p style="padding-left: 20px;">Footnotes ..... 3</p> <p><b>Page Numbering/Placement</b> ..... 4</p> <p style="padding-left: 20px;">Preliminary Pages ..... 4</p> <p style="padding-left: 20px;">Text, Appendices and Bibliography ..... 4</p> <p><b>Pagination and Sequencing Table</b> ..... 5</p> <p><b>Formatting Instructions</b> ..... 6</p> <p><b>Formatting Preliminary Pages</b> ..... 6</p> <p style="padding-left: 20px;">Title Page ..... 6</p> <p style="padding-left: 20px;">Abstract ..... 6</p> <p style="padding-left: 20px;">Copyright Page ..... 7</p> <p style="padding-left: 20px;">Dedication ..... 7</p> <p style="padding-left: 20px;">Acknowledgments ..... 7</p> <p style="padding-left: 20px;">Preface ..... 7</p> <p style="padding-left: 20px;">Table of Contents ..... 7</p> <p style="padding-left: 20px;">List of Tables ..... 8</p> <p style="padding-left: 20px;">List of Figures ..... 8</p> <p style="padding-left: 20px;">Key to Symbols or Abbreviations ..... 8</p> <p><b>Formatting Text</b> ..... 8</p> <p><b>Formatting Reference Materials</b> ..... 9</p> <p style="padding-left: 20px;">Appendix or Appendices ..... 9</p> <p style="padding-left: 20px;">Bibliography ..... 9</p> <p><b>Formatting Tables and Figures</b> ..... 10</p> <p style="padding-left: 20px;">Definitions of Tables and Figures ..... 10</p> <p style="padding-left: 20px;">Captions ..... 10</p> <p style="padding-left: 20px;">Preparation of Tables and Figures ..... 10</p> <p style="padding-left: 20px;">Options for Color Images ..... 10</p> <p style="padding-left: 20px;">Other Images ..... 10</p>	<p style="padding-left: 20px;">Oversize Tables and Figures ..... 11</p> <p style="padding-left: 20px;">Placement of Tables and Figures ..... 11</p> <p style="padding-left: 20px;">Numbering Tables and Figures ..... 11</p> <p style="padding-left: 20px;">Citations of Tables and Figures ..... 11</p> <p style="padding-left: 20px;">Facing Pages of Tables and Figures ..... 11</p> <p><b>Formatting Multi-Volume Theses/ Dissertations: Samples</b> ..... 12</p> <p><b>Use of Reprints in Theses/Dissertations</b> ..... 13</p> <p><b>Final Submission of Thesis/Dissertation</b> ..... 14</p> <p><b>Thesis/Dissertation Submission Packet</b> ..... 14</p> <p style="padding-left: 20px;">One Unbound Copy ..... 14</p> <p style="padding-left: 20px;">On-line Interactive Bookplate ..... 14</p> <p style="padding-left: 20px;">Thesis/Dissertation Agreement Form ..... 14</p> <p style="padding-left: 20px;">Application for Copyright ..... 14</p> <p style="padding-left: 20px;">Fee ..... 14</p> <p style="padding-left: 20px;">Exit Surveys ..... 14</p> <p style="padding-left: 20px;">Human or Animal Subjects Form ..... 15</p> <p style="padding-left: 20px;">Obtaining Additional Bound Copies ..... 15</p> <p style="padding-left: 20px;">Additional Title Page ..... 15</p> <p style="padding-left: 20px;">Additional Abstract ..... 15</p> <p style="padding-left: 20px;">Color Images ..... 15</p> <p style="padding-left: 20px;">Use of Reprints ..... 15</p> <p><b>How to Avoid Delays</b> ..... 16</p> <p><b>Most Common Mistakes</b> ..... 17</p> <p><b>Degree Completion</b> ..... 18,19</p> <p><b>Appendices</b> ..... 20</p> <p style="padding-left: 20px;">Use of Copyrighted Material ..... 21</p> <p style="padding-left: 20px;">Ph.D. Dissertation Check Sheet ..... 22</p> <p style="padding-left: 20px;">Master's Thesis Check Sheet ..... 23</p> <p><b>Samples</b> ..... 24</p> <p style="padding-left: 20px;">Font &amp; Margin Reference ..... 25, 26</p> <p style="padding-left: 20px;">Sample Font Size for Equations ..... 27</p> <p style="padding-left: 20px;">Title Page ..... 28</p> <p style="padding-left: 20px;">Abstract ..... 29</p> <p style="padding-left: 20px;">Table of Contents ..... 30</p> <p style="padding-left: 20px;">Bibliography ..... 31</p> <p style="padding-left: 20px;">Additional Title Page ..... 32</p> <p style="padding-left: 20px;">Bookplate ..... 33</p> <p style="padding-left: 20px;">Exit Check List ..... 34</p> <p><b>Index</b> ..... 35</p>
---	--

The Michigan State University policy on Integrity of Scholarship and Grades is set forth in General Student regulation I.00, cited in the Academic Programs catalog: "The principles of truth and honesty are recognized as fundamental to the educational process and the academic integrity of the University; therefore, no students shall claim or submit the work of another as one's own." These principles apply to the preparation of master's theses and doctoral dissertations as well as to all other academic work. In submitting a thesis/dissertation in partial fulfillment of the requirements for a master's or doctoral degree, a student takes responsibility for the integrity of that work.

## INTRODUCTION

This *Formatting Guide* sets forth the thesis and dissertation requirements established by Michigan State University. Individual departments or schools may have additional requirements or may specify requirements in greater detail. The Graduate School must approve these additional requirements. The graduate student has a responsibility to learn what, if any, special departmental/school requirements may apply. The thesis/dissertation should be prepared in accordance with the instructions of this handbook.

Any proposed deviation from the guidelines in this handbook must be referred to the Graduate School for approval before the thesis/dissertation is completed in final form.

The rules in this 2007-10 Formatting Guide take precedence over previous publications issued by the Graduate School.

The work the student has done, short of final preparation of the thesis/dissertation, is outside the province of this handbook. The assumption is made that the research is complete and that the final draft has been examined and approved by the major professor or thesis/dissertation director and committee.

Questions regarding the format of the thesis/dissertation not adequately answered in this *Formatting Guide* may be directed to the staff of the Graduate School who will be pleased to give assistance.

---

## MUSICAL PERFORMANCE AND COMPOSITION

As outlined in a memorandum from the Registrar's Office dated April 1996, the following procedures will pertain to graduate degrees in musical performance and musical composition.

### Master's

- When clearing a Master of Music degree in **Music Performance** (previously Applied Music), the thesis title will be posted as "Recital" on the transcript. No thesis is turned into the Graduate School.
- When clearing a Master of Music degree in **Music Composition**, the thesis title will be posted as "Original Composition" on the transcript. No thesis is turned into the Graduate School. **Students receiving these music degrees only submit to the Graduate School the exit surveys upon graduation (see page 14 regarding the exit survey).**

### Doctoral

- When clearing a Doctor of Musical Arts degree in **Music Performance** (previously Applied Music), the dissertation title will be posted as "Recitals-Lecture Recital" on the transcript. No dissertation is turned into the Graduate School.
- When clearing a Doctor of Philosophy degree in **Music Composition**, the dissertation title will be posted as "Original Composition" on the transcript. No dissertation is turned into the Graduate School. **Students receiving these music degrees only submit to the Graduate School the National Opinion Research Center (NORC) and exit surveys upon graduation (see page 14 regarding the exit surveys).**



Surveys may be obtained at the Graduate School, 118 Linton Hall.

## MANUSCRIPT REQUIREMENTS

The student has the responsibility to present to the major professor for final approval a document of professional quality and free of errors. Currently, very few students use a typist to produce the final draft of a thesis or dissertation, however if one is used, the student, not the typist, is responsible for proof reading and editing the final version of the document.

Students should be aware that the preparation of a thesis/dissertation could be an expensive undertaking. Each student should have a clear understanding in advance with any person or agency involved in the production of the final document. The Graduate School cannot act as referee in disputes between students and others in such matters.

The Graduate School does not prescribe a particular style of writing, but departments and major professors often do. If the department and advisor do not specify a particular style, the student may consult one of the following sources for guidelines:

- Council of Biology Editors Style Manual: A Guide for Authors, Editors, and Publishers in the Biological Sciences, 7th ed. rev., New York, NY, 2006.
- MLA Handbook for Writers of Research Papers, (by Joseph Gibaldi), 6th ed., New York, Modern Language Association of America, 2003.
- John B. Howell's Style Manuals of the English-Speaking World: A Guide, Phoenix, AZ, Oryx Press, 1983.
- Campbell, William G., Stephen V. Ballou and Carole Slade, Form and Style: Theses, Reports, Term Papers, 10th ed., Boston: Houghton Mifflin, 1997.
- The Chicago Manual of Style, 15th ed., rev. and expanded, Chicago: University of Chicago Press, 2003.
- Publication Manual of the American Psychological Association, 5<sup>th</sup> ed., Washington D.C, American Psychological Association, 2001.

**REGARDLESS OF THE STYLE USED, THE FINAL DRAFT OF THE THESIS OR DISSERTATION MUST COMPLY WITH ALL THE REQUIREMENTS DESCRIBED IN THIS FORMATTING GUIDE.**

## FORMAT REQUIREMENTS AND GUIDELINES

### Paper

- White paper with a 25% or higher cotton-fiber content embossed with a watermark seal
- 20 pound weight minimum
- 8.5" x 11" in size

### Word Processing

The thesis/dissertation must be a flawless copy that does not reveal the following:

- Cross-outs, lines from paste-ons, dots and shading in the background, smudges and smears, and white-out.
  - Use of photo-mounting corners, staples, or tape.
- A thesis/dissertation with any of the above flaws will not be accepted.

### Printing and Copying

- Every page of the document must be printed single-sided.
- Laser printers are strongly recommended.
- Dot-matrix printers are not acceptable.
- Professional copying of the unbound thesis or dissertation submitted to the Graduate School is strongly recommended.

### Fonts

- **Most** 12-point fonts are acceptable for text and 10-point font for footnotes and subscripts (see page 25 for font references).
- Fonts equivalent to Microsoft Word may be used.
- All fonts less than 10-point are not recommended even for superscripts and subscripts. For information related to font size in footnotes, refer to the Footnotes section (next column).
- Other point sizes may be acceptable under special circumstances, but their use is not recommended and requires ADVANCE approval from the Graduate School. Bring your document for a preliminary check by the Graduate School for approval.

### Symbols

- Symbols commonly used in mathematical equations, logic/scientific notations, etc. may be used, but must be fully legible and amenable to microfilming without loss of information (see page 27 for samples).

### Spacing and Margins

- **The abstract and the general text of the manuscript must be double-spaced.**
- **Single-space each bibliographical entry and double-space between entries (see page 9 for bibliographical entries).**
- **Single-space may be used for long tables, long quotations, footnotes, appendices and multi-line captions.**
- **Margins must be:**  
**Top, Bottom, Right: 1"**  
**Left: 1.5" (extra space is needed for binding)**

### Divisions and Subdivisions

- If the text is to be divided into chapters or subdivided into sections, any of the methods recommended in the style manuals may be used, provided consistency is maintained throughout.

### Footnotes

There is a wide diversity of practice in footnoting among publications of the sciences, humanities, and social sciences. Michigan State University has no overall requirement beyond consistency.

- All footnotes must conform to margin requirements.
- All footnotes must conform to font requirements with exception being given only to the footnote number itself. Most software programs default to a font size smaller than 10-point. However, the footnote number can be no less than 8-point font size (see page 26 for sample footnotes).

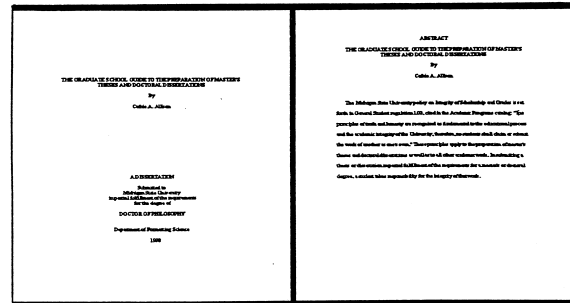
## PAGE NUMBERING AND PLACEMENT

(also see Table 1 on next page)

Every thesis/dissertation is composed of three parts: preliminary pages, text and reference materials (i.e., appendices and bibliography)

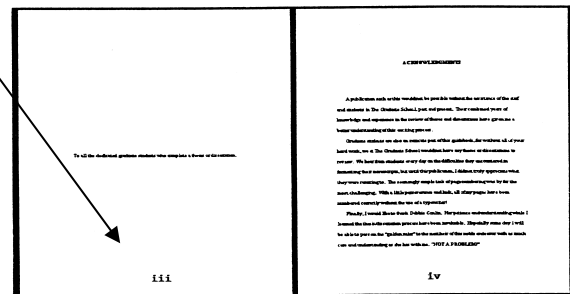
### Preliminary Pages

- Preliminary pages are all the pages that precede the text of the thesis/dissertation (also see page 6 for formatting preliminary pages).
- Count, do not number, the title page, abstract, and copyright page (if applicable).
- All other preliminary pages (for example, dedication and acknowledgement pages, etc.) are counted and numbered using lower case roman numerals. (iii, iv, v, etc.)
- Page number placement begins at the dedication or acknowledgments.
- Numbers are placed in the center of the page 0.5" from the bottom.



Title Page  
Count/Do Not Number

Abstract  
Count/Do Not Number

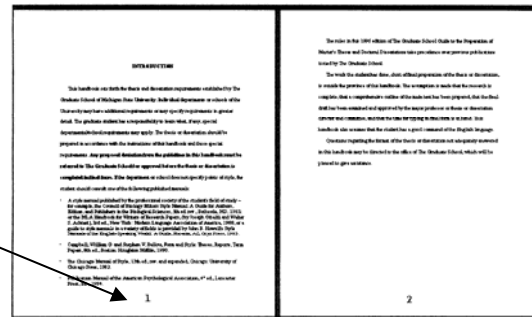


Dedication Page  
Count/Number  
Bottom/Center

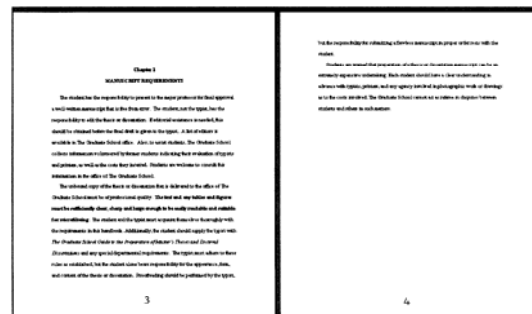
Acknowledgments Page  
Count/Number  
Bottom/Center

### Text, Appendices and Bibliography

- Count and number all pages.
- Page number 1 is the first page of the Introduction or Chapter 1 if an Introduction is not used.
- Arabic numerals (1, 2, 3, etc.) are placed on all pages consecutively throughout the text, appendices, and bibliography.
- Numbers are placed in the center of the page 0.5" from the bottom.
- In theses/dissertations of more than one volume, numbering is continuous from Volume I through all subsequent volumes (for more information on formatting multi-volumes, see page 12).
- You may use "Literature Cited", "Works Cited" or "References" instead of "Bibliography" if that is the convention in your discipline.



Introduction  
Count/Number  
Bottom/Center  
Arabic Numbers Starting at 1



Chapter 1  
Count/Number  
Bottom/Center  
Continue Numbering Sequentially from Introduction

**Table 1 - Pagination and Sequencing**

<b>SEQUENCE</b>	<b>PAGINATION</b>	<b>Page Number Placement</b>
<b>Preliminary Pages</b>	<b>Lower Case Roman Numerals</b>	
Title Page	Count/Do Not Number	None
Abstract	Count/Do Not Number	None
Copyright Notice	Count/Do Not Number	None
Dedication	Count/Number	Bottom/Center
Acknowledgments	Count/Number	Bottom/Center
Preface	Count/Number	Bottom/Center
Table of Contents	Count/Number	Bottom/Center
List of Tables	Count/Number	Bottom/Center
List of Figures	Count/Number	Bottom/Center
Key to Symbols or Abbreviations	Count/Number	Bottom/Center
<b>Text</b>	<b>Arabic Numbers Starting at 1</b>	
Introduction	Count/Number	Bottom/Center
Body of Thesis/Dissertation	Count/Number	Bottom/Center
<b>Reference Pages</b>		
Cover Sheets for Appendices	Count/Number	Bottom/Center
Appendices	Count/Number	Bottom/Center
Cover Sheets for Bibliography	Count/Number	Bottom/Center
Bibliography	Count/Number	Bottom/Center

## FORMATTING INSTRUCTIONS

### Formatting Preliminary Pages

- Insert a blank page at the beginning of your thesis/dissertation to protect your work.
- This page will also be used by UMI Dissertation Services during the binding process.
- This page is not a part of your thesis/dissertation and should not be counted or numbered.

#### 1. Title Page (see sample on page 28)

- Type the title in CAPITAL LETTERS centered 2" from the top of the page.
- Double-space and type "By".
- Double-space and type the student's name, as the author, **in full as it will appear on the diploma.**
- Type "A DISSERTATION" or "A THESIS" approximately 2.5" below the name.
- Double-space and then type (single spaced):

Submitted to  
Michigan State University  
in partial fulfillment of the requirements  
for the degree of

- Double-space and type the name of the degree awarded in CAPITAL LETTERS.
- Double-space and type the name of the department in which the degree is completed.
- Double-space and type the year in which the thesis/dissertation is submitted.

#### 2. Abstract (see sample on page 29)

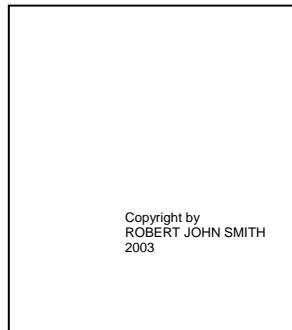
- Type "ABSTRACT" centered 1" from the top of the page.
- Double-space and type the title in CAPITAL LETTERS.
- Double-space and type the word "By".
- Double-space and type the author's name in full as it will appear on the diploma.
- Double-space and type the text of the abstract.
- **The abstract of a doctoral dissertation must not exceed two pages.**
- **The abstract of a master's thesis must not exceed one page.**
- The abstract must not include any figures.
- The text of the abstract must be double-spaced and meet paper and margin requirements.



**NOTE: When submitting the final copy of the thesis/dissertation, one additional title page and abstract is required. The formatting of these pages is different from what is described here. See page 15 for instructions on formatting the additional title page and abstract.**



- 3. Copyright Page** (if applicable, see sample below)
- If the author intends to apply for a copyright, a copyright page must be inserted immediately following the abstract.
  - The copyright notice is placed anywhere on its own page but its placement must comply with the margin requirements. A sample of the recommended format is shown below.



- 4. Dedication** (Optional)
- If used, it should be brief and centered, top to bottom, on the page.
  - Pagination sequence begins at this page with lower case roman numerals.
- 5. Acknowledgments** (Optional)
- Most theses/dissertations include a brief statement of appreciation for, or recognition of, any special assistance. Type "ACKNOWLEDGMENTS" centered 1" from the top of the page.
  - Double-space twice. Begin typing the text.
  - The text must be double-spaced.

- 6. Preface** (Optional)
- If a preface to the thesis or dissertation is included it should precede the Table of Contents
  - Type "PREFACE" centered 1" from the top of the page
  - Double-space twice. Begin typing the text of the preface.
  - The text must be double-spaced.
- 7. Table of Contents** (sample on page 30)
- Type "TABLE OF CONTENTS" centered 1" from the top of the page.
  - Double-space twice. Type the listings.
  - The titles of the chapters or sections, and at least the primary and secondary subdivisions should be listed. They must be worded exactly as they appear in the body of the thesis/dissertation.
  - Single-space within each entry and double-space between.
  - All material that follows the Table of Contents should be listed indicating corresponding page numbers.
  - No preceding material is listed.
  - Tables and Figures are listed separately and are not included in the Table of Contents.
  - Include leader dots before the page number (see sample on page 30)

**Table 2 – Summary of Table of Contents**

<b>Preliminary Pages</b>	<b>Listed in Table of Contents</b>
Title Page	No
Abstract	No
Copyright Notice	No
Dedication	No
Acknowledgments	No
Preface	No
Table of Contents	No
List of Tables	Yes
List of Figures	Yes
Key to Symbols or Abbreviations	Yes
<b>Text</b>	
Introduction	Yes
Body of Thesis/Dissertation	Yes
<b>Reference Pages</b>	
Cover Sheets for Appendices	No
Appendices	Yes
Cover Sheets for Bibliography	No
Bibliography	Yes

**8. List of Tables**

- Type “LIST OF TABLES” centered 1” from the top of the page.
- Double-space twice and type the listings which begin at the left margin.
- The List of Tables uses the captions as they appear above the tables in the text.
- Double-space between each listing.
- All material must indicate corresponding page numbers.

**9. List of Figures**

- Type “LIST OF FIGURES” centered 1” from the top of the page.

- Double-space twice. Type the listings.
- The List of Figures uses the captions as they appear below the figures in the text.
- Double-space between each listing.
- All material must indicate corresponding page numbers.

**10. Key to Symbols or Abbreviations**

- Any form acceptable to the department, college, or style manual may be used.
- Must comply with margin and font requirements.

**Formatting Text**

- The text of the thesis/dissertation must conform to all requirements concerning paper quality, margins, fonts and spacing (see page 3 for Format Requirements and Guidelines).
- Each major section or chapter must start on a new page 1” from the top of the page.

## Formatting Reference Materials<sup>1</sup>

All reference materials must meet paper and margin requirements

### 1. Appendix or Appendices (Optional)

The appendix or (appendices) is usually added to contain supplementary illustrative materials, original data, and quotations too lengthy for inclusion in the text or not immediately essential to an understanding of the text.

#### Cover Sheet (Optional)

- A cover sheet separates reference material from the text material
- Type "APPENDIX" (or "APPENDICES"), centered, top to bottom, on the page.
- The appendices may be divided into APPENDIX A, APPENDIX B, etc. depending on the type and amount of material used.
- Each appendix may have its own cover sheet (optional). For secondary cover sheets, type APPENDIX A (etc.) centered 1" from the top of the page. Double-space twice and type the title.

#### Appendices Entries

- The text of each appendix follows the cover page for that appendix.
- The title of each appendix should be listed separately in the Table of Contents.
- Tables and figures in the appendices must be numbered, captioned, and listed in the List of Tables or List of Figures.
- **All materials used in the appendices must be distinct, legible, of professional quality, and amenable to microfilming without loss of information.**

### 2. Bibliography (sample on page 31)

Any thesis/dissertation that makes use of other works, either in direct quotation or by reference, must contain a bibliography listing these sources.

If pertinent works have been consulted, but not specifically cited in the text, they should be listed separately as an addendum to the bibliography and given the subheading "General References".

#### Cover Sheet (Optional)

- A cover sheet separates the appendices from the bibliographical information
- Type "BIBLIOGRAPHY", centered, top to bottom, on the page. You may use "Literature Cited" or "References" as alternatives to "Bibliography" if that is the convention in your discipline.

#### Bibliography Entries

- Type the heading "BIBLIOGRAPHY" (or alternative) centered 1" from the top of the page.
- Double-space twice. Type the list of sources.
- The list of sources is single-spaced within, and double-spaced between, entries.
- Standards for the presentation of bibliographies are set forth in the style manuals, or will be prescribed by the student's major professor.



<sup>1</sup>Appendix on page 21 provides important information about copyright policy.

## Formatting Tables and Figures

### Definitions

- The word “**Table**” designates tabulated numerical data used in the body of the thesis/dissertation and in the appendices. Tables consist of an arrangement of facts, numbers, and values in an orderly sequence usually in rows or columns.
- The word “**Figure**” designates all other nonverbal material used in the body of the thesis/dissertation and in the appendices, such as charts, graphs, maps, photographs, plates, drawings, diagrams, etc.

### Captions for Tables and Figures

- Every table and figure must bear a table or figure number and caption.
- The captions as they appear with the tables and figures must be identical in every way with their listing in the preliminary pages.
- If the caption is too long to be placed below the figure, a facing page may be inserted (see page 11 on formatting a facing page).

### Preparation of Tables and Figures

- Tables and figures must be of professional quality, fully legible and amenable to microfilming without loss of information.
- Tables and figures must be flawless and cannot reveal distinct lines that pass through letters or words.
- Diagrams, drawings, figures, etc. must be sufficiently clear, sharp, and large enough to be easily readable and suitable for microfilming (see font samples on page 25).
- Computer printouts to be used as tables or figures must be given numbers and captions.
- Large tables or figures must be reduced to standard 8.5"x 11" size or placed on **oversize**, 11" x 17" paper, and inserted as a fold-out (see **Instructions for Oversize Tables and Figures** on page 11).
- All tables and figures, including the caption, must meet margin and font requirements.
- Photographs smaller than 8.5" x 11" should be firmly mounted with **rubber cement**. Photo mounting corners, transparent tape, or staples are not acceptable.

### Options for Color Images

- In copies and on microfilm all colors appear as shades of gray, at best, and some colors disappear. Cross-hatching may be necessary to symbolize color distinctions.
- Color images that will not reproduce as true copies when microfilmed may be submitted if the student completes a form provided by the Graduate School and secures the signatures of the major professor, chairperson of the department and the associate dean of the college. When using this option, students must include a sentence in Methods and Materials, Results, or Figure Legends that states, “**Images in this thesis/dissertation are presented in color.**” Anyone receiving a black and white copy would then be alerted to the fact that information in the images would not match the accompanying text.

### Other Images

- Photocopies of maps, nautical charts etc. are acceptable if the images are clear and suited for microfilming without loss of the information needed to support the text of the thesis/dissertation. For these images, small print is acceptable, but only if the information is not necessary to support the text of the thesis/dissertation.
- Photocopies of unique pictures and documents obtained from books, magazines and newspapers are acceptable if the images are clear and suited for microfilming without loss of the information needed to support the text of the thesis/dissertation. **However, photographic reproduction of the images – rather than photocopying- is strongly recommended and often needed to produce acceptable results.**

- **Prior to deadline week bring your document for a preliminary check by the Graduate School to ensure that all the images included in your thesis/dissertation are acceptable.**

## Enlarge Tables and Figures

- If charts, graphs, maps, diagrams, etc. are unable to be presented on 8.5" x 11" paper, they may be placed on 11" x 17".
- Paper and margin requirements must be met.

### Instructions for Enlarge Tables and Figures

1. Place oversized table or figure on 11" x 17" paper. Make sure there is a 1.5" margin on the left, 1" on top and bottom and at least 3" on the right.
2. Trim 2" from the right margin.
3. Lay oversized paper with the table/figure on top of a standard 8.5" x 11" sheet of paper.
4. Fold oversized paper from right to left .5" in from the right edge of the bottom sheet of paper.
5. Page number will appear centered at the bottom of 8.5" x 11" left section of oversized page.
6. For assistance, consult the Graduate School staff.

## Placement of Tables and Figures

- Tables and figures are inserted as near as possible to the text they illustrate or may be placed in the appendices.
- Tables and figures may appear on the same page with text and two or more small tables or figures may be placed together on a single page, providing that margin requirements are met.
- Wide tables or figures may be placed landscape/broadside providing that margin requirements are met. Table 1 (page 5) of this Formatting Guide serves as a sample of a landscape/broadside presentation of a wide table.
- Page numbers for landscape/broadside tables or figures must be placed at the 8.5" bottom of the page rather than the 11" side (see sample on page 5).

## Numbering of Tables and Figures

- Tables/figures are numbered in separate series.
- Each series is numbered consecutively. For example:

Figure 16      Figure 17  
Table 16      Table 17

**Note:** Other systems of numbering may be required or strongly preferred by some departments. Those systems are acceptable if used consistently.

- If any table continues onto subsequent pages, the caption is not repeated and the top line should read:

Table 16 (cont'd).

- The page on which the table/figure appears is numbered consecutively with the main text.
- This page number is used in the List of Tables or List of Figures.

## Citations of Tables and Figures

- When making reference to a table/figure in the body of the text, the full word and number should be used, thus:

Figure 53      Table 26

## Facing Pages of Tables and Figures

- A facing page is a page that faces another page that includes a table or a figure. A facing page is used to present caption information that is too long to be placed on the same page as a table or a figure.
- The caption is centered, top to bottom, on the facing page.
- The facing page then faces the table/figure.
- Margins for this page are:

Top, Bottom, Left: 1"  
Right: 1.5" (extra space is needed for the binding)

- The number of the table/figure must appear both with the caption and the table/figure.
- Page numbers are placed consecutively on the facing pages just like on all other pages of the text .5" from bottom. For landscape/broadside facing pages, the page number is placed at the 8.5" bottom of the page rather than the 11" side.

## FORMATTING MULTI-VOLUME THESES OR DISSERTATIONS

**Any thesis/dissertation that is thicker than 1.75" must be divided into multiple volumes. Students should take into consideration that cotton rag paper is thicker than standard printer paper. If a thesis/dissertation is 1.5" thick on standard printer paper, chances are the final copy on cotton rag will be close, if not over, the 1.75" thickness.**

- Each volume should be separated at the end of a major division. The Volume I, II, etc. title page is placed at the beginning of each volume. All title pages are identical except for the words Volume I, Volume II, which should be placed just below the title (see samples below).
- All preliminary pages will remain in Volume I.
- In numbering the text and reference pages, numbering is continuous from Volume I through all subsequent volumes.
- Note that the title page for Volume I is counted but not numbered and that the title page for Volume II (or higher) is not counted, not numbered, and not included in the table of contents. The Volume II title page only serves the purpose of dividing the consecutive volumes.

**Sample:** Volume I title page



**Sample:** Volume II title page



**Please refer to page 32 in the Formatting Guide for instructions on the Additional Title Page.**

## USE OF REPRINTS IN THESES/DISSERTATIONS

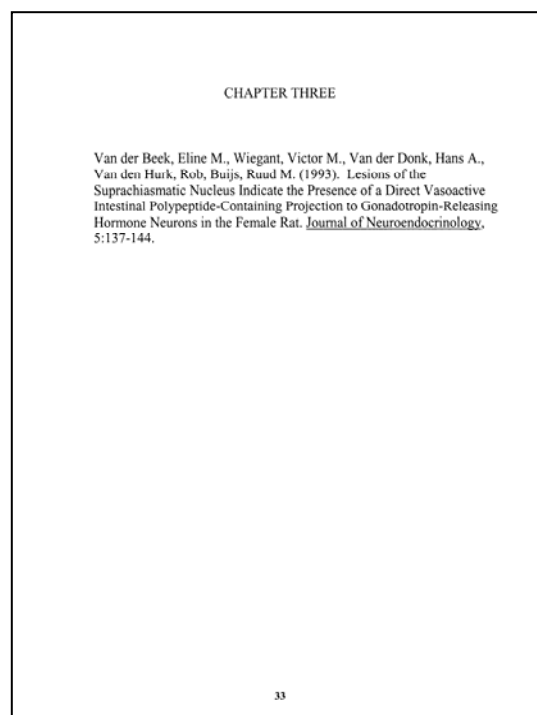
### Policy on the Use of Reprints

A reprint is a copy of a published journal article. Reprints may be used as chapters in the body of a thesis/dissertation if the student is either the primary author or has been primarily responsible for the publication. This assumes the student has had primary responsibility for the research as well as the preparation and the editing of the manuscript. The approval of reprints as part of a thesis/dissertation must be secured by an explicit vote of the student's guidance committee. When including reprints as part of a thesis or dissertation, the student must complete a form provided by the Graduate School. The form needs to be signed by the student and the major professor on behalf of the guidance committee.

### Formatting Theses/Dissertations Using Reprints

- Reprints must comply with the following requirements:
  1. Margins
  2. Pagination
  3. Paper quality
  4. Color images policy
  5. Professional quality of the copying
  6. One-sided printing only
- Each reprint must be preceded by a cover page indicating the chapter that corresponds to the reprinted article and must include full bibliographical information for the published article (including title, authors, journal, volume, pages and year). The formatting should follow the style used for a bibliographical entry and may be placed anywhere on the cover page in compliance with margin requirements. This cover page is counted and numbered.
- All theses and dissertations, including those that use reprints, must contain a suitable preliminary format, which includes the title page, table of contents, and other appropriate preliminary elements.
- All theses and dissertations, including those that use reprints, must have a final reference list or bibliography which serves to assemble all reference materials in one place.

### Sample: Reprint Cover Page



## FINAL SUBMISSION OF THESIS/DISSERTATION

### ProQuest Information and Learning/UMI

Michigan State University's master's theses and doctoral dissertations are sent to ProQuest/UMI Dissertation Services, reproduced on microfilm and bound, and returned for placement in the MSU library as a permanent copy of the University. The fee charged to the student covers the cost of microfilming and binding of the unbound copy submitted to the Graduate School and for publishing the abstract in *Master's Abstracts* or *Dissertation Abstracts International* published by ProQuest/UMI. For additional information about the archival services of ProQuest/UMI, visit their web site: <http://www.proquest.com>

### Thesis/Dissertation Submission Packet

The thesis/dissertation submission packet is available on-line at: <http://grad.msu.edu/current/packet.htm>. The packet includes the following: the On-line interactive Bookplate, Thesis/Dissertation Agreement form, Survey(s), the Human or Animal Subjects form, Color Images form, and the Use of Reprints form. **These are indicated ☺ below.**

The following materials must be presented to the Graduate School at the time the thesis/dissertation is submitted:

#### 1. One Unbound Copy

- Must be prepared in accordance with the specifications in this guidebook.
- Changes, corrections, or additions suggested by the thesis/dissertation director or committee are to be incorporated before submission to the Graduate School.

#### 2. ☺ On-line interactive Bookplate

(sample: page 33)

- Interactive bookplate is available in the on-line packet (<http://grad.msu.edu/current/packet.htm>).
- Must be on 25%/20 lb. white cotton rag paper with a watermark.
- Must be typed.
- Must be signed and dated by the thesis/dissertation advisor after acceptance of the final draft of the thesis/dissertation.
- The bookplate should also include the title, student's name, degree (Ph.D. or M.A./M.S.) and degree-granting department.
- Check with the major professor in advance to assure his/her availability for a signature.

#### 3. ☺ Thesis/Dissertation Agreement Form

- This form is found in the booklet *Publishing Your Master's Thesis or Publishing Your Dissertation* provided by ProQuest/UMI and found in the packet of forms. (Your name on this form, the bookplate and the title page should be exactly the same). For information about the agreement including how to restrict access to your document go to: [http://www.proquest.com/products\\_umi/dissertations](http://www.proquest.com/products_umi/dissertations)

#### 4. ☺ Application for Copyright (Optional)

- Students and their major professors should give careful consideration to the desirability of registering the copyright.
- If the student intends to register, he/she has the option of signing the copyright application included on the ProQuest/UMI Agreement Form, or obtaining copyright through the:

U.S. Copyright Office  
101 Independence Ave. SE  
Washington, DC 20559-6000  
202-707-3000

- A copyright notice must be inserted immediately following the abstract of the thesis/dissertation in accordance with instructions on page 7.

#### 5. Fee

- A fee for submitting a thesis or dissertation is due when the final unbound copy has been accepted by the Graduate School. The fee is payable in the form of a U.S. check or money order payable to:  
MSU Account 21-2541.
- Consult the Graduate School for current fees for doctoral dissertations, master's theses, and copyright fees.
- No cash or credit cards will be accepted for payment of charges.
- A check or money order from a U.S. bank is acceptable.
- The Graduate School reserves the right to place a hold on the issuance of any student's diploma due to bad checks.

#### 6. ☺ Exit Surveys

##### a) Survey of Earned Doctorates

- While the survey is voluntary, the University stands to lose funding for research if we lack the information this questionnaire provides. Student responses are held in complete



confidence, and individuals are not identified in University reports.

#### **b) Survey of Earned Doctorates Part II and Survey of Earned Masters**

- These voluntary surveys are used by MSU to collect information in order to improve academic programs and graduate administrative processes. The Graduate School assures the confidentiality of all the information provided by the students.
- 7. 😊 Human or Animal Subjects Form**
- **All students must** complete and submit this form, even if no human or animal subjects were used.
  - The form must be signed by the student and by the major professor and must include the UCRIHS or AUF number(s) as appropriate.
  - In cases where the student's research involves human subjects, an approval letter from the University Committee on Research Involving Human Subjects (UCRIHS) must be submitted with the form. For information concerning the use of human subjects contact: Dr. Peter Vasilenko, University Committee on Research Involving Human Subjects, 202 Olds Hall, (517) 355-2180. Remember to bring a copy of the UCRIHS approval letter when submitting your thesis or dissertation.
  - In cases where the student's research involves animal subjects, a similar letter of approval from the All University Committee on Animal Use and Care (AUC/AUC) is required when the research involves vertebrate animals. For information concerning the use of animal subjects contact: Candy Flynn, All University Committee on Animal Use and Care, (517) 432-4151. Remember to bring a copy of the AUC/AUC approval letter when submitting your thesis or dissertation.
- 8. Obtaining Additional Bound Copies (Optional)**
- a) Option One: Pre-Publication Discount**
- Use the Author Discount Offer provided by ProQuest/UMI. Information and prices on the One-Time Only Author Discount Offer can be found in the booklet, *Publishing Your Master's Thesis or Publishing Your Dissertation*.
  - It may take 8 months or more to obtain additional copies when using this option.
- b) Option Two: Local Binderies**
- Because of the length of time (8 months or more) required to receive materials from

ProQuest/UMI, students can obtain bound copies and/or abstract reprints elsewhere.

- **Budget Printing**  
(517) 351-5060
- 9. Additional Title Page** (sample on page 32)
- The student must submit to the Graduate School one separate copy of the abstract title page.
  - The additional title page is formatted the same as the thesis/dissertation title page with the exception that the line "A DISSERTATION" or "A THESIS" is replaced by "AN ABSTRACT OF A DISSERTATION" or "AN ABSTRACT OF A THESIS".
  - The additional title page must include the name of your advisor or director double-spaced below the year in which the work was completed.
- 10. Additional Abstract**
- The student must submit to the Graduate School one separate copy of the abstract when submitting the thesis/dissertation. The additional copy is necessary for the inclusion in *Masters Abstracts* or *Dissertation Abstracts International* published by ProQuest/UMI. These journals are subscribed to by leading libraries in this country and abroad, and advertise the availability and price of the theses or dissertations abstracted.
  - The additional abstract is formatted identical to the original abstract (see page 6 for formatting an abstract and page 29 for a sample abstract).
  - If the additional copy of the **DISSERTATION abstract** is more than one page, the student's full name should be placed in the top right-hand corner of the second page not to exceed margin requirements. The formatting of the first page does not change.
- 11. 😊 Color Images**
- Students using color images that will not reproduce as true copies when microfilmed must submit to the Graduate School a copy of the Color Images form signed by the student, major professor, chairperson, and the associate dean of the college.
- 12. 😊 Use of Reprints**
- Students using reprints must submit to the Graduate School a copy of the Use of Reprints form signed by the student and by the major professor.



### Final Note

- **Be sure you have saved your work on disk and have a hard copy before submitting your thesis/dissertation to the Graduate School.**
- **Once a thesis/dissertation has been submitted to the Graduate School, it becomes a permanent copy belonging to the University and may not be released to anyone for any reason.**
- **In order to obtain a personal copy, the student must wait for UMI Dissertation Services to publish the thesis/dissertation (normally 8 months) at which time a publication number is issued and a copy can be ordered.**

---

## How to Avoid Delays

The Graduate School accepts approximately 100 Master's Theses and 200 Doctoral Dissertations per semester. Our staff reviews each document for quality of print, correct formatting and we also hand-count each page to be sure that pages are not improperly numbered or missing. A single document can take anywhere from 10 to 20 minutes to process, depending on the size and number of errors encountered. The following are suggestions to avoid delays:

- **Formatting Presentation**  
Attend the Formatting Presentation sponsored by the Graduate School that is held once each semester.
- **Guidebook**  
Make sure you have a copy of the current *Formatting Guide*.
- **Preliminary Copy**  
It is strongly suggested that a preliminary copy (on printer paper) of the thesis/dissertation be reviewed before printing the final unbound copy that is on watermark paper. It only takes 10 to 20 minutes to review a document for correct formatting (see Check Sheet on pages 22 and 23). An appointment is not necessary.
- **Final Copy**  
Incorporate necessary corrections and print the final copy following the instructions of the *Formatting Guide*.
- **Supporting Paperwork**  
Bring the supporting paperwork (packet of forms can be obtained on-line at: <http://grad.msu.edu/current/packet.htm>, and a check or money order to the Graduate School along with the final unbound copy of the thesis/dissertation.
- **Deadlines**  
Check the Office of the Registrar Enrollment and Registration Calendar or contact the Graduate School for the deadline date for submitting your thesis/dissertation.



**Note: Deadline Day is very busy for the staff in the Graduate School. Avoid submitting your thesis or dissertation on Deadline Day if at all possible. Remember the thesis or dissertation may be submitted any time during the semester. The thesis or dissertation must be a paper copy. We cannot print it off your disk.**

## Most Common Mistakes in Submitting a Final Copy of the Thesis/Dissertation

### Thesis/Dissertation Agreement Form not completed

Not completed and signed by the student when submitting thesis or dissertation. The agreement form often goes unnoticed; it is found in the booklet *Publishing Your Master's Thesis* or *Publishing Your Dissertation*.

### Inappropriate Font Size

Inappropriate font size is used (see page 25-26 for requirements).

### Permission for Color Images not granted

Permission has not been granted by the major professor. When applicable, the letter of exception for the use of some color images must be signed as indicated (see page 10 for a description of the policy on Options for Color Images).

### Permission for Use of Reprints not granted

Permission has not been granted by the major professor, department chair and associate dean of the college. When reprints are used as part of the thesis/dissertation, the appropriate form must be signed by the major professor (see page 13 for a description of the policy on the Use of Reprints).

### Margin requirements are not met

Margin requirements are not met throughout entire thesis/dissertation. All pages **MUST** meet margin requirements.

### Wrong Paper

Incorrect paper quality or any color paper other than white is not acceptable.

### Type of payment unacceptable

Payment with cash or credit card is unacceptable. Checks and money orders from U.S. banks are the only acceptable forms of payment.

### Blank Page

The blank page at beginning of thesis/dissertation is not numbered or counted. The blank page is to protect the thesis/dissertation.

### Incorrect Page Numbering

Page numbering does not follow sequencing requirements. Consult Table 1 on page 5 of the *Formatting Guide* for requirements.

### Problem with Additional Title Page

This page is either not included or not formatted correctly. Note that this is different from the original title page (see sample on page 32).

### Problem with Additional Abstract

This page is either not included or not formatted correctly. Note that if the additional copy of the **Ph.D. DISSERTATION** abstract is more than one page, the student's full name should be placed in the top right-hand corner not to exceed margin requirements. The abstract of a **MASTER'S THESIS** abstract cannot exceed one page.

### Poor Copy Quality

Copies are of poor quality. Copies of theses/dissertations are not acceptable with black smudges, photocopy lines, etc. Theses and dissertations **must** be flawless and of professional quality. **A thesis/dissertation submitted with flaws will be rejected.**

### Human or Animal Subjects Form unsigned

This form is **not** optional and **must** be completed by the student and the major professor regardless of whether or not human or animal subjects were used.

### Bookplate errors

The information on the bookplate is handwritten, a photocopy is used, incorrect paper is used when printing from the web, or the signature of the major professor is missing. Handwritten or photocopies of the on-line interactive bookplates are not acceptable. The bookplate must be the on-line interactive bookplate, must be typed, printed on 25%/20 lb. white cotton rag paper with a watermark and signed by the major professor. The signed bookplate authorizes the Graduate School to accept the thesis/dissertation.

## DEGREE COMPLETION

### Responsibility of the Student

- An *Application for Graduation* must be completed with the Office of the Registrar, room 150 Administration or on-line at: <http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp>, early in the semester of graduation. After you submit the *Application for Graduation, A Graduate Credit Statement and Final Certification for Degree* form will be mailed to your department.
- Program requirements, course credits, and deferred credits normally will have been completed, with the exception of thesis/dissertation credits, before the beginning of the final semester. All doctoral students must register for and successfully complete a minimum of 24 credits of doctoral dissertation research (course number 999) during tenure in their program. Refer to the *Academic Programs* catalog for further details:  
<http://www.reg.msu.edu/ucc/ucc.asp>
- Obtain a thesis/dissertation submission packet of forms from <http://grad.msu.edu/current/packet.htm> prior to submitting the thesis/dissertation.
- Schedule and pass the oral examination.
- Verify deadline dates for the semester through one of the following:

#### Registrar's Office

University Calendar

<http://www.reg.msu.edu/ROInfo/Calendar/Academic.asp>

#### The Graduate School

Graduation Requirements

<http://grad.msu.edu>

- The packet of forms (mentioned above) will also contain the current deadline dates for submitting a thesis/dissertation to the Graduate School.
- Some procedures and deadline dates may vary slightly in the colleges or departments. Students are advised to check with their respective departments for further details.

### Once the thesis/dissertation is accepted by the department:

- Submit the final unbound copy of the thesis/dissertation, required forms, and payment to the Graduate School.

- Determine if additional copies are required within the college or department.
- **Students must be enrolled for at least one credit the semester in which they take the final oral examination.**
- The student is not required to be enrolled the semester of the submission of the final unbound copy to the Graduate School if that semester is different from the semester of the oral defense.

### Responsibility of the Graduate School

- Review preliminary copy of thesis/dissertation
- Accept final, flawless, unbound copy of thesis/dissertation
- Forward additional title page to Office of the Registrar

### Responsibility of the Department Chairperson or the School Director

- The form *Graduate Credit Statement and Final Certification* for each candidate APPROVED (OR DISAPPROVED) for a graduate degree is transmitted by the department and college to the Office of the Registrar the semester in which the degree is to be awarded.

### Responsibility of the Registrar's Office

- Verify approval of the "*Final Certification*" form by department and college.
- Check your records for courses listed on the *Final Certification* form and their approved completion, including the required number of research credits.
- Check for any outstanding parking tickets, holds, or fees owed to the University.
- Check with the Graduate School to verify that your thesis/dissertation was submitted before the semester deadline.

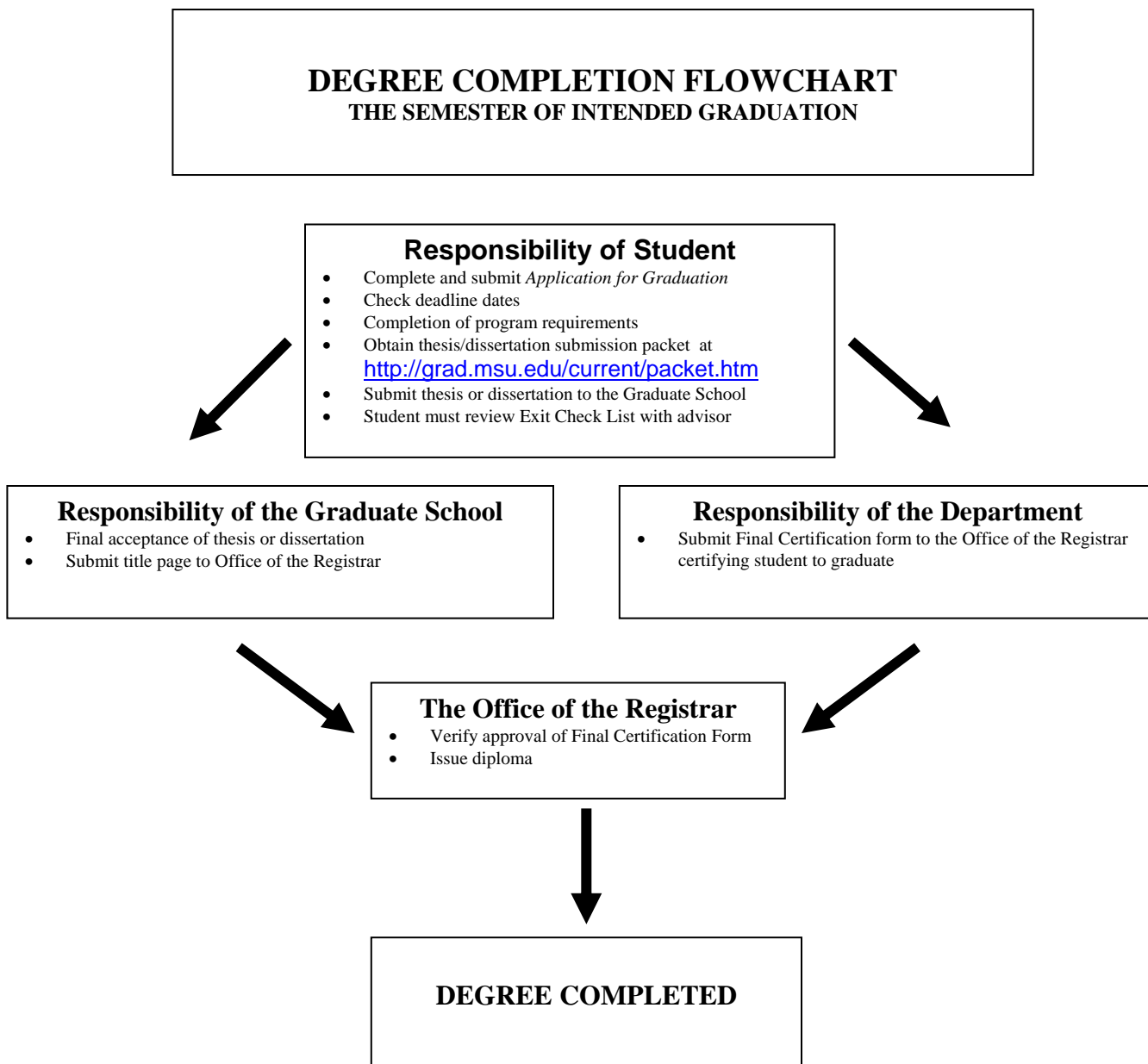
**Here's what you receive:**

- If everything has been completed and verified, you should be receiving a copy of your diploma and degree-granting transcript four weeks after the commencement ceremony. **Congratulations!**
- If one of the items above was not completed, a letter will be sent to you, your college, **and** your department, which indicates the criteria not met. If you have any questions about this letter, you can contact your department.

**Exit Check List:** (see page 34 for a sample)

- Before leaving campus, discuss with your advisor what you are expected or not expected to take with you from MSU, and what needs to be done about the proper disposal or storage of materials used in your research.

**DEGREE COMPLETION FLOWCHART  
THE SEMESTER OF INTENDED GRADUATION**



## Appendices

## **USE OF COPYRIGHTED MATERIAL**

The student is required to obtain permission from the author or publishers to quote extensively from copyrighted material. Such permission is usually granted on condition that acknowledgment is made. If payment is required, this is the student's responsibility. Permission for the use of all such materials must be obtained before the thesis/dissertation is submitted to the Graduate School.

*UMI Dissertation Services (UMI)* requires each student to certify (by signing the Microfilm Agreement Form) that any extensive use of copyrighted material in the manuscript has the written permission of the copyright owner, and to "save and hold harmless" UMI from any damages which may arise from copyright violations. All written permissions must be attached to the agreement form and submitted along with other required material at the time of the submission of the thesis/dissertation to the Graduate School.

**CHECK SHEET FOR A Ph.D. DISSERTATION**

**This form is intended to assist the student and Graduate School staff in determining the quality of the dissertation being submitted. By itself it does not imply final approval of the dissertation by the Graduate School. It is the sole responsibility of the student to make any corrections necessary to meet the formatting requirements. The Graduate School cannot be responsible for changes, additions or modifications made after the preliminary review of a student's dissertation.**

**I. PAPERWORK:**

- \_\_\_ Name Comparison  
Same on bookplate, title page, agreement form
- \_\_\_ Microfilm Agreement Form
- \_\_\_ Citizenship
- \_\_\_ University, College, Dept., Degree
- \_\_\_ Signatures  
Compare to **Personal Data & Copyright Data**
- \_\_\_ Color Images - Letter of Exception
- \_\_\_ Reprints - Letter of Exception
- \_\_\_ Title Page with major professor's name at bottom. Will also read "AN  
ABSTRACT OF A DISSERTATION"
- \_\_\_ Abstract for Abstract's International  
Two pages maximum, double-spaced! Name of student must be placed in  
top right hand corner of second page of abstract
- \_\_\_ Bookplate **typed** and **signed** by major professor
- \_\_\_ Human/Animal Subjects Form - **signed** by major prof.
- \_\_\_ UCRIHS and AUC/AUC letter of approval
- \_\_\_ Survey Forms
  - a. MSU Survey
  - b. National Survey

**II. CONTENTS OF DISSERTATION**

- \_\_\_ 25%/20# White Rag Paper - cotton content with watermark
- \_\_\_ Font Size
- \_\_\_ Title Page
- \_\_\_ Abstract - Double-spaced! Two pages maximum!
- \_\_\_ Copyright - compare with Microfilm Agreement Form
- \_\_\_ Table of Contents
- \_\_\_ Bibliography
- \_\_\_ 1.5" Left Margin
- \_\_\_ 1.0" Right Margin
- \_\_\_ 1.0" Top Margin
- \_\_\_ 1.0" Bottom Margin
- \_\_\_ Quality of Copy
- \_\_\_ Correct Page Numbering
- \_\_\_ Missing Pages
- \_\_\_ Darkness of Print

**III. PAYMENT: (Check or money order only!!)**

- \_\_\_ Ph.D. **without Copyright** \$\_\_\_\_.
- \_\_\_ Ph.D. **with Copyright** \$\_\_\_\_.
- \_\_\_ Completed check or money order from U.S. bank.

**MAKE CHECKS PAYABLE TO:  
MSU ACCT #21-2541**

**IV. COMMENTS:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**V. Will there be additions or deletions to the formatting that was just checked?**

---

---

---



## CHECK SHEET FOR A MASTER'S THESIS

This form is intended to assist the student and Graduate School staff in determining the quality of the thesis being submitted. By itself it does not imply final approval of the thesis by the Graduate School. It is the sole responsibility of the student to make any corrections necessary to meet the formatting requirements. The Graduate School cannot be responsible for changes, additions or modifications made after the preliminary review of a student's thesis.

### I. PAPERWORK:

- Name Comparison  
Same on bookplate, title page, agreement form
- Microfilm Agreement Form
  - Citizenship
  - University, College, Dept., Degree
- Signatures  
Compare to **Personal Data & Copyright Data**
- Color Images - Letter of Exception
- Reprints - Letter of Exception
- Title Page with major professor's name at bottom. Will also read "AN  
ABSTRACT OF A THESIS"
- Abstract for Abstract's International  
One page maximum, double-spaced!
- Bookplate **typed** and **signed** by major professor
- Human/Animal Subjects Form - **signed** by major prof.
- UCRIHS and AUC/AUC letter of approval
- Survey Forms

### II. CONTENTS OF THESIS

- 25%/20# White Rag Paper - cotton content with watermark
- Font Size
- Title Page
- Abstract - Double-spaced! One page maximum!
- Copyright - compare with Microfilm Agreement Form
- Table of Contents
- Bibliography
- 1.5" Left Margin
- 1.0" Right Margin
- 1.0" Top Margin
- 1.0" Bottom Margin
- Quality of Copy
- Correct Page Numbering
- Missing Pages
- Darkness of Print

### III. PAYMENT: (Check or money order only!)

- MA without Copyright \$ \_\_\_\_\_
- MA with Copyright \$ \_\_\_\_\_
- Completed check or money order from U.S. bank.

### IV. COMMENTS:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

### V. Will there be additions or deletions to the formatting that was just checked?

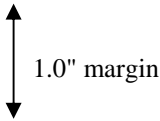
---

---

---

**MAKE CHECKS PAYABLE TO:**  
MSU ACCT #21-2541

## **SAMPLES**



**Font and Margin Reference**

The following fonts are recommended for use in preliminary pages, general text, appendices and the bibliography. Also note margin requirements.

**Arial 12 pt font  
Microsoft Word 2000**

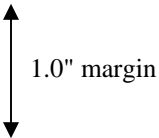
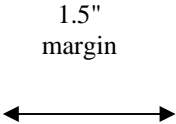
This handbook sets forth the thesis and dissertation requirements established by the Graduate School of Michigan State University. Individual departments or schools may have additional requirements or may specify requirements in greater detail. The Graduate School must approve these additional requirements. The graduate student has a responsibility to learn what, if any, special departmental/school requirements may apply. The thesis/dissertation should be prepared in accordance with the instructions of this handbook.<sup>1</sup>

Any proposed deviation from the guidelines in this handbook must be referred to the Graduate School for approval before the thesis/dissertation is completed in final form.

The rules in this 2003-2006 Formatting Guide take precedence over previous publications issued by the Graduate School.

---

<sup>1</sup>Arial 10 point. Use 10 point font for footnotes and long tables. Proposed deviations must be referred to the Graduate School.



**Courier 12 pt font**  
**Microsoft Word 2000**

This handbook sets forth the thesis and dissertation requirements established by the Graduate School of Michigan State University. Individual departments or schools may have additional requirements or may specify requirements in greater detail.<sup>2</sup>

**Times New Roman 12 pt font**  
**Microsoft Word 2000**

This handbook sets forth the thesis and dissertation requirements established by the Graduate School of Michigan State University. Individual departments or schools may have additional requirements or may specify requirements in greater detail.<sup>3</sup>

**Helvetica 12 pt font**  
**Microsoft Word 2000**

This handbook sets forth the thesis and dissertation requirements established by the Graduate School of Michigan State University. Individual departments or schools may have additional requirements or may specify requirements in greater detail.<sup>4</sup>

---

<sup>2</sup>Courier 10 point. Use 10 point font for footnotes and long tables. Proposed deviations must be referred to the Graduate School.

<sup>3</sup>Times New Roman 10 point. Use 10 point font for footnotes and long tables. Proposed deviations must be referred to the Graduate School.

<sup>4</sup>Helvetica 10 point. Use 10 point font for footnotes and long tables. Proposed deviations must be referred to the Graduate School.

## Sample Font Size for Equations

Not Acceptable	Acceptable
$\lim_{h \rightarrow 0} \frac{(3+h)^2 - 9}{h}$	$\lim_{h \rightarrow 0} \frac{(3+h)^2 - 9}{h}$
$f(x) = \frac{(x+1)^2}{\sqrt{x^2+1}}$	$f(x) = \frac{(x+1)^2}{\sqrt{x^2+1}}$
$0 \leq (x+\pi)^8 = \sum_{j=0}^8 \binom{8}{j} x^{8-j} \pi^j$	$0 \leq (x+\pi)^8 = \sum_{j=0}^8 \binom{8}{j} x^{8-j} \pi^j$
$\dot{x} = \lim_{h \rightarrow 0} \frac{f(t+h) - f(t)}{h}$	$\dot{x} = \lim_{h \rightarrow 0} \frac{f(t+h) - f(t)}{h}$
$F_A = \frac{dE_A}{dr} \approx \frac{E_A(r+h) - E_A(r-h)}{2h}$	$F_A = \frac{dE_A}{dr} \approx \frac{E_A(r+h) - E_A(r-h)}{2h}$
$\int_0^2 \int_{\lambda-2}^{\lambda^2} 3x - 2y \, dy \, dx$	$\int_0^2 \int_{\lambda-2}^{\lambda^2} 3x - 2y \, dy \, dx$

THE RELATION BETWEEN BIOCHEMICAL AND MORPHOLOGICAL  
DIFFERENTIATION IN BLASTOCLADIELLA EMERSONI

By

James Samuel Lovett

A DISSERTATION  
(or A THESIS)

Submitted to  
Michigan State University  
in partial fulfillment of the requirements  
for the degree of

DOCTOR OF PHILOSOPHY  
(or MASTER OF ARTS or MASTER OF SCIENCE)

Department of Botany and Plant Pathology

2007

## **ABSTRACT**

### **2007-10 FORMATTING GUIDE FOR MASTER'S THESES AND DOCTORAL DISSERTATIONS**

By

Cathie A. Allison

The Michigan State University policy on Integrity of Scholarship is set forth in General Student regulation I.00, cited in the University catalog: "The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars . . . No student shall claim or submit the work of another as one's own." These principles apply to the preparation of master's theses and doctoral dissertations as well as to all other academic work. In submitting a thesis/dissertation in partial fulfillment of the requirements for a master's or doctoral degree, a student takes responsibility for the integrity of that work.

## TABLE OF CONTENTS

LIST OF TABLES .....	vii
LIST OF FIGURES .....	viii
INTRODUCTION .....	1
CHAPTER 1	
MANUSCRIPT REQUIREMENTS .....	3
CHAPTER 2	
FORMAT REQUIREMENTS.....	5
Paper .....	5
Word Processing.....	5
Text Formatting .....	6
Margins .....	6
Spacing .....	6
Page Numbering Placement .....	9
Preliminary Pages .....	9
Placement .....	9
Numbering .....	9
Facing Pages .....	9
Subdivisions .....	10
Footnotes .....	11
Multi-Volume Theses or Dissertations.....	11
Non-Conforming (Musical) Theses and Dissertations .....	11
APPENDICES .....	20
BIBLIOGRAPHY .....	31



## BIBLIOGRAPHY

- Buscaglia, L. (1972). Love. NY: Fawcett Crest.
- Chapman, G. (1982). Hope for the Separated. Chicago: Moody Press.
- Colgrove, M, Bloomfield, H. and McWilliams, P. (1976). How to survive the loss of a love. NY: Leo Press.
- Grollman, E. and Sams, M. (1982, March). So you didn't live happily ever after. New Woman: 123, 125-128.
- Herman, J. (1992). Trauma and recovery. NY: Basic Books.
- Kaiser Sterns, A. (1984). Living through personal crisis. NY: Ballantine Books.
- Sell, C. (1991). Transitions through adult life. Grand Rapids, MI: Zondervan Publishing House.
- Whitman, A. (1982, April 6). When someone you love leaves you. Woman's Day, 22.
- Wallerstein, J. (1989, January 22). Children after divorce. The New York Times Magazine, 19-21, 41-44.

THE RELATION BETWEEN BIOCHEMICAL AND MORPHOLOGICAL  
DIFFERENTIATION IN BLASTOCLADIELLA EMERSONI

By

James Samuel Lovett

AN ABSTRACT OF A DISSERTATION  
(or AN ABSTRACT OF A THESIS)

Submitted to  
Michigan State University  
in partial fulfillment of the requirements  
for the degree of

DOCTOR OF PHILOSOPHY  
(or MASTER OF ARTS or MASTER OF SCIENCE)

Department of Botany and Plant Pathology

2007

Professor John Q. Pub

**Sample – Dissertation (Ph.D.) Bookplate:**

This is to certify that the  
dissertation entitled

REPLACE THIS TEXT WITH YOUR DISSERTATION TITLE

presented by

REPLACE THIS TEXT WITH YOUR NAME

has been accepted towards fulfillment  
of the requirements for the

degree in \_\_\_\_\_

\_\_\_\_\_

Major Professor's Signature

\_\_\_\_\_

Date

*MSU is an Affirmative Action/Equal Opportunity Institution*

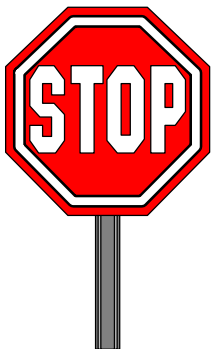


**IMPORTANT!**

THE BOOKPLATE IS AVAILABLE ON-LINE (<http://grad.msu.edu/current/packet.htm>). **THIS FORM IS INTERACTIVE AND MUST BE PRINTED ON 25%/20LB. WHITE COTTON RAG PAPER WITH A WATERMARK**

# Finished! Congratulations!

## Now, please . . .



**M**AKE SURE YOU ARE AWARE OF THE  
FOLLOWING **BEFORE** LEAVING CAMPUS:

### **EXIT CHECK LIST**

1. \_\_\_\_\_ Original data supporting research, including consent forms, should be kept for a minimum of 3 years after completion of project, or longer as recommended by your professional or disciplinary organizations, or any patent requirements. Any perishable items should be kept in proper storage.
2. \_\_\_\_\_ Make sure your major professor/advisor knows where your research notebooks, other data, digital images and electronic files are stored.
3. \_\_\_\_\_ Understand what you may or may not take from MSU.
4. \_\_\_\_\_ Understand what the expectations are for publication of your research.
5. \_\_\_\_\_ Turn in your keys and/or security cards.

### IF YOUR WORK INVOLVED LABORATORY OR FIELD RESEARCH THEN:

6. \_\_\_\_\_ Make sure all vials, samples, chemicals, test tubes, etc. are accurately labeled with both contents and date. Don't leave any unknown or unlabeled containers. Samples in liquid nitrogen or freezers should have a log on the outside of the storage unit.
7. \_\_\_\_\_ Clean up your lab bench/storage space. Discuss with your major professor/advisor what he/she wants to do with any remaining research material. Write up the summary of this discussion in your lab notebook.
8. \_\_\_\_\_ Dispose of any/all radioactive, chemical and biological wastes using the ORCBS procedures. Check with your major professor if you have any questions.

## Index

### A

abstract ..... 4, 5, 8, 15, 17  
 abstract format ..... 6, 29  
 acknowledgments ..... 4, 7  
 additional abstract ..... 6, 15, 17  
 additional bound copies ..... 15, 18  
 additional title page ..... 6, 15, 17  
 appendices ..... 4, 5, 8-11, 20  
 application for graduation ..... 18  
 avoiding delays ..... 16

### B

bibliographical entries ..... 9  
 bibliography ..... 4, 5, 8, 13, 31  
 binding ..... 15  
 blank page ..... 6, 17  
 bookplate ..... 14, 17, 33

### C

captions ..... 10, 11  
 check sheet ..... 22, 23  
 citations ..... 11  
 color images ..... 10, 17  
 common mistakes ..... 17  
 copy quality ..... 3, 10, 17  
 copying ..... 3  
 copyright ..... 4, 5, 8, 9, 14  
 copyright page ..... 7  
 copyrighted material ..... 21  
 cover sheets ..... 5, 8, 9

### D

deadline ..... 16  
 deadline day ..... 16, 18  
 dedication ..... 4, 5, 7, 8  
 degree completion ..... 18, 19, 34  
 diagrams ..... 10, 11  
 divisions and subdivisions ..... 3

### E

equations ..... 3, 27  
 exit check list ..... 19, 34

### F

facing page ..... 11  
 fees ..... 14, 17  
 figure numbering ..... 11  
 figures ..... 5, 7-10  
 final certification ..... 18  
 font ..... 3, 6, 10, 17, 25-27  
 footnotes ..... 3, 25, 26  
 format requirements and guidelines ..... 3  
 formatting ..... 4, 6-12, 17, 25-32  
 formatting presentation ..... 16

### G

graduation checklist ..... 34  
 graduation requirements ..... 18, 19

### H

human or animal subjects ..... 15, 17

### I

images ..... 10, 17  
 introduction ..... 4

### K

key to symbols or abbreviations ..... 8

### L

list of figures ..... 8  
 list of tables ..... 8

### M

major professor signature ..... 13-15, 17  
 manuscript requirements ..... 2  
 maps ..... 10  
 margins ..... 3, 11, 17, 25, 26  
 microfilm ..... 3, 15  
 multiple volume ..... 12  
 musical performance and composition ..... 1

### N

notations ..... 3, 27  
 number placement ..... 4

### O

oversize tables and figures ..... 10, 11

### P

packet of forms ..... 14, 16  
 page number placement ..... 4, 5, 7, 11-13, 17  
 pagination and sequencing table ..... 5  
 paper ..... 3, 10, 11, 14, 17  
 paperwork ..... 14, 16, 22, 23  
 photocopies ..... 10  
 photographs ..... 10  
 preface ..... 5, 7, 10  
 point size ..... 2  
 preliminary copies ..... 16, 22, 23  
 preliminary pages ..... 4-8, 12, 28, 29, 30  
 printing and copying ..... 3, 9, 10, 14, 17

### R

reference material ..... 8, 9, 31  
 required forms and materials ..... 14, 15  
 responsibilities of department ..... 18  
 responsibilities of student ..... 18  
 reprints ..... 13, 17

### S

spacing and margins ..... 3, 4, 6-11, 15, 17, 25  
 styles of writing ..... 2  
 submission requirements ..... 14-18, 22, 23  
 subdivisions ..... 3  
 surveys ..... 14, 15  
 symbols ..... 3, 5, 8, 27

### T

table of contents ..... 5, 7, 8, 9  
 table of contents format ..... 7, 30  
 table numbering ..... 11  
 tables ..... 10  
 text formatting ..... 4, 7, 8, 30  
 thesis/dissertation agreement form ..... 14  
 title page ..... 4, 5, 8, 12, 15, 17, 28, 32  
 title page format ..... 6, 28

### U

umi agreement form ..... 14, 16, 17, 21  
 umi dissertation services ..... 15  
 unbound copy ..... 14

### V

volumes ..... 12

## NOTES