

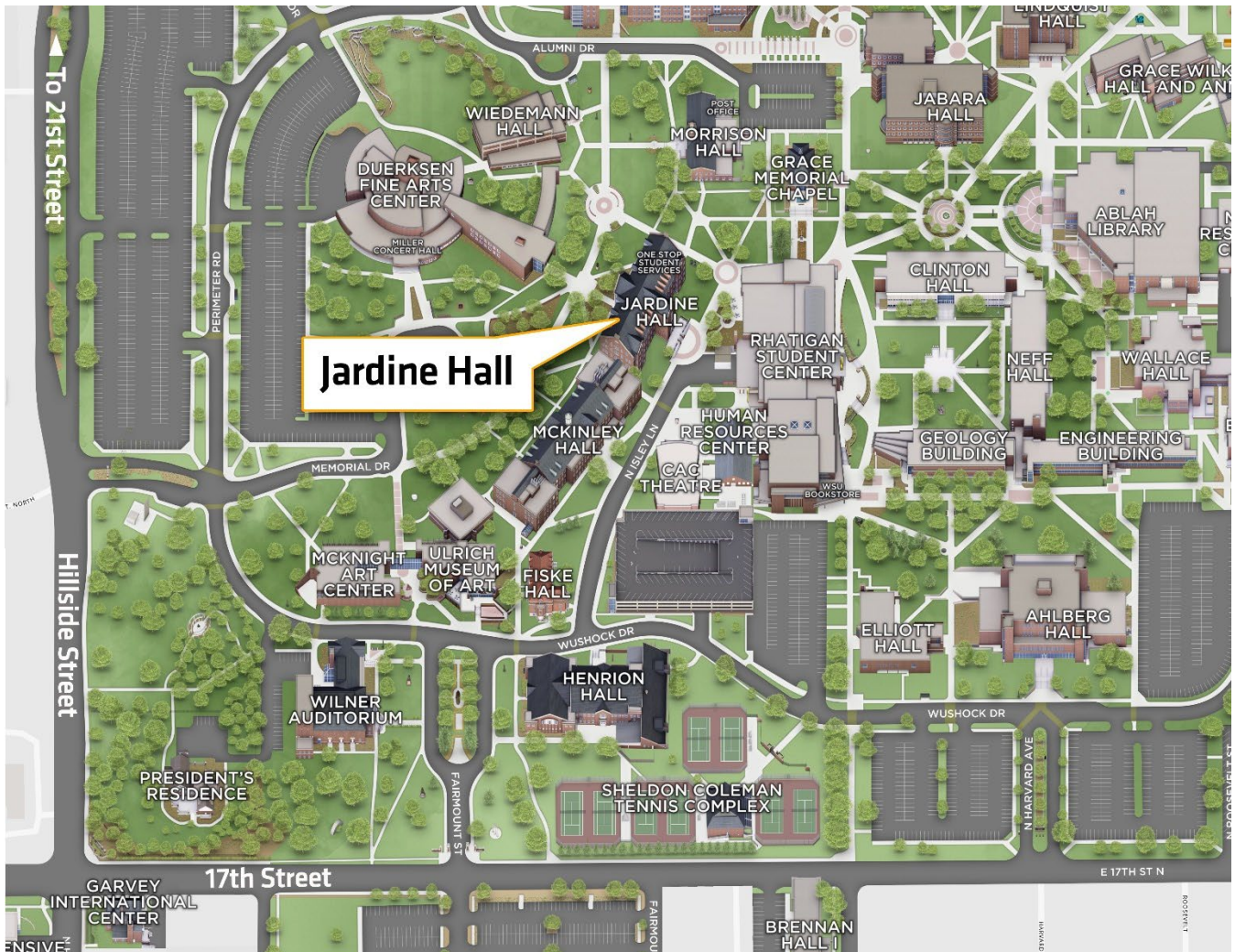
Graduate School
Wichita State University
Wichita, Kansas

**Graduate School Guide
to the
Preparation of
Theses and Dissertations**



Fall 2023

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PREFACE

This manual is designed to be a basic source of information for Wichita State University (WSU) graduate students who are writing a master's thesis or doctoral dissertation. All theses and dissertations must be submitted electronically. The Electronic Thesis/Dissertation (ETD) is submitted to the Graduate School by converting the document to a Portable Document Format (PDF) file. Once approval has been given by the Graduate School, the PDF file will be uploaded to the Blackboard Learning System. The final copy will also be forwarded to University Libraries. Bound copies are no longer required. However, if a copy is requested by the department or committee chair, then students may choose to provide a duplicate copy on low-cost, non-archival paper and bound using any low-cost binding method. The ETD process will contribute to worldwide graduate education as WSU builds a Networked Digital Library of Theses and Dissertations (NDLTD) in collaboration with other scholarly institutions.

This manual establishes the technical parameters within which all students should work to produce a thesis or dissertation, such as production tools, font, margins, spacing, pagination, and page sequencing. It also provides full-sized sample pages. **Students viewing this manual from the Graduate School's website are advised to print it out prior to preparing their thesis or dissertation, since headings, subheadings, and spacing can appear differently when viewed on the computer screen than in printed format.** Reading this document in its entirety, not just the sample pages, should facilitate an understanding of the required format. However, once the thesis or dissertation is completed, comparing the completed work to the sample pages should ensure a uniform document that conforms to Graduate School guidelines.

Viewing the style of other theses or dissertations on file in University Libraries is a common practice, but students must understand that mere duplication of another document's style may not be acceptable. The existence of a particular style or usage in a previously accepted thesis or dissertation does not establish a precedent for its continuation. **Graduate students are responsible for meeting the regulations in this guide** and are encouraged to consult with their committee advisors regarding the implementation of these regulations.

Once students are familiar with these guidelines, they should consult the current style manual recommended by their department or discipline for all other issues of form and content, particularly the style for references. A list of WSU graduate programs requiring a thesis or dissertation and the recommended manuscript style is found here in Appendix A. **The goal is to strive for consistency throughout the entire thesis or dissertation; however, when approaches differ from one another, regulations from the Graduate School take precedence over rules found in other style manuals.**

This publication guide was adapted from several sources, including the Tennessee Conference of Graduate Schools *Guide to the Preparation of Theses and Dissertations*, the Office of Degree Requirements at the University of Massachusetts, the *Kansas State University Graduate Handbook*, and Kate Turabian's *Manual for Writers of Term Papers, Theses, and Dissertations*. The guide itself has been set up to illustrate some of the required formatting styles of a thesis or dissertation; however, to conserve space here, bullets are used extensively, and most of the text is single-spaced rather than double-spaced (double-spacing is required for the main text of a thesis or dissertation).

The 2023 printing of this manual is the sixteenth edition, edited by Kristie Bixby, Publications Editor for Wichita State University.

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CHAPTER 1

INTRODUCTION

The purpose of a thesis or dissertation is to contribute to a student's field of study through the pursuit of research and scholarship. The Wichita State University (WSU) Graduate School encourages and upholds WSU's standards of accuracy and soundness of research, as well as the requirements of individual graduate programs regarding the master's thesis and the doctoral dissertation. WSU is committed to assisting graduate students and faculty members in meeting the goals of consistency, logical organization, attractiveness, and correctness in theses and dissertations.

Regardless of the style and format used, a thesis or dissertation must be sufficiently complete to allow an independent investigator to repeat or verify all of the work leading to the author's results and conclusions. In certain cases, when a manuscript prepared for publication is to be used, the terseness or page restrictions required by professional journals may prevent an author from meeting this condition with the publishable manuscript alone. In such cases, the thesis or dissertation must include additional materials that ensure independent reproducibility tables, descriptions of unproductive or unsuccessful explorations, derivations, and so forth (quoted from Kansas State University Graduate School website:

<https://www.k-state.edu/grad/graduate-handbook/appendixb.html>).

Since conferral of a graduate degree implies personal integrity and knowledge of scholarly methods, there are three areas in which graduate students should be particularly cautious: (1) proper acknowledgment of cited works, (2) use of copyrighted material, and (3) compliance reporting associated with applicable federal, state, and university regulations and policies. If copyrighted material is used in a limited way, then permission to quote it is usually not necessary.

However, if extensive material from copyrighted work is to be used such that the rights of the copyright owner might be violated, then permission of the owner must be obtained. In determining the extent of a written work that may be quoted without permission, the student should consider the proportion of the material to be quoted in relation to the substance of the entire work. In no case should a standardized test or similar material be copied and included in a thesis or dissertation without written permission.

In recent years, with the increased use of the Internet for research, some students have struggled with the proper manner in which to cite certain content. Some have used Wikipedia as a reference. **Wikipedia is not an acceptable reference**, because it can be edited by anyone at any time, with no validation of the information. However, at the bottom of many Wikipedia pages, there are reference sources for the material quoted in the document. Rather than citing Wikipedia, it is recommended that students investigate those sources, which are usually linked, and review the information from them; if the material is acceptable and relevant to the work in the thesis or dissertation, then students can cite the actual source.

There is often confusion over what content is required to be cited. Insufficiently cited content can lead to concerns of plagiarism, which can call into question the entirety of a student's thesis or dissertation research. In order to check a thesis or dissertation for sufficient citation of content, the use of SafeAssign is recommended. This tool, offered by Blackboard, can help students and faculty ensure that any borrowed content is properly attributed. It is suggested that all students work with their thesis or dissertation advisor to have their work reviewed through SafeAssign to ensure proper citation of all borrowed work.

Compliance with federal regulations governing the use of human subjects, animal care, radiation, legend drugs, recombinant DNA, or the handling of hazardous materials in research is monitored by a number of federal agencies. Because of these regulations, research compliance is

another area of importance to graduate students and how their research is conducted. If they are unfamiliar with compliance, then graduate students and their faculty advisors who are planning research that involves any of the areas mentioned should contact the Office of Research before beginning their project. The goal of the WSU Graduate School, as well as the student's thesis or dissertation committee, is to ensure that the manuscript will reflect credit on the student, the student's committee, the department, the Graduate School, and ultimately Wichita State University.

All graduate degrees are awarded by the Kansas Board of Regents upon recommendation of the faculty and the dean of the Graduate School, who reserve the right to reject theses and dissertations that do not conform to the regulations stated in this manual. In addition, the Graduate School provides assistance in the preservation and circulation of students' manuscripts through the University Libraries System.

The chapters that follow provide basic guidelines/instructions for preparing a thesis or dissertation. Small sample pages showing placement of information accompany some of the descriptions of these instructions. **An entire section of full-sized sample pages begins on page 40.** Following each full-sized sample page is an identical page that shows how to format that page according to Graduate School guidelines, including various "callout" frames containing important formatting information.

CHAPTER 2

PREPARATION AND FORMAT

2.1 Production Tools

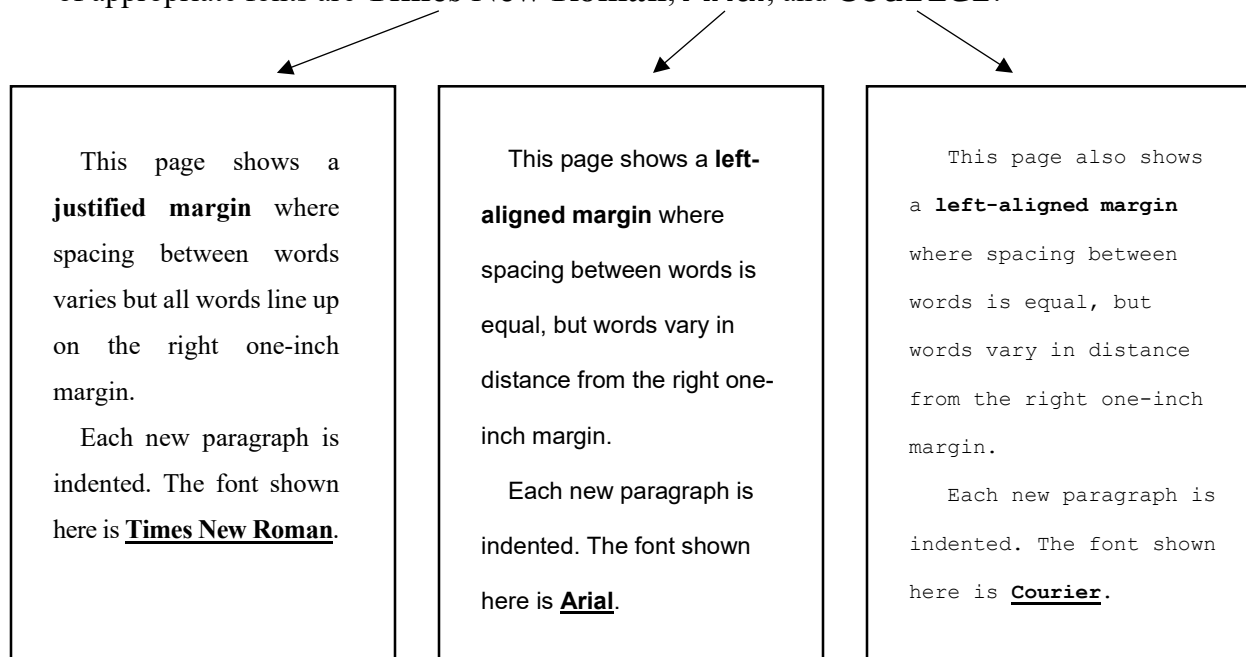
- Remember that every thesis and dissertation is produced electronically and becomes part of the Wichita State University Libraries collection as an electronic document; therefore, the final presentation must meet the highest standards of clarity, legibility, uniformity, and reproducibility.
- Produce the manuscript using a computer application suitable to the discipline and capable of being transmitted electronically to Blackboard. Typically, manuscripts are produced with Microsoft Word, although LaTeX, a high-quality typesetting system that includes features designed for the production of technical and scientific documentation, is also acceptable. Because LaTeX is not a word processor and primarily focuses on accurate content, *pages formatted in LaTeX often look very different than those shown in the guidelines*. Therefore, **if LaTeX is the application of choice, then ensure that the preliminary pages match the sample pages here in this preparation guide. This may require creating the preliminary pages in Word and then combining them with the text and any appendices into one PDF file before final submission.**
- Since Blackboard can be accessed through the Internet, ensure that you have access to an Internet connection and browser.
- Use the following Web address to access Blackboard: <http://blackboard.wichita.edu>.
- Refer to Chapter 5 (beginning on p. 35) for steps in the electronic thesis/dissertation (ETD) process.
- Direct any questions about the acceptability of the draft document to the committee chair and/or members.

2.2 Margins

- Assume a standard page size of 8½ by 11 inches. Use **one-inch margins for ALL pages** (including preliminary pages, text, pages with tables and figures, references/bibliography, and appendices, and keep all type-written text within the text area of 6½ by 9 inches. Insert page numbers in the footer area of the page at the bottom ½-inch margin.
- **Either** “justify” (flush left and right margins) **or** “left-align” (flush left and ragged right margins) margins, but be consistent throughout the entire document, and do not use a mixture of the two. Before submitting the manuscript, **re-check the margins on all pages** to ensure consistency throughout the document.

2.3 Font

- Choose a font image that is clear and distinct, shows high-quality contrast, and has true descenders (parts of letters that normally extend below the line, such as p, q, and y). Examples of appropriate fonts are **Times New Roman**, **Arial**, and **Courier**.



- Use either a 12-point or 10-point font, meaning 12 or 10 characters to the inch, respectively.
- **Keep the same font consistent throughout the main text of the manuscript.** However, if necessary, vary the style and size of the font in tables, inner legends of figures, equations, and appendices, but keep the varied font consistent throughout those sections of the document. Also, if desired, use different fonts for poetry, dialogue, or other special circumstances.
- Use FULL CAPITAL LETTERS (like this) for the titles of all major headings in the preliminary pages, all chapter headings listed in the Table of Contents and in the body of the paper, and reference and appendix headings. Such titles include the following: FULL TITLE (on Title Page and Committee Identification Page), DEDICATION, ACKNOWLEDGMENTS, ABSTRACT, PREFACE, TABLE OF CONTENTS, LIST OF TABLES, LIST OF FIGURES, LIST OF PLATES, LIST OF ABBREVIATIONS/NOMENCLATURE, LIST OF SYMBOLS, CHAPTER HEADINGS, REFERENCES/BIBLIOGRAPHY, and APPENDICES.
- For the titles of subheadings, use **one of the following two styles consistently**:

Headline Style (also called **Initial Capitals**) is preferred and looks like this:

Capitalize All Words Except for the Following—articles (a, an, the); coordinating conjunctions (such as **and**, **but**, **or**, **so**, **yet**, **nor**, etc.); and prepositions fewer than five letters (such as **to**, **for**, **as**, **with**, **in**, **of**, **over**, **on**, **than**, etc.)—**Unless They Come at the Beginning or End of the Heading**

Sentence style looks like this:

Capitalize only the initial letter of the subheading and any proper nouns or proper adjectives like Wichita State University.

- If preferred, use a **boldface** font for **chapter titles, headings, and subheadings**, but be consistent in using this style throughout the document. **However, do not bold headings in the front matter (preliminary pages), figure and table captions in the text, and back matter (references and any appendices).**
- *Italicize* (like this) the titles of printed materials such as books, periodicals, microfilm publications, and proceedings and transactions titles; otherwise, use italics sparingly in the text and only for special emphasis, foreign words, technical terms, and mathematical expressions.

2.4 Spacing

- Remember the meaning of the following types of spacing in line typing:

Single-Space: <u>No blank lines</u> between each line of text.
Double-Space: <u>One blank single line</u> between each line of text.
Triple-Space: <u>Two blank single lines</u> between each line of text.

- **Do not insert “points” (extra spacing) before and after lines of text. That is, under the “Paragraph” menu in Word, set the “Spacing” to “0 pt” before and “0 pt” after lines of text throughout the entire document so that line spacing is exactly single or double, depending on the section of the paper.**
- In the **preliminary pages**—those pages preceding the text material (refer to sample pages 41–72)—follow the preferred format (single-spacing or double-spacing) as shown in the examples of Title, Copyright, Committee Identification, Dedication, and Epigraph pages. However, **double-space** text lines of the Acknowledgments, Abstract, and Preface, and **indent (typically one-half inch) the first line of each new paragraph on these pages**, keeping the amount of indentation consistent here as well as in the text material. Leave a **triple-space** between any heading that begins at the top one-inch margin and the text that follows.
- In the **Table of Contents**, place the title “TABLE OF CONTENTS” in all capital letters on the one-inch top margin and triple-space between this title and the page subheading containing the words “Chapter” and “Page” flush on the left and right margins, respectively. Repeat this heading/subheading at the top of every page of the Table of Contents. Double-space after the “Chapter”/“Page” subheading to begin listing the first chapter number on the left margin, followed by the CHAPTER TITLE (in all capital letters like this) indented about a half inch. Double-space before and after chapter headings. Align subheadings under the first word of the CHAPTER TITLE, and single-space all subheadings. Also single-space chapter headings and subheadings longer than one line, with subsequent lines indented and aligned under the first word of the heading/subheading. Refer to full-sized samples of Table of Contents Pages (pp. 57–62) for placement of this information.

- In the **List of Tables, List of Figures, and List of Plates**, follow the same page setup as for the Table of Contents: place the title on the one-inch top margin and triple-space between the page title (e.g., LIST OF TABLES) and the appropriate page subheading (e.g., “Table” | “Page” or “Figure” | “Page” or “Plate” | “Page”). Begin listing the first table/figure/plate number on the left margin, followed by its caption indented about a half inch. Double-space between captions, but single-space captions longer than one line. Align subsequent lines of a multiline caption under the first word of the caption. Refer to sample List of Tables, List of Figures, and List of Plates Pages (pp. 63–68) for placement of this information.
- In the **List of Abbreviations/Nomenclature or Symbols**, follow the same page setup as for the Table of Contents: place the title on the one-inch top margin and triple-space between the page title and the beginning of their respective lists. Begin listing the first abbreviation (in alphabetical order) on the left margin, followed by its definition indented an appropriate distance to take into consideration the longest abbreviation so that all definitions line up on the same indent. Double-space between entries, but single-space definitions longer than one line. Align subsequent lines of a definition under the first word of the definition. Refer to sample List of Abbreviations/Nomenclature and List of Symbols Pages (pp. 69–72) for placement of this information.
- In the **text, double-space throughout the entire document, and indent** (typically **one-half inch**) the first line of each new paragraph, keeping the amount of indentation consistent throughout the document. **If subheadings are bolded**, then double-space consistently throughout the entire text, leaving no extra space (no points) between the text and subheadings. However, **if subheadings are not bolded**, then leave extra space between the end of one subheading’s text and the beginning of the next subheading in order to assist the reader in distinguishing where one subheading ends and another begins. Refer to sample Text Pages (pp. 73–76) for placement of this information.
- Separate the end of the text with the beginning of the **References or Bibliography** with a single “**separation page**” with the heading word REFERENCES or BIBLIOGRAPHY centered between all margins. On the next page, place that same heading in ALL CAPITAL LETTERS on the one-inch top margin, and triple-space between the page title and the first reference. Double-space between citations, but Single-space citations longer than one line. Refer to sample References and Bibliography Pages (pp. 87–90) for placement of this information.
- Separate the end of the References/Bibliography section with the beginning of the **Appendix** section with another single “**separation page**” with the heading word APPENDIX (for only one appendix) or APPENDICES or APPENDIXES (for more than one appendix; either spelling is correct) centered between all margins. On the next page, place the first appendix heading in ALL CAPITAL LETTERS on the one-inch top margin, and triple-space between the page title and the beginning of the appendix. Single-space or double-space the content of appendices, but be consistent within each appendix. Refer to sample Appendix Pages (pp. 91–97) for placement of this information.
- Single-space **indented block quotations**, and double-space between the text and the indented quotation (one blank line before and after the quotation). Indent (typically one-half inch) all

block quotations the same distance from the left margin of the text, and indent any paragraph openings within the quotation an additional consistent distance.

- Separate **tables, figures, graphs, and other illustrative materials** from both the text and their captions with at least one double-space (one blank single line). **Single-space captions that are longer than one line**. See sample pages 77–84.
- If desired in **poetry and creative writing manuscripts**, use irregular or single spacing.

2.5 Pagination

- Count every page of the thesis or dissertation, including separation pages and all appendices, in the pagination numbering.
- **Assign consecutive lowercase Roman numerals to all preliminary pages (those pages preceding the text)**, beginning with the Title Page. **Print a page number on every preliminary page except the first two** (Title Page and Copyright Page, which are pages **i** and **ii**, respectively). **The first page that shows an actual page number is the Committee Identification Page (page **iii**)**.
- **Number ALL remaining pages after the preliminary pages** (text, references, and appendices) with **Arabic numerals** (1, 2, 3, etc.), beginning with the first page of the text and running consecutively through the end of all appendices.
- DO NOT use page numbers with letter suffixes (10a, 10b), periods (10.1, 10.2), or hyphens (10-1, 10-2).
- **Center page numbers** in the middle of the 8½-inch width of the page **one-half inch from the bottom edge of the paper**, thus leaving at least two blank lines between the nearest line of text and the page number. Keep the text on each page within the remaining text area of 6½ by 9 inches, and do not let the text intrude into the one-inch bottom margin that contains the page number.
- For pages containing tables and figures that are placed in landscape orientation (sideways), center the page number in the middle of the 11-inch page width, one-half inch from the bottom edge of the paper, with at least two blank lines below the edge of the table or figure.
- **Insert a page break at the end of each chapter** so that each new chapter begins on a new page.
- **Continue text material as close to the bottom of each page as possible before beginning a new page, unless it ends a chapter. Do not leave a large amount of space at the bottom of a page in the middle of a chapter. Rather, adjust the text so this does not occur. A large amount of space signals the reader that the chapter is ending and a new one is beginning, which is not the case in the middle of a chapter.**

- Avoid “widow/orphan” lines (one line of text in a paragraph) at the beginning of a page or at the end of a page. In other words, prevent the first and last lines of a paragraph from being separated across pages. To prevent widow/orphan lines from appearing alone on a page, first, place the cursor at the beginning of the paragraph that breaks across a page. In the **Paragraph** dialog drop-down menu, click the **Line and Page Breaks** tab, check the box that says **Widow/Orphan control**, and click **OK**.
- In the Table of Contents and in the List of Tables, List of Figures, and List of Plates, avoid splitting a long heading or caption across pages. If possible, complete the entire heading or caption on the same page; otherwise, move the entire heading or caption to a new page, even if this means leaving a little extra space at the bottom of the page.
- In the References or Bibliography section, avoid splitting a long citation across pages. If possible, complete the entire citation on the same page; otherwise, move the entire entry to a new page, even if this means leaving a little extra space at the bottom of the page.

CHAPTER 3

ELEMENTS AND STYLE

3.1 Page Sequencing

- Remember that a thesis has three parts: front matter (preliminary pages), text, and back matter (references and any appendices). In a long paper, the text may consist of several chapters, each beginning a new page.
- Due to differences among various style manuals, **use the following page sequencing**, as required by the WSU Graduate School.
- Read the guidelines for preparing each component, and study the small sample pages within each section. Note that the small sample pages shown in this chapter vary in size in order to fit within the text; however, a more accurate view of these pages can be found in the full-sized samples that begin on page 40.

PAGE/ SECTION	MASTER'S THESIS	DOCTORAL DISSERTATION	PAGE NUMBER ASSIGNMENT (centered at bottom one-half inch)
Title	Required	Required	Assigned Lowercase Roman Numeral i NOT PRINTED
Copyright	Required	Required	Assigned Lowercase Roman Numeral ii NOT PRINTED
Committee Identification	Required	Required	Assigned Lowercase Roman Numeral iii PRINTED
Dedication	Optional	Optional	Lowercase Roman Numeral
Epigraph	Optional	Optional	Lowercase Roman Numeral
Acknowledgments	Optional	Optional	Lowercase Roman Numeral
Abstract	Required	Required	Lowercase Roman Numeral
Preface	Optional	Optional	Lowercase Roman Numeral
Table of Contents	Required	Required	Lowercase Roman Numeral
List of Tables	When Appropriate	When Appropriate	Lowercase Roman Numeral

PAGE/ SECTION	MASTER'S THESIS	DOCTORAL DISSERTATION	PAGE NUMBER ASSIGNMENT (centered at bottom one-half inch)
List of Figures	When Appropriate	When Appropriate	Lowercase Roman Numeral
List of Plates	When Appropriate	When Appropriate	Lowercase Roman Numeral
List of Abbreviations/ Nomenclature and List of Symbols	When Appropriate	When Appropriate	Lowercase Roman Numeral
Text (body of document)	Required	Required	Arabic Numerals (beginning with CHAPTER 1, page 1)
References/ Bibliography	Required	Required	Arabic Numerals (continuously numbered from <u>end of text</u>)
Appendix/ Appendices	When Appropriate	When Appropriate	Arabic Numerals (continuously numbered from <u>end of references</u>)

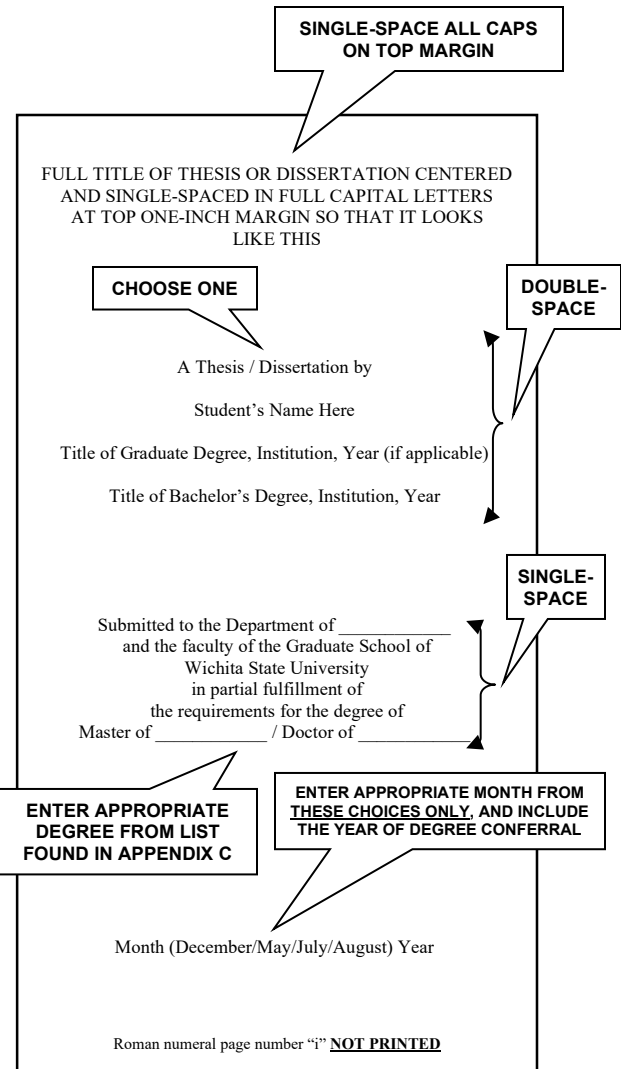
3.2 Front Matter or Preliminary Pages

- Remember that preliminary pages (preliminaries) serve as a guide to the content and nature of the manuscript.
- Center and print all page numbers in lowercase Roman numerals consecutively at the bottom of all preliminary pages, **except the Title Page and Copyright Page**, which are counted as the first page “i” and second page “ii,” respectively. The first page with a number actually printed on it is page **iii**, the **Committee Identification Page**.
- Do not list any of the preliminary pages in the Table of Contents.**

3.2.1 Title Page (required)

- Center and single-space the FULL TITLE OF THE THESIS OR DISSERTATION in full capital letters at the top one-inch margin of this page. Utilize the full width of the page within the prescribed margins. **Single-space a title that is longer than one line. Do not bold this heading.**
- Center all other information on this page, as shown below and in the full-sized samples on pages 41–42. **Do not bold any of this information.**
- For standard information on the remainder of this page, use the exact format, wording, and capitalization, as shown here and in the full-sized samples. Include key words in the title that will make it easier for people to locate it through the library’s reference system. Substitute words for formulas and symbols in the title, such as PERCENT for %, PI for B, DEGREE for E, MICRON for :, etc. **Include the following student-specific information:**

- Designation as a thesis or dissertation.
- Student's full legal name as it appears on his/her academic records. [Inform the WSU Registrar's Office if this name has changed in any way, in order to have records changed officially.]
- Title of previous graduate degree(s) (if applicable) followed by institution and year of the award. **Do not include degree major.**
- Title of previous bachelor's degree followed by institution and year of the award. **Do not include degree major.**
- Full name of department to which the thesis or dissertation is being submitted. If the student is in these programs—*Aging Studies, Criminal Justice, Liberal Studies, or Nursing*—then refer to Appendix B (p. 94) for the appropriate area to which the manuscript should be submitted. Direct any questions about the correct title of a department to the department's graduate coordinator or the Graduate School, or consult the *Graduate Catalog*. Note that the name of a graduate program may differ from the name of the department.



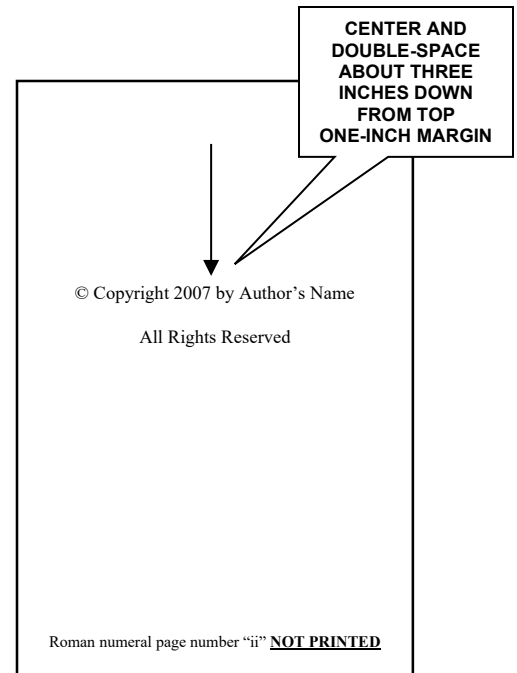
- Correct degree conferred. **Do not include major.** For example:
Master of Arts (not Master's of Arts; not Master of Arts in _____)
Master of Science (not Master's of Science; not Master of Science in _____)
Doctor of Philosophy (not Doctor of Philosophy in _____)

For a complete list of graduate degrees awarded at WSU, refer to Appendix C (p. 95).

- Month of graduation (choose one of these four months depending on when you plan to graduate: **December** for fall semester graduation, **May** for spring semester graduation, or **July or August** for summer semester graduation; check with the Graduate School on the exact summer month for that year) and year of degree conferral, **NOT** the date of the oral defense, **NOT** the date the thesis or dissertation was submitted, and **NOT** the semester (fall, spring, or summer) in which the degree was completed. Omit the comma between the month and year (e.g., May 2000).
- Count this page as part of the preliminaries, but do not list it in the Table of Contents.
- Assign the Title Page lowercase Roman numeral "i," but **do not print the number on this page.**
- Refer to full-sized samples of the Title Page (pp. 41–42) for placement of this information.

3.2.2 Copyright Page (required)

- Center the official copyright notice in Headline Style between the side margins and about three inches down from the top one-inch margin. Include the author's name and year of degree completion in the format shown here. **Do not bold this information.**
- Include the Copyright Page after the Title Page.
- Count this page as part of the preliminaries, but do not list it in the Table of Contents.
- Assign the Copyright Page lowercase Roman numeral "ii," but **do not print the number on this page.**
- Refer to full-sized samples of the Copyright Page (pp. 43–44) for placement of this information.
- **Note that thesis and dissertation work is protected by copyright, with all rights reserved. Only the author has the legal right to publish, produce, sell, or distribute this work. Limited amounts of information that are cited, paraphrased, or summarized from the work may be used with proper citation of where to find the original work. However, author permission is needed for others to directly quote or summarize significant amounts of information in their own work.**



3.2.3 Committee Identification Page (required)

- Center and single-space the FULL TITLE EXACTLY AS IT APPEARS ON THE TITLE PAGE, in full capital letters at the top one-inch margin of this page. Utilize the full width of the page within the prescribed margins. **Single-space a title longer than one line. Do not bold this heading.**
- For the remainder of the page, use the exact wording and format as shown in this section and in the full-sized samples on pages 44–45. **Do not bold any information on this page.**
- In the first paragraph, specify whether the paper is a thesis or dissertation.
- **Specify the correct degree conferred, including major**, if applicable. For a complete list of graduate degrees awarded at WSU, refer to Appendix C (p. 95), and for a complete list of graduate majors at WSU, refer to Appendix D (p. 96).
- Provide sufficient identification lines for all committee members, and follow each name with the words "Committee Chair" or "Committee Member." **Do not use professional titles (such as Dr. or Prof.) before their names, or degree titles (such as Ph.D.) after their names.** Ensure that all names are spelled correctly.

- For doctoral dissertations only, include identification lines for the Academic College Dean and the Graduate School Dean, followed by their title, “Dean.”
- **Keep in mind that signatures are not required on this page.**
- Count this page as part of the preliminaries, but do not list it in the Table of Contents.
- Assign the Committee Identification Page number lowercase Roman numeral “iii,” and **center and print** it one-half inch from the bottom. **Page iii is the first page number printed in the document.**
- Refer to full-sized samples of the Committee Identification Page (pp. 45–46) for placement of this information.

3.2.4 Dedication Page (optional)

- Use the Dedication Page to dedicate the manuscript to someone or something.
- Center the heading DEDICATION in full capital letters at the top one-inch margin of this page. **Do not bold this heading.**
- Keep the dedication brief, and avoid extravagant and humorous statements.
- Center the first line of the dedication about three inches down from the heading in Sentence style, single-spaced, and **without final punctuation**.
- If the word “to” introduces the dedication, then capitalize it.
- Count this page as part of the preliminaries, but do not list it in the Table of Contents.
- Assign the Dedication Page a lowercase Roman numeral, and center and print the number one-half inch from the bottom of the page.
- Refer to full-sized samples of the Dedication Page (pp. 47–48) for placement of this information.

SPECIFY THESIS OR DISSERTATION, INDICATE APPROPRIATE DEGREE, AND INCLUDE MAJOR

FULL TITLE OF THESIS OR DISSERTATION CENTERED AND SINGLE-SPACED IN FULL CAPITAL LETTERS AT TOP ONE-INCH MARGIN SO THAT IT LOOKS LIKE THIS

The following faculty members have examined the final copy of this thesis (or dissertation) for form and content, and recommend that it be accepted in partial fulfillment of the requirement for the degree of Master of _____ / Doctor of _____ with a major in _____ (if applicable).

COMPLETE THIS SECTION FOR BOTH MASTER'S THESES AND DOCTORAL DISSERTATIONS

Name of Professor, Committee Chair

Name of Professor, Committee Member

Name of Professor, Committee Member

Name of Professor, Committee Member

OMIT TITLES (DR., PROF., MR., MS., PH.D.) BEFORE AND AFTER NAMES OF COMMITTEE MEMBERS AND DEANS

NOTE THAT SIGNATURES ARE NO LONGER REQUIRED ON THIS PAGE

COMPLETE THIS SECTION FOR DOCTORAL DISSERTATIONS ONLY

Accepted for the College of [Academic College]

Name of Dean of Academic College, Dean

Accepted for the Graduate School

Name of Graduate School Dean, Dean

Roman numeral page number iii—**FIRST PAGE NUMBER PRINTED**

DEDICATION

CENTERED AND SINGLE-SPACED ABOUT THREE INCHES DOWN FROM HEADING

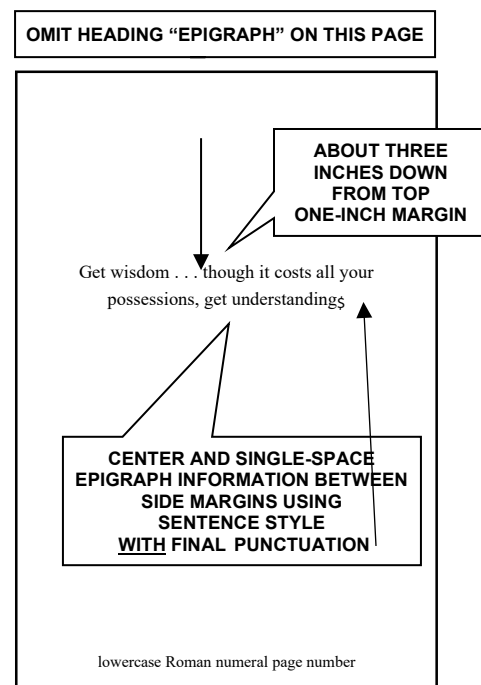
To my parents, my wife, my sister,
my brother, and my dear friends

CENTER INFORMATION BETWEEN SIDE MARGINS USING SENTENCE STYLE AND NO ENDING PUNCTUATION

lowercase Roman numeral page number

3.2.5 Epigraph Page (optional)

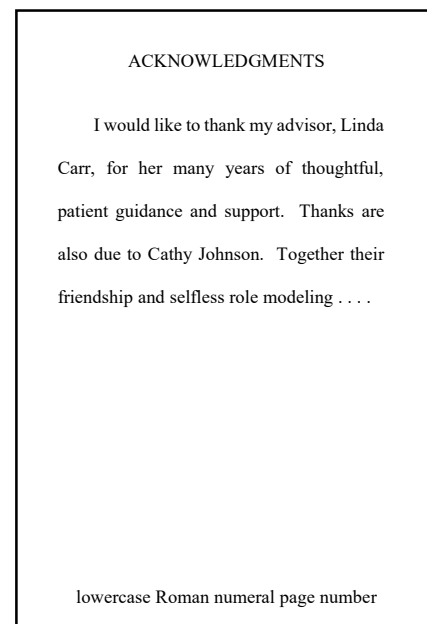
- Use the Epigraph Page to display a pertinent, self-explanatory inscription or quotation that suggests the theme of the thesis or dissertation.
- **Do not title this page with the heading “Epigraph.”**
- Center the epigraph about three inches down from the top one-inch margin in Sentence style, single-spaced, and **with final punctuation**.
- Do not italicize, underline, or enclose the epigraph in quotation marks.
- Count this page in the pagination of the preliminaries, but do not list it in the Table of Contents.
- Assign the Epigraph Page a lowercase Roman numeral, and center and print the number one-half inch from the bottom of the page.



- Refer to full-sized samples of the Epigraph Page (pp. 49–50) for placement of this information.

3.2.6 Acknowledgments Page (optional)

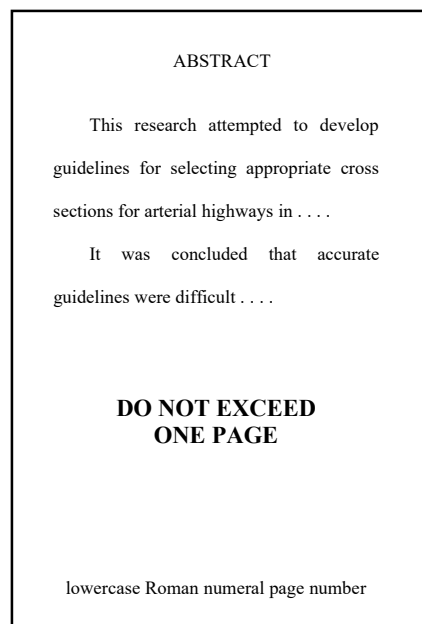
- Use the Acknowledgments Page to express professional and personal thanks to those who have helped in the process of obtaining the graduate degree, to give credit for quoted copyrighted material, and/or to acknowledge grants and special funding. **Note that this page does not substitute for appropriate citation of research work within the document.**
- Center the heading ACKNOWLEDGMENTS in full capital letters at the top one-inch margin of this page, and begin the content a triple-space below the heading. **Do not bold this heading.**
- Format this page like the first page of each chapter, that is, indent the first line of each new paragraph, and double-space the content.
- Count this page in the pagination of the preliminaries, but do not list it in the Table of Contents.



- Assign the Acknowledgments Page a lowercase Roman numeral, and center and print the number one-half from the bottom of the page.
- Refer to full-sized sample pages of the Acknowledgments Page (pp. 51–52) for placement of this information.

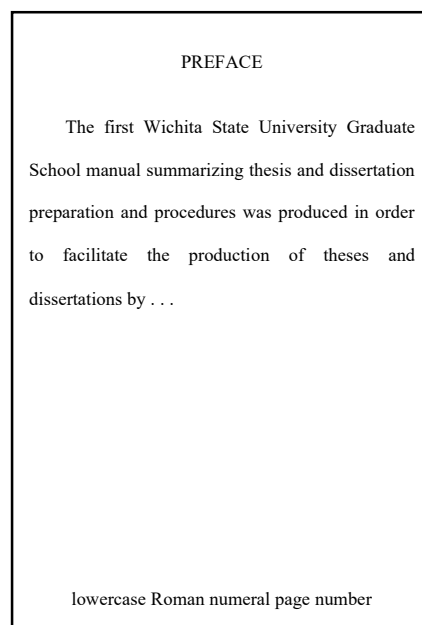
3.2.7 Abstract Page (required)

- Use the Abstract Page to provide a brief summary of the contents of the thesis or dissertation (this information may be used by libraries and various information services to organize materials by subject matter). **This page is not required for poetry and works of fiction.**
- Consider the following information as appropriate for inclusion in the abstract: (a) short statement concerning the area of investigation, (b) brief discussion of methods used to gather the data, (c) condensed summary of the findings, and (d) conclusions reached.
- **DO NOT EXCEED ONE PAGE IN LENGTH.**
- Center the heading ABSTRACT in full capital letters at the top one-inch margin of this page, and begin the content a triple-space below the heading. **Do not bold this heading.**
- Format this page like the first page of each chapter, that is, indent the first line of each new paragraph, and double-space the content.
- Count this page in the pagination of the preliminaries, but do not list it in the Table of Contents.
- Assign the Abstract Page a lowercase Roman numeral, and center and print the number one-half inch from the bottom of the page.
- Refer to full-sized samples of the Abstract Page (pp. 53–54) for placement of this information.



3.2.8 Preface Page (optional)

- Use the Preface Page to provide a personal statement about the project: motivation for the study, background of the project, scope of the research, and purpose of the paper. However, keep the tone academic and appropriate to a scholarly work.
- Center the heading PREFACE in full capital letters at the top one-inch margin of this page, and begin the content a triple-space below the heading. **Do not bold this heading.**
- Format this page like the first page of each chapter, that is, indent the first line of each new paragraph, and double-space the content.
- Count this page as part of the preliminaries, but do not list it in the Table of Contents.



- Assign the Preface Page a lowercase Roman numeral, and center and print the number one-half inch from the bottom of the page.
- Refer to full-sized samples of the Preface Page (pp. 55–56) for placement of this information.

3.2.9 Table of Contents (required)

Page Setup in Table of Contents

- Use the Table of Contents to list all parts of the text and back matter (not front matter), including chapter titles, chapter subheadings, references or bibliography, and appendices. The Table of Contents may vary in style and the amount of information included, since it displays major chapters, which are often divided into subheadings. Refer to full-sized samples of Table of Contents Pages (pp. 57–62).
- **DO NOT LIST FRONT MATTER (PRELIMINARY PAGES) WITH LOWERCASE ROMAN NUMERALS IN THE TABLE OF CONTENTS.**
- Center the heading TABLE OF CONTENTS in full capital letters at the top one-inch margin of this page, and place the page subheading with “Chapter” and “Page” in Headline Style letters a triple-space below the heading flush on the left and right margins, respectively. **Do not bold this heading or separate the words with dot leaders (a line of spaced periods).**

Chapter Headings in Table of Contents

- Two lines below the “Chapter/Page” subheading, list the **number only of the first chapter on the left margin followed by a period** (e.g., 1_s or I_s, either Arabic or capital Roman numeral, depending on style). If the thesis or dissertation has an “Introduction,” then list this as the first chapter of the text.
- Follow the chapter number with its title, **indented one-half inch** from the left margin in full capital letters (e.g., INTRODUCTION).
- Follow the chapter title with its correct **Arabic numeral page number below the “Page” subheading and flush on the right margin** (with or without dot leaders). **Leave at least one-half inch between the end of the title and the flush-right page number** to ensure that the end of the title does not run into the page number. If this is not possible, as in the case of a long chapter title, then break the title and continue it to a new line, single-spaced and aligned on the first word of that heading, and then follow the last word of the chapter title with its page number flush on the right margin.
- Align all chapter numbers vertically on the left margin, align all chapter titles vertically on the first word of the chapter (including titles that are longer than one line), which is typically indented one-half inch from the left margin, and align page numbers flush on the right margin.

- **Double-space (one blank line between) before and after chapter headings**, but single-space chapter headings that are longer than one line, aligning the second line on the first word of the chapter title, i.e., separate the chapter heading from all of its subheadings.

Chapter Subheadings in Table of Contents

- **Begin the first subheading a double space below the chapter heading** under the first word of the chapter title. If subheadings are numbered, then place the subheading number under the first word of the chapter title, followed a half inch with the subheading title to ensure that the number does not run into the title.
- List each chapter subheading exactly as it appears in the text, using either Headline Style (preferred) or Sentence style. **Choose one style, and use it consistently throughout the entire document.**
- Indent and line up all next-level subheadings directly under the first word of the previous subheading title.
- **Single-space all levels of subheadings** and those that are longer than one line, aligning subsequent lines on the first word of the corresponding title.
- Follow the subheading title with the **correct Arabic numeral page number below the “Page” subheading and flush on the right margin** (with or without dot leaders). **Leave at least one-half inch between the end of the subheading title and the flush-right page number** to ensure that the subheading title does not run into the page number. If this is not possible, as in the case of a long subheading, then break the subtitle and continue it to a new line, single-spaced and aligned on the first word of that subheading, and then follow the last word of the subheading title with its page number flush on the right margin.

References/Bibliography and Appendix Headings in Table of Contents

- **DO NOT ASSIGN CHAPTER NUMBERS TO REFERENCES OR APPENDICES. BEGIN THESE HEADINGS ON THE FAR LEFT MARGIN.**
- In full capital letters on the far left margin, list the heading REFERENCES or BIBLIOGRAPHY (shown on pp. 59–62).
- Follow the heading title with the **correct Arabic numeral page number of the separation page** that begins either the references or the bibliography **below the “Page” subheading and flush on the right margin** (with or without dot leaders) (shown on pp. 87 and 89, respectively).
- In full capital letters on the far left margin, list the heading APPENDIX for only one appendix or as APPENDICES (APPENDIXES is also acceptable) for more than one appendix (shown on pp. 59–62).

- Follow the heading title with the **correct Arabic numeral page number of the separation page** that begins the Appendix or Appendices **below the “Page” subheading and flush on the right margin** (with or without dot leaders) (shown on p. 91).
- **If there is more than one appendix**, then designate each with a letter (Appendix A, Appendix B, etc.) and a title using Headline Style, and list them in the Table of Contents, two lines below the main APPENDICES heading and indented one-half inch. **Single-space all appendix titles** including any multiline titles, aligning the second line under the first letter of the appendix title, not the letter or number (see samples on pp. 59–60).
- Do not designate an Appendix “A” unless there is an Appendix “B.” In other words, **if there is only one appendix**, then list it simply as APPENDIX in full capital letters, either alone or followed by its title (describing its content) in Headline Style two lines below the main APPENDIX heading and indented one-half inch (see samples on pp. 61–62).

Other Considerations for Table of Contents

- If desired, to separate chapter headings, subheadings, or appendix titles from their page numbers and to make it easier for the reader to locate correct page numbers, **use dot leaders (a line of spaced periods that looks like this)**. Dot leaders can be incorporated automatically into the text by designating a special right tab placed on the ruler at the 62-inch right margin by accessing the “Paragraph” menu in Word, clicking on “Tabs,” selecting “right” alignment, and leader choice 2.
- Count the Table of Contents page(s) in the pagination of the preliminaries.
- For a long **Table of Contents running more than one page**, at the top one-inch margin of consecutive pages, repeat the heading in full capital letters, followed in parentheses by the word “continued” in lowercase letters: TABLE OF CONTENTS (continued). A triple space (two blank single lines) below this, repeat the subheading with the words “Chapter” and “Page” flush on the left and right margins, respectively. Continue listing contents a double-space below this subheading. **Do not bold this heading and subheading.**
- Refer to samples of the second page of a two-page Table of Contents Pages (pp. 59–60) for placement of this information.
- Two different samples involving a two-page and a one-page Table of Contents with different styles and components follows here.

TWO-PAGE TABLE OF CONTENTS WITH NUMBERED, HEADLINE STYLE SUBHEADINGS, AND MORE THAN ONE APPENDIX

TABLE OF CONTENTS		TABLE OF CONTENTS (continued)	
Chapter	Page	Chapter	Page
1. INTRODUCTION.....	1	5. DISCUSSION.....	49
2. LITERATURE REVIEW.....	5	5.1 Theoretical Implications.....	49
2.1 Definition of Cognitive Structures.....	5	5.2 Practical Implications.....	52
2.1.1 Cognitive Structure A.....	5	6. CONCLUSIONS.....	56
2.1.2 Cognitive Structure B.....	7	7. FUTURE RESEARCH.....	59
2.1.3 Cognitive Structure C.....	9	REFERENCES.....	61
2.2 Cognitive Structure for Guiding Behavior.....	10	APPENDICES.....	64
2.3 Definition of Work Terms.....	11	A. Implicit Rationale and Theories of Individual Development Survey from 2005.....	65
2.4 Effect of Implicit Theories on Individual and Team Performance in Singular and Group Settings.....	13	B. Implicit Rationale and Theories of Team Development Survey from 2006.....	65
3. METHODOLOGY.....	17	C. Informed Consent Form.....	70
3.1 Research Design.....	17		
3.2 Setting.....	23		
3.3 Multiple Experiments.....	29		
4. RESULTS.....	38		
4.1 Data Analysis.....	38		
4.1.1 Results for Cognitive Structure A.....	38		
4.1.2 Results for Cognitive Structure B.....	40		
4.1.3 Results for Cognitive Structure C.....	42		
4.2 Statistics and Psychometric Properties.....	44		
4.3 Research Question.....	47		

**ALIGN CHAPTER NUMBERS
ON LEFT MARGIN**

lowercase Roman numeral page number

**ALIGN REFERENCE AND
APPENDIX HEADINGS ON
LEFT MARGIN WITHOUT
CHAPTER NUMBER**

ONE-PAGE TABLE OF CONTENTS WITH UNNUMBERED, INDENTED, SENTENCE STYLE SUBHEADINGS, AND ONLY ONE APPENDIX

TABLE OF CONTENTS	
Chapter	Page
I. INTRODUCTION	1
II. LITERATURE REVIEW	5
Definition of cognitive structures	5
Cognitive structure for guiding behavior	9
Effect of implicit theories on individual and team performance in singular and group settings	14
III. METHODOLOGY	17
Research design	20
Variables	21
IV. RESULTS	25
Data analysis	25
Statistics and psychometric properties	27
V. DISCUSSION	38
Theoretical implications	38
Practical implications	
VI. Conclusions and future research	44
BIBLIOGRAPHY	50
APPENDIX	54
Implicit Theories of Team Development Survey	55

**ALIGN CHAPTER NUMBERS
ON LEFT MARGIN**

**PLACE BIBLIOGRAPHY AND
APPENDIX HEADINGS ON
FAR LEFT MARGIN WITHOUT
CHAPTER NUMBERS**

lowercase Roman numeral page number

3.2.10 List of Tables, List of Figures, and List of Plates (when appropriate)

- Include separate lists of tables, figures, and plates when the paper incorporates two or more in any category, including those in any appendices. Follow the same heading and subheading placement and spacing format as used in the Table of Contents.
- Keep in mind that plates are a special section of pages of related figures, multiple photographs, or materials that are converted to a digital format, electronically incorporated into and readily accessible from the manuscript, including oversized maps, data on floppy disks, and videotape footage. Itemize these materials as a separate List of Plates, indicating the page numbers where they appear and can be accessed in the manuscript.
- Center the heading LIST OF TABLES, LIST OF FIGURES, or LIST OF PLATES in full capital letters at the top one-inch margin of the page. **Do not bold these headings.**
- A triple-space below the heading, in Headline Style, place the page subheading with the word “Table,” “Figure,” or “Plate” flush on the left margin, and the word “Page” flush on the right margin. **Do not bold these subheadings, and do not separate them with dot leaders (a line of spaced periods).**
- Assign tables, figures, and plates Arabic numerals followed by a period, and align these numbers vertically on their periods at the left margin. **If this numbering is done consistently within chapters (e.g., 2.1, 2.2, 3.1, 3.2, etc.), then simply align the numbers on the left margin without any following period.**
- Indent about one-half inch, and follow the caption number with the caption title. **Align all caption titles on the first word.**
- List each caption as it appears in the text, unless it is unusually long, in which case, shorten it in the list.
- **List table and plate captions in Headline Style** (capitalize the initial letter of the first word and all other words except articles, prepositions, and coordinating conjunctions).
- **List figure captions in Sentence style** (capitalize only the first letter of the subheading and any proper nouns or proper adjectives).
- **Single-space multiline captions**, and align the first word of the second line under the first word of the caption.

LIST OF TABLES	
Table	Page
1. Multivariate Analysis	2
2. Cross-Tabulations of Food Security Variables	8
3. Cross-Tabulations for Food Scarcity Variables with Weather Patterns	15
4. Multivariate Analysis of International Versus Local Food Security Variable..	33

Headline Style

lowercase Roman numeral page number

LIST OF FIGURES	
Figure	Page
2.1 Film advertisement, 1945	27
2.2 Magazine advertisement for women’s health, 1950.....	31
3.1 Magazine advertisement for women’s health, 1975.....	37
3.2 Selections from Health Fair Catalog, 1995	42

Sentence style

lowercase Roman numeral page number

LIST OF PLATES	
Plate	Page
1. Map of Archaeological Dig Area.....	5
2. Digitized Video of First Excavation.....	25
3. Digital Data of Daily Sampling Results.....	49

Headline Style

lowercase roman numeral page number

- **Double-space between captions.**
- Follow each caption with its correct page number flush on the right margin. **Leave at least one-half inch between the end of the caption and the page number.** That is, do not let the caption run into its corresponding page number. If this is not possible, as in the case of a long caption, then break the caption about a half inch before it runs into the right margin, continue it to a new line that is single-spaced and aligned on the first word of that caption, and follow the last word of the caption with the page number flush on the right margin.
- **If desired to make it easier for the reader to locate correct page numbers, use dot leaders (a line of spaced periods that looks like this) to separate caption titles from their page numbers.** Dot leaders can be incorporated automatically into the text by designating a special right tab placed on the ruler at the 62-inch right margin by accessing the “Paragraph” menu in Word, clicking on “Tabs,” selecting “right” alignment, and leader choice 2.
- For long lists of tables, figures, or plates running more than one page, follow the same procedure as for the Table of Contents. That is, at the top one-inch margin of consecutive pages, repeat the heading in full capital letters, followed in parentheses by the word “continued” in lowercase letters: e.g., LIST OF TABLES (continued). A triple-space (two blank lines) below this, repeat the appropriate subheading with the word “Table,” “Figure,” or “Plate” flush on the left margin and the word “Page” flush on the right margin. Continue listing captions a double-space below the subheading. **Do not bold these headings and subheadings.**
- Count these pages in the pagination of the preliminaries, but do not list them in the Table of Contents.
- Assign each page of the List of Tables, List of Figures, and List of Plates a lowercase Roman numeral, and center and print the number one-half inch from the bottom of the page.
- Refer to samples of List of Tables, List of Figures, and List of Plates Pages (pp. 63–68) for placement of this information.

3.2.11 List of Abbreviations/Nomenclature and List of Symbols (when appropriate)

- Keep in mind that lists of abbreviations/nomenclature and symbols help the reader who only looks at a portion of the paper.
- Include these lists to define specialized abbreviations, terms, or symbols, if they are **devised instead of commonly accepted**. Ensure that the title of the list reflects its content.
- Note that including the List of Abbreviations in the preliminary pages does not mean that an abbreviation does not need to be defined the first time it appears in the text. Regardless of whether a thesis or dissertation includes a List of Abbreviations, **“define” the abbreviation the first time it appears in the text**, that is, first provide the spelled-out version, followed by the abbreviation in parentheses. After that, when the abbreviation occurs again, use either the spelled-out version or the abbreviation, but not both. In other words, do not define an abbreviation more than once.

- Center the heading LIST OF ABBREVIATIONS, LIST OF NOMENCLATURE, or LIST OF SYMBOLS in full capital letters at the top one-inch margin of this page. **Do not bold these headings.** Begin the list of abbreviations or symbols a triple-space below its heading.
- List abbreviations/nomenclature in **alphabetical order by the abbreviation itself**, not the spelled-out definition.
- Capitalize each word of the definition.
- Begin listing the first abbreviation (in alphabetical order) or symbol on the left margin, followed by its definition indented an appropriate distance to take into consideration the longest abbreviation so that all definitions line up under each other on the same indent.
- **Double-space between entries, but single-space definitions longer than one line**, aligning multilined definitions directly under the first word of the definition.
- **Do not separate an abbreviation or symbol from its definition with dot leaders (a line of spaced periods).**
- For long lists of abbreviations or symbols more than one page in length, follow the same procedure as used for a lengthy Table of Contents, List of Tables, or List of Figures. That is, at the top one-inch margin of consecutive pages, repeat the heading in full capital letters, followed in parentheses by the word “continued” in lowercase letters: e.g., LIST OF ABBREVIATIONS (continued). Continue listing the abbreviations or symbols and their definitions a triple-space below the continuation heading.
- Count these pages in the pagination of the preliminaries, but do not list them in the Table of Contents.
- Assign each page of the List of Abbreviations/Nomenclature and/or List of Symbols a lowercase Roman numeral, and center and print the number one-half inch from the bottom of the page.
- Refer to full-sized samples of List of Abbreviations/Nomenclature and List of Symbols Pages (pp. 69–72) for placement of this information.

LIST OF ABBREVIATIONS	
GB	Grain Boundary
HSOM	Hot Stage Optical Microscopy
IMT	Incipient Melting Temperature
PFZ	Precipitate Free Zone
SEM	Scanning Electron Microscopy
VPPA	Variable Polarity Plasma Arc Welding
WFZ	Weld Fusion Zone
lowercase Roman numeral page number	

LIST OF SYMBOLS	
°	degree
μ	micron
π	Pi
£	pound (British)
lowercase Roman numeral page number	

3.3 Text (required)

- Remember that the text is the main body of the thesis or dissertation that follows the preliminary pages and is usually separated into well-defined divisions such as chapters, parts, sections, and subsections.
- Number pages of the text separately from the preliminary pages, beginning with Arabic numerals (1, 2, 3, etc.) and continuing to the end of any appendix pages.

3.3.1 Chapters and Subheadings

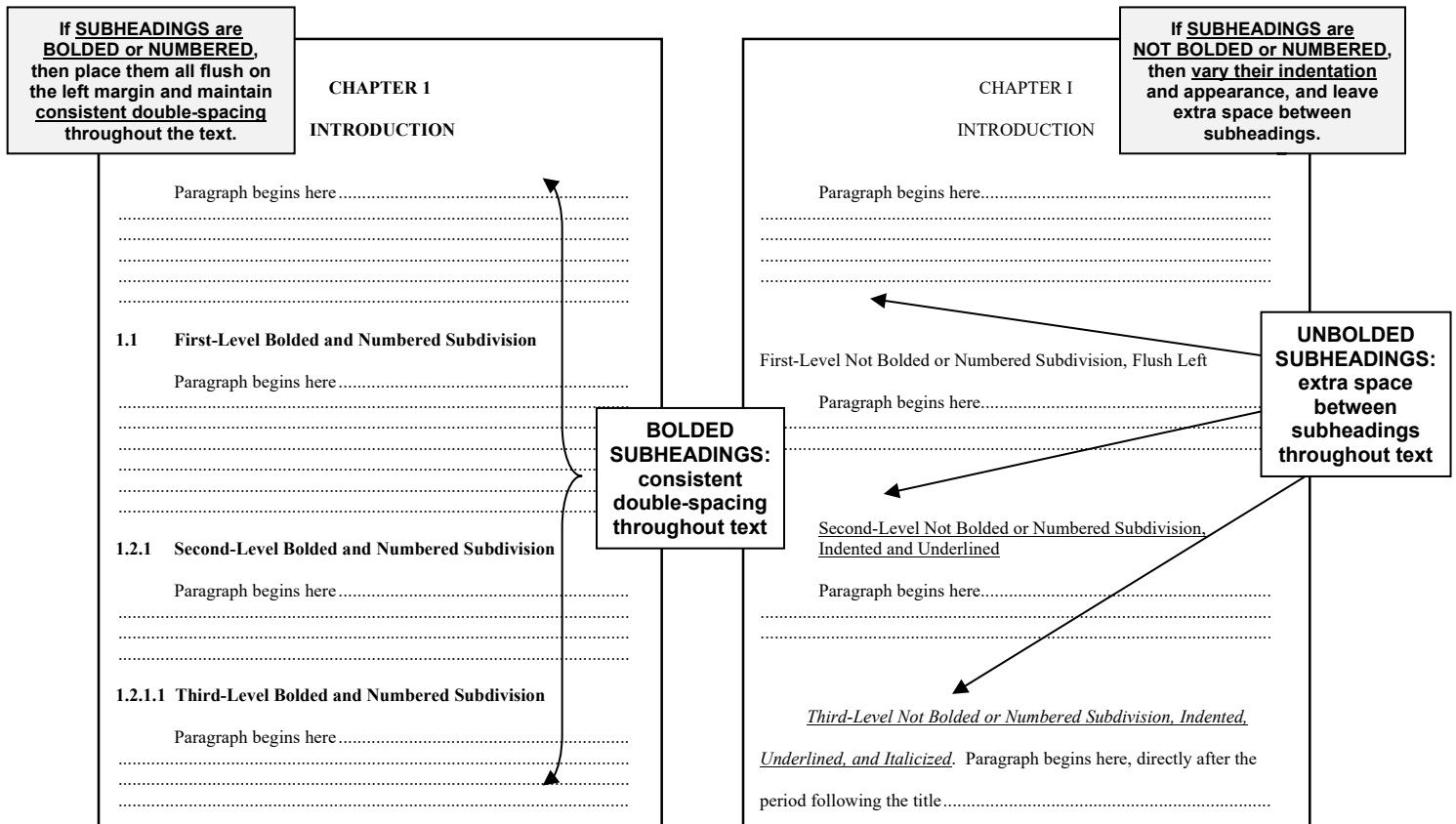
- Use any logical system of chapters, sections, and subsections, but be consistent throughout the document.
- Make chapter heading numbers either Arabic (e.g., CHAPTER 1), uppercase Roman numerals (e.g., CHAPTER I), or spelled-out numbers (e.g., CHAPTER ONE), but keep the style consistent throughout the document.
- Maintain a consistent organizational scheme throughout the text. If a document begins with numbered decimal headings, then use decimal headings throughout; if subordinate headings are listed for one chapter, then use them for all chapters where they appear.
- Center each chapter heading with its number (e.g., CHAPTER 1, CHAPTER I, or CHAPTER ONE,) in full capital letters at the top one-inch margin of the page.
- Center the chapter title (describing its content) in full capital letters a **double-space (one blank single line) below the numbered chapter heading**, e.g.,

CHAPTER 1

INTRODUCTION

- **Begin the text a triple space (two single blank lines) following the chapter title.**
- Typically, although not necessarily, begin the text portion of the paper with an introduction, which is not part of the preliminary pages and may be the first chapter.
- Count the first page of the first chapter as page 1.
- **If headings and subheadings are bolded and numbered** in the text to clearly emphasize the shift in subject material, then **double-space consistently throughout, leaving no extra space before or after subheadings**. However, **if bolding is not used and there is no numbering system**, then **vary the heading appearance** for each level of subheading—for example, begin the first subheading flush left, perhaps indent the next subheading, use italics for the subsequent subheading, etc. That is, use different forms of capitalization, indentation, italics, and underlining for various levels of headings, and leave extra space between subheadings to let the reader know that a new subheading follows.

- Ensure that the wording of each chapter title, heading, and subheading is identical to what appears in the Table of Contents. Use either Headline Style (preferred) or Sentence style. Whichever style is chosen, be consistent throughout the document.



- Begin a subheading on a new page only if the preceding page is filled or there is not room for the complete subheading and at least two lines of text at the bottom of the previous page.
- Begin each chapter on a new page, but number it consecutively from the previous page.
- Refer to full-sized samples of Text with Subheadings (pp. 73–76) for placement of this information.

3.3.2 References within Text

- Use the form, style, and content of references that is generally accepted in the field of study.
- Mark references within the text using either square brackets with numbers in the order in which they are referred to in the text (see pp. 73–74) or parentheses with author and date (see pp. 75–76) to guide the reader to the corresponding entry in either the consecutively numbered reference section (p. 88) or the alphabetically listed bibliography section (p. 90).

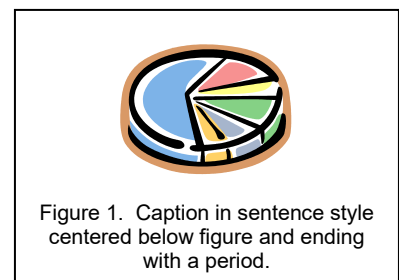
- When authors are mentioned in the text, typically **use last names only**. **For a reference with only one author**, cite only that author’s last name, followed by either the reference in brackets, e.g., Smith [1] or the date of the work in parentheses, e.g., Smith (2002), depending on whether you are listing references or a bibliography at the end of the thesis/dissertation). **For a reference with two authors**, cite both authors’ last names, e.g., Smith and Jones [2] or Smith and Jones (2003). **For a reference with three or more authors**, cite the first author’s last name, followed by **et al.** (note the proper placement of the one single period in this expression, which is at the end, not after “et”), e.g., Taylor et al. [3] or Taylor et al. (2004).
- **EXTREMELY IMPORTANT: If using the number-in-brackets reference method of citation in the text, then begin the referencing with [1] and follow consecutively as they are mentioned (i.e., then [2], then [3], and so on). If the same reference is mentioned again later in the text, then use the original number assigned to that reference.**
- **Use footnotes only occasionally.** Footnotes (superscripted numbers) document information in the text and correspond to printed information at the bottom of a page). **Generally, replace footnotes with references.**
- Do not place references at the end of each chapter, unless you are using published journal articles to comprise the thesis or dissertation (see Chapter 4, Special Considerations).

3.3.3 Tables, Figures, and Plates

- Note the difference between tables, figures, and plates when designating them within a document: A table is a columnar arrangement of information, often numbers, organized to save space and convey precise information and relationships at a glance in a structured format. A figure is a graphic illustration such as a diagram, drawing, graph, chart, map, photograph, or material that does not fit into the restricted format for a table, and instead generally shows relationships or illustrates information rather than presents precise data. A plate is typically a related subgrouping of figures, multiple photographs, or drawings presented together, but a plate can also be oversized materials that are converted to a digital format, electronically incorporated into the document, and accessible from the manuscript.

TABLE 1
CAPTION IN FULL CAPITAL LETTERS
CENTERED OVER TABLE

Header Row	Header Row	Header Row	Header Row



- Assign a number to each table and figure in one of two ways: either consecutively from the beginning to the end of the document, regardless of the chapter in which they appear (Table 1, Table 2, Table 3, etc.; Figure 1, Figure 2, Figure 3, etc.), or consecutively within chapters (Table 2.1, Table 2.2, Table 2.3, etc.; Figure 2.1, Figure 2.2, Figure 2.3, etc.). **DO NOT LABEL TABLES ONE WAY AND FIGURES ANOTHER. RATHER, MAINTAIN THE SAME STYLE OF NUMBERING FOR TABLES AS FOR FIGURES THROUGHOUT THE DOCUMENT.**
- Mention tables and figures in the text in their **numerical order**.

- **Preferably, place each table or figure on the same page after the paragraph in which it is mentioned**, or as close as possible to that paragraph. If desired, incorporate a table or figure less than one-half page in length within a paragraph (see pp. 77–84), providing it follows the location where it is specifically mentioned, is in numerical order, is separated from the text by extra space (at least one blank line), and is not continued onto the following page. Then continue the paragraph beginning at the left margin. However, **do not break up a sentence with a table or figure; that is, place it in the middle of a sentence**. Ensure that both sentences before and after the table or figure are complete and end with a period.
- **Capitalize** the words “table” and “figure,” and mention them by their specific number (e.g., “**Table 2** shows that . . .” or “The results plotted in **Figure 4.1** indicate that . . .”). **DO NOT use expressions that make reference to a non-specific table or figure, such as “the following table” or “the figure above.”**
- If desired, put multiple tables or figures together on a page, separating them by about one-half inch (or at least one blank line) and placing them in the order mentioned.
- Manipulate line spacing within a table by adjusting the row height, not by designating the paragraph spacing. Typically, single-space lines within a table and adjust the row height so that the information falls within the middle of cells.
- Keep the font within the table the same size as the text, unless the table is unusually large, whereby adjust the font to accommodate the data to fit between the margins or on a page.
- For pages with full-size tables and figures, keep margins and the placement of page numbers the same as on other pages of the document. Ensure that tables and figures fit within the text area of 6½ by 9 inches, and include a page number centered at the bottom half-inch of the page. **The same applies to tables and figures that are placed in landscape orientation**: center the page number in the middle of the 11-inch width of the page, one-half inch from the bottom edge of the paper, and at least two lines below the edge of the table or figure. If possible, reduce large tables and figures to fit within the margins; a smaller font can be used in this case.
- Continue tables on as many pages as necessary. At the top one-inch margin of consecutive pages, **repeat the table heading number only, not the title**, followed in parentheses by the word “continued” in lowercase letters: e.g., TABLE 2.3 (continued). Also **repeat the table’s header row for each page** (see pp. 79–80).
- When all tables and/or figures are in an appendix, state this fact in the body of the text in a footnote attached to the first mention of the tables or figures; do not repeat this fact thereafter. When some tables and figures are located in an appendix, clearly state their location when they are mentioned in the text (e.g., Table 1, Appendix A), unless the numbering scheme for tables and figures is obvious (e.g., Table A-1, Figure B-2) (**preferred**).
- Follow the style for various captions that is standard for the particular academic discipline, and keep the format consistent throughout the document. As suggested in Turabian’s *A Manual for Writers*, **center table numbers and their captions** in full capital letters **above tables** with no ending periods, e.g.,

TABLE 1

CAPTION TITLE IN FULL CAPITAL LETTERS CENTERED OVER TABLE

- As suggested in Turabian's *A Manual for Writers*, **center figure headings and their captions** in Sentence style **below figures**, with ending periods after both the figure numeral and the figure caption, **e.g.**,

Figure 1. Caption in sentence style centered below figure, single-spaced if more than one line long, and ending with a period.

- Keep the caption font the same as the text font; however, vary the size of the inner legends if necessary.
- Single-space all multiline captions.
- Separate captions from their tables and figures by one blank line, and separate all tables and figures from the text by one blank line.
- **DO NOT BOLD TABLE AND FIGURE CAPTIONS.**
- Refer to full-sized samples of Tables and Figures (pp. 77–84) for placement of this information.

3.3.4 Oversized Materials

- Reduce large tables or figures to fit within the one-inch page margins of the 8½ by 11-inch page; that is, **no larger than the text area of 6½ by 9 inches**. For tables this may mean using a slightly smaller font size for the internal information (which is acceptable for large tables), reducing the internal margins of cells, etc.
- Convert other typically oversized materials to a digital format, and electronically incorporate them into and readily accessible from the manuscript.
- Itemize oversized materials as a separate List of Plates in the preliminary pages, indicating the page numbers where they appear and/or can be accessed in the manuscript.
- Refer to the full-sized sample of the List of Plates Page (pp. 67–68).

3.3.5 Illustrations and Photographs

- Ensure that illustrations and photographs (either color or black and white) are electronically accessible from the manuscript. Scan or digitize special hand drawings prior to insertion in their proper locations.

3.3.6 Equations

- **Center equations** between the left and right margins, leaving at least one blank line between the text and the equation.
- Place the **equation number flush on the right margin. Use the same numbering system for equations as used for figures and tables**—either consecutively from the beginning to the end of the document, regardless of the chapter in which they appear (1), (2), (3), etc.), or consecutively within chapters (1.1), (1.2) . . . (2.1), (2.2), etc.
- Use the following steps to easily and accurately position an equation between the side margins and the equation number flush on the right margin: At a double-space below the text where the equation is mentioned, set two tabs on the ruler—a “**center tab**” at **33 inches** and a “**right margin tab**” at **62 inches**. Tab from the left margin to the center tab and insert the equation. Then on the same line, with the cursor to the right of the equation, tab over to the right margin and insert the equation number, which will automatically be right-justified because of the right tab stop that has been set.
- When mentioning an equation specifically by its number in the text, **do not capitalize the word “equation”**; rather, place the word “**equation**” in lowercase letters, followed by its number in parentheses, e.g., “The result is shown in equation (1.1).” This is different than when specific tables and figures are mentioned in the text, where the words “Table” and “Figure” are capitalized preceding their number.
- Refer to full-sized samples of Equations Pages (pp. 85–86) for placement of this information.

3.4 Back Matter

3.4.1 References or Bibliography (required)

- Use references to quote sources that are accessed in the preparation of the manuscript. They may consist of only references cited in the text (**references**), or they may include both cited works and also works consulted but not formally cited within the main text (**bibliography**). The purpose of listing citations is twofold: (a) to acknowledge sources, and (b) to give readers sufficient information to locate sources. Follow consistently the standard citation format for references that is generally recognized in the field of study throughout the document.
- **Precede either list by a numbered “separation page”** with the correct title—REFERENCES or BIBLIOGRAPHY—centered vertically and horizontally between the margins in full capital letters (pp. 87 and 89, respectively). **Do not bold either heading.** Number this page consecutively from the end of the text and cite this specific page number in the Table of Contents as the page number for the heading “REFERENCES” or “BIBLIOGRAPHY.”
- On the opening page of the references/bibliography section, following the separation page, repeat the heading again (either REFERENCES or BIBLIOGRAPHY) at the top one-inch margin in full capital letters, followed a triple-space on the left margin by either the **bracketed number** of the first-mentioned reference citation in brackets, e.g., [1], plus the reference indented a half inch (reference citation) or the **first alphabetical entry by author’s last name** without any number (bibliographical citation). **Do not bold either heading.**

- Double-space between references, and single-space multiline references.
- **For online references, include the date the article is cited (see reference [10] on p. 88).**
- At the top one-inch margin of consecutive pages of long references/bibliography, repeat the heading in full capital letters, followed in parentheses by the word “continued” in lowercase letters: e.g., REFERENCES (continued). **Do not bold either heading on the continuation pages.** Continue listing the entries a triple-space below either heading.
- Center and print each page of the references or bibliography with an Arabic numeral at the bottom of each page. Number these pages consecutively after the separation page.
- Refer to full-sized samples of References and Bibliography Pages (pp. 87–90) for placement of this information.

3.4.2 Appendix or Appendices(ices) (when appropriate)

- Do not include this group of lengthy items, including explanations, supplementary materials, documents, charts, copied forms, or original data sheets, which are related to but not suitable for inclusion in the main text. Place materials of different categories in separate appendices.
- **Place appendices at the end of the paper, not at the end of chapters**, unless you are using published journal articles in the thesis or dissertation (see Chapter 4, Special Considerations).
- **Precede an appendix or appendices by a numbered “separation page”** with either the word “APPENDIX” for one appendix, or “APPENDICES” (“APPENDIXES” is also acceptable) for more than one appendix, centered vertically and horizontally between the margins in full capital letters (p. 91). Number this page consecutively from the end of the References or Bibliography, and list this separation page number in the Table of Contents as the page number for the initial heading of “APPENDIX” or “APPENDICES.” **Do not bold this heading.**
- Designate more than one appendix with capital letters or numbers (e.g., APPENDIX A (**preferred**), APPENDIX 1, APPENDIX ONE) and a descriptive title, both of which must appear in the Table of Contents.
- In the text, mention each appendix using Headline Style by its letter or number, e.g., Appendix A, Appendix B, etc. If there is only one appendix, then refer to it in the text as simply “the Appendix,” and list it in the Table of Contents as simply “APPENDIX” (without any letter or number), with or without a title (pp. 59–62).
- On the opening page of each appendix, at the top one-inch margin, center the heading APPENDIX and its designated letter or number in full capital letters, followed two lines below this, centered, and in full capital letters by the APPENDIX TITLE, as shown below. **Do not bold this heading.** Begin the appendix text a triple-space below this.

APPENDIX A

MATLAB M-FILE FOR CALCULATING PATH LENGTH

CHAPTER 4

SPECIAL CONSIDERATIONS

4.1 Using Published Journal Articles in Thesis or Dissertation

- Note that in order to encourage and facilitate the publication of knowledge generated by WSU graduate students, an alternative to the traditional format specified in this document may be used where **journal publications are the primary part of the thesis or dissertation**. “Journal publications” may include articles published, in press, accepted, or submitted, and/or submission-ready documents. **Only journal publications where the student is the sole or main author are acceptable, and permission from the journal publisher is required to include a journal article in the thesis or dissertation**. The use of this alternative format must be approved by the student’s committee members, and the number of articles constituting a dissertation must be approved by the committee (based on the subject studied and the journal’s reputation). When using the alternative format, organize the document as follows:
 - TRADITIONAL FRONT MATTER OR PRELIMINARY PAGES: See Chapter 3, section 3.2.
 - CHAPTER 1: Combined introduction and literature review, which places the various research articles in historical perspective and links together the separate papers in subsequent chapters.
 - CHAPTER 2: First journal article. Place back matter (references and appendices) for each article at the end of each article’s text.
 - CHAPTER 3: Second journal article. Place back matter (references and appendices) for each article at the end of each article’s text.
 - CONSECUTIVE CHAPTERS: Additional journal articles as needed (with consecutive chapter headings). Place back matter (references and appendices) for each article at the end of each article’s text.
 - LAST CHAPTER: Concluding chapter describing overall results and further work.
 - BIBLIOGRAPHY: Bibliography for the entire thesis or dissertation, **including citations not already a part of the individual journal articles**.
 - APPENDIX(ICES): **Appendix or appendices, including details and supplementary material not already a part of the individual journal articles**.
- Remember that the student’s committee retains responsibility for maintaining high standards of quality for the thesis or dissertation, independent of any external reviews or acceptance that the article(s) has/have received. **The committee may require revisions in the thesis or dissertation, even if the article(s) derived from the thesis/dissertation has(have) already been accepted or printed**. The committee determines whether the substance of the work suffices as a thesis or dissertation; thus, the number of articles included and the quality of journals to which the papers have been submitted (or will be submitted) are considered by each

committee for each student. In addition, the work included in the thesis or dissertation should have been completed while the student was in the program at WSU.

- When using the alternative format, ensure that the thesis or dissertation supplies sufficient detail to allow an independent investigator to repeat or verify all of the work leading to the author's results and conclusions. In cases where publication restrictions prevent the author from meeting this obligation, place additional materials in the thesis or dissertation in order for this reproducibility to be possible.
- Where applicable, submit permissions granted by the journal publishers to the Graduate School when the student does his/her "thesis/dissertation check" with the Degree Audit Coordinator. See the sample permission request letter at the end of this chapter on page 34.
- Paginate any previously published material included in the thesis or dissertation consistently with the rest of the document. Ensure that only one page number appears on each page and that this number is the page number of the final document. **Number any tables and figures from previously published material in accordance with the rest of the document.**

4.2 Multipart Documents

- With approval of the student's committee and the Graduate Dean, divide the document into parts, rather than sections or chapters, which is an effective method of organization when the research has been conducted in two or more areas that are not practical to be combined into a single research presentation.
- Treat each part as a separate unit with its own chapters, tables, figures, references or bibliography, and appendices (if needed). In all cases, include a single Title Page, a single Table of Contents, a single List of Tables, a single List of Figures, and a single Introduction that provides an overview of the total research.
- Paginate the multipart document consecutively throughout the entire document.

4.3 Copies

- Keep in mind that bound copies of the thesis or dissertation are no longer required. However, if a copy is requested by the department or committee chair, then students may choose to provide a duplicate on low-cost, non-archival paper and bound using any low-cost binding method.
- Note that an electronic version of the student's thesis or dissertation will be provided to the library.

4.4 Sample Permission Request Letter*

Date

Address of Publisher

To Whom It May Concern:

I am a (**master's / doctoral**) student at Wichita State University (WSU). You have previously published the following material that I authored (or co-authored):

article title, journal name, volume, number, date, and page range

or

book chapter, book title, date, and page range

I wish to use (part or all) of this material in my (**master's thesis / doctoral dissertation**). Please supply a signed letter granting me permission to use this work. You may mail or fax the permission to me at the address provided below.

For your information, my (**thesis / dissertation**) will be made available online through the WSU Shocker Open Access Repository.

Thank you for your assistance.

Sincerely,

Student's Name

Address

Phone Number

Fax Number

E-mail Address

*You (the student) need to obtain this permission if **both** of the following apply:

- You are the sole or first-listed author of the previously published material who has permission to publish the material, **and**
- At the time the material was published, you signed a contract transferring copyright to the publisher.

CHAPTER 5

ELECTRONIC THESIS/DISSERTATION (ETD) PROCESS

5.1 Step 1

- Submit an **Application for Degree/Exit Survey** (AFD) along with the AFD filing fee prior to the deadline for the semester that you anticipate graduation. Graduation deadlines can be found online at www.wichita.edu/graduationdeadlines. Access the link to submit the AFD electronically through the “myWSU” portal in the “Graduation Links” channel. Note that the AFD prompts the Graduate School to place your name on a list of prospective graduates for that given semester and to complete a degree audit of your specific degree requirements.
- Remember to enroll in thesis or dissertation hours during the semester of graduation. The minimum enrollment for Master’s students is 1 credit hour and for doctoral/Ph.D. students is 2 credit hours of appropriate terminal activity coursework.

5.2 Step 2

- Schedule your defense date on or before the defense deadline for a given semester. Allow for sufficient time for any edits or modifications that may arise. At least two weeks prior to your chosen defense date, ensure that your department has submitted the **Request to Schedule Oral Defense** form to the Graduate School (once this form is received and approved, the Degree Audit Coordinator will send the **Recommendation for Degree** (RFD) form to your committee chair). Also, provide a draft copy of your manuscript to all committee members at least two weeks in advance of your approved defense date.

5.3 Step 3

- Defend your thesis/dissertation on the approved date and time. If your defense is cancelled or postponed, then contact the Degree Audit Coordinator immediately. If you are not able to meet the oral defense deadline, then submit a new Application for Degree form and fee and enroll in appropriate thesis or dissertation hours during your new semester of graduation.

5.4 Step 4

- Make any necessary corrections to your thesis or dissertation as requested by your committee. When your final manuscript has been approved by your committee, have all members sign the “Part 2” RFD form. Note that all committee members may not sign this form until all corrections to the manuscript have been made and they have approved the final document.

5.5 Step 5

- Ensure that the committee chair submits the signed RFD and any necessary Change of Grade forms to the Graduate School prior to the thesis/dissertation “format check appointment.” **Note that the Degree Audit Coordinator will NOT perform a format check until the fully signed “Part 2” RFD form has been submitted to the Graduate School.**
- **FOR ENGINEERING DOCTORAL STUDENTS ONLY:** Have “Part 2” of the RFD form signed by the college dean.

5.6 Step 6

- At this stage of the process, make an appointment with the Degree Audit Coordinator to check the format of your thesis or dissertation. Bring a loose, printed copy of the document (front-to-back printing is acceptable). Following the Degree Audit Coordinator’s review of your thesis or dissertation, make any changes requested during the meeting. The degree auditor may send additional changes via email. Once your changes are complete, the degree auditor will verify that all changes were done appropriately, the Graduate School will approve your thesis or dissertation for electronic submission, and you will be given information to upload your document to Blackboard.

5.7 Step 7

5.7.1 ALL GRADUATE STUDENTS

- Submit the **WSU Access Agreement Form** (in paper form) along with the **ETD fee** (paid by cash, check, or credit card) to the Graduate School **prior** to submitting your electronic thesis or dissertation to the Blackboard system:
- Note that required forms will be provided at your formatting appointment.
- Note that once the Agreement Form and fee are submitted, the Degree Audit Coordinator will enroll you in the Blackboard course—**WSU GRADUATE SCHOOL ETD**.
- Convert your manuscript to a searchable PDF file with no password settings. Save your PDF file using this file name format:

Lastname_Firstname_SemesterYR.pdf

EXAMPLE: **Smith_John_Spring2010.pdf**

5.7.2 DISSERTATION STUDENTS ONLY

- Complete the **Survey of Earned Doctorates** prior to submitting your ETD to Blackboard. A link and instructions will be provided via email.
- Note that this is a requirement for doctoral students only.

5.8 Step 8

- Once the required items are submitted, upload your thesis or dissertation (PDF file only) to Blackboard using the following procedures:

Log on to Blackboard at <http://blackboard.wichita.edu>, or log on to the “myWSU” portal at <https://mywsu.wichita.edu/index.html>, and enter Blackboard under “**My Organizations.**” Here you will see **WSU GRADUATE SCHOOL ETD**. Then do the following:

Click on “**WSU GRADUATE SCHOOL ETD.**”

Click on “**Submit Your PDF Here.**”

Click on “**Browse My Computer.**”

Select your file.

Click on “**Submit.**”

Note that Blackboard will send notification to the Degree Audit Coordinator that you have accessed Blackboard and made your submission, and that it is not necessary to contact the Degree Audit Coordinator for confirmation. **Once you have submitted your manuscript, changes will not be allowed, so please make sure your manuscript is in its final stage before uploading it.**

5.9 Step 9

- Monitor your e-mail for a period of three business days after your submission. If your submission is not successful or if additional corrections are needed, then watch for contact by the Degree Audit Coordinator at your e-mail address provided on the Access Agreement form. Note that no further submission will be accepted unless specifically requested by the Graduate School.
- Note that you are not required to submit a bound copy of your thesis or dissertation to anyone, and that an electronic version of the thesis or dissertation will be provided to the library. If the department or committee chair requests a copy, then, if you wish, provide a low-cost hard copy on non-archival paper, bound using any low-cost binding method. Shocker Printing Solutions, in the basement of Morrison Hall, provides a variety of binding options.

As a reminder, no changes to your thesis or dissertation are allowed after you submit your manuscript via Blackboard.

CHAPTER 6

THESIS AND DISSERTATION EMBARGO POLICY WICHITA STATE UNIVERSITY (Policy 8.12 of WSU Academic Policies; effective January 30, 2018)

6.1 Preamble

An important goal of Wichita State University is to produce and disperse new knowledge. As such, every possible effort should be made to ensure that the scholarship produced at the University is disseminated as widely as possible. However, there are situations where publicly releasing research results, creative activities, and other scholarly projects too soon may jeopardize the ability of the owners of the intellectual property to obtain a patent or subsequently publish the work. Further, there may be cases when classified research is being conducted that cannot be published at all. As a result, this policy provides a framework to allow graduate student theses and dissertations to be embargoed, while simultaneously underscoring the University's commitment to dissemination of its produced knowledge.

6.2 Temporary Embargo

In consultation with the faculty thesis or dissertation advisor, a graduate student may request an embargo of their work. The Dean of the Graduate School will embargo the academic document in question, i.e., prohibit public disclosure, for a period of one year from the date of deposit. In reviewing such requests, the Dean should consider the full implication of embargoing ongoing and future academic and scholarly work at the University.

If a request to temporarily embargo a thesis or dissertation is approved, the embargoed thesis or dissertation will be made unavailable within the University's institutional repository. However, bibliographic information (i.e., author, advisor, title, and date) will be publicly available. The Dean of the Graduate School will inform the Dean of University Libraries of all embargo decisions made relative to this policy and will provide pertinent information concerning a thesis

or dissertation to be embargoed, such as title, student name, graduation date, department, and thesis or dissertation director's name. The completion of the requirements for a graduate degree will not be affected in any way by an embargo of a thesis or dissertation.

At the end of the one-year period, the embargoed thesis or dissertation will automatically be released without further action. If an extension of the embargo is required, then that request must be made to the Dean of the Graduate School before the end of the embargo with appropriate justification. The threshold to demonstrate continued need of the embargo is high, and it is not expected that this would be a routine occurrence.

Pursuant to the University patent policy, it is the responsibility of the faculty advisor and the student to protect the intellectual property during the conduct of the project and the writing of the document, and in any examinations over the contents of the document. The faculty advisor and the student should consult with the Dean of the Graduate School and the Director of Technology Evaluation at WSU Ventures about these matters as early as possible.

6.3 Classified Research

In certain instances, graduate students may be involved in classified research that indefinitely prevents public disclosure of the results. These situations must have approval from the Dean of the Graduate School before the research is started. In particular, the Dean of the Graduate School will work with the student, faculty thesis or dissertation advisor, and (perhaps) sponsor to come to an agreement of all publication restrictions prior to initiating the project. Indefinite embargos, beyond what is detailed in the above section, will typically not be approved once the project is underway.

CHAPTER 7

FULL-SIZED SAMPLE PAGES

The following section contains full-sized sample pages of a thesis or dissertation. Most pages are followed by a “duplicate page” showing instructions in “callout” frames indicating correct margins, spacing, placement of information, page number specifications, and other important elements for formatting these pages correctly. These duplicate pages and callout frames have been added to the guidelines to clarify the formatting process. Remember that some wording, particularly in the preliminary pages, is standard to all theses and dissertations; other information is specific to the individual student.

FULL TITLE OF THESIS OR DISSERTATION SINGLE-SPACED AND CENTERED IN
FULL CAPITAL LETTERS AT TOP ONE-INCH MARGIN SO THAT IT LOOKS LIKE THIS

A Thesis (or Dissertation) by

Student's Name Here

Master of Arts/Science, Student's University Spelled Out Here, Year
(when applicable)

Bachelor of Arts/Science, Student's University Spelled Out Here, Year

Submitted to the Department of _____
and the faculty of the Graduate School of
Wichita State University
in partial fulfillment of
the requirements for the degree of
Master of _____ or Doctor of _____

Month Year
(date of degree conferral)

SAMPLE: TITLE PAGE

assigned lowercase Roman numeral page number "i" but **NOT PRINTED**

CENTER TITLE AT ONE-INCH MARGIN; DO NOT BOLD

FULL TITLE OF THESIS OR DISSERTATION SINGLE-SPACED AND CENTERED IN FULL CAPITAL LETTERS AT TOP ONE-INCH MARGIN SO THAT IT LOOKS LIKE THIS

AS APPEARS ON ACADEMIC RECORDS

TYPE IN ONE OR THE OTHER

CENTER BETWEEN SIDE MARGINS
Headline Style
DOUBLE-SPACE

IF APPLICABLE

A Thesis/Dissertation by
Student's Name Here

Master of _____, Student's University Here (spelled out), Year
Bachelor of _____, Student's University Here (spelled out), Year

ADD TITLES OF GRADUATE AND UNDERGRADUATE DEGREES; DO NOT INCLUDE DEGREE MAJOR

CENTER BETWEEN SIDE MARGINS
SENTENCE STYLE
SINGLE-SPACE

Submitted to the Department of _____
and the faculty of the Graduate School of
Wichita State University
in partial fulfillment of
the requirements for the degree of
Master of _____ or Doctor of _____

ENTER APPROPRIATE GRADUATE DEGREE FROM APPENDIX C OF THESE GUIDELINES. DO NOT INCLUDE DEGREE MAJOR

CENTER BETWEEN SIDE MARGINS:
MONTH (DECEMBER, MAY, JULY, OR AUGUST)
AND YEAR OF DEGREE CONFERRAL

ENTER APPROPRIATE MONTH FROM THESE CHOICES ONLY (NOT FALL, SPRING, OR SUMMER)

FOR SUMMER GRADUATION, CHECK WITH GRADUATE SCHOOL ON WHETHER TO INDICATE JULY OR AUGUST

Month (December, May, July, or August) Year

↑↓ Vertical spacing of information on this page is approximately as shown.
DO NOT BOLD THE INFORMATION ON THIS PAGE

SAMPLE: TITLE PAGE

assigned lowercase Roman numeral page number "i" but NOT PRINTED ON PAGE

© Copyright 2007 by Student's Name Here

All Rights Reserved

SAMPLE: COPYRIGHT PAGE

assigned lowercase Roman numeral page number "ii" but **NOT PRINTED ON PAGE**



PLACE ABOUT THREE INCHES DOWN FROM TOP ONE-INCH MARGIN

© Copyright 2007 by Student's Name Here

All Rights Reserved

CENTER BETWEEN SIDE MARGINS
Headline Style
DOUBLE-SPACE
DO NOT USE FINAL PUNCTUATION

DO NOT BOLD THE INFORMATION ON THIS PAGE

Note that thesis and dissertation work is protected by copyright, with all rights reserved. Only the author has the legal right to publish, produce, sell, or distribute this work. Author permission is needed for others to directly quote significant amounts of information in their own work or to summarize substantial amounts of information in their own work. Limited amounts of information cited, paraphrased, or summarized from the work may be used with proper citation of where to find the original work.

SAMPLE: COPYRIGHT PAGE

assigned lowercase Roman numeral page number "ii" but **NOT PRINTED ON PAGE**

FULL TITLE OF THESIS OR DISSERTATION SINGLE-SPACED AND CENTERED IN FULL CAPITAL LETTERS AT TOP ONE-INCH MARGIN SO THAT IT LOOKS LIKE THIS

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Name of Professor, Committee Member

Name of Professor, Committee Member

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SAMPLE: COMMITTEE IDENTIFICATION PAGE

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SAMPLE: COMMITTEE IDENTIFICATION PAGE

lowercase Roman numeral page number iii—**PRINTED ON PAGE**

DEDICATION

To my parents, my wife, my sister, my brother,
and my dear friends

SAMPLE: DEDICATION PAGE

lowercase Roman numeral page number

CENTER HEADING AT ONE-INCH MARGIN; DO NOT BOLD

DEDICATION

PLACE DEDICATION STATEMENT ABOUT THREE INCHES DOWN FROM HEADING

To my parents, my wife, my sister, my brother,
and my dear friends

CENTER DEDICATION STATEMENT
BETWEEN SIDE MARGINS
SENTENCE STYLE
SINGLE-SPACE
OMIT FINAL PUNCTUATION

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SAMPLE: DEDICATION PAGE

lowercase Roman numeral page number

Get wisdom . . . though it costs all your possessions,
get understanding.

SAMPLE: EPIGRAPH PAGE

lowercase Roman numeral page number

**OMIT
HEADING**

**PLACE EPIGRAPH STATEMENT
ABOUT THREE INCHES DOWN FROM
TOP ONE-INCH MARGIN**

Get wisdom . . . though it costs all your possessions,
get understanding.

**CENTER EPIGRAPH STATEMENT
BETWEEN SIDE MARGINS**

SENTENCE STYLE

SINGLE-SPACE

USE FINAL PUNCTUATION

DO NOT BOLD THE INFORMATION ON THIS PAGE

SAMPLE: EPIGRAPH PAGE

lowercase Roman numeral page number

ACKNOWLEDGMENTS

I would like to thank my advisor, Linda Carr, for her many years of thoughtful, patient guidance and support. Thanks are also due to Cathy John. Together their friendship and selfless role modeling have contributed to my professional development. I extend my gratitude to members of my committee, Paul Anderson, Carolyn Reyner, and Mary Ann Hill, for their helpful comments and suggestions on all stages of this project. I also thank the Billings Corporation for funding this research, and Montgomery Publishing, Inc. for allowing the use of copyrighted material.

SAMPLE: ACKNOWLEDGMENTS PAGE

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CONSISTENTLY INDENT
PARAGRAPHS OF TEXT
TYPICALLY ONE-HALF INCH

CENTER HEADING AT ONE-INCH MARGIN; DO NOT BOLD

ACKNOWLEDGMENTS

TRIPLE-SPACE BETWEEN HEADING AND TEXT
TWO BLANK SINGLE LINES, NO POINTS BEFORE OR AFTER

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SAMPLE: ACKNOWLEDGMENTS PAGE

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ABSTRACT

This research attempted to develop guidelines for selecting appropriate cross sections for arterial highways in developing urban and/or suburban areas. The two major features of the cross section considered in this research were the non-traversable median in the form of a raised or a depressed (grass) median, and the traversable median in the form of a two-way left-turn lane (TWLTL)

It was concluded that accurate guidelines were difficult to formulate based on accident and delay criteria only. Land use was identified as a significant parameter in determining the choice of a cross section

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PARAGRAPHS OF TEXT
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ABSTRACT

TRIPLE-SPACE BETWEEN HEADING AND TEXT
TWO BLANK SINGLE LINES, NO POINTS BEFORE OR AFTER

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SAMPLE: ABSTRACT PAGE

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PREFACE

The first Wichita State University Graduate School manual summarizing thesis and dissertation preparation and procedures was produced in the fall of 1987. The continuing evolution of print technology and computer applications quickly resulted in the original manual becoming outdated. This latest revision reflects communication advancements and presents general guidelines for the use of word-processing software.

The guide is also designed to be a basic source of information for the preparation of theses and dissertations. It establishes the technical parameters within which all students should work, such as margins and the sequence of pages within the manuscript.

This publication was adapted from the Tennessee Conference of Graduate Schools *Guide to the Preparation of Theses and Dissertations*, Copyright 1992, Ann L. Lacava, Editor, with permission of the Graduate School of The University of Tennessee, Knoxville.

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PREFACE

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TEXT

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**SAMPLE: FIRST PAGE OF TWO-PAGE TABLE OF CONTENTS
WITH NUMBERED, HEADLINE STYLE SUBHEADINGS, MORE THAN ONE APPENDIX,
AND DOT LEADERS**

lowercase Roman numeral page number

CENTER HEADING AT ONE-INCH MARGIN; DO NOT BOLD

TRIPLE-SPACE BETWEEN HEADING AND Chapter/Page SUBHEADING
TWO BLANK SINGLE LINES, NO POINTS BEFORE OR AFTER

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UPPERCASE CHAPTER HEADINGS

Chapter/Page SUBHEADING; DO NOT BOLD

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DOUBLE-SPACE BEFORE AND AFTER CHAPTER HEADINGS
NO POINTS BEFORE OR AFTER LINES OF TEXT

SINGLE-SPACE SUB-HEADINGS
NO POINTS BEFORE OR AFTER LINES OF TEXT

ENSURE ADEQUATE SEPARATION BETWEEN LINES OF SUBTITLE AND PAGE NUMBER
FLUSH ON RIGHT-HAND MARGIN

Headline Style Subheadings

ENSURE ADEQUATE SEPARATION BETWEEN CHAPTER AND SUBHEADING NUMBERS AND TITLES
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SAMPLE: FIRST PAGE OF TWO-PAGE TABLE OF CONTENTS
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**SAMPLE: SECOND PAGE OF TWO-PAGE TABLE OF CONTENTS
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AND DOT LEADERS**

lowercase Roman numeral page number

REPEAT TABLE OF CONTENTS HEADING
(with "continued" in lowercase),
Chapter/Page SUBHEADING,
AND CORRECT SPACING ON
SUBSEQUENT PAGES

CENTER HEADING AT ONE-INCH MARGIN; DO NOT BOLD

**TRIPLE-SPACE BETWEEN HEADING AND
Chapter/Page SUBHEADING**

**TWO BLANK SINGLE LINES AND
NO POINTS BEFORE OR AFTER**

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	C. Informed Consent Form	70

ALIGN ON LEFT MARGIN WITHOUT CHAPTER NUMBER

PAGE NUMBER OF "SEPARATION PAGE"

PLACE PAGE NUMBERS FLUSH ON RIGHT MARGIN

DOUBLE-SPACE APPENDIX TITLES

INDENT AND ASSIGN MULTIPLE APPENDICES WITH LETTERS (PREFERRED) OR NUMBERS

ALIGN REFERENCES, BIBLIOGRAPHY, AND APPENDIX HEADINGS ON LEFT MARGIN
DO NOT ASSIGN CHAPTER NUMBERS

For the second page of a Table of Contents, repeat the heading TABLE OF CONTENTS in full capital letters followed by the word "continued" in lowercase letters in parentheses. A triple-space below the heading, repeat the initial subheading words "Chapter" and "Page" (Headline Style) flush on the left and right margins, respectively.

DO NOT BOLD ANY INFORMATION IN THE TABLE OF CONTENTS

SAMPLE: SECOND PAGE OF TWO-PAGE TABLE OF CONTENTS WITH NUMBERED, HEADLINE STYLE SUBHEADINGS, MORE THAN ONE APPENDIX, AND DOT LEADERS

lowercase Roman numeral page number

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SAMPLE: ONE-PAGE TABLE OF CONTENTS
WITH UNNUMBERED, SENTENCE STYLE SUBHEADINGS, ONLY ONE APPENDIX,
AND NO DOT LEADERS (OPTIONAL)

lowercase Roman numeral page number

TABLE OF CONTENTS

CENTER HEADING AT ONE-INCH MARGIN; DO NOT BOLD

TRIPLE-SPACE BETWEEN HEADING AND Chapter/Page SUBHEADING

TWO BLANK SINGLE LINES AND NO POINTS BEFORE OR AFTER

Chapter ← Chapter/Page SUBHEADING; DO NOT BOLD → Page

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DOUBLE-SPACE BEFORE AND AFTER CHAPTER HEADINGS

NO POINTS BEFORE OR AFTER LINES OF TEXT

SAMPLE WITH Sentence styLe SUBDIVISIONS

DOT LEADERS IN THE TABLE OF CONTENTS ARE **OPTIONAL**;
THIS SAMPLE PAGE SHOWS NO DOT LEADERS BETWEEN HEADINGS AND PAGE NUMBERS

SINGLE-SPACE SUB-HEADINGS

NO POINTS BEFORE OR AFTER LINES OF TEXT

PLACE PAGE NUMBERS FLUSH ON RIGHT MARGIN

DO NOT BOLD THE INFORMATION ON THIS PAGE

ENSURE ADEQUATE SEPARATION BETWEEN CHAPTER AND SUBHEADING NUMBERS AND TITLES

TYPICALLY AT ONE-HALF-INCH TABS

ALIGN REFERENCES, BIBLIOGRAPHY, AND APPENDIX HEADINGS ON LEFT MARGIN

DO NOT ASSIGN CHAPTER NUMBERS

ALIGN ON LEFT MARGIN WITHOUT CHAPTER NUMBER

FOR ONLY ONE APPENDIX, LIST WITH OR WITHOUT A TITLE

SAMPLE: ONE-PAGE TABLE OF CONTENTS
WITH UNNUMBERED, SENTENCE STYLE SUBHEADINGS, ONLY ONE APPENDIX, AND NO DOT LEADERS (OPTIONAL)

lowercase Roman numeral page number

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**SAMPLE: LIST OF TABLES PAGE
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WITH MULTILINE CAPTION AND DOT LEADERS**

lowercase Roman numeral page number

CENTER HEADING AT ONE-INCH MARGIN; DO NOT BOLD

LIST OF TABLES

TRIPLE-SPACE BETWEEN HEADING AND Table/Page SUBHEADING
TWO BLANK SINGLE LINES AND NO POINTS BEFORE OR AFTER

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3.	Food Scarcity Variables with Weather Patterns.....	15
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DOUBLE-SPACE BETWEEN TABLE CAPTIONS
NO POINTS BEFORE OR AFTER LINES OF CAPTION
SINGLE-SPACE MULTILINE CAPTIONS
NO POINTS BEFORE OR AFTER LINES OF CAPTION

ENSURE ADEQUATE SEPARATION BETWEEN CAPTION AND PAGE NUMBERS

SECOND PAGE OF LIST OF TABLES

LIST OF TABLES (continued)

REPEAT LIST OF TABLES HEADING (with "continued" in lowercase), Table/Page SUBHEADING, AND CORRECT SPACING ON SUBSEQUENT PAGES
DO NOT BOLD THIS INFORMATION

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DOUBLE-SPACE BETWEEN TABLE CAPTIONS
SINGLE-SPACE MULTILINE CAPTIONS

List table captions using Headline Style (Initial Capitals): Capitalize the first word and all other words except articles, prepositions, and coordinating conjunctions.

For the second page of a List of Tables, at the top one-inch margin, center the heading LIST OF TABLES in full capital letters followed by the word "continued" in lowercase letters in parentheses. A triple space below the heading, repeat the initial subheading words "Table" and "Page" (Headline Style) flush on the left and right margins, respectively.

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**SAMPLE: LIST OF TABLES PAGE
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**SAMPLE: LIST OF FIGURES PAGE
NUMBERED CONSECUTIVELY WITHIN CHAPTERS WITH MULTILINE CAPTION AND DOT LEADERS**

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CENTER HEADING AT ONE-INCH MARGIN; DO NOT BOLD

LIST OF FIGURES

TRIPLE-SPACE BETWEEN HEADING AND Figure/Page SUBHEADING
TWO BLANK SINGLE LINES AND NO POINTS BEFORE OR AFTER

Figure	Figure/Page SUBHEADING	Page
2.1	Film advertisement, 1945.....	27
2.2	Magazine advertisement for women’s health, 1950	31
3.1	Magazine advertisement for women’s health, 1975	36
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ENSURE ADEQUATE SEPARATION BETWEEN CAPTION AND PAGE NUMBERS

DOUBLE-SPACE BETWEEN TABLE CAPTIONS
NO POINTS BEFORE OR AFTER LINES OF CAPTION
SINGLE-SPACE MULTILINE CAPTIONS
NO POINTS BEFORE OR AFTER LINES OF CAPTION



SECOND PAGE OF LIST OF FIGURES

LIST OF FIGURES (continued)

REPEAT LIST OF FIGURES HEADING (with “continued” in lowercase), Figure/Page SUBHEADING, AND CORRECT SPACING ON SUBSEQUENT PAGES

Figure	Figure/Page SUBHEADING	Page
4.3	Caption here	XX
4.4	Caption here	XX
5.1	Caption here	XX
5.2	Caption here	XX

List figure captions using **Sentence style**: Capitalize only the initial letter of the caption and any proper nouns or proper adjectives.

For the second page of a List of Figures, at the top one-inch margin, repeat the heading LIST OF FIGURES in full capital letters followed by the word “continued” in lowercase letters in parentheses, and a triple space below the heading, repeat the initial subheading, words “Figure” and “Page” (Headline Style) on the left and right margins, respectively.

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SAMPLE: LIST OF FIGURES PAGE
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SECOND PAGE OF LIST OF PLATES

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12. Caption here	xx
13. Caption here	xx

**SAMPLE: LIST OF PLATES PAGE
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WITH MULTILINE CAPTION AND DOT LEADERS**

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CENTER HEADING AT ONE-INCH MARGIN; DO NOT BOLD

TRIPLE-SPACE BETWEEN HEADING AND Plate/Page SUBHEADING
TWO BLANK SINGLE LINES AND NO POINTS BEFORE OR AFTER

LIST OF PLATES

Plate.....	Plate/Page SUBHEADING	Page
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DOUBLE-SPACE BETWEEN TABLE CAPTIONS
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NO POINTS BEFORE OR AFTER LINES OF CAPTION

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SECOND PAGE OF LIST OF PLATES

LIST OF PLATES (continued)

REPEAT LIST OF PLATES HEADING (with "continued" in lowercase), Plate/Page SUBHEADING, AND CORRECT SPACING ON SUBSEQUENT PAGES

Plate		Page
10. Caption here		XX
11. Caption here		XX
12. Caption here		XX
13. Caption here		XX

List plate captions using **Headline Style** (Initial Capitals): Capitalize the initial letter of the first word and all other words except articles, prepositions, and coordinating conjunctions.

For the second page of a List of Plates, at the top one-inch margin, repeat the heading LIST OF PLATES in full capital letters followed by the word "continued" in lowercase letters in parentheses. A triple space below the heading, repeat the initial subheading words "Plate" and "Page" (Headline Style) flush on the left and right margins, respectively.

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SAMPLE: LIST OF PLATES PAGE
NUMBERED CONSECUTIVELY WITHIN CHAPTERS WITH MULTILINE CAPTION AND DOT LEADERS
 lowercase Roman numeral page number

LIST OF ABBREVIATIONS / NOMENCLATURE

GB	Grain Boundary
HSOM	Hot-Stage Optical Microscopy
IMT	Incipient Melting Temperature
PFZ	Precipitate-Free Zone
SEM	Scanning Electron Microscopy
VPPA	Variable Polarity Plasma Arc Welding
WFZ	Weld-Fusion Zone

**OPTION ONE
(flush left)
PREFERRED**



LIST OF ABBREVIATIONS / NOMENCLATURE

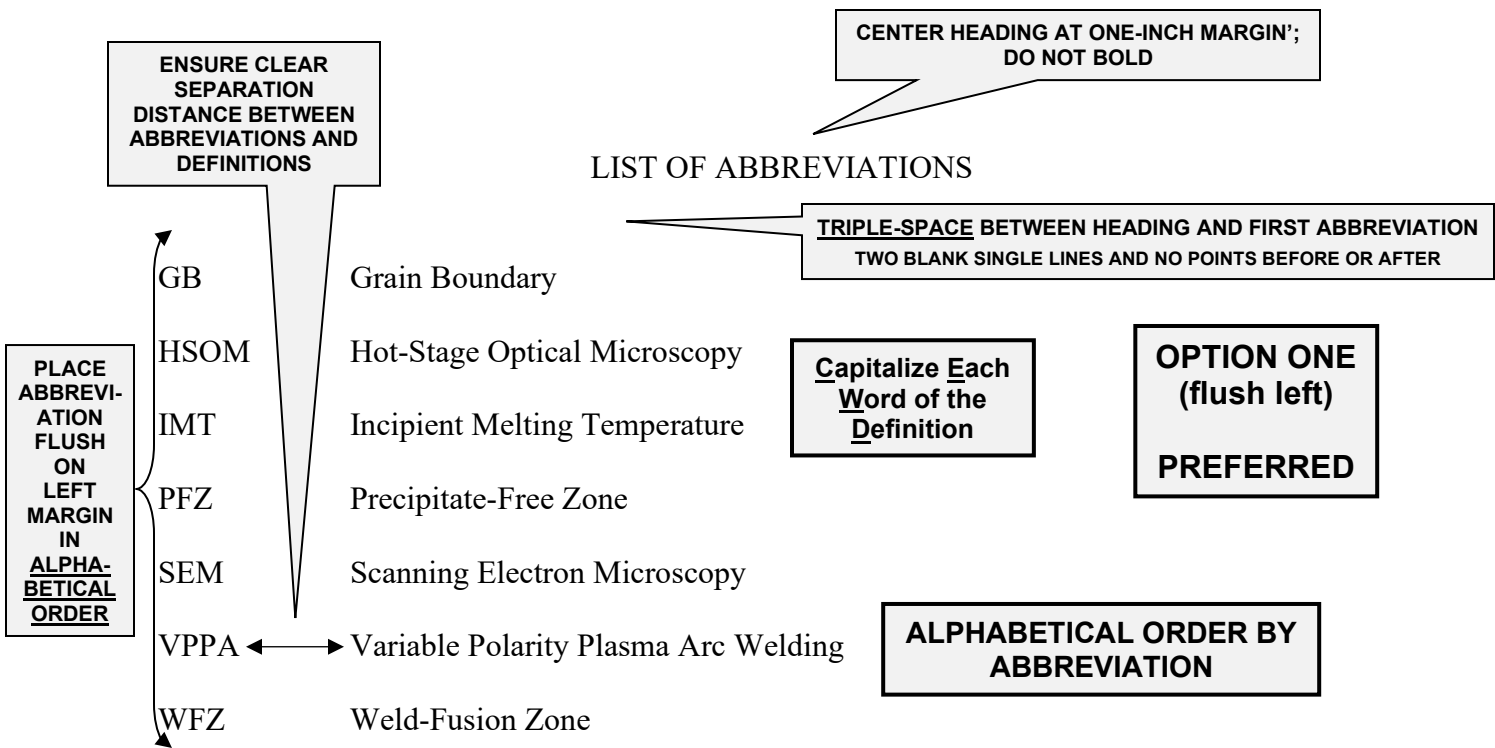
GB	Grain Boundary
HSOM	Hot-Stage Optical Microscopy
IMT	Incipient Melting Temperature
PFZ	Precipitate-Free Zone
SEM	Scanning Electron Microscopy
VPPA	Variable Polarity Plasma Arc Welding
WFZ	Weld-Fusion Zone

**OPTION TWO
(centered on longest line)**



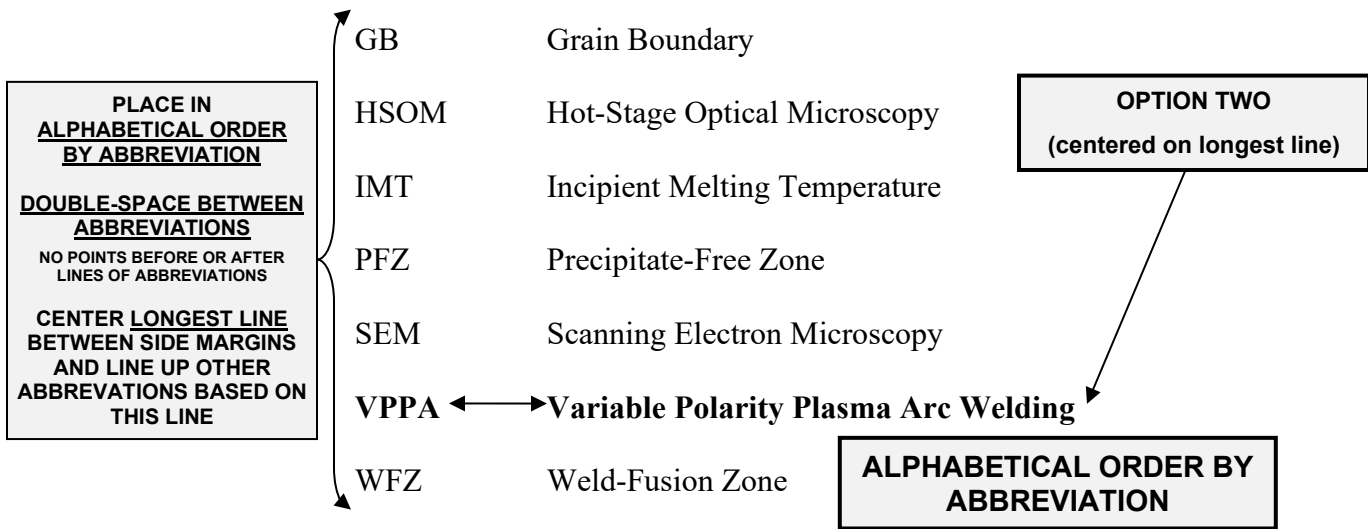
**SAMPLE: LIST OF ABBREVIATIONS PAGE
PLACED FLUSH ON LEFT MARGIN OR CENTERED ON LONGEST LINE**

lowercase Roman numeral page number



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LIST OF ABBREVIATIONS



List abbreviation and nomenclature meanings **ALPHABETICALLY BY ABBREVIATION** (not by definition), and use **Headline Style** (Initial Capitals) for the spelled-out definitions: Capitalize the initial letter of the first word and all other words except articles, prepositions, and coordinating conjunctions. Either place the list on the left margin (OPTION ONE—PREFERRED) or center the list of abbreviations based on the longest line (OPTION TWO), ensuring clear separation between abbreviation and definition in either option.

DO NOT BOLD THE INFORMATION ON THIS PAGE

SAMPLE: LIST OF ABBREVIATIONS PAGE
PLACED FLUSH ON LEFT MARGIN OR CENTERED ON LONGEST LINE
 lowercase Roman numeral page number

LIST OF SYMBOLS

- ° Degree
- : Micron
- Π Pi
- £ Pound (British)

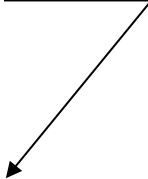
OPTION ONE
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PREFERRED



LIST OF SYMBOLS

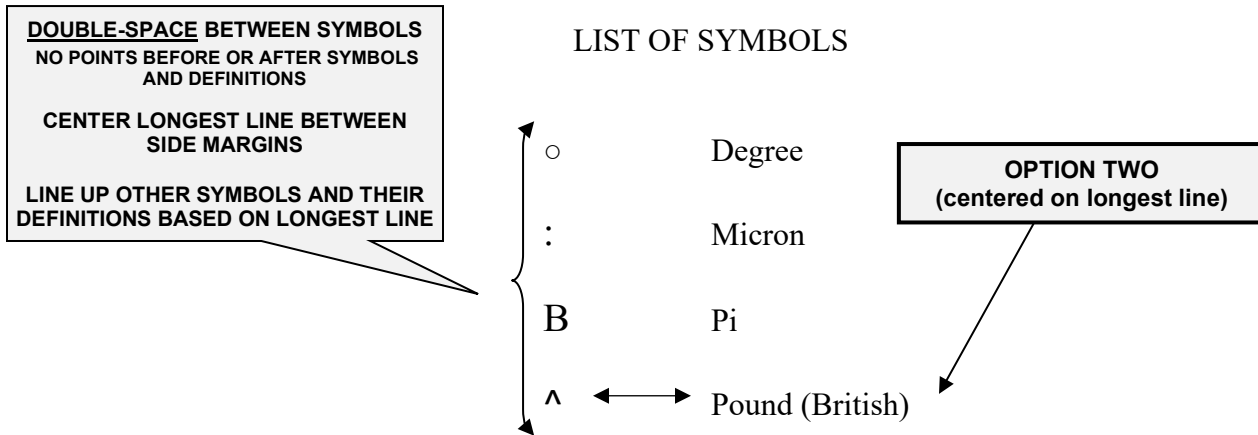
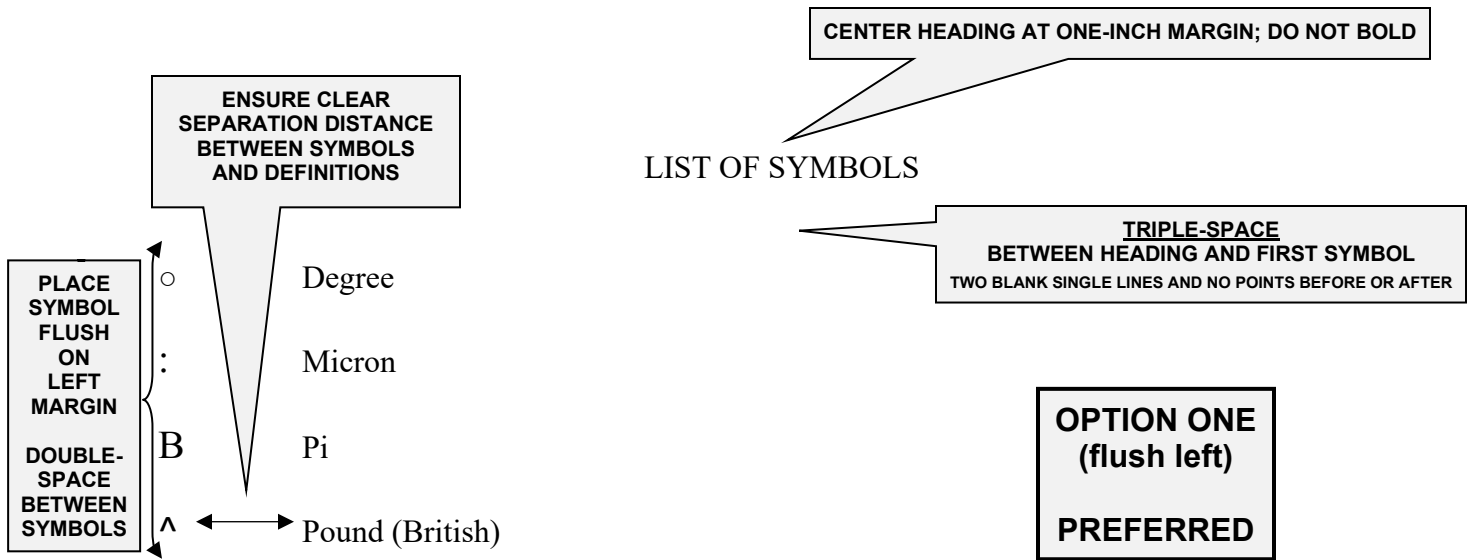
- ° Degree
- : Micron
- Π Pi
- £ Pound (British)

OPTION TWO
(centered on longest line)



SAMPLE: LIST OF SYMBOLS PAGE
PLACED FLUSH ON LEFT MARGIN OR CENTERED ON LONGEST LINE

lowercase Roman numeral page number



Place the list of symbols on the left margin (OPTION ONE—PREFERRED) separated a clear distance by their definitions or center the list of symbols on the longest line (OPTION TWO) and line up other symbols and definitions based on this line.

DO NOT BOLD THE INFORMATION ON THIS PAGE

**SAMPLE: LIST OF SYMBOLS PAGE
PLACED FLUSH ON LEFT MARGIN OR CENTERED ON LONGEST LINE**

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CHAPTER 1

THE INSTITUTIONAL SETTING

1.1 The Interstate Commerce Act

There is no consensus regarding the precise course of events which led to the passage of the Interstate Commerce Act in 1887 or the formation of the Interstate Commerce Commission in 1889.

1.2 ICA Revisions

There are, however, a number of prominent factors which somehow worked together to produce these measures. First, the agricultural community, feeling that unfair railroad pricing practices had contributed to declining real farm incomes, lobbied hard for both state and federal regulation of rail rates [1, 2, 3]. There is also the common view that rail carriers favored federal regulations as a means of curbing destructive competition [4]. However, Smith [5] suggests that, while there was a desire on the part of the lobbyists to

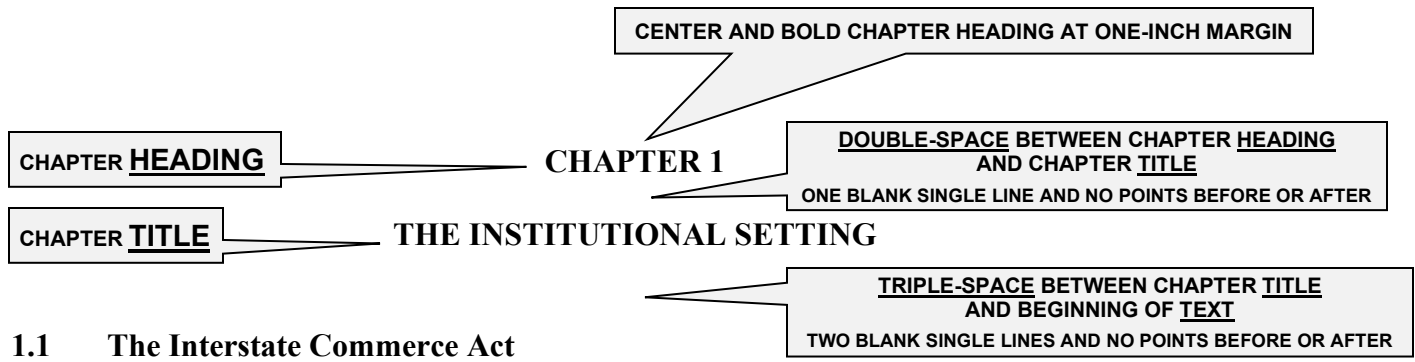
1.2.1 Approaches to Elements of Truth

Prudent analysis suggests that there are elements of truth in each approach. In any case, the act to regulate commerce and to establish the Interstate Commerce Commission was passed into law in 1887. Table 1 summarizes the regulated activities and enforcement devices attributed to this legislation.

1.2.1.1 Other Approaches

SAMPLE: TEXT PAGE
WITH BOLDED CHAPTER HEADING AND TITLE CENTERED,
BOLDED AND NUMBERED SUBHEADINGS FLUSH ON LEFT MARGIN,
CONSISTENT DOUBLE-SPACING THROUGHOUT TEXT, AND
NUMBERED CITATIONS IN BRACKETS

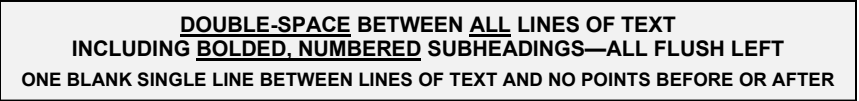
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1.1 The Interstate Commerce Act

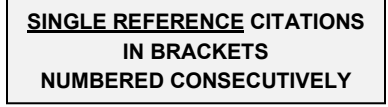
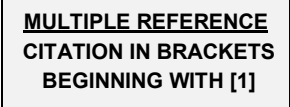
There is no consensus regarding the precise course of events which led to the passage of the Interstate Commerce Act in 1887 or the formation of the Interstate Commerce Commission in 1889.

1.2 ICA Revisions



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1.2.1 Approaches to Elements of Truth



Prudent analysis suggests that there are elements of truth in each approach. In any case, the act to regulate commerce and to establish the Interstate Commerce Commission was passed into law in 1887. Table 1 summarizes the regulated activities and enforcement devices attributed to this legislation.

1.2.1.1 Other Approaches

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CONSISTENT DOUBLE-SPACING THROUGHOUT TEXT, AND
NUMBERED CITATIONS IN BRACKETS

Arabic numeral page number

CHAPTER 1
INTRODUCTION

The Interstate Commerce Act

There is no consensus regarding the precise course of events which led to the passage of the Interstate Commerce Act (ICA) in 1887 or the formation of the Interstate Commerce Commission in 1889. . . .

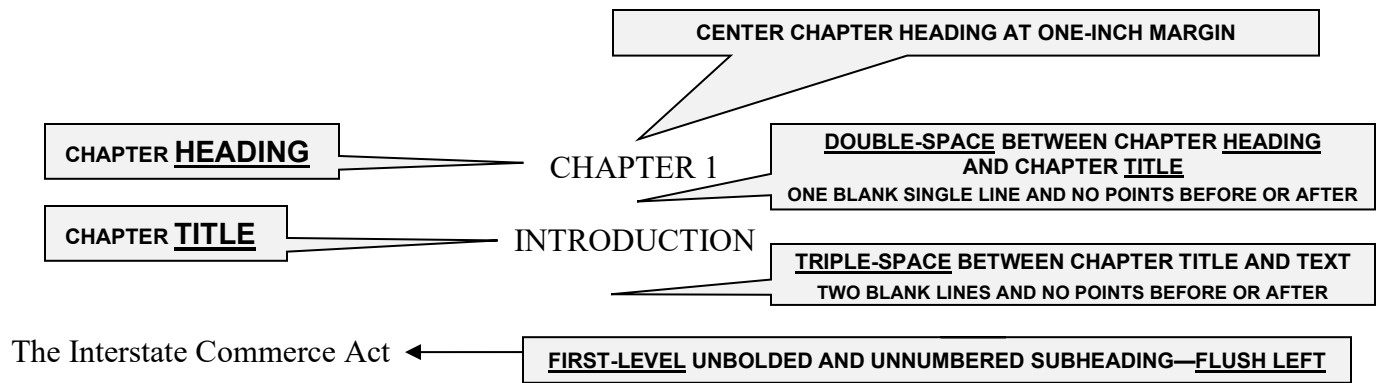
ICA Revisions

There are, however, a number of prominent factors which somehow worked together to produce the ICA and its revisions. First, the agricultural community, feeling that unfair railroad pricing practices had contributed to declining real farm incomes, lobbied hard for both state and federal regulation of rail rates (Smith and Jones, 1972; Brown, 1973). There is also the common view that rail carriers favored federal regulations as a means of curbing destructive competition (Anderson, 1975). However, Chandler et al. (1977) suggest that, while there was a desire on the part of the

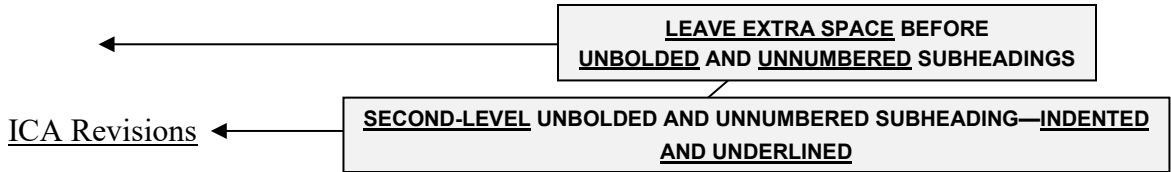
Approaches to Elements of Truth. Prudent analysis suggests that there are elements of truth in each approach. In any case, the act to regulate commerce and to establish the Interstate Commerce Commission was passed into law in 1887. Table 1 summarizes the regulated activities and enforcement devices attributed to this legislation.

SAMPLE: TEXT PAGE
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UNBOLDED AND UNNUMBERED SUBHEADINGS, VARYING SPACING BETWEEN SUBHEADINGS,
AND AUTHOR/DATE CITATIONS IN PARENTHESES

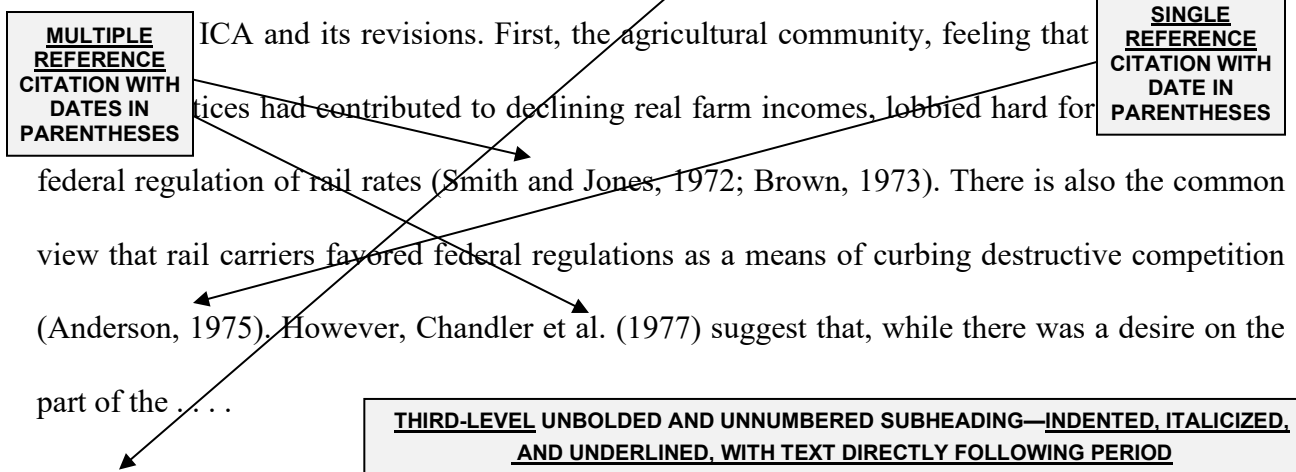
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There is no consensus regarding the precise course of events which led to the passage of the Interstate Commerce Act (ICA) in 1887 or the formation of the Interstate Commerce Commission in 1889. . . .



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Approaches to Elements of Truth. Prudent analysis suggests that there are elements of truth in each approach. In any case, the act to regulate commerce and to establish the Interstate Commerce Commission was passed into law in 1887. Table 1 summarizes the regulated activities and enforcement devices attributed to this legislation.

SAMPLE: TEXT PAGE
WITH UNBOLDED CHAPTER HEADING AND TITLE CENTERED,
UNBOLDED AND UNNUMBERED SUBHEADINGS, VARYING SPACING BETWEEN SUBHEADINGS,
AND AUTHOR/DATE CITATIONS IN PARENTHESES

Arabic numeral page number

As shown in Table 1, creatine kinase activity decreases and isozyme distribution increases as a result of the experiments run. Note the consistency.

TABLE 1
CREATINE KINASE ACTIVITY AND ISOZYME DISTRIBUTION
FROM EXPERIMENTS RUN BEFORE TRIAL

AGE (month)	STRAIN	DIET	CK (mIU/mg) (n)	MM+MITO (%) (n)	BB+MB (%) (n)
4	WKY	CON		81.2 ∇ 2.3 (8)	18.8 ∇ 2.2 (8)
		HS	1615 ∇ 40 (9)	80.3 ∇ 1.4 (7)	19.7 ∇ 1.5 (7)
	BHR	CON	1697 ∇ 27 (10)	79.7 ∇ 4.3 (7)	20.3 ∇ 4.2 (7)
		HS	1768 ∇ 37 (10)	83.5 ∇ 1.6 (8)	16.5 ∇ 1.6 (8)
	SHR	CON	1644 ∇ 33 (10)	83.9 ∇ 1.9 (6)	16.1 ∇ 8.8 (6)
		HS	1536 ∇ 61 (8)	77.0 ∇ 1.8 (8)	23.0 ∇ 1.7 (8)
12	WKY	CON	1468 ∇ 61a (8)	82.0 ∇ 1.1 (5)	18.0 ∇ 1.4 (5)
		HS	1323 ∇ 32a (8)	79.7 ∇ 3.8 (7)	20.3 ∇ 3.8 (7)
	BHR	CON	1391 ∇ 56a (8)	78.0 ∇ 2.8 (7)	22.0 ∇ 2.5 (7)
		HS	1422 ∇ 54a (9)	79.4 ∇ 1.4 (8)	20.6 ∇ 1.4 (9)
	SHR	CON	1270 ∇ 81a (10)	71.3 ∇ 2.6ace (9)	28.7 ∇ 2.6ade (9)

Notes: Data are mean ∇ SEM. Probabilities are one-tailed. CK is total creatine kinase activity; n is the number of observations. MM+MITO is the sum of the MM and mitochondrial isozymes of creatine kinase. BB+MB is the sum of the BB and MB isozymes of creatine kinase.

**SAMPLE: FIRST PAGE OF TWO-PAGE TABLE
WITH MULTILINE CAPTION AND INTEGRATED WITHIN PARAGRAPH**

Arabic numeral page number

MENTION TABLE IN TEXT BY SPECIFIC NUMBER PRIOR TO PLACEMENT ON PAGE
DO NOT REFER TO TABLE AS "THE TABLE BELOW" OR "THE FOLLOWING TABLE"

As shown in Table 1, creatine kinase activity decreases and isozyme distribution increases as a result of the experiments run. Note the consistency.

PLACE TABLE IN TEXT AFTER
PARAGRAPH IN WHICH IT IS MENTIONED

TABLE 1

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ONE BLANK SINGLE LINE AND
NO POINTS BEFORE OR AFTER LINES OF TEXT

CREATINE KINASE ACTIVITY AND ISOZYME DISTRIBUTION
FROM EXPERIMENTS RUN BEFORE TRIAL

SINGLE-SPACE
MULTILINE CAPTION
NO POINTS BEFORE OR
AFTER LINES OF CAPTION

AGE (month)	STRAIN	DIET	CK (mIU/mg) (n)	MM+MITO (%) (n)	BB+MB (%) (n)
4	WKY	CON	1733 ∇ 39 (10)	81.2 ∇ 2.3 (8)	18.8 ∇ 2.2 (8)
		HS	1615 ∇ 40 (9)	80.3 ∇ 1.4 (7)	19.7 ∇ 1.5 (7)
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HEADER
ROW

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DO NOT BOLD TABLE CAPTION

SINGLE-SPACE
TABLE IDENTIFICATION TEXT
IN SMALLER FONT
NO POINTS BEFORE OR AFTER LINES OF TEXT

**SAMPLE: FIRST PAGE OF TWO-PAGE TABLE
WITH MULTILINE CAPTION AND INTEGRATED WITHIN PARAGRAPH**

Arabic numeral page number

TABLE 1 (continued)

AGE (month)	STRAIN	DIET	CK (mIU/mg) (n)	MM+MITO (%) (n)	BB+MB (%) (n)
24	WKY	CON	1733 ∇ 39 (10)	81.2 ∇ 2.3 (8)	8.8 ∇ 2.2 (8)
		HS	1615 ∇ 40 (9)	80.3 ∇ 1.4 (7)	19.7 ∇ 1.5 (7)
	BHR	CON	1697 ∇ 27 (10)	79.7 ∇ 4.3 (7)	20.3 ∇ 4.2 (7)
		HS	1768 ∇ 37 (10)	83.5 ∇ 1.6 (8)	16.5 ∇ 1.6 (8)
	SHR	CON	1644 ∇ 33 (10)	83.9 ∇ 1.9 (6)	6.1 ∇ 8.8 (6)
		HS	1536 ∇ 61 (8)	77.0 ∇ 1.8 (8)	23.0 ∇ 1.7 (8)
36	WKY	CON	1468 ∇ 61a (8)	82.0 ∇ 1.1 (5)	18.0 ∇ 1.4 (5)
		HS	1323 ∇ 32a (8)	79.7 ∇ 3.8 (7)	20.3 ∇ 3.8 (7)
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The creatine kinase activity and isozyme distribution for all four periods indicate that the levels were found to be within the appropriate range necessary for additional activity . . .

**SAMPLE: SECOND PAGE OF TWO-PAGE TABLE
WITH TABLE HEADING ONLY AND INTEGRATED WITHIN PARAGRAPH**

Arabic numeral page number

CENTER AND REPEAT TABLE HEADING ONLY (NOT TITLE) WITH WORD "continued" ON ONE-INCH MARGIN FOLLOWED BY ONE BLANK LINE DO NOT BOLD

TABLE 1 (continued)

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REPEAT HEADER ROW ON CONSECUTIVE PAGES

Notes: Data are mean ∇ SEM. Probabilities are one-tailed. CK is total creatine kinase activity; n is the number of observations. MM+MITO is the sum of the MM and mitochondrial isozymes of creatine kinase. BB+MB is the sum of the BB and MB isozymes of creatine kinase.

The creatine kinase activity and isozyme distribution for all four periods indicate that the levels were found to be within the appropriate range necessary for additional activity . . .

CONTINUE SAME PARAGRAPH ON LEFT MARGIN

DOUBLE-SPACE BETWEEN END OF TABLE AND BEGINNING OF TEXT ONE BLANK SINGLE LINE BETWEEN LINES OF TEXT AND NO POINTS BEFORE OR AFTER

SAMPLE: SECOND PAGE OF TWO-PAGE TABLE WITH MULTILINE CAPTION AND INTEGRATED WITHIN PARAGRAPH

Arabic numeral page number

circular lumpy area with an ulnar extension, the whole having somewhat the shape of a tadpole. The ulnar "tail" may represent part of the origin of the Adductor Pollicis, but it was measured with the FCR since it forms a visible unit [4]. Length was measured medial-lateral and width represents the average of several measurements taken at equal distance proximal-distal of the entheses. Height was determined by the contour gauge at the highest elevation (Table 4).

TABLE 4
FLEXOR CARPI RADIALIS ENTHESIS MEASUREMENTS

Measurement	Left			Right		
	N	Maximum	Minimum	N	Maximum	Minimum
Length (mm)	246	17.00	8.00	234	16.00	7.00
Width (mm)	245	7.60	3.10	234	9.00	2.50
Height (mm)	246	6.00	1.50	2231	5.00	1.50

The oblique axis was used as the length measurement with width the average of several measurements taken at equal distance perpendicular to the length. Height was taken by the contour gauge at the highest point from the bone surface.

SAMPLE: TABLE PAGE
WITH SINGLE-LINE CAPTION AND INTEGRATED WITHIN PARAGRAPH

Arabic numeral page number

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TABLE 4

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AND NO POINTS BEFORE OR AFTER

FLEXOR CARPI RADIALIS ENTHESIS MEASUREMENTS EXPRESSED

Measurement	Left			Right		
	N	Maximum	Minimum	N	Maximum	Minimum
Length (mm)	246	17.00	8.00	234	16.00	7.00
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DO NOT BOLD TABLE CAPTION

SAMPLE: TABLE PAGE
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Arabic numeral page number

As shown in Figure 3, the European community export refunds for poultry from 1975 to 1987 were consistent with the findings.

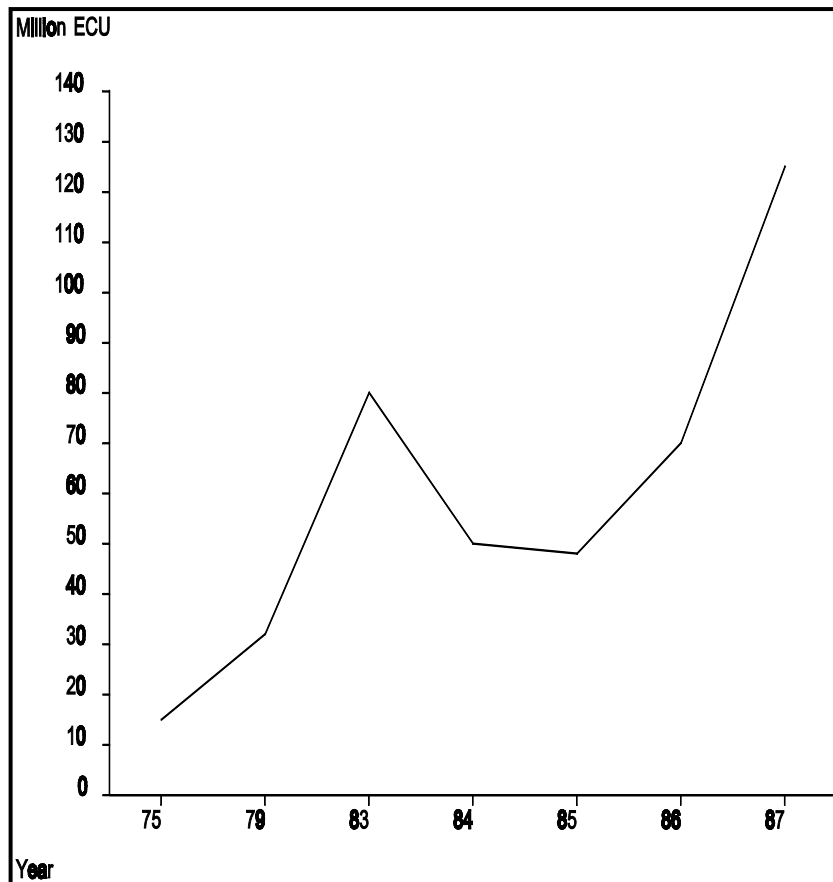


Figure 3. European community export refunds in ECUs for poultry from 1975 to 1987 [4].

It is evident that export refunds increased between 1975 and 1983, when exports peaked, and then decreased dramatically . . .

SAMPLE: FIGURE PAGE
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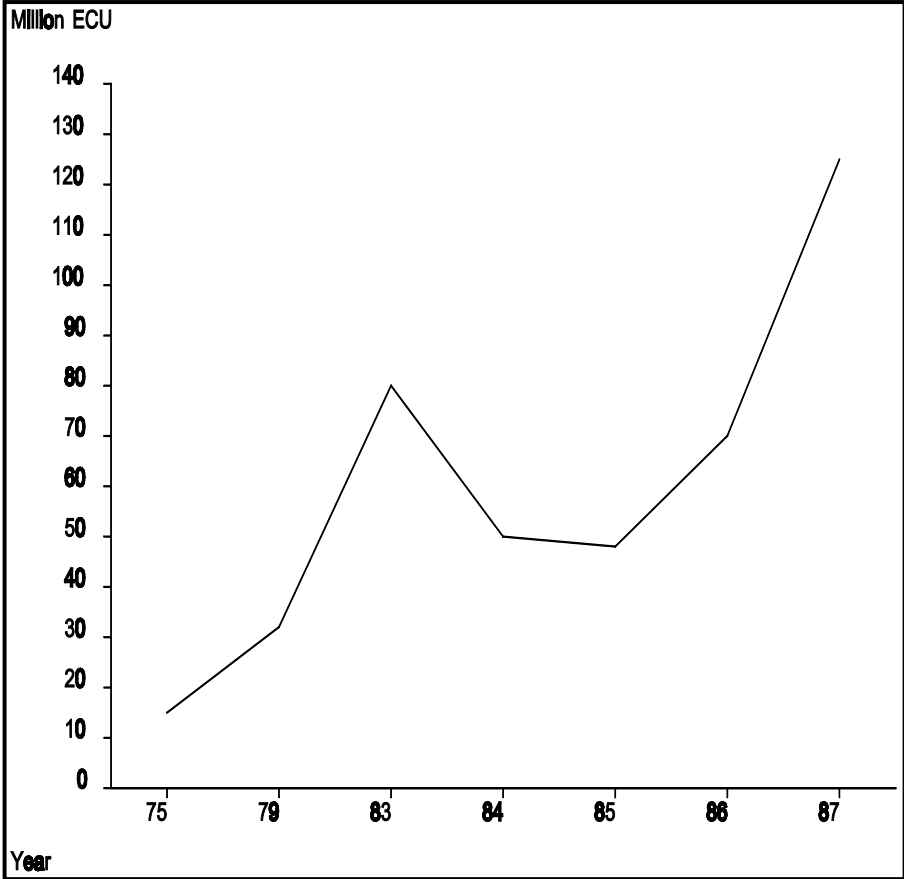
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MENTION FIGURE IN TEXT BY SPECIFIC NUMBER PRIOR TO PLACEMENT ON PAGE
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As shown in Figure 3, the European community export refunds for poultry from 1975 to 1987 were consistent with the findings.

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AND NO POINTS BEFORE OR AFTER

PLACE FIGURE
AFTER
PARAGRAPH IN
WHICH IT IS
MENTIONED



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MULTILINE CAPTION
NO POINTS BEFORE OR
AFTER LINES OF CAPTION

Figure 3. European community export refunds in ECUs for poultry from 1975 to 1987 [4].

It is evident that export refunds increased between 1975 and 1983, when exports peaked, and then decreased dramatically . . .

CONTINUE WITH SAME PARAGRAPH ON LEFT MARGIN

DO NOT BOLD FIGURE CAPTION

SAMPLE: FIGURE PAGE
WITH MULTILINE CAPTION AND INTEGRATED WITHIN PARAGRAPH

Arabic numeral page number

The equation used for this calculation is

$$v_i^\mu = \sum_j W_{ij} h_j^\mu + \theta_i = \sum_j W_{ij} g\left(\sum_k w_{jk} l_k^\mu + \theta_j\right) + \theta_i \quad (2.5)$$

and produces final output equal to

$$o_i^\mu = g(v_i^\mu) = g\left(\sum_j W_{ij} h_j^\mu + \theta_i\right) = g\left(\sum_j W_{ij} g\left(\sum_k w_{jk} l_k^\mu + \theta_j\right) + \theta_i\right) \quad (2.6)$$

If t_i is the target output value for the i : input pattern, then the error measure, or *cost function*, is calculated as

$$E[W] = \frac{1}{2} \sum_\mu \sum_i [t_i^\mu - o_i^\mu]^2 \quad (2.7)$$

which may be rewritten according to equation (2.6) as

$$E[W] = \frac{1}{2} \sum_\mu \sum_i \left[t_i^\mu - g\left(\sum_j W_{ij} g\left(\sum_k w_{jk} l_k^\mu + \theta_j\right) + \theta_i\right) \right]^2 \quad (2.8)$$

where E is _____, W is _____, t is _____, and θ is _____. The function defined by equation (2.8) is clearly a continuous differentiable function in every weight, and thus a steepest descent algorithm can be used to obtain the appropriate weights [15].

CENTER EQUATION BETWEEN LEFT AND RIGHT MARGINS
USING CENTER TAB

The equation used for this calculation is

$$v_i^\mu = \sum_j W_{ij} h_j^\mu + \theta_i = \sum_j W_{ij} g\left(\sum_k w_{jk} l_k^\mu + \theta_j\right) + \theta_i \quad (2.5)$$

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$$o_i^\mu = g(v_i^\mu) = g\left(\sum_j W_{ij} h_j^\mu + \theta_i\right) = g\left(\sum_j W_{ij} g\left(\sum_k w_{jk} l_k^\mu + \theta_j\right) + \theta_i\right) \quad (2.6)$$

If t_i is the target output value for the μ input pattern, then the error measure, or *cost function*, is calculated as

PLACE EQUATION NUMBER IN PARENTHESES FLUSH ON RIGHT MARGIN
USING RIGHT TAB

$$E[W] = \frac{1}{2} \sum_\mu \sum_i [t_i^\mu - o_i^\mu]^2 \quad (2.7)$$

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where E is _____, W is _____, t is _____, and θ is _____. The function defined by equation (2.8) is clearly a continuous differentiable function in every weight, and thus a steepest descent algorithm can be used to obtain the appropriate weights [15].

REFER TO SPECIFIC EQUATION IN TEXT WITH THE WORD "equation" IN lowercase
AND THE EQUATION NUMBER IN PARENTHESES
DO NOT REFER TO THE EQUATION AS "THE EQUATION BELOW" OR "THE FOLLOWING EQUATION"

DO NOT BOLD EQUATION NUMBERS

SAMPLE: EQUATIONS PAGE
WITH EQUATIONS CENTERED BETWEEN LEFT AND RIGHT MARGINS
AND NUMBERS FLUSH ON RIGHT MARGIN

Arabic numeral page number

CENTER IN MIDDLE OF PAGE BETWEEN ALL MARGINS

DO NOT BOLD

REFERENCES

SAMPLE: REFERENCES SEPARATION PAGE

Arabic numeral page number, numbered consecutively from text

USE DEPARTMENT-PREFERRED REFERENCE STYLE
WITH THIS PAGE SPACING

CENTER HEADING AT ONE-INCH MARGIN;
DO NOT BOLD

LIST REFERENCES IN
NUMERICAL ORDER
AS MENTIONED
IN TEXT

REFERENCES

TRIPLE-SPACE BETWEEN REFERENCE HEADING AND
BEGINNING OF LIST OF REFERENCES
TWO SINGLE BLANK LINES AND NO POINTS BEFORE OR AFTER

- [1] G. H. Vatistas, S. Lin, and C. K. Kwok, "Reverse Flow Radius in Vortex Chambers," *AIAA Journal*, vol. 24, no. 11, 1986, pp. 782–795.
- [2] M. A. Dornheim, "Planetary Flight Surge Faces Budget Realities," *Aviation Week and Technology*, vol. 145, no. 24, December 9, 1996, pp. 44–46.
- [3] Andrew S. Tanenbaum, *Computer Networks*, 2nd ed., Prentice-Hall, Englewood Cliffs, NJ, Chapters 1, 5.
- [4] W. P. Seneviratne, and J. S. Tomblin, "Adaption of the Losipescu In-Plane Shear Test Method for High Strength Composite Specimens," *Journal of Composites Technology and Research*, vol. 1, no. 4, October 2001, pp. 259–66.
- [5] J. D. Morris, "Convective Heat Transfer in Radially Rotating Ducts," *Proceedings of the Annual Heat Transfer Conference*, edited by B. Corbell, Vol. 1, Institute of Mechanical Engineering, New York, 1992, pp. 227–234.
- [6] R. Volpe, "Techniques for Collision Prevention, Impact Stability, and Force Control by Space Manipulators," in *Teleoperation and Robotics in Space*, edited by S. B. Skaar and C. F. Ruoff, Progress in Astronautics and Aeronautics, AIAA, Washington, DC, 1994, pp. 175–212.
- [7] TAPP, Thermochemical and Physical Properties, Software Package, Ver. 1.0, E. S. Microware, Hamilton, OH, 1992.
- [8] G. T. Chapman, "Nonlinear Problems in Flight Dynamics," NASA TM-85940, 1984.
- [9] K. Tseng, "Nonlinear Green's Function Method for Transonic Potential Flow," Ph.D. Dissertation, Department of Aeronautics and Astronautics, Boston University, Cambridge, MA, 1983.
- [10] C. P. Atkins and J. D. Scantelbury, "The Activity Coefficient of Sodium Chloride in a Simulated Pore Solution Environment," *Journal of Corrosion Science and Engineering Aspects* [online journal], vol. 1, no. 1, Paper 2, URL: <http://www.cp.umist.ac.uk/JCSE/vol1/vol1.html> [cited April 13, 1998].

DOUBLE-SPACE
BETWEEN
REFERENCES

NO POINTS
BEFORE OR
AFTER LINES OF
REFERENCE

SINGLE-SPACE
MULTILINE
REFERENCES

NO POINTS
BEFORE OR
AFTER LINES OF
REFERENCE

INCLUDE DATE THAT ARTICLE IS CITED; MANDATORY FOR ONLINE REFERENCES

FOR CONSECUTIVE PAGES OF REFERENCES,
USE THE FOLLOWING HEADING AT THE TOP ONE-INCH MARGIN OF EACH PAGE:

REFERENCES (continued)

**SAMPLE: REFERENCES FIRST PAGE
WITH NUMBERS IN BRACKETS**

Arabic numeral page number, numbered consecutively from separation page

CENTER IN MIDDLE OF PAGE BETWEEN ALL MARGINS

DO NOT BOLD

BIBLIOGRAPHY

SAMPLE: BIBLIOGRAPHY SEPARATION PAGE

Arabic numeral page number, numbered consecutively from text

USE DEPARTMENT-PREFERRED BIBLIOGRAPHY STYLE WITH THIS PAGE SPACING

CENTER HEADING AT ONE-INCH MARGIN; DO NOT BOLD

LIST ENTRIES IN ALPHABETICAL ORDER BY AUTHOR'S LAST NAME

BIBLIOGRAPHY

TRIPLE-SPACE BETWEEN HEADING AND ENTRIES TWO SINGLE BLANK LINES AND NO POINTS BEFORE OR AFTER

Armenian, Dominick. "A Critique of Neoclassical and Austrian Monopoly Theory." In J. Spadaro, ed., *New Directions in Austrian Economics*, pp. 94–110. Kansas City, MO: Sheed Andrews and McMeel, 1978.

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WordPerfect for IBM Personal Computers and PC Networks. Version 5.1. Orem, UT: WordPerfect Corporation, 1988.

DOUBLE-SPACE BETWEEN ENTRIES
NO POINTS BEFORE OR AFTER LINES OF REFERENCE
SINGLE-SPACE MULTILINE ENTRIES
NO POINTS BEFORE OR AFTER LINES OF REFERENCE

FOR CONSECUTIVE PAGES OF A BIBLIOGRAPHY, USE THE FOLLOWING HEADING AT THE TOP ONE-INCH MARGIN OF EACH PAGE:
BIBLIOGRAPHY (continued)

SAMPLE: BIBLIOGRAPHY FIRST PAGE
WITH REFERENCES IN ALPHABETICAL ORDER

Arabic numeral page number, numbered consecutively from separation page

**CENTER ONE OF THESE HEADINGS
IN THE MIDDLE OF THE PAGE
BETWEEN ALL MARGINS**

APPENDIX
(one appendix)

APPENDICES
(more than one appendix)

or

APPENDIXES
(more than one appendix)

**EITHER IS ACCEPTABLE
FOR
MORE THAN ONE APPENDIX**

DO NOT BOLD ANY OF THESE HEADINGS

SAMPLE: APPENDIX/APPENDICES SEPARATION PAGE

Arabic numeral page number, numbered consecutively from bibliography or references

CENTER HEADING AT ONE-INCH MARGIN; **DO NOT BOLD**

**APPENDIX HEADING
IN FULL CAPITAL LETTERS**

APPENDIX A

**DOUBLE-SPACE
BETWEEN APPENDIX HEADING AND TITLE
ONE BLANK SINGLE LINE AND NO POINTS BEFORE OR AFTER**

WSU GRADUATE PROGRAMS AND THEIR RECOMMENDED STYLES
FOR PREPARING THESES AND DISSERTATIONS*

**SINGLE-SPACE
APPENDIX TITLE
IN FULL CAPITAL LETTERS**

**TRIPLE-SPACE BETWEEN APPENDIX TITLE AND TEXT
TWO BLANK SINGLE LINES AND NO POINTS BEFORE OR AFTER**

Aerospace Engineering (MS, PhD)..... *GSG*

Aging Studies..... *GSG/APA*

Anthropology (MA)..... *GSG*
 Cultural Anthropology..... *American Anthropological Association*
 Biological Anthropology..... *American Journal of Physical Anthropology or Human Biology*
 Archaeology..... *American Antiquity Guidelines*

Biological Sciences (MS)..... *GSG*

Biomedical Engineering (MS, PhD)..... *GSG*

Chemistry (MS, PhD)..... *GSG*

Communication (MA)..... *GSG/APA*

Communication Sciences and Disorders (MA, PhD)..... *GSG/APA*

Computer Science (MS)..... *GSG*

Counseling (MEd)..... *GSG/APA*

Criminal Justice (MA)..... *GSG/APA*

Earth, Environmental, and Physical Science (MS)..... *GSG*

*In all instances of form and style, consult the *Graduate School Guide (GSG)* first. Regulations from the Graduate School take precedence over rules found in other style manuals (when they differ from one another), because issues of clarity and legibility are extremely important in the final manuscript. Beyond the *GSG*, some programs recommend a particular guide, as indicated; **however, each program’s graduate coordinator should be consulted about preferred style in case those listed here have changed.**

- GSG* = *Graduate School Guide to the Preparation of Theses and Dissertations* (WSU)
- AIP* = *American Institute of Physics* (AIP)
- APA* = *American Psychological Association Publication Manual* (APA)
- MLA* = *Modern Language Association Style Manual* (MLA)
- Turabian* = *Manual for Writers of Term Papers, Theses, and Dissertations* (Kate Turabian)

SAMPLE: APPENDIX FIRST PAGE

Arabic numeral page number, numbered consecutively from separation page

CENTER HEADING AT ONE-INCH MARGIN; DO NOT BOLD

**REPEAT APPENDIX HEADING ONLY
NOT TITLE**

APPENDIX A (continued)

**TRIPLE-SPACE BETWEEN APPENDIX HEADING
AND TEXT
NO POINTS BEFORE OR AFTER**

Educational Leadership (EdD)..... *GSG/APA*

Educational Psychology (MEd) *GSG/APA*

Electrical and Computer Engineering (MS) *GSG*

Electrical Engineering and Computer Science (PhD)..... *GSG*

English (MA) *GSG/MLA*

Exercise Science (MEd)..... *GSG/APA*

History (MA) *GSG/Turabian*

Industrial Engineering (MS, PhD) *GSG/APA*

Innovation Design (MID) *GSG*

Learning and Instructional Design (MEd) *GSG/APA*

Management Science and Supply Chain Management (MS) *GSG*

Mathematics (MS) *GSG/*
Handbook of Writing for the Mathematical Sciences (Nicholas Higham)

Mathematics, Applied (PhD) *GSG/*
Handbook of Writing for the Mathematical Sciences (Nicholas Higham)

Mechanical Engineering (MS, PhD)..... *GSG*

Music—History-Literature, Composition (MM) *GSG*

Music Education—Choral, Elementary, Instrumental, Special Education, Voice (MME) *GSG/APA*

Physics (MS) *GSG/AIP*

Psychology—Community, Clinical, Human Factors (PhD)..... *GSG/APA*

Social Work (MSW) *GSG/APA*

Sociology (MA) *GSG*

Teaching-Transition to Teaching (MAT) *GSG/APA*

SAMPLE: APPENDIX SECOND PAGE

Arabic numeral page number, numbered consecutively from separation page

APPENDIX B

PARTICULAR WSU PROGRAMS
AND APPROPRIATE AREA TO SUBMIT MANUSCRIPT

Aging Studies—submit thesis manuscripts to the Department of Public Health Sciences.

Criminal Justice—submit thesis manuscripts to the School of Criminal Justice.

APPENDIX C

GRADUATE DEGREES AWARDED AT WICHITA STATE UNIVERSITY

Doctor of Audiology (AuD)

Doctor of Education (EdD)

Doctor of Nursing Practice (DNP)

Doctor of Philosophy (PhD)

Doctor of Physical Therapy (DPT)

Specialist in Education (EdS)

Executive Master of Business Administration (EMBA)

Master of Accountancy (MACC)

Master of Arts (MA)

Master of Arts in Teaching (MAT)

Master of Business Administration (MBA)

Master of Education (MEd)

Master of Engineering Management (MEM)

Master of Fine Arts (MFA)

Master of Health Administration (MHA)

Master of Human Resource Management (MHRM)

Master of Innovation Design (MID)

Master of Music (MM)

Master of Music Education (MME)

Master of Physician Associate (MPA)

Master of Public Administration (MPA)

Master of Science (MS)

Master of Science in Nursing (MSN)

Master of Social Work (MSW)

APPENDIX D

GRADUATE MAJORS AT WICHITA STATE UNIVERSITY

DOCTORAL

Aerospace Engineering
Applied Mathematics
Audiology
Biomedical Engineering
Chemistry
Communication Sciences and Disorders
Educational Leadership
Electrical Engineering and Computer Science
Industrial Engineering
Mechanical Engineering
Nursing Practice
Physical Therapy
Psychology

SPECIALIST (in Education)

School Psychology (EdS)

MASTER

Accountancy (MACC)

Arts (MA)

Aging Studies
Anthropology
Arts Leadership and Management
Communication
Communication Sciences and Disorders
Criminal Justice
Economics and Quantitative Analysis
English
History
Sociology
Spanish

Business Administration (MBA)

Education (MEd)

Counseling
Educational Leadership
Educational Psychology
Exercise Science
Learning and Instructional Design
Special Education
Sport Management

Executive Business Administration (EMBA)

Engineering Management (MEM)

Fine Arts (MFA)

Creative Writing
Studio Art

Health Administration (MHA)

Human Resource Management (MHRM)

Innovation Design (MID)

Music (MM)

Chamber Music
Composition
Conducting
History-Literature
Opera Performance
Performance
Piano Accompanying
Piano Pedagogy

Music Education (MME)

Choral
Elementary
Instrumental
Instrumental Conducting
Special Education
Voice

APPENDIX D (continued)

MASTER

Nursing (MSN)

Physician Associate (MPA)

Public Administration (MPA)

Science (MS)

Aerospace Engineering

Athletic Training

Biological Sciences

Biomedical Engineering

Business Analytics

Chemistry

Computer Science

Computing

Data Science

Earth, Environmental, and Physical Science

Electrical and Computer Engineering

Industrial Engineering

Management Science and Supply Chain Management

Materials Science

Mathematical Data Science

Mathematics

Mechanical Engineering

Physics

Social Work (MSW)

Teaching (MAT)