

THESIS PUBLISHING GUIDE

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I. CONTENT AND OVERALL FORMAT

- Thesis *content* must be prepared according to the specifications and standards of the faculty of your program of study, particularly your thesis advisor and committee.
- Thesis *format* must be prepared for publication in the University Library via its BearWorks portal according to the specifications of this Thesis Publishing Guide.
- Authorship:
 - Theses must be the original work of the thesis writer.
 - Theses using the manuscript option may include one or more multi-authored manuscripts that are already published (or under review for publication). In such cases, it is critical for the thesis author to be clear in describing the author's unique and substantial contributions to such manuscripts in the overview and summary sections. These sections should also demonstrate the author's unique research contributions by integrating the content from all included manuscripts.

II. RESEARCH COMPLIANCE AND PERMISSIONS

- Document that you have complied with all relevant research oversight entities (e.g., IRB, IACUC, BioSafety, etc.) by:
 - Inserting the approval certificate as an appendix (ensure the documentation is appropriately sized so that it is legible)
 - Listing that appendix by a title that shows research compliance in the Table of Contents
 - Mentioning the research compliance approval early in the Methods section with reference to the appropriate appendix
- The use of any image (e.g., photograph or drawing) of a person who is identifiable in a thesis needs each identifiable person's permission. It is the thesis writer's responsibility to obtain and retain that permission, and the thesis must include the following statement at the top of the copyright page:
 - *The author assumes responsibility for obtaining and maintaining the necessary rights and releases to legally publish this work, including the informed consent of any subjects identifiable in the photographic and/or illustrative work.*

III. ORDER OF THESIS ELEMENTS

A. Standard Order

Please see the *Requirements for Preliminary Pages* document posted on the Thesis Blackboard Course for the content and format required in the preliminary pages (elements 1-8 below).

1. Title Page (including degree, program, and date)
2. Copyright Page
3. Abstract Page (with 5-10 keywords presented)

4. Approval Page (including committee members' names and credentials)
5. Acknowledgements (if any; and Dedication, if desired)
6. Table of Contents
7. List of Tables (if any)
8. List of Figures (if any)
9. Body of Thesis
10. Bibliography/References
11. Appendices (if any)

Note: See [Section V](#) for placement of tables and figures.

B. Manuscript Option

A manuscript option is appropriate when the thesis consists of two or three separate manuscripts that will be submitted to scholarly journals. The following organization should be used for theses using the manuscript option:

1. Title Page
2. Copyright Page
3. Abstract Page (with 5-10 keywords presented)
4. Approval Page
5. Acknowledgements (if any; and Dedication, if desired)
6. Table of Contents
7. List of Tables (if any)
8. List of Figures (if any)
9. Overview: Introduce the entire thesis and explain how the component chapters (i.e., individual manuscripts) are connected.
10. Chapter 1 (Manuscript 1) Title
 - a. Introduction
 - b. Methods
 - c. Results
 - d. Discussion
 - e. References (all those used in Chapter 1)
11. Chapter 2 (Manuscript 2) Title
 - a. Introduction
 - b. Methods
 - c. Results
 - d. Discussion
 - e. References (all those used in Chapter 2)
12. Summary: Tie together the results of the separate chapters (manuscripts) and discuss how they fit together. This section is typically 2 or 3 pages.
13. Additional References (if any): Cite references used in the Overview or Summary sections, or in the preliminary pages (i.e., Abstract).
14. Appendices (if any)

Note: See [Section I](#) for guidance on including multi-authored manuscripts when using the manuscript option.

IV. TEXT FORMATTING

A. Margins

- All margins (top, bottom, right, left) should be set at 1 inch.
- There may be blank lines at the bottom of a page due to chapter conclusion or widow/orphan settings.
- If the table/figure does not fit on the page where it is first mentioned and is put on the next page, fill in the blank space at the bottom of the page (after a table/figure's first mention) with the next text.

B. Page Numbering

- Page numbering should be formatted consistently and centered in the lower margin.
- Preliminary pages (lower case Roman numerals):
 - While the Title Page counts as page "i," the page number is *not* shown on the Title Page.
 - Following the Title Page, additional preliminary pages prior to the body of the thesis should be numbered with sequential small Roman numerals (ii, iii, etc.).
- Body pages (Arabic numerals):
 - The body of the thesis through its end should be numbered with Arabic numerals (1, 2, 3, etc.).
 - The "1" should be shown on the first page of the thesis body.
 - Page numbers should be centered on the lower margin of the page, whether the page is portrait-oriented or landscape-oriented. The location of the page number will move with the layout of the page on landscape-oriented pages.

C. Font Size, Style, and Color

- All text must be 12-point size, black ink, and consistent font style throughout the thesis (including in tables and figure captions).
- Font style selection is the choice of the student, advisor, and committee. However, to facilitate accessibility, the following sans serif fonts are preferred: Arial, Calibri, Gill Sans/Gill Sans MT, Lucida Sans/Lucida Grande, Tahoma, Trebuchet MS, Verdana.

D. Spacing Text

- Indent the first line of all paragraphs ½ inch.
- Double-space the thesis text.
- Single-space the following items:
 - Footnotes
 - Lists (whether bulleted or numbered)
 - Quotations of five lines or more (i.e., block quotes)

- Table headings
- Figure captions
- Some items in the preliminary pages (see the *Requirements for Preliminary Pages* document posted on the Thesis Blackboard Course for an illustration of how these pages are formatted)

E. Headings

- Primary headings (i.e., chapter headings) and all levels subheadings must be consistently formatted throughout the thesis. Thesis writers should select a heading style in consultation with their advisor and committee.
- It is not acceptable to have just one subheading under a higher-level heading. Either divide the content into at least two smaller sections or keep the higher-level heading for the entire section.

V. SPECIAL ELEMENTS: ACRONYMS, TABLES, AND FIGURES

A. Acronyms and Abbreviations

- Each abbreviation and acronym should first be introduced by the complete word(s) or phrase, then immediately presented in parenthesis after that first use. All subsequent uses should use the abbreviation/acronym alone.
- The only exception is that this may be omitted for very uniformly accepted and understood abbreviations, such as USA, FBI, DNA, and for common units of measurement (e.g., g for grams, cm for centimeters).

B. Mentions and Placement of Tables and Figures

- The text must refer to each table or figure, by number, before that table or figure is presented.
- Tables and figures must closely follow their references, in numerical order.
- Tables and figures must be numbered sequentially.
- Placement for tables and figures must be consistent throughout the thesis, using one of the following two options:
 - In Text: place the table or figure later on the same page or early on the next page after it is referenced.
 - At the end of each chapter: tables and then all figures are placed together at the end of each chapter.
 - At the end of the thesis: all tables and then all figures are placed together at the end of the thesis, between the bibliography and appendices.

C. Formatting Tables

(see Table 1 as an example below)

- If tables require more than one page, subsequent pages should state “Table X continued” and repeat the headings (and footers/legend, if any).

- Theses including tables must provide a List of Tables (table number, title, and page) section following the Table of Contents. It is not necessary to include the entire table title here; the first few words of the title or a synopsis suffices.
- Table Titles:
 - The table number and accompanying table title is placed above the body of the table.
 - Table titles should be single spaced.
 - Table title capitalization (sentence-case or title-case) should be consistent.
- Additional formatting:
 - Use a solid line above and below the body of the table, thus delineating the table.
 - Follow main column headings by a line that separates them from data.
 - Use horizontal lines within the headings section to encompass several common elements (as “Degrees Conferred” encompasses “Certificate,” “Masters,” “Specialist,” etc. in the Table 1 example below).
 - Table data must be double spaced or have every other line of data shaded in gray to differentiate rows and columns.
 - Depending on the number of columns and amount of text in each, the table can extend from margin to margin, or can be narrower. If the latter, it can be left-justified or centered, but this decision must be consistent for all tables.

Table 1. Graduate degrees conferred by program type at Missouri State University.

Semester	Degrees Conferred				Total
	Certificate	Masters	Specialist	Doctorate	
Spring 2021	283	651	16	121	1071
Summer 2021	65	204	6	14	289
Fall 2021	165	370	1	15	551
Spring 2022	262	649	24	107	1042
Summer 2022	95	229	4	9	337
Fall 2022	229	484	1	15	729

D. Formatting Figures

(See Figure 1 as an example below)

- Figures include a variety of illustrations such as graphs, charts, schematics and diagrams, line drawings, maps, and photographs.
- Figures may be in color.
- Theses including figures should provide a List of Figures (figure number, title, and page) following the Table of Contents (and the List of Tables if there is one). It is not necessary to include the entire figure caption here, just what might be considered the figure title (often the first few words of the caption).

- Figure Captions:
 - Figure captions should be placed immediately below the figure. This includes the figure number (e.g., Figure 1) followed by a concise descriptive statement.
 - The figure caption may line-up with the left edge of the figure or the left margin.
 - All figure captions must be single-spaced text.
 - Figure caption capitalization (sentence-case or title-case) should be consistent across all figures.

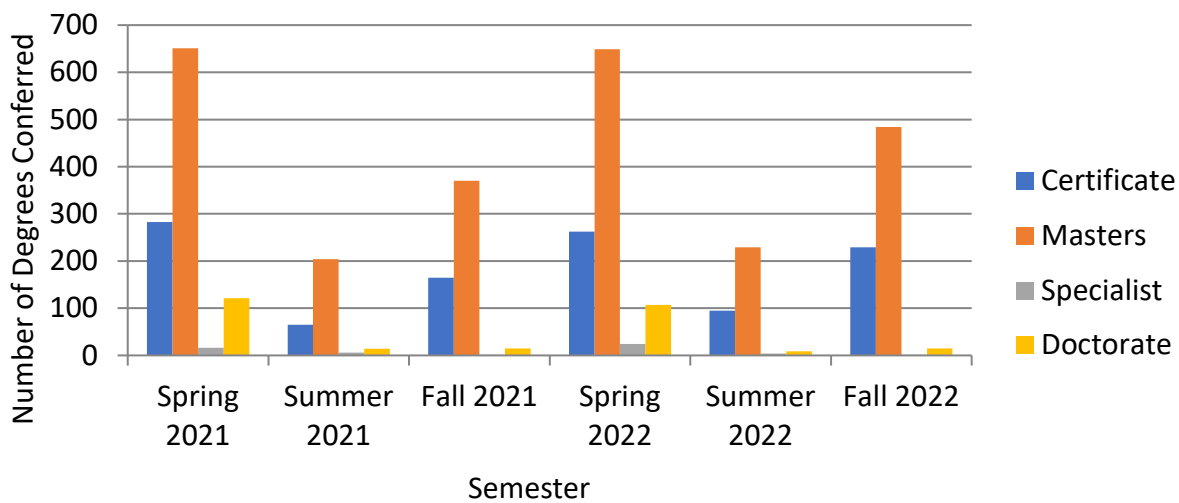


Figure 1. Graduate degrees conferred by program type at Missouri State University. Data are divided by program type and shown by semester.

VI. CITATIONS AND BIBLIOGRAPHY

A. In-Text Citations

- Every source cited in the text should be listed in the bibliographic section that follows the main body of the thesis. Likewise, every source listed in the bibliographic section must have been cited in the text.
- The styles used for citing sources in-text will vary by discipline; your style must be consistent. Items that vary widely across styles (that must be consistent within the thesis) include:
 - Manner of citation (i.e., footnotes, numbered citations, author/page or author/date citations)
 - Punctuation within citations and between citations in the same parenthesis
 - Use of et al. for a specific number of authors
 - Use of “and” versus “&”
 - Sequence of multiple references cited together (chronological or alphabetical)

B. Bibliographic Section

- All sources must be included in the bibliographic section.
- The format of your sources must be consistent. Items that vary widely across styles (that must be consistent within the thesis) include:
 - Name of this section (i.e., References, Works Cited, Bibliography, etc.)
 - Ordering of sources (alphabetical or numerical, etc.)
 - Style and sequence/order of arranging elements within a source entry
 - Punctuation within entries
 - Use of “and” versus “&”
 - Use of et al. for a specific number of authors

VII. APPENDICES

- Appendix labels should begin with the word “Appendix,” its letter, and then its descriptive title (e.g., “Appendix E: Research Compliance”) and those labels must be in the Table of Contents.
- Any appendix must be listed in your Table of Contents, and each must be mentioned (by letter, in order) at least once in the body of the thesis.
- To avoid confusion, tables and/or figures in these appendices are not labeled as a “table” or “figure” and should not be included in the Lists of Tables/Figures.
- Appendices must be presented in a separate section (i.e., chapter) near the end of the thesis. (See “Order of Thesis Elements” for details.)
 - If there is only one appendix, this section will be labeled by that appendix title (e.g., Appendix: Student Population Constitution) as a primary heading and include that label in the Table of Contents. The mention of this appendix in-text may read merely “see Appendix.”
 - If you have more than one appendix, this section will be labeled with the primary heading “Appendices,” and each appendix will be labeled with a title as a secondary heading title.
 - If you want to put multiple pieces (text, tables, figures) within one appendix (i.e., tertiary divisions), these can be called Appendix B-1, Appendix B-2, etc.
 - Sub-sections of appendices do not need to be shown in the Table of Contents.
 - These sub-divisions (e.g., B-2) of an appendix are not required to be mentioned, but the appendix (e.g., B) must be mentioned.