

Preface

This edition of *Guidelines for the Preparation of Dissertation, Theses, and Papers* is an update to the 2002 revision. The original version was written by the *ad hoc* committee of Dr. Johannes Vazulik, Dr. William Cosgrove, Charlene Lucken, and Carol Seavert. The 1999 version was edited by Bonnie Cooper. Bonnie Cooper was also involved in the 2006 revision.

Sections 1-13 of the *Guidelines* were approved by the Graduate Faculty in March 1989. Appendices A-M were added in 1993. (Information and examples for some of these appendices were borrowed from Iowa State University and University of Tennessee handbooks with their permission.) With the 1999 edition, Appendix L was reorganized and expanded; Appendix M was expanded; and Appendix N was added. The changes made in 2004 version are primarily editorial in nature and are consistent with the Graduate Faculty's May 2004 revision of the disquisition editing process. The changes were made to reflect the Graduate Faculty's belief that graduate students need to develop proficient communication skills in order to be able to succeed in their field of study. The intent of this revision of the disquisition editing process is to make the student and the student's committee primarily responsible for issues of content, language use, and format.

With the 2006 revision, the grammar hints section was posted as its own document on The Graduate School website.

Guidelines for the Preparation of Dissertation, Theses, and Papers illustrates the requirements that all theses, papers, and dissertations must follow in order to be approved by The Graduate School. The disquisition process is an integral component of a quality graduate education. This process enhances the education that graduate students receive at NDSU and advertises to the world that NDSU is a quality research institution. Disquisitions professionally document scholarly research that can be utilized by future researchers, target audiences, and others to expand the body of human knowledge.

All dissertations and their abstracts are required to be sent to Bell & Howell in Ann Arbor, Michigan. I encourage the sending of master's theses or papers and/or their abstracts to Bell & Howell.

David A. Wittrock, Ph.D.
Dean of the Graduate and Interdisciplinary Studies

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Guidelines- March 2007

1. Style of Dissertations, Theses, and Papers

You should request instructions regarding your program's form and style from your major adviser. Regardless of the style used, three points must be kept in mind.

- a. First, the document should be written to conform to the publication standards of your discipline. These standards should guide your choice of format, style, and writing technique. The overall document should be of publication caliber.
- b. Second, once a style is adopted, it must be adhered to throughout the document.
- c. Third, language must be typical of professional writing in your discipline, but the form should allow scholars from related disciplines to understand the material. The same considerations apply to manuscripts that have been or will be submitted for publication (Section 12).

2. Academic Honesty and Originality in Dissertations, Theses, and Papers

The disquisition must respect the intellectual rights of others. Statements (three or more words) taken verbatim from other publications must be appropriately cited as quotations. Ideas, summaries, paraphrased material, and other information taken from the literature must be correctly referenced as required by your discipline.

The disquisition must include components that represent your original contributions. The significance of these contributions to the discipline must be clear to the supervisory committee.

3. Nature of Dissertations, Theses, and Papers

3.1. Dissertation (Doctoral Degree)

A dissertation is a scholarly presentation of original research, including inception, design, conduct, and conclusions. With the advice and consent of your supervisory committee chair and members, you must gather sufficient information, conduct appropriate study, and complete a discussion of the results. The dissertation must meet the scholarship standards of the leading refereed journals in your discipline.

After consulting with your major adviser and selecting a dissertation topic, you will carry out the planning and other preliminary activities in frequent interactions with all the supervisory committee members. Once the overall goals and procedures have been established, you are expected to conduct the research in an independent manner and to keep all members of your supervisory committee informed. Your failure to maintain an appropriate channel of communication can result in the dissertation's rejection shortly before anticipated completion.

The copy of the dissertation submitted to your supervisory committee is considered a draft which is subject to changes the committee requires. Such changes could involve rewriting major sections. The copy of the dissertation that the supervisory committee has approved should be produced in final form, with meticulous attention paid to Graduate School requirements, and submitted to the disquisition editor for approval. Final review and approval decisions rest with the dean of the Graduate School.

3.2. Thesis (Master's Degree)

A thesis is a scholarly presentation of your original research, including inception, design, conduct, and conclusions. Under close supervision and with the consent of your supervisory committee chair and members, you must gather the information, conduct the study, and write the thesis. The thesis must be consistent with the generally accepted standards of scholarly activity in your discipline.

After consulting with your major adviser and selecting a thesis topic, you will carry out planning and other preliminary activities in frequent interactions with all supervisory committee members. Once the overall goals and procedures have been established, you are expected to conduct the research in an expeditious manner and to keep your committee members informed. Your failure to maintain an appropriate channel of communication can result in thesis rejection shortly before anticipated completion.

The copy of the thesis submitted to your supervisory committee is considered a draft which is subject to changes the supervisory committee requires. Such changes could involve rewriting major sections. The copy of the thesis that the supervisory committee has approved should be produced in final form, with meticulous attention paid to Graduate School requirements, and submitted to the disquisition editor for approval. Final review and approval decisions rest with the dean of the Graduate School.

3.3. Paper (Master's Degree)

The paper is a scholarly presentation that represents your own work, written under the close supervision of your supervisory committee chair and members. The paper is part of the comprehensive study option in certain degree programs and is available to students who will benefit from substantial coursework. The paper must be consistent with the generally accepted standards of scholarly inquiry/creative activity in your discipline.

You should ask your program about policies and guidelines relating to papers. Acceptable papers may take on a variety of forms--illustration, example, analogy, comparison/contrast, cause/effect, or review--depending on the topic chosen and methods used in the study. In consultation with your adviser and supervisory committee members, you must take care that the subject is developed adequately. The purpose of the paper should be clear, the development logical and coherent, and the conclusions convincing. The purpose should reflect an analysis that is insightful, enlightening for the reader, relevant, and intellectually stimulating.

After consulting with the major adviser and selecting a paper topic, you will carry out planning and other preliminary activities in frequent interactions with all supervisory committee members. Once the overall goals and procedures have been established, you should complete the paper in as expeditious manner as possible and keep all members of your committee informed. Your failure to maintain appropriate communication can result in the paper's rejection shortly before anticipated completion.

The copy of the paper submitted to your supervisory committee is considered a draft which is subject to changes the supervisory committee requires. Such changes could involve rewriting major sections. The copy of the paper that the supervisory committee has approved should be produced in final form, with meticulous attention paid to Graduate School requirements, and submitted to the disquisition editor for approval. Final review and approval decisions rest with the dean of the Graduate School.

4. IRB/IACUC/IBC Approval

If your research involves human or animal subjects or the use of biohazardous substances (i.e., rDNA, infectious agents, or bodily fluids or tissues), you must obtain approval from the appropriate campus committee--the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), or the Institutional Biosafety Committee (IBC)--**BEFORE** you begin your research. The timeframe for submitting the appropriate forms to the IRB, IACUC, or IBC for review is just after your supervisory committee has finalized your research design so that you have all of the approvals in place before you begin the research. Your disquisition will not be accepted by the Graduate School if it involves the nonapproved use of human or animal subjects, or biohazardous substances. IRB, IACUC, and IBC approval cannot be obtained retroactively.

5. Arrangement of Dissertations, Theses, and Papers

5.1. Required Title Page

The title page must conform to the appropriate sample form (Appendix A). The month and year indicate the date on which the final oral examination was successfully completed.

5.2. Required Approval of Disquisition Page

All copies of the disquisition must include an Approval of Disquisition Page (Appendix B) that follows the title page. This page must bear the signatures of those members of the supervisory committee who have approved the document and of the program administrator. The original form, available only at the Graduate School, must be submitted before making the final, approved copies.

5.3. Required Abstract

All disquisitions must contain an Abstract (Appendix C) that is inserted following the Approval of Disquisition Page. The introductory paragraph is single spaced and must contain the information specified in Appendix C; the text is double spaced. Abstracts must not exceed two pages. The Abstract appears on page iii of the disquisition.

5.4. Required Table of Contents

All theses, papers, and dissertations must contain a Table of Contents (Appendix D). The Table of Contents follows the Abstract.

5.5. Optional Pages

Some programs require or allow other pages, such as an acknowledgment or dedication page, which follow the abstract. For all optional pages or sections, the main heading must match the style of the Table of Contents heading.

The List of Tables (Appendix E), List of Figures (Appendix F), and List of Symbols/Abbreviations follow the Table of Contents when appropriate. Appendices and an Index may be added, in that order, after the text and Bibliography. When optional pages are included in the disquisition, they must be listed in the Table of Contents.

5.6. Tables/Figures

Tables/figures should be placed within the text after their first mention. Tables/figures should be formatted so that they are clearly distinguishable from the text. You should avoid splitting tables/figures that will fit on one page. If you have tables and/or figures, you will need to include a List of Tables and/or List of Figures after your Table of Contents. Tables/figures which are not pertinent to the text may be placed in an appendix.

6. Typing Dissertations, Theses, and Papers

6.1. Method of Typing

The document must appear professionally typed and printed. (Laser or letter-quality is the acceptable mode.) You may pay another person to type and/or print the disquisition or do the typing and/or printing yourself.

The entire text, including page numbers, must be produced with the same font attributes. The font size should be 12 to 14 points with 10 to 12 characters per inch, and headings should use a font size not greater than twice the size of the text. Different fonts may be used for equations and figures as long as the figure titles are produced with the same font attributes as the text. Tables included in a disquisition should be produced in the same font as the text, although the size of the font may differ to accommodate the inclusion of all data.

No handwritten symbols are allowed in equations, figures, tables, or text. Superscripts or subscripts may be in a smaller font as long as they are readable and, in the case of doctoral dissertations, remain readable after microfilming (which reduces the size by approximately 25%). Draft-mode, dot-matrix printing required for special notations in a discipline must be legible and used minimally.

6.2. Page Makeup

The left-hand margin must be at least 1 3/8 inches. Right-hand, top, and bottom margins must be at least 1 inch (Appendix G). Tables and figures, as well as appendices, included in the disquisition must meet these margin specifications. Bookbinders may trim as much as 1/4 inch from the exposed sides of the pages. Use single-sided printing for all pages.

Page numbers must be used in a consistent fashion, follow the font attributes of the disquisition, and be placed uniformly on all pages (i.e., center bottom or upper-right corner). They must be placed so that page trimming does not remove them. Pages, including ones with illustrative material and within appendices, must be numbered consecutively. When a page cannot be numbered (i.e., glossy photo), write the page number in pencil on the back of the page in the upper corner to be bound in the spine. Sheets inserted with special pagination are not allowed; properly numbered facing pages are acceptable (Appendix H). Page numbers are to be entered along with the text; the use of stamping machines is not allowed. Pages in the prefatory section, preceding the main body of the disquisition, must be numbered consecutively in lowercase Roman numerals.

The body of the disquisition must be double spaced; the beginning of paragraphs should be indented. Long quotations, footnotes, and bibliographic citations may be single spaced if your discipline allows it. Continue text (without leaving blank space at the bottom of a page) if a chapter continues.

6.3. Headings

All main chapter headings must be consistent in font and style, centered, and in uppercase; they may be bolded and printed in a slightly larger font (Appendix I). These main chapter headings, appearing at the top of a new page, include the following:

ABSTRACT
ACKNOWLEDGMENTS
DEDICATION
TABLE OF CONTENTS
LIST OF TABLES
LIST OF FIGURES
CHAPTER TITLES
REFERENCES
APPENDIX

Major subheadings, minor subdivisions, paragraph headings, and subparagraph headings should be consistent in font and style within the chapter and throughout the disquisition (Appendix I). Subheadings should not stand out more than major headings. If headings are numbered, a period should follow the number in the text and in the Table of Contents.

7. Illustrative Material for Dissertations, Theses, and Papers

Maps, pictorial figures, tables, and graphs should be prepared with attention to details generally equivalent to requirements for manuscripts submitted for publication. Lettering sets or other drawing devices may be used for legends and numbers for some figures and graphs; however, legends should be produced in the same font as the text when possible. Titles of tables and figures must be produced with the same font attributes as the text of the dissertation, thesis, or paper (Appendices J and K). Any photo reproduced as a letter-size page must conform to the margin specifications (left-hand margin at least 1 3/8 inches; right-hand, top, and bottom margins at least 1 inch). Photos may be in color.

8. Approval of Dissertations, Theses, and Papers

After your major adviser and the supervisory committee have approved the disquisition, bring one copy to the Graduate School for approval. This copy may be on regular paper. You will be required to pay for the completion package at this time. The copy should be accompanied by the Checklist for Dissertations, Theses, and Papers (Appendix L). You and your adviser will proofread and revise the disquisition following *Guidelines for the Preparation of Dissertations, Theses, and Papers* and complete the checklist. You, your adviser, and the program administrator will sign the checklist. Documentation indicating that IRB/IBC/IACUC approval was obtained or that it was not needed must accompany the disquisition when it is brought to the Graduate School. If approval was needed, a copy of the letter(s) of approval must be attached to the disquisition. If approval was not needed, a brief note indicating why approval was not necessary must be attached to the document.

The Graduate School will check the dissertation, thesis, or paper for format and overall quality. The Graduate School will check the entire document for format and will perform a sample reading of 5-10% of the disquisition to check for compliance with *Guidelines* and the checklist. Disquisitions that are determined to be acceptable by the editor and the dean of the Graduate School will be marked as approved, and you will be able to produce the final copies. Dissertations, theses, and papers may be found unacceptable for two broad reasons: format issues or extensive mistakes in spelling, grammar, and/or punctuation.

If any revisions to the document are necessary because of format issues, the document will be returned to the student. You will then work to correct the problems; the disquisition editor will be available for consultation during the correction process. Once the document is determined to be acceptable, it will be marked as approved, and you will be able to produce the final copies.

Dissertations, theses, and papers with persistent problems in format or writing quality may be returned before a complete review of the document is completed by the Graduate School. The document will be returned to the chair or director of the student's program, and it will be the program administrator's responsibility to return the document to the adviser and student. The persistent problems will be clearly identified, and it will be the responsibility of the student and adviser to make the appropriate changes throughout the entire document. The student will then resubmit the document and reinitiate the review process. This process may be repeated if the appropriate changes have not been made throughout the entire document.

After approval has been received, final copies may be made. Final copies must be delivered to the Graduate School, and all other degree requirements completed, within one year from the date of the final examination; otherwise, the final examination must be retaken. Graduation date is based on when **final** copies are received by the Graduate School.

9. Reproducing and Processing Final Copies

The approved copy of the disquisition can be photocopied. All copies must be on white, 20-lb. weight, acid-free paper. All copies must have a high-contrast image on white paper.

Five copies must be submitted to the Graduate School. Two copies will be placed in the permanent collection of the university library. One of the library copies must include the "Consent to Photocopy" agreement. This form, requiring the signature of the student, is a declaration to allow or disallow copying and is available at the Graduate School. The remaining three copies are distributed to the student, the student's major program, and the major adviser. (A sixth copy of the dissertation is required of doctoral students for microfilming purposes).

10. Binding Dissertations, Theses, and Papers

The Graduate School and the university library will process the binding of theses, papers, and dissertations. Final copies of the unbound document are submitted to the Graduate School; the Graduate School sends the copies to the university library where the document is cataloged and assigned a call number. The university library is responsible for having the document bound. The Graduate School sends a copy of each dissertation and abstract to Bell & Howell in Ann Arbor, Michigan, for microfilming.

Lettering will appear on the spine of each bound volume. Beginning at the top of the spine, the order is as follows:

- a. Type of degree (i.e., M.A., M.S., or Ph.D.).
- b. Date (year only; the year corresponds with the semester when the final oral examination was successfully completed).
- c. Spine title (if student requests; this title may not be longer than 50 characters and spaces).
- d. Author's name (as it appears on the Title Page and Abstract).
- e. University library call number (imprinted by the library).
- f. The university mark (NDSU).

11. Microfilming Dissertations, Theses, and Papers

11.1. Doctoral Dissertation

For the microfilmed copy of the dissertation, you will prepare an abstract not to exceed 350 words (Appendix C.3). If the original abstract is 350 words or fewer, you may use it for microfilming. All words, except the ones in the title and the single-spaced introductory paragraph, are counted. Footnotes, if any, are included within the 350-word limit. The number of hyphens determines the word count. (i.e., A single-hyphenated word is counted as one word; a word containing two hyphens is counted as two words.) A letter followed by a period ("L.") is counted as one word, as is any single numeral (100 = 1 word). Pages must be numbered, and the student's name must appear in the upper right-hand corner of each page. The exact number of words in the abstract must be indicated in the upper right-hand corner of the first page. The text will be double-spaced. Your major adviser must approve and sign the abstract which will accompany the copy of the dissertation that is sent for microfilming. The quality of printing in the abstract must be identical to the dissertation text.

Bell & Howell in Ann Arbor, Michigan, will print the abstract in Dissertation Abstracts, which indicates the availability of the dissertation for microfilm and Xerox reproduction and distribution. You should check and sign the Memorandum of Agreement with Bell & Howell regarding the provision for microfilming the dissertation.

You are expected to ensure that the abstract, dissertation, and Memorandum of Agreement are consistent in the name of the author, title of dissertation, and date of degree. All pages must be numbered and in the proper order. Care must be taken to ensure that copyrighted materials are not used without permission. In all cases, printing and illustrative material must be clearly legible.

11.2. Master's Thesis or Paper

All programs have the option of requiring master's papers and theses to be microfilmed. If your program requires microfilming, you will prepare an additional abstract not to exceed 150 words (Appendix C.3). All words, except the ones in the title and the single-spaced introductory paragraph, are counted. Footnotes, if any, are included within the 150-word limit. The number of hyphens determines the word count. (i.e., A single-hyphenated word is counted as one word; a word containing two hyphens is counted as two words.) A letter followed by a period ("L.") is counted as one word, as is any single numeral (100 = 1 word). Your name must appear in the upper right-hand corner; the exact number of words in the abstract must be indicated in the upper right-hand corner of the first page. The text will be double spaced. Your major adviser must approve and sign the abstract which will accompany the copy of the disquisition when it is sent for microfilming. The quality of printing in the abstract must be identical to the disquisition.

Bell & Howell in Ann Arbor, Michigan, will print the abstract in Master's Abstracts International, which indicates the availability of the thesis or paper for microfilm and Xerox reproduction and distribution. You should check and sign the Memorandum of Agreement with Bell & Howell regarding the provision for microfilming the disquisition.

You are expected to ensure that the abstract, disquisition, and Memorandum of Agreement are consistent in the name of the author, title of disquisition, and date of degree. All pages must be numbered and in the proper order. Care must be taken to ensure that copyrighted materials are not used without permission. In all cases, printing and illustrative materials must be clearly legible.

11.3. Items to Note in Preparing for Microfilming

Keep the following items in mind during preparation:

- a. The Graduate School's acceptance of the disquisition constitutes approval for microfilming.
- b. Pen-and-ink corrections are not acceptable.
- c. The text and the symbols used in illustrations must be black for successful microfilming, which is a black-and-white photographic process; colors will show up as shades of gray. You should use black-and-white patterns for maps and graphs. Black-and-white photographs will reproduce satisfactorily.
- d. Illustrations, tables, and graphs can be designed or reduced to meet the margin requirements.

12. Guidelines for Including Scholarly Journal Manuscripts as a Component of Disquisitions

All programs have the option of allowing students to use one or more related manuscripts submitted for publication (or already published) as an integral component of the disquisition. For this option, the student is required to submit a document in a format that is consistent with Graduate School guidelines.

Many journals require economy of presentation that is inconsistent with disquisition practice, which encourages an extensive literature review and extended discussion of experimental findings, sometimes to include speculation and logical future research. If journal manuscripts make up one or more chapters of the disquisition, additional chapters must be included to provide a more extensive literature review and a discussion that unifies the disquisition.

When journal manuscripts are included as part of the disquisition, the student must have had primary responsibility for assembling and interpreting the information and for writing the disquisition. Moreover, a component required in this modified format is the clarification of contributions made in any multi-authored manuscript. Since all disquisitions require some originality, the description of the student's contribution must be clear and complete. No manuscripts can be included in the disquisition if the student's contribution is modest, even though the student may have been included as a co-author.

During the final examination, the examination committee must be able to question the student about the components of the disquisition and the multi-authored papers. Any editorial action on or review of these journal manuscripts must be made available to the examination committee.

13. Completion Package

A completion package fee of \$200 is charged to all master's students who are completing a thesis or paper. The fee covers the costs for

- a. Consultation services with the editor.
- b. Completing the format and quality check of the document.
- c. Binding 5 copies of the thesis or paper.
- d. Title inscription on the spine of the bound thesis or paper (if possible).
- e. Shipping up to 2 bound copies of the thesis or paper.
- f. Processing of graduation and commencement information.
- g. Workshops and consultation services for writing the thesis or paper.

A completion package fee of \$250 is charged to all doctoral students who are completing a dissertation. The fee covers the costs for

- a. Consultation services with the editor.
- b. Completing the format and quality check of the dissertation.
- c. Binding 5 copies of the dissertation.
- d. Title inscription on the spine of the bound dissertation (if possible).
- e. Shipping up to 2 bound copies of the dissertation.
- f. Microfilming the dissertation.
- g. Processing of graduation and commencement information.
- h. Workshops and consultation services for writing the dissertation.

Additional bound copies are available at a cost of \$20 per copy.

Students who are not required to complete a thesis, paper, or dissertation will be assessed a \$25 graduation processing fee.

Appendix A.1. Required Dissertation Title Page

The image shows two versions of a dissertation title page. The left version is a template with labels and numbered callouts. The right version is a filled-in example.

Template (Left):

- 1** (Title of dissertation – in capital letters)
- 2** (Title of dissertation – in capital letters)
- 3** (Name in full – no initials)
- 4** (Degree name)
- 5** (Major Department)
- 6** (Month and year of final examination)
- 7** (City, State)

Example (Right):

- 1** FATTY ACID HYDROPEROXIDE
- 2** METABOLISM IN GERMINATING BARLEY
- 3** Guoshen Yan
- 4** DOCTOR OF PHILOSOPHY
- 5** Cereal Science and Food Technology
- 6** November 1992
- 7** Fargo, North Dakota

Ss = Single-spaced text
Ds = Double-spaced text

1 = Title of dissertation (All letters are capitalized.)

2 = Dissertation and university recognition (to read as *A Dissertation Submitted to the Graduate Faculty of the North Dakota State University of Agriculture and Applied Science*)

3 = Full name [to include first name, middle name(s), and last name(s)]

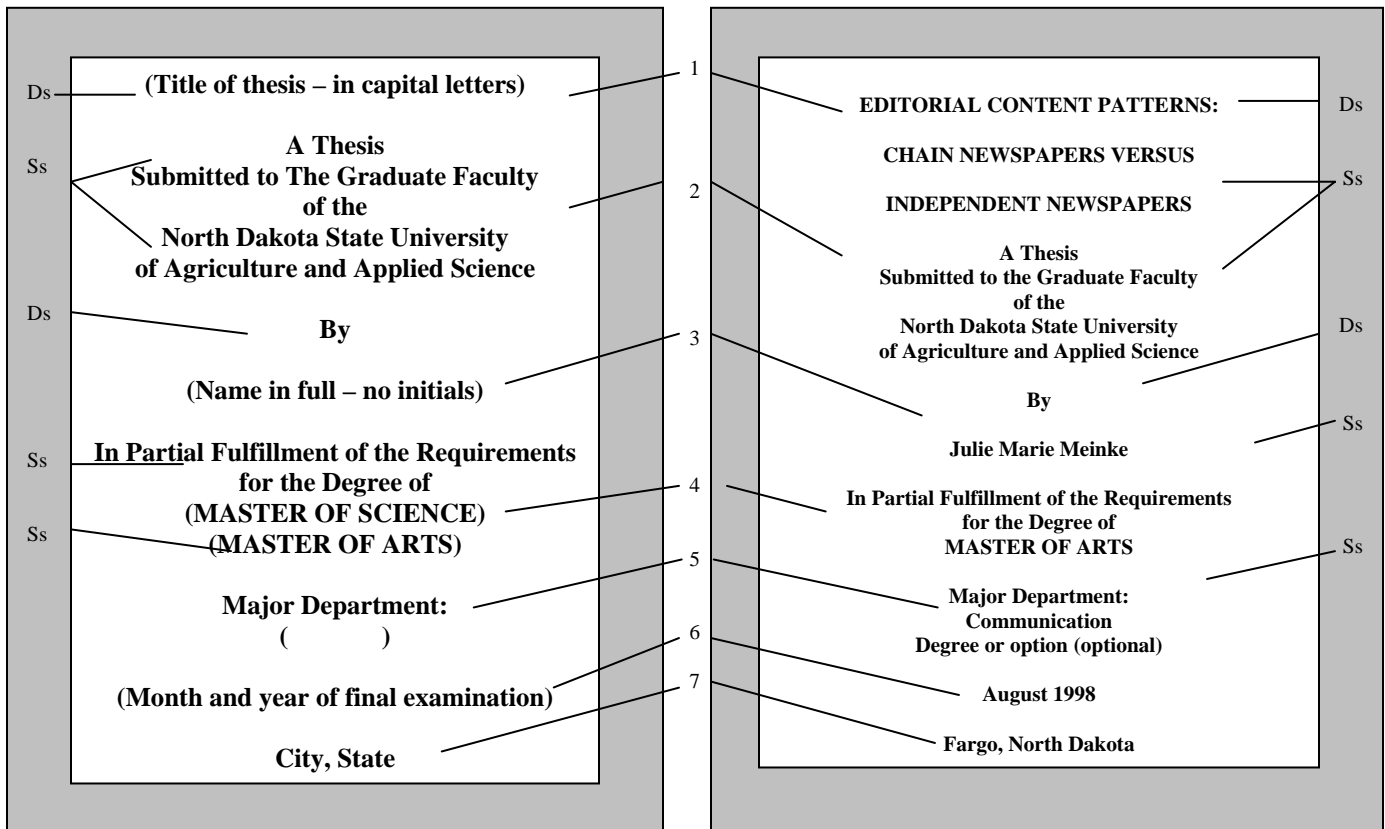
4 = Degree (to read as: *In Partial Fulfillment of the Requirements for the Degree of Doctor of Philosophy*)

5 = Major Department: or Major Program: A degree name (if it is different than the department name) or an approved degree option may be included below the title of the management department or program.

6 = Month and year of final examination (date on which the final oral examination was successfully completed)

7 = City, State (Fargo, North Dakota)

Margins [The title page is to be centered from top to bottom and left to right within the standard margins of 1 3/8 inches (1.375 on a computer) for left and 1 inch for top, bottom, and right.]



Ss = Single-spaced text
Ds = Double-spaced text

1 = Title of thesis (All letters are capitalized.)

2 = Thesis and university recognition (to read as *A Thesis Submitted to the Graduate Faculty of the North Dakota State University of Agriculture and Applied Science*)

3 = Full name [to include first name, middle name(s), and last name(s)]

4 = Degree (to read as *In Partial Fulfillment of the Requirements for the Degree of MASTER OF SCIENCE or MASTER OF ARTS*)

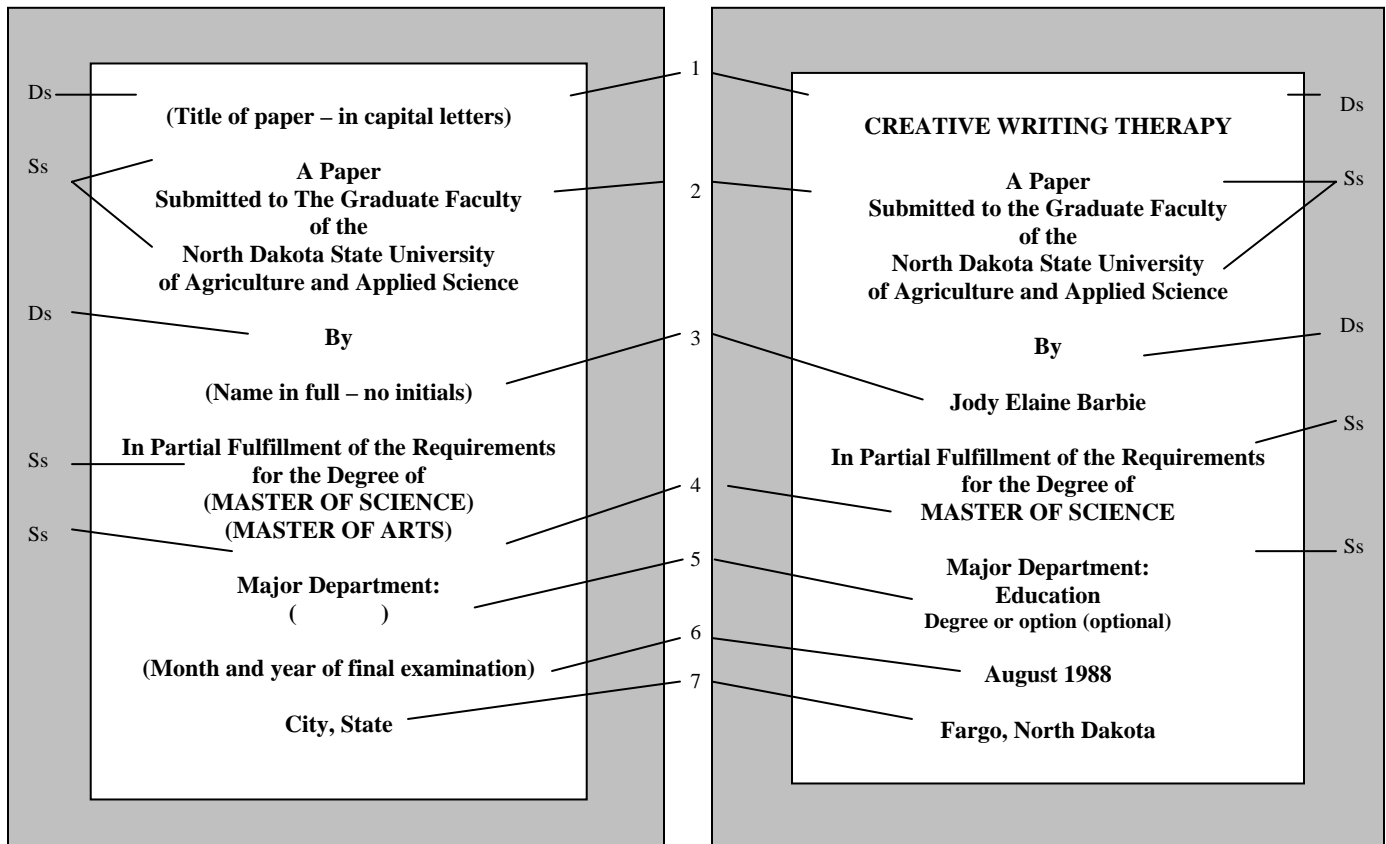
5 = Major Department: or Major Program: A degree name (if it is different than the department name) or an approved degree option may be included below the title of the management department or program.

6 = Month and year of final examination (date on which the final oral examination was successfully completed)

7 = City, State (Fargo, North Dakota)

Margins [The title page is to be centered from top to bottom and left to right within the standard margins of 1 3/8 inches (1.375 on a computer) for left and 1 inch for top, bottom, and right.]

Appendix A.3. Required Master's Paper Title Page



Ss = Single-spaced text
Ds = Double-spaced text

1 = Title of paper (All letters are capitalized.)

2 = Paper and university recognition (to read as *A Paper Submitted to the Graduate Faculty of the North Dakota State University of Agriculture and Applied Science*)

3 = Full name [to include first name, middle name(s), and last name(s)]

4 = Degree (to read as *In Partial Fulfillment of the Requirements for the Degree of MASTER OF SCIENCE or MASTER OF ARTS*)

5 = Major Department: or Major Program: A degree name (if it is different than the department name) or an approved degree option may be included below the title of the management department or program.

6 = Month and year of final examination (date on which the final oral examination was successfully completed)

7 = City, State (Fargo, North Dakota)

Margins [The title page is to be centered from top to bottom and left to right within the standard margins of 1 3/8 inches (1.375 on a computer) for left and 1 inch for top, bottom, and right.]

North Dakota State University
Graduate School

Title

By

The Supervisory Committee certifies that this *disquisition* complies with North Dakota State University's regulations and meets the accepted standards for the degree of

Degree Granted

SUPERVISORY COMMITTEE:

Chair

Approved by Department Chair:

_____ Date

_____ Signature

This is a sample page, you must use the official page provided by the Graduate School in your disquisition.

ABSTRACT

Name (last, first and middle), Degree (abbreviated), Department, College, North Dakota State University, date (month year). Title of Disquisition. Major Professor: Dr. John Who.

Each abstract must have a single-spaced introductory paragraph which contains the information listed above. The text is double spaced and must fit within standard margins of 1 3/8" for left and 1" for right, top, and bottom. Abstracts should be inserted following the approval page. Abstracts must not exceed two pages. The abstract is page iii.

ABSTRACT

Doe, John James, M.S., Department of Anatomy, College of Medical Sciences, North Dakota State University, July 1999. The Skeletal System: An Analysis. Major Professor: Dr. Jane Bones.

This study examined how the skeletal system can be compromised. It illustrated new techniques that were being investigated so that bones, their structures, and their connective tissues could be strengthened. These techniques were evaluated for their capabilities to lessen the adverse effects of osteoporosis and other skeletal disorders. Suggestions for future research were also offered.

Name

Number of words

ABSTRACT

Name (last, first and middle), Degree (abbreviated), Department, College, North Dakota State University, date (month year). Title of Dissertation. Major Professor: Dr. John Who.

The single-spaced introductory paragraph must contain the information listed above. The text must be double spaced and fit within the standard margins of 1 3/8 inches (1.375 on a computer) for left and 1 inch for top, bottom, and right. The abstract must not exceed 350 words in length for a dissertation and 150 words in length for a thesis or paper. All words (including footnotes), except the title and the single-spaced introductory paragraph, are counted.

The upper right-hand corner must contain the student's name and the number of words in the abstract. The major adviser indicates approval by signing the abstract where the text ends.

Major Advisor

Appendix D. Table of Contents

The Table of Contents lists individual pages of the prefatory section (i.e., Abstract, Dedication, and List of Tables) and other optional pages (i.e., appendices) of the disquisition, as well as the major sections of the disquisition.

The Table of Contents must reflect the format and arrangement of headings in the disquisition. Headings in the text and the entries in the Table of Contents must be identical. In a traditional disquisition, the main headings should be aligned flush left, with corresponding numbers when appropriate. Major subheadings are indented; alignment must be consistent within the chapter grouping and for all chapters. Minor subdivisions, paragraph headings, and subparagraph headings contained within the disquisition may also be listed in the Table of Contents. Other styles may be adopted, provided they are applied consistently throughout the document.

All chapter groupings must be consistent in the degree of heading levels contained. Not all levels of headings need to be included in the Table of Contents. If a level is listed for one chapter, then it must be listed for all chapters where that level is used. For example, if Chapter 1 contains three levels of headings and the three levels of headings are in the Table of Contents, then all headings at these three levels must be included in the Table of Contents. Correspondingly, if Chapter 1 contains three levels of headings but lists only the first two levels, then all chapters should list no more than two levels of headings.

When a disquisition includes two or more scholarly journal manuscripts, this layout may be reflected in the Table of Contents with the suggested format on page 16.

Example of a traditional style:

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*The use of "Chapter" is optional.

Example containing scholarly journal manuscripts:

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Appendix E. List of Tables

The List of Tables begins on a separate page, immediately following the Table of Contents. The heading "List of Tables" is consistent in font and style with all main headings, centered and uppercase, with no underlining.

The word "Table," which is underlined and flush left, and the word "Page," which is underlined and flush right, are placed two lines below the main heading. An additional two lines of space follow, separating the actual listing of tables.

Each title is single spaced, with a double space separating the titles. When the table title extends beyond one line, it is aligned and blocked with the first word of the title. At no time should any line of the title extend into the number column at the end of the line.

All table titles, listed in the sequence that they appear in the disquisition, must be consistent in table number and title, including capitalization and punctuation. Dot leaders connect the title and page number.

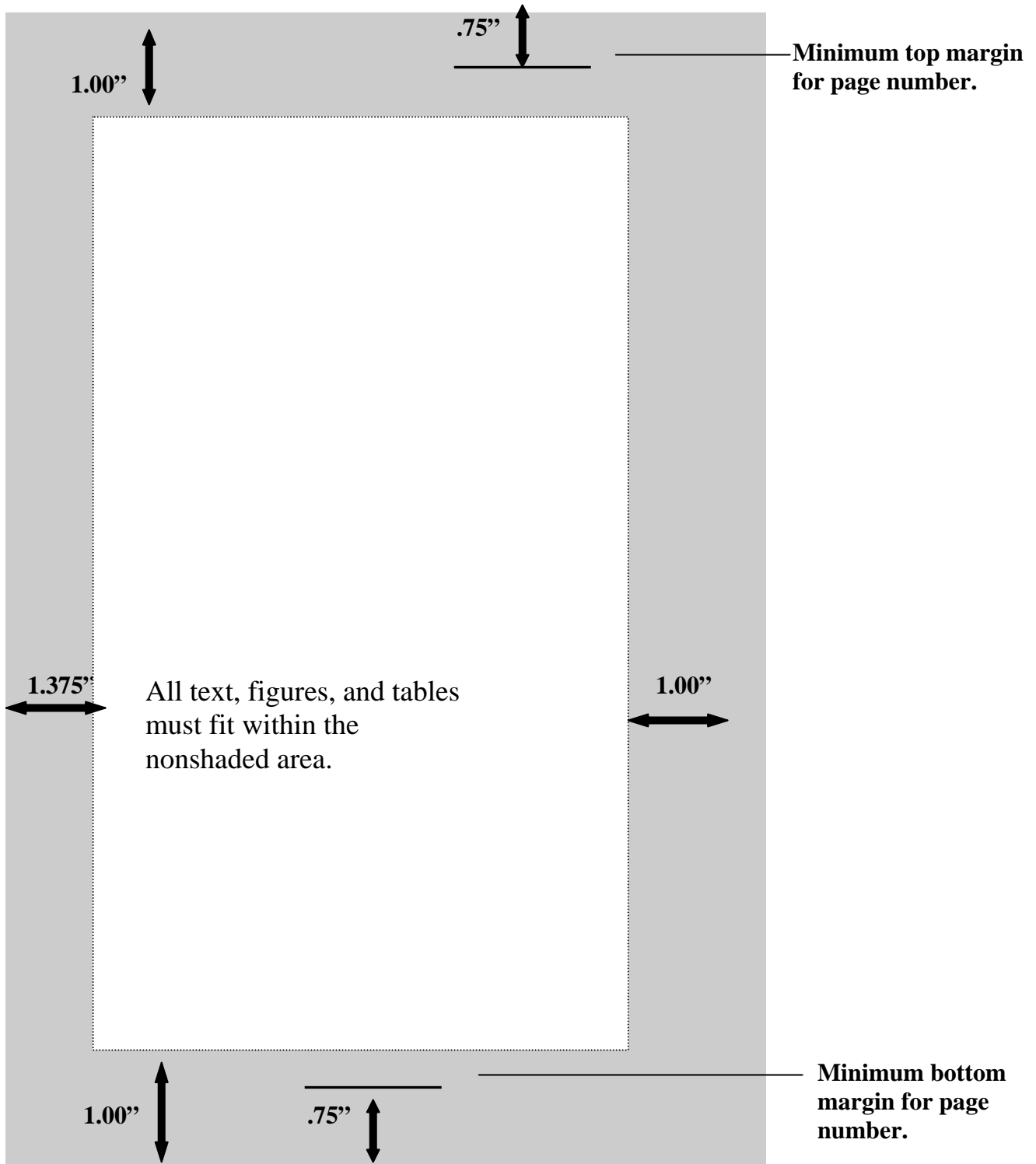
When appropriate, a disquisition may include a List of Appendix Tables. This list will follow the same format as the List of Tables.

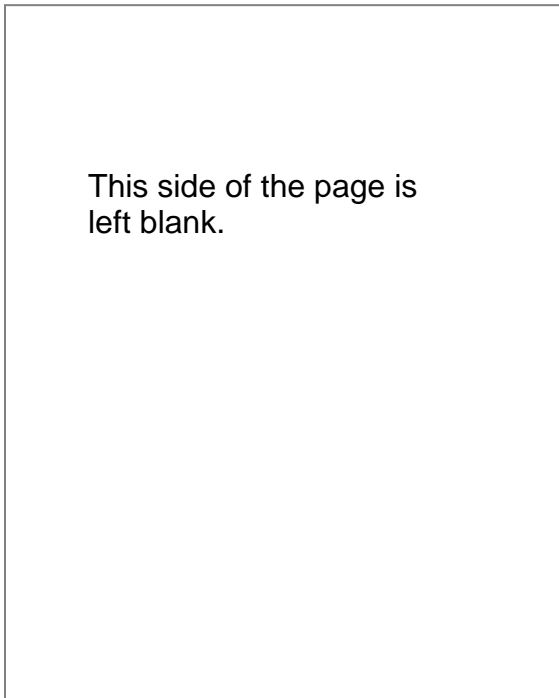
Example of List of Tables

LIST OF TABLES

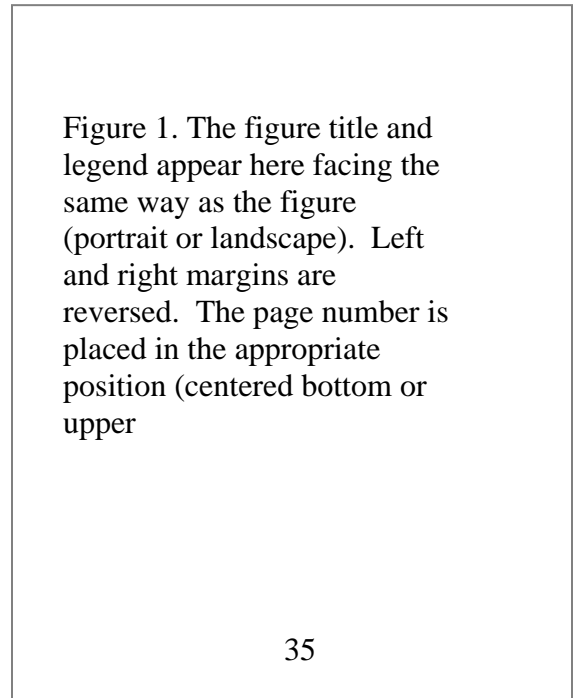
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Appendix G. Margin Specifications

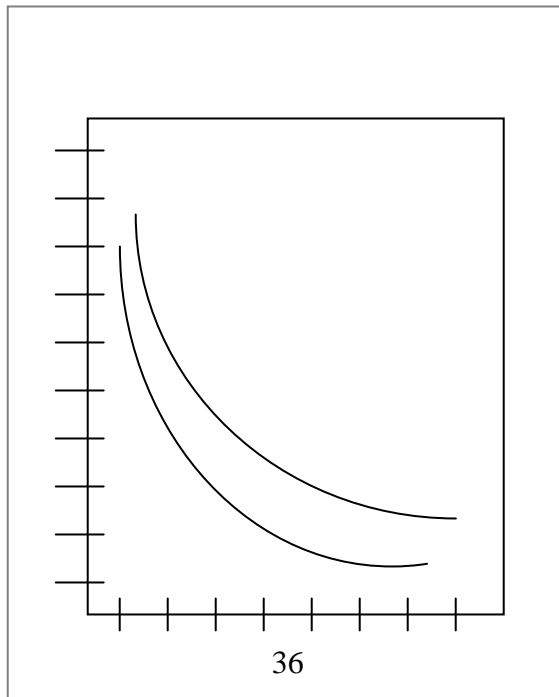




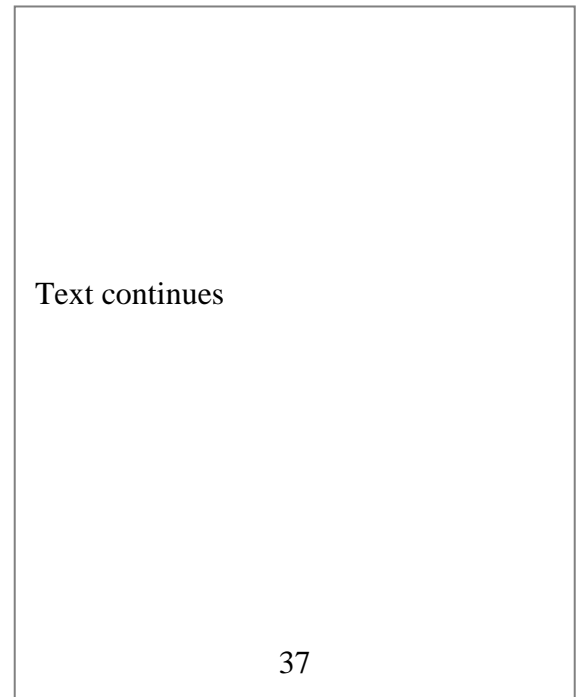
A) Front side of the page



B) Back side of same page



C) This page should be numbered. It may be unnumbered only if a photographic sheet is used.



D) Following page (not back side of figure).

MAIN HEADINGS

Main headings or chapter headings must appear at the top of a new page, centered, and in all capital letters. (They may also be bolded.) This heading style is required in all disquisitions.

The styles of other levels are at the discretion of the student as long as each heading of a given level is consistent in style, placement, and punctuation and is distinctive from other heading levels. If symbols, such as numerals and letters, are used to designate the various headings, they must be consistent throughout the document.

Major Subheadings

These headings are usually centered and have the first letter of all important words capitalized. (They may also be bold faced.) They do not appear at the top of a new page unless they would naturally occur there in the text. If section numbering is used, it must appear on all headings in the text.

Minor subdivisions

Headings for minor subdivisions can be placed at the left margin and may be in plain text, underlined, or bolded. In some cases, only the first word is capitalized unless a proper noun appears in the heading. The paragraph begins below and is indented as other paragraphs. There must be a distinctive difference between this and the preceding level of heading.

Paragraph headings. These headings are indented five spaces (approximately .25 inches on a computer), may be underlined or bolded, and are punctuated with a period. The paragraph can begin on the same line with five spaces between the text and heading. There must be a distinctive difference between this level and other headings.

Subparagraph headings. If such headings are used, they are indented 10 spaces (approximately .5 inches on a computer), may be underlined or bolded, and are punctuated with a period. Like the paragraph headings, the text begins on the same line with five spaces between the heading and the text.

Note: If major subheadings are numbered (e.g., 1.1, 1.1.1, 1.2, and 1.2.1), indentation of the subheadings is not necessary; however, the paragraph should begin below and should be indented.

Appendix J. Tables

Tables should be placed within the text after their first mention and must meet Graduate School margin specifications (Section 6.2). The style should be considered with the style of the text, conform to the expectations of the discipline, and appear professional. Once a style is chosen, it should be applied throughout the document.

Capitalization and punctuation must be consistent for all table titles. Two styles are recommended: (1) the initial letter of all principal words may be capitalized, including prepositions of 4 or more letters; or (2) only the initial letter of the first word and initial letter of all proper nouns are capitalized.

When a table is too long to fit on one page, continuing pages may be used. The table number and "(continued)" should appear at the top on the second and subsequent pages in place of the full title. A closing line should only be used on the final page.

All abbreviations and symbols within the table must be identified through footnotes or notes used at the end of the table. In circumstances where this procedure makes the disquisition prohibitively long, a List of Abbreviations may be included in the prefatory pages. When appropriate, notes at the end of the table will also identify table sources.

Tables should be clearly distinguishable from text and from other tables and figures.

A suggested table format is presented below.

Table 2. Crosses used in Experiment II

Cross†	Pedigree	Cross Type
1	ND8307//ND9464	Low x Low w/Karl
2	Excel//ND9464	High x Low w/Karl
3	Excel//ND8376	High x High
4	Excel//ND9506	High x Low w/o Karl

ND8307 = ND5570/ND5377; ND9464 = BT120/ND5424;
ND8376 = Azure/Hazen; ND9506 = BT120/Hazen.

Appendix K. Figures

Figures should be placed within the text after their first mention and must meet Graduate School margin specifications (Section 5.2).

When a title appears on the opposite page of the figure, margin specifications are reversed (i.e., The left margin is one inch; the right margin is 1 3/8 inches.) (Appendix H). In other cases, when the figure is "landscape" oriented, the title must also be "landscape" oriented, following the same guidelines for blocking and alignment.

All abbreviations and symbols within the figure must be identified. Symbols can be placed conveniently within the figure. However, when additional explanatory material or information is provided, it is generally placed within a legend, which may follow the title. In circumstances where this procedure makes the disquisition prohibitively long, a List of Abbreviations may be included in the prefatory pages. When appropriate, the legend will also identify figure sources.

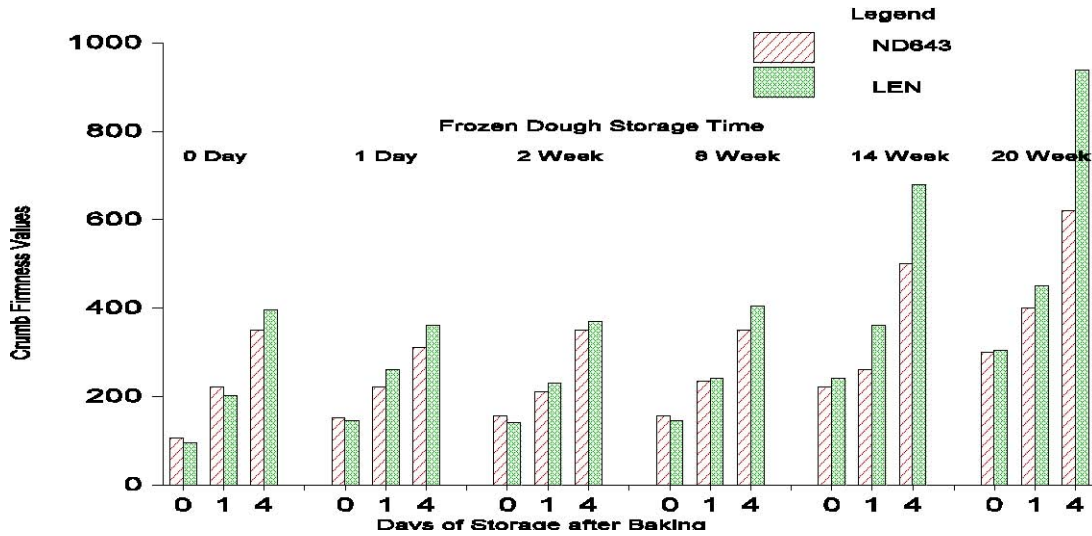


Figure 17. Effect of time on crumb firmness values. Crumb firming values were determined over a 4-day storage period from bread baked from frozen dough prepared with flour from wheat varieties ND643 and Len, grown in the 1990 crop year and stored for a 20-week period.

