

NORTH DAKOTA STATE UNIVERSITY GRADUTE SCHOOL FORMAT GUIDELINES FOR PAPERS,
THESES, AND DISSERTATIONS

A Handbook
Created for the Graduate Students
of the
North Dakota State University
of Agriculture and Applied Science

By

NDSU Graduate School

In Partial Fulfillment of the Requirements
for the Degree of
GRADUATE DEGREES

Department:
Graduate School

Updated October 2018

Fargo, North Dakota

North Dakota State University
Graduate School

Title

[ADD THE TITLE OF YOUR DISQUISITION HERE]

By

[Student's full name]

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

NAME OF DEGREE

SUPERVISORY COMMITTEE:

[Name of committee chair]

Chair

[Name of committee member]

[Name of committee member]

[Name of committee member]

Approved:

[Date of Approval]

Date

[Name of Department Chair]

Department Chair

ABSTRACT

NDSU requires its students to produce work that is polished and refined, and that meets certain standards of academic quality. Part of that quality includes documents that are readable, understandable, and that look good. Since you've spend so much time and effort writing your disquisition, we want it to look as smart as you are.

This document explains the various steps involved in formatting your disquisition for approval by the NDSU Graduate School. For your convenience, this document has also been formatted using the guidelines that it explains, so this document serves as both an explanation and example.

TABLE OF CONTENTS

ABSTRACT	iii
LIST OF FIGURES.....	vi
GRADUATE SCHOOL FORMAT GUIDELINES.....	1
Style Manuals.....	1
Editing	2
PRE-SUBMISSION REQUIREMENTS.....	3
Research Compliance	3
Disquisition Approval.....	4
Electronic Submission	5
Deadlines	5
REQUIRED ORDER OF ELEMENTS.....	6
GENERAL REQUIREMENTS.....	7
Font	7
Margins.....	8
Paragraphs.....	8
Headings	8
Major headings.....	9
Subheadings	9
Numbered headings vs. non-numbered headings.....	10
Page Numbers	13
PREFATORY MATERIAL	14
Title Page	14
Disquisition Approval Page	17
Copy 1 (for Graduate School Files)	17
Copy 2 (within Disquisition).....	17
Abstract	18

Acknowledgments	19
Dedication	19
Preface	20
Table of Contents	20
List of Tables, Figures, Schemes, Etc.	22
List of Abbreviations/Symbols	25
List of Appendix Tables, Figures, Schemes, Etc.	26
BODY OF THE DISQUISITION	29
Chapters.....	29
Tables, Figures, Schemes, Etc.	30
Equations	33
References/Works Cited	34
APPENDIX A. APPENDIX MATERIAL	36
If you have one appendix:	37
If you have multiple appendices:	37
Tables, figures, schemes, and non-text items in appendix material	38
APPENDIX B. SUBMISSION CHECKLIST	39

LIST OF FIGURES

<u>Figure</u>	<u>Page</u>
1. Examples of numbered headings in a disquisition.....	11
2. Examples of non-numbered headings in a disquisition.	12
3. Sample title page for a disquisition.	15
4. Example of a Table of Contents in a disquisition.....	21
5. Example of a List of Tables in a disquisition.....	23
6. Example of a List of Abbreviations in a disquisition.....	25
7. Example of a List of Appendix Tables in a disquisition.....	26

GRADUATE SCHOOL FORMAT GUIDELINES

Before you submit your disquisition to the Graduate School, the disquisition must meet certain requirements in formatting and construction. These requirements are intended to maintain a high academic quality among all disquisitions, and to make sure that your disquisition reflects well upon your work as a student.

Note: The Graduate School does not review disquisitions for content, so your disquisition must be complete before you begin the review process. If you make noticeable changes in the content of your disquisition after initial review, the review process will be delayed.

The following sections and links explain the requirements that must be followed when you submit your disquisition.

- [Pre-Submission Requirements](#)
- [Required Order of Elements](#)
- [General Requirements](#)
 - [Prefatory Material](#)
 - [Body of the Disquisition](#)
- [Appendix Material](#)
- [Submission Checklist](#)
- [Additional Information](#)

Style Manuals

We highly encourage you to review the style manual that is used in your field, such as MLA, APA, Chicago, etc. However, in instances where the Graduate School guidelines contradict the style manual for your discipline, the Graduate School guidelines take precedence.

In instances where the Graduate School guidelines do not provide direction, such as how to format a table or figure, follow the style manual that is used in your discipline.

If you need help or more information about how to use style manuals, contact the Graduate Center for Writers to make an appointment for a writing consultation. Additional resources are also available on their website (www.ndsu.edu/cfwriters/).

Editing

If desired, you can consult with or hire an outside editor to review your disquisition for content, spelling errors, grammatical mistakes, and other proofreading issues. Hiring an editor is not required for submission to the Graduate School. However, if you do consult an editor, you are still responsible for ensuring that your document meets the requirements of the Graduate School format guidelines and your discipline, and that the document is submitted properly to the Graduate School for review.

PRE-SUBMISSION REQUIREMENTS

Before you submit your disquisition to the Graduate School, you must complete the following steps:

1. Submit your Request to Schedule Examination form to the Graduate School. This form must be received at least **two weeks before** you intend to schedule the examination.
2. Pass your final examination.
3. Submit the following forms within seven days of your final examination.
 - Report of Final Examination
 - IRB/IACUC/IBC Compliance Notification
4. Complete all revisions of your disquisition content, as required by your committee.
5. Submit your [Disquisition Approval Page](#) to the Graduate School. This must include the signatures of all of your committee members and your department chair.

Note: This is **not** the copy that you include in your final disquisition. For more information, see [Disquisition Approval Page](#).

6. Pay the disquisition processing fees.

For more information about the pre-submission requirements, see “Preparing for Graduation” on the NDSU Graduate School website (https://www.ndsu.edu/gradschool/current_students/graduation).

Research Compliance

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 **before** you begin your research.

- Institutional Review Board (IRB) – For research that involves human subjects
- Institutional Animal Care and Use Committee (IACUC) – For research that involves animal subjects
- Institutional Biosafety Committee (IBC) – For research that involves biohazardous substances

After your supervisory committee has finalized your research design, you must submit the appropriate forms to the IRB, IACUC, or IBC for review. You must receive research approval **before** you begin the research.

Your disquisition will not be accepted by the Graduate School if it involves the non-approved use of human or animal subjects, or biohazardous substances. IRB, IACUC, and IBC approval cannot be obtained retroactively.

For more information, see “Research Compliance (IRB, IACUC, and IBC)” on the Graduate School Theses, Dissertations and Papers General Requirements website (https://www.ndsu.edu/gradschool/current_students/graduation/theses_dissertations_papers/general_requirements). Click the next link to download the [IRB/IACUC/IBC Compliance Notification](#).

Note: You must submit the Compliance Notification form to the Graduate School even if your disquisition research does not involve human subjects, animal subjects, or biohazardous substances.

Disquisition Approval

After your final examination, and after your major advisor and supervisory committee have approved the content of the disquisition, you must submit the Copy 1 version of the [Disquisition Approval form](#) to the Graduate School. This form includes original signatures from your committee members and the chairperson of your department.

You must also include a second version (Copy 2) of the Disquisition Approval form in the disquisition, when you submit the disquisition to the Graduate School. This second version does not contain original signatures. For more information, see [Disquisition Approval Page](#).

When the disquisition is submitted electronically, it will be reviewed to ensure that it follows the requirements of the Graduate School Format Guidelines as explained in this document.

Note: The Graduate School does not review disquisitions for content, so your disquisition must be complete before you begin the review process. If you make noticeable changes in the content of your disquisition after initial review, the review process will be delayed.

Electronic Submission

Disquisitions must be submitted as a single .pdf file. Disquisitions that are submitted in other file types (including .doc, .docx, and so on) will not be reviewed until they are submitted as a .pdf file.

We strongly recommend that you write your document in Microsoft Word. You may use a different software program if you are able to convert your finished document into a .pdf file without assistance.

If you need help with using Microsoft Word, contact the Technology Learning & Media Center (TLMC). You can use the walk-in consulting service located in IACC 150, or you can find resources on their website (www.ndsu.edu/its/tlmc). On the TLMC website, go to the “Learning Links” menu on the right of the page, go to the “Project Resources” menu, and then click the “Thesis Formatting” link for additional help.

To submit your disquisition, go to “Submit Your Disquisition” on the Graduate School website (https://www.ndsu.edu/gradschool/current_students/graduation/theses_dissertations_papers/submission). For step-by-step procedures, download the “Review Procedures” pdf file that is provided on the page.

Deadlines

Degrees are posted three times per academic year: December, May, and August.

The deadline for initial submissions of disquisitions to the Graduate School is approximately one month prior to the commencement of each semester. The review process must be completed and final revisions submitted by 11:59 p.m. on the last day of the semester in order for your degree to post in that term.

Note: If you do not meet the initial submission deadline for a particular semester, then due to the number of students submitting, the Graduate School cannot guarantee that your disquisition will be reviewed in time to graduate that semester, and your graduation could be delayed.

For specific dates for the current academic year, see <https://www.ndsu.edu/registrar/dates/>.

REQUIRED ORDER OF ELEMENTS

The contents of the disquisition must be arranged in the following order. No additional elements may be included.

Disquisitions must be submitted as a single .pdf file.

- [Title Page](#)
- [Disquisition Approval Page](#)
- [Abstract](#)
- [Acknowledgments](#) (Optional)
- [Dedication](#) (Optional)
- [Preface](#) (Optional)
- [Table of Contents](#)
- [List of Tables](#) (Required if disquisition chapters include tables)
- [List of Figures](#) (Required if disquisition chapters include figures)
- [List of Schemes](#) (Required if disquisition chapters include schemes)
- [List of \[_____ \]](#) (Any other material, such as equations, etc.)
- [List of Abbreviations](#) (Required if disquisition includes extensive abbreviations)
- [List of Symbols](#) (Required if disquisition includes extensive symbols)
- [List of Appendix Tables](#) (Required if appendices include tables)
- [List of Appendix Figures](#) (Required if appendices include figures)
- [List of Appendix Schemes](#) (Required if appendices include schemes)
- [List of Appendix \[_____ \]](#) (Any other appendix material, such as equations, etc.)
- [Chapters](#)
- [References/Works Cited](#) (Use the heading that is required by the style manual for your field)
- [Appendix/Appendices](#) (Optional)

GENERAL REQUIREMENTS

The following requirements apply to all sections of the disquisition.

Font

All elements of the disquisition (to include tables) must appear in the same font type. Exceptions include the font that is used within figures, illustrations, equations, or other special elements.

Use standard (black) font color throughout all body text. Exceptions may be allowed if a single word or phrase within a paragraph or table must use color for descriptive effect (and only if this practice is accepted by your academic discipline).

To ensure proper conversion to .pdf format, disquisitions must use one of the following fonts:

- Arial (size 10)
- Century (size 11)
- Courier New (size 10)
- Garamond (size 12)
- Georgia (size 11)
- Lucida Bright (size 10)
- Microsoft Sans Serif (size 10)
- Tahoma (size 10)
- Times New Roman (size 12)
- Trebuchet MS (size 10)
- Verdana (size 10)
- Computer Modern (size 10) (for disquisitions created using LaTeX)

If you are writing a doctoral dissertation or a master's thesis, ProQuest requests that you embed all fonts when you convert your disquisition to a .pdf file. This is to help ensure the quality of your pdf file. For more information about how to embed fonts, see "[Preparing your manuscript for submission](#)" from the UMI ETD Administrator site.

For more information about the submission process, see "[Submit Your Disquisition Electronically](#)".

Margins

All pages of the disquisition must use the following margins:

- **Text, images, figures, tables, and other elements:** All such content must appear at least 1 inch from all edges of the page. In other words, all content (except page numbers) must appear at least 1 inch away from the edge of the paper.
- **Page numbers:** Page numbers must appear within the bottom margin, center-aligned, at least 0.75 inches from the bottom edge of the page. They should not extend into or be obscured by the paragraph text.

For information about how to set up margins, contact the Technology Learning & Media Center (TLMC) or visit their website (www.ndsu.edu/its/tlmc).

Paragraphs

All paragraphs in the disquisition must meet the following requirements.

- **Alignment** – All paragraphs in the disquisition must be aligned along the left margin of the page, except on the [Dedication page](#). Full justification may be used, but it must be applied consistently to all paragraphs in the document.
- **Font** – The [font](#) of the paragraph text must be the same size and type throughout your disquisition.
- **Indents** – Make sure that the first lines of all body text paragraphs in the disquisition are indented .5 inch.
- **Spacing** – Use double-spacing throughout all body text paragraphs in the disquisition.
- **Widowed and orphaned text** – Avoid separating the first or last line of a paragraph from the rest of the paragraph because of a page break. These separated lines are called orphans and widows. In Microsoft Word, you can turn on “Widow/Orphan Control” to automatically prevent this from occurring in your document.

Headings

Headings identify new sections of your disquisition, and must be easy to distinguish from the paragraph text. If you use several levels of headings, the different levels must be easily identifiable from both the text and from the various heading levels.

- **Font** – The [font](#) for all headings must be the same type as the rest of your disquisition. Subheadings should use the same font size as the paragraph text, while major headings may be up to four points larger than the paragraph text (as mentioned below).
- **Formatting** – All headings of the same level must share the same formatting throughout the disquisition, including in appendices. For example, if a first level subheading in Chapter 1 is bolded, center aligned, and uses title case, then first level subheadings in Chapter 2 and Appendix B must use the same formatting.
- **Running headers** – Do not use running headers in the margins at the top of each page in the disquisition. Headings should appear only at the beginning of each section.

Major headings

Major headings are used at the beginning of the main sections of the disquisition, such as on the Abstract page, the Acknowledgments page, and the first page of each chapter.

Major headings must use the following format:

- Appear at the top of the first page of a major section (prefatory section, chapter, or appendix).
- Be aligned to the center of the page (not indented from center).
- Use ALL CAPS in the same type of font as the rest of the disquisition. Bold font is optional, but if one major heading is bolded, then all major headings in the disquisition must also be bolded.
- Use a font size no larger than four points larger than the normal text in the disquisition. For example, if your paragraph text is size 12, then the major headings can be no larger than size 16.
- Must be included in the [Table of Contents](#), including prefatory sections, chapter headings, and each appendix. Note: the Table of Contents should not include an entry “TABLE OF CONTENTS”.

Subheadings

Subheadings are used in chapters to sub-divide the chapter content into subsections. Subheadings appear between paragraphs of text, and do not use the same formatting that is used for the major headings. If you use several levels of subheadings, the different levels of subheadings must be easily identifiable (either through numbering or formatting).

You can distinguish between different levels of subheadings through the use of italics, bold font, underline, or alignment (for example, centered or left). Subheadings of the same level must share the same formatting method throughout the entire disquisition, including chapters and appendices. For example, if the first level subheading of Chapter 1 is bolded and center aligned, then the first level subheading in Appendix A must also use the same method.

Subheadings must meet the following requirements:

- Not begin a new page, unless the heading appears at a natural page break.
- Not be orphaned from the first paragraph in the section. If a subheading appears on the bottom of a page and the first paragraph in the section appears on the next page, then move the subheading to the next page.
- Not be in ALL CAPS (this is reserved for major headings).
- For non-numbered headings, each level of subheading must use unique formatting for that level and the formatting must be consistent throughout the entire disquisition. For example, first level non-numbered subheadings must look different from second level non-numbered subheadings.

Figures 1 and 2 on the following pages demonstrate numbered and non-numbered headings.

Numbered headings vs. non-numbered headings

Heading numbers are optional. However, when you use heading numbers for one level of subheading, all subheadings in the disquisition must be numbered (see Figure 1).

When you use numbered headings, the first number of the heading number corresponds to the chapter in which it appears. Subsequent numbers correspond to heading level and order of appearance of the heading.

If you use heading numbers, a period must follow the numbers in the text and in the Table of Contents. For example, the first subheading in the second chapter would be numbered “2.1. Subheading”.

Formatting note: If you use non-numbered headings (like Figure 2), then each level of subheading must use a different formatting method to help differentiate between the superior and subordinate subheading. Numbered subheadings can use the same formatting method between levels (like Figure 1), because the heading numbers indicate the heading level.

1. INTRODUCTION: THE PROBLEM AT LARGE AND SOLUTIONS THAT HAVE NOT SUCCEEDED PREVIOUSLY

The heading above is an example of a major heading with numbers. Major headings are always centered on the page and written in all caps. Notice that long headings are always double-spaced, with natural line breaks. Do not force a line break in a major heading.

1.1. First Level Subheading

Different heading levels must be clearly distinguishable, both from the paragraph text and from each other. In this example, the heading is bolded and each major word is capitalized (title case). Other format variations can be used, as long as the style is consistent for all headings of the same level.

1.1.1. Second Level Subheading

Numbered subheadings do not require any additional special formatting, such as bold, italics, or underlining, because the numbers help to distinguish the headings from the paragraph text.

1.1.1.1. Third level subheading

Because this example uses numbered headings, no additional special formatting is necessary. However, you can still choose to apply additional formatting styles, as long as they are consistent for all headings of the same level that appear in the disquisition.

Figure 1. Examples of numbered headings in a disquisition.

**INTRODUCTION: THE PROBLEM AT LARGE AND SOLUTIONS THAT HAVE
NOT SUCCEEDED PREVIOUSLY**

The heading above is an example of a major heading without numbers. Major headings are always centered on the page and written in all caps. Notice that long headings are always double-spaced, with natural line breaks. Do not force a line break in a major heading.

First Level Subheading

Different heading levels must be clearly distinguishable, both from the paragraph text and from each other. In this example, the heading is bolded and each major word is capitalized (title case). Other format variations can be used, as long as the style is consistent for all headings of the same level.

Second Level Subheading

Non-numbered headings can require additional special formatting, such as bold, italics, or underlining, to help distinguish them from the paragraph text.

Third level subheading

Fourth level subheading. Because this example does not use numbered headings, additional special formatting might be necessary for subheadings, especially if your headings are in-line with the paragraph text. Readers should be able to skim your page and clearly see where the headings are.

Figure 2. Examples of non-numbered headings in a disquisition.

Page Numbers

Page numbers must appear on each page of the disquisition, except for the [Title page](#) and the [Disquisition Approval page](#).

- **Font** – Page numbers must use the same type and size of [font](#) as the rest of your disquisition.
- **Margins** – Page numbers must appear in the bottom [margin](#) of the page, at least 0.75 inches from the bottom edge of the page, but they must not intrude into the text of the body of the disquisition. Likewise, content of the disquisition must not obscure the page numbers, like paragraph text or non-text items.
- **Location** – Page numbers must be located at the bottom center of the page, and in portrait orientation.

If you have [a table or a figure](#) that uses landscape page orientation, then page numbers must still appear in portrait orientation. This ensures that if your disquisition is printed, all of the page numbers appear consistently throughout the document.

- **Appearance** – In the prefatory material (such as the [Abstract](#), [Table of Contents](#), [List of Tables](#), etc.), page numbers must use lower-case Roman numbers (such as iii, iv, v, and so on).
In the body of the disquisition (including [Chapters](#), [Tables](#), [References](#), [Appendices](#), etc.), page numbers must use Arabic numerals (1, 2, 3, 4, and so on). The first page of the first chapter must be identified as page 1.

PREFATORY MATERIAL

The prefatory material consists of the following sections:

- [Title page](#)
- [Disquisition Approval page](#)
- [Abstract](#)
- [Acknowledgments](#)
- [Preface](#)
- [Table of Contents](#)
- [List of Tables, Figures, Schemes, etc.](#)
- [List of Abbreviations/Symbols](#)
- [List of Appendix Tables, Figures, Schemes, etc.](#)

All prefatory material must adhere to the same general requirements as the rest of the disquisition, including font type, font size, and margin size. For more information, see [General Requirements](#).

Page numbers must use lower-case Roman numerals (such as iii, iv, v, and so on), unless otherwise specified.

Title Page

The Title page must appear as the first page of the document (Figure 3).

- **Alignment** – All content on the Title page must be centered to the page. Do not indent the center alignment.
- **Font** – The [font](#) on the Title page must be the same type as the rest of your disquisition. The font size can be up to four points larger than the paragraph text, if desired. If you use bold font on the Title page, all content on the Title page must be bolded.
- **Page numbers** – Do not include a [page number](#) on the Title page.

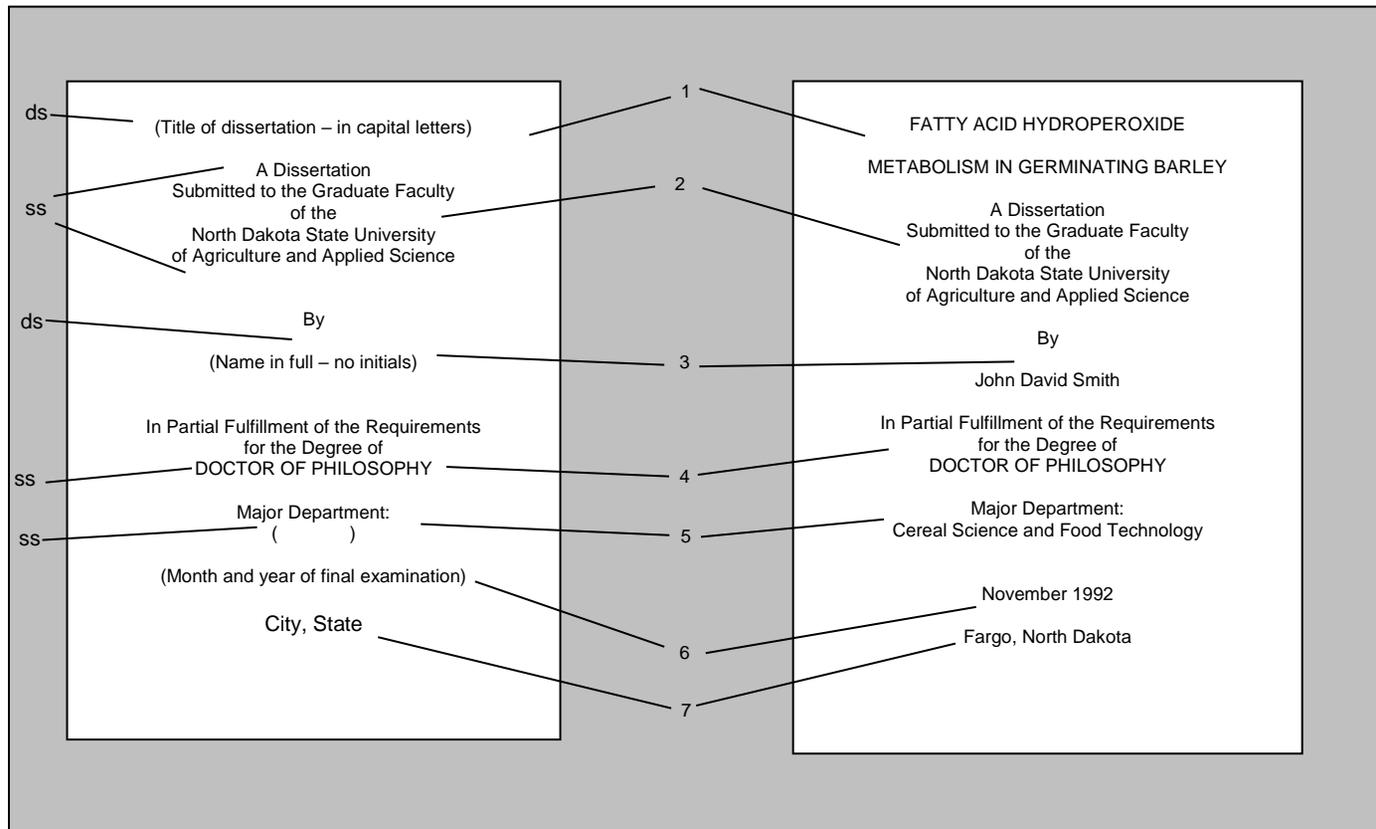


Figure 3. Sample title page for a dissertation.

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

- 1 = Title of dissertation** (All letters are capitalized. If the title is longer than one line, do not force a line break. Use double-spacing between all lines of the title.)
- 2 = Dissertation/Thesis/Paper and university recognition** (to read as: *A Dissertation/Thesis/Paper Submitted to the Graduate Faculty of the North Dakota State University of Agriculture and Applied Science*)
- 3 = Full name** (includes 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 or MASTER OF SCIENCE or MASTER OF ARTS*, or so on.)

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)

Disquisition Approval Page

You must submit two separate copies of the Disquisition Approval page. Copy 1 is kept in the Graduate School files, and Copy 2 is included in the disquisition.

Copy 1 (for Graduate School Files)

Copy 1 of the Disquisition Approval Page requires the **original signatures** of your committee and the chairperson of your department, and your student ID number. Copy 1 must be submitted to the Graduate School **before** you submit your disquisition for review.

After you have completed all of the revisions that are required from your Final Examination, complete the following steps:

1. Download the Copy 1 version of the Disquisition Approval Page from the “Disquisition Approval Page” section of the online [Format Guidelines](#).
2. Type the required information into the appropriate fields, and then collect the signatures of your committee members and department chair.
3. Submit Copy 1 of the Disquisition Approval Page to the Graduate School.

Copy 2 (within Disquisition)

Copy 2 of the Disquisition Approval Page contains the same information as Copy 1, but **do not include signatures or your student ID number** on Copy 2. Instead, you must type the names of your committee members, the name of the department chairperson, and the date of approval in the appropriate fields. This is for personal identity security.

After you have completed all of the revisions that are required from your Final Examination, and after you have submitted Copy 1 of the Disquisition Approval page to the Graduate school, complete the following steps:

1. Download the Copy 2 version of the Disquisition Approval Page from the “Disquisition Approval Page” section of the online [Format Guidelines](#)..
2. Type the required information into the appropriate fields, including the names of your committee members, the name of your department chair, and the date of approval.

3. Insert Copy 2 of the Disquisition Approval page into your disquisition as the second page, immediately after the [Title page](#).
- **Font** – The [font](#) on the Disquisition Approval page must be the same type as the rest of your disquisition.
 - **Page numbers** – Do not include a [page number](#) on the Disquisition Approval page.

Abstract

The Abstract is a brief summary of the content of your disquisition, including your research question or argument and your conclusions. It should be written with brevity and clarity in mind. Your abstract could be read by people who are both inside and outside of your field of specialty, and they will use the abstract to determine if the rest of your disquisition is beneficial to them. Therefore, you should write the Abstract with a general audience in mind and use plain language (without jargon or unnecessary technical terms). It should summarize the main points of your disquisition, including the primary arguments that are made and the conclusions that are reached.

- **Page numbers** – The Abstract appears after the [Disquisition Approval page](#), and begins on page iii.
- **Word length** – Abstracts for doctoral dissertations must use 350 words or less. Abstracts for master's papers or master's theses must use 150 words or less.
- **Heading** – The Abstract must include the "ABSTRACT" major heading, and must be formatted like other major headings in the disquisition, including the use or non-use of bold font. The Abstract should also be included in the Table of Contents, like the other prefatory material.
- **Bibliographic information** – As of December 2011, the single-spaced bibliographic entry is *no longer required* and should not be included on the Abstract page. Older disquisitions required this information, but electronic disquisitions do not.
- **Spacing** – The line spacing and indentation of [paragraphs](#) must be consistent with the rest of your disquisition.

Acknowledgments

This is an optional section.

The Acknowledgments section can give thanks to people who provided assistance or support while you researched or wrote the disquisition. If you received funding from an outside source, you can use this section to give credit to that source (when such a statement is required by the funding source).

- **Font** – The [font](#) must be the same size and type as the rest of your disquisition.
- **Page numbers** – The Acknowledgments section appears after the [Abstract](#), and must be consistent with the rest of the disquisition. This is considered part of the prefatory material, and must use lower-case Roman numerals.
- **Heading** – The Acknowledgments must include the “ACKNOWLEDGMENTS” major heading, and must be formatted like other major headings in the disquisition, including the use or non-use of bold font. The Acknowledgments should also be included in the Table of Contents, like the other prefatory material.
- **Spacing** – The line spacing and indentation of [paragraphs](#) must be consistent with the rest of your disquisition.

Dedication

This is an optional section.

The Dedication usually gives a brief statement that dedicates the disquisition to a few significant people.

- **Font** – The [font](#) must be the same size and type as the rest of your disquisition.
- **Page numbers** – The Dedication appears after the [Abstract](#) (and the [Acknowledgments](#), if used), and must be consistent with the rest of the disquisition. This is considered part of the prefatory material, and must use lower-case Roman numerals.
- **Spacing** – Paragraph text in the Dedication should be **center aligned** and double-spaced.

Preface

This is an optional section.

The Preface can provide an autobiographical account of how the disquisition came to be, or include a significant quote that drove your research.

- **Font** – The [font](#) must be the same size and type as the rest of your disquisition.
- **Page numbers** – The Preface appears after the [Abstract](#) (and the [Acknowledgments](#) or [Dedication](#), if used), and must be consistent with the rest of the disquisition. This is considered part of the prefatory material, and must use lower-case Roman numerals.
- **Spacing** – The line spacing and indentation of [paragraphs](#) must be consistent with the rest of your disquisition.

Table of Contents

The Table of Contents lists the major headings that appear in the disquisition, and outlines the hierarchy of subheadings that appear in the text (Figure 4).

All major headings that appear in the disquisition must be included in the Table of Contents, except for the Title page, the Disquisition Approval page, and the Table of Contents. You are not required to list all subheadings in the Table of Contents; however, once you include one subheading of a particular level, then you must include all subheadings of that same level that appear in the disquisition.

- **Font** – The [font](#) of the entries must be the same size and type as the text used in the body paragraphs.
- **Alignment and indentation** – All main headings must be aligned flush against the left margin. Subsequent levels of headings must be indented beneath the major heading that precedes them. Alignment and indentation must be consistent for all headings of the same level. To avoid awkward gaps between words, do not justify the alignment.
- **Dot leaders** – Use dot leaders to connect the last word of each heading with the page number where that heading appears.

TABLE OF CONTENTS	
ABSTRACT.....	iii
LIST OF TABLES.....	v
LIST OF FIGURES.....	vi
CHAPTER 1. INTRODUCTION.....	1
A Brief Explanation of Significant Related Events that have Transpired in Recent Times.....	2
Literature Review.....	3
CHAPTER 2. MATERIALS AND METHODS.....	4
Materials.....	5
Methods.....	6
CHAPTER 4. RESULTS.....	7
CHAPTER 5. CONCLUSIONS.....	8
REFERENCES.....	9
APPENDIX.....	10

vii

Figure 4. Example of a Table of Contents in a disquisition.

- **Entries** – The headings that are included in the Table of Contents must be identical to the headings that appear in the text. This includes wording, punctuation, and capitalization. If you use numbered headings in the text, the headings must also be numbered in the Table of Contents. Do not allow headings to extend into the page number column. You might need to force a line break. The Table of Contents should not have an entry for itself.

- **Headings and subheadings** – Entries for major headings (prefatory material, chapters, and appendices) must be aligned flush against the left margin and in ALL CAPS. Entries for subheadings must be indented under their superior heading.

You are not required to list all of the subheadings that appear in the disquisition, but if you include one subheading of a particular level in the Table of Contents, then you must list all subheadings of that same level that appear in the disquisition. For example, if your Table of Contents includes the first level subheadings from Chapter 1, then it must include all first level subheadings that appear in the entire disquisition.

- **Page numbers** – The Table of Contents appears after the [Abstract](#) (and [Acknowledgments](#) and [Dedication](#), if used) , and before the [List of Tables, List of Figures, etc.](#) Page numbers must use the same font type, size, and margins as the rest of the disquisition. The Table of Contents is considered part of the prefatory material, and must use lower-case Roman numerals.
- **Spacing** – Set entries to be single spaced, with one line of space between each entry.
- **Automated Table of Contents** – Microsoft Word can create an automated Table of Contents. If you do use an automated Table of Contents, make sure that you follow the guidelines that are listed here. For more information about how to create an automated Table of Contents, contact the Technology Learning & Media Center (TLMC), or visit their website (<http://www.ndsu.edu/its/tlmc>).

List of Tables, Figures, Schemes, Etc.

If you use tables, figures, schemes, or other non-text items in your disquisition chapters, then you must also include a list of those items in the prefatory material (Figure 5).

LIST OF TABLES	
<u>Table</u>	<u>Page</u>
1. Samples used in Experiment I	5
2. Samples used in Experiment II, where the control sample represented the average crop yield for average summer rainfall in Casselton, ND	6
3. Samples used in the Experiment III	7

Figure 5. Example of a List of Tables in a disquisition.

All tables, figures, schemes, and non-text elements that appear in the text must be included in the prefatory lists.

Do not combine multiple types of items into the same list. For example, if you use both tables and figures in your disquisition, then you must include a List of Tables and a List of Figures.

Note: If you use tables, figures, schemes, and non-text elements in the appendix or appendices, then you must create a [List of Appendix Tables, Figures, Schemes, etc.](#) as well, which identifies the items in the appendices. The List of Tables, List of Figures, etc. must list only the non-text items that appear in the chapters.

If you use a large number of equations in the disquisition, you could include a List of Equations, if recommended by the style manual of your discipline. For more information, see [Equations](#).

- **Column headings** – Each prefatory list must include two column headings that appear under the major heading and above the entries in the List: the name of the items being listed (like “Table” or “Figure”), and the page numbers on which the items appear (“Page”). The item column must be flush against the left margin, and the “Page” column must be flush against the right margin of the page. See Figure 5 for an example of these columns and layout.

- **Alignment** – Numbers for items must be aligned flush against the left margin and appear under the descriptive column heading. Page numbers must be aligned flush with the right margin, and appear under the “Page” column heading. To avoid awkward gaps between words, do not justify the alignment.
- **Dot leaders** – Use dot leaders to connect the last word of each title with the page number where that item appears.
- **Entries** – List entries must be identical to the titles that appear in the text. This includes wording, punctuation, and capitalization. However, when an item title consists of multiple sentences, and the first complete sentence provides a description of the entire item (not just a component), then the entry in the prefatory List can end after the first complete sentence.
The label of an item (like “Figure” or “Table”) should *not* be included in the List entry, though the label must appear in the title of the item where it appears in the disquisition chapter.
Do not allow entries to extend into the page number column. You might need to force a line break.
If the title for an entry is longer than one line, indent the subsequent lines to align with the first word of the title. Subsequent lines for an entry should not align with the number for that entry.
- **Numbering** – Item numbers that appear in the descriptive column (“Table”, “Figure”, etc.) must be identical to the item numbers that appear in the disquisition chapters. For example, if the first figure that appears in the disquisition chapters is named as Figure 1.1, then the item number for that entry in the List of Figures must be 1.1.
- **Order** – The Lists appear after the [Table of Contents](#). The List of Tables always appears before the List of Figures, which appear before the List of Appendix Tables, and so on. For more information, see [Required Order of Elements](#).
- **Page numbers** – Page numbers must be consistent with the rest of the disquisition. This is considered part of the prefatory material, and must use lower-case Roman numerals.
- **Spacing** – Set entries to be single spaced, with one line of space between each entry.
- **Automated lists** – Microsoft Word can create automated lists. If you do use automated lists, make sure that you follow the guidelines that are listed here. For more information about how to create

automated lists, contact the Technology Learning & Media Center (TLMC), or visit their website (<http://www.ndsu.edu/its/tlmc>).

List of Abbreviations/Symbols

If you use a large number of abbreviations or symbols, you should include a List of Abbreviations or List of Symbols (Figure 6).

This type of list identifies the abbreviations or symbols that are used in the body and appendices of the disquisition, and provides a definition for each item. This is for the benefit of those who will read your disquisition at a later date.

Do not combine abbreviations and symbols into a single list. If you create a List of Abbreviations or List of Symbols, all abbreviations or symbols that are used in the text and appendices should be included in the list.

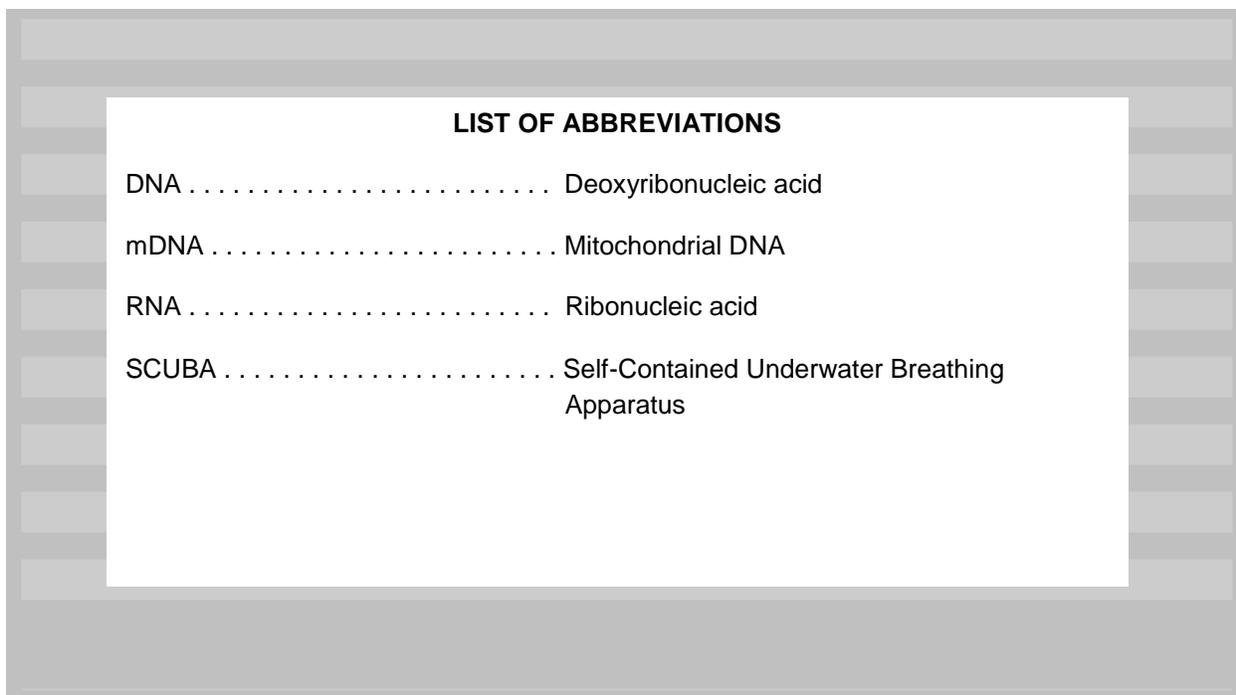


Figure 6. Example of a List of Abbreviations in a disquisition.

The List of Abbreviations/Symbols must appear after the List of Tables, Figures, Schemes, etc, and before the List of Appendix Tables, Figures, etc. For more information, see [Required Order of Elements](#).

- **Alignment** – Abbreviations and symbols must be aligned flush against the left margin. Use dot leaders to connect the abbreviation or symbol with the definition.

When the definition of an item is longer than one line, subsequent lines should be aligned with the first word in the definition.

To avoid awkward gaps between words, do not justify the alignment.

- **Dot leaders** – Use dot leaders to connect the abbreviation or symbol with its definition.
- **Page numbers** – Page numbers must be consistent with the rest of the disquisition. This is considered part of the prefatory material, and must use lower-case Roman numerals.
- **Spacing** – Set entries to be single spaced, with one line of space between each entry.

List of Appendix Tables, Figures, Schemes, Etc.

If you include one or more appendices, and the appendices contain tables, figures, schemes, and other non-text items, then you must create a List of Appendix Tables, Figures, Schemes, etc. (Figure 7).

All tables, figures, schemes, and non-text elements that appear in the appendices must be included in the prefatory Lists of Appendix items.

LIST OF APPENDIX TABLES	
<u>Table</u>	<u>Page</u>
A1. Additional samples used in Experiment I	11
A2. Additional samples used in Experiment II, where the control sample represented the average crop yield for average summer rainfall in Casselton, ND	11
B1. Additional samples used in Experiment III.	12

Figure 7. Example of a List of Appendix Tables in a disquisition.

Do not combine multiple types of items into the same list. For example, if you use both tables and figures in the appendices your disquisition, then you must include a List of Appendix Tables and a List of Appendix Figures.

Note: The List of Appendix Tables, List of Appendix Figures, etc. must contain only the items that appear in the appendices of the disquisition. Do not place entries for the appendix material into the Lists of Tables, Figures, Schemes, etc.

- **Column headings** – Each prefatory list must include two column headings that appear under the major heading and above the entries in the List: the name of the items being listed (like “Table” or “Figure”), and the page numbers on which the items appear (“Page”). The item column must be flush against the left margin, and the “Page” column must be flush against the right margin of the page. Do not add “Appendix” to the column headings, as the major heading of the List is descriptive enough. See Figure 7 for an example of these columns and layout.
- **Alignment** – Numbers for items must be aligned flush against the left margin, under the descriptor column. Page numbers must be aligned flush with the right margin, under the “Page” column. To avoid awkward gaps between words in the list, do not justify the alignment.
- **Dot leaders** – Use dot leaders to connect the last word of each title with the page number where that item appears.
- **Entries** – List entries must be identical to the titles that appear in the text. This includes wording, punctuation, and capitalization. However, when an item title consists of multiple sentences, and the first complete sentence provides a description of the entire item (not just a component), then the entry in the prefatory List can end after the first complete sentence.

The label of an item (like “Figure” or “Table”) should *not* be included in the List entry, though the label must appear in the title of the item where it appears in the disquisition chapter.

Do not allow entries to extend into the page number column. You might need to force a line break.

If the title for an entry is longer than one line, indent the subsequent lines to align with the first word of the title. Subsequent lines for an entry should not align with the number for that entry.

- **Numbering** – Item numbers that appear in the descriptive column (“Table”, “Figure”, etc.) must be identical to the item numbers that appear in the disquisition chapters. For example, if the first figure

that appears in the first appendix is named as Figure A1, then the item number for that entry in the List of Appendix Figures must be A1.

If you use only one appendix, then non-text items should be numbered sequentially within the appendix, and distinguished with the letter “A” that precedes the number (such as A1, A2, A3, and so on). For more information about using non-text item in an appendix, see [Appendix/Appendices](#).

If you use multiple appendices, then use letters that correspond with the letter of the appendix where the item appears. For example, the first table that appears in Appendix B would be numbered “Table B1”. For more information about using non-text items in appendices, see [Appendix/Appendices](#).

- **Order** – The lists of appendix material appears after the List of Tables, Figures, Schemes, etc, and after the List of Abbreviations or Symbols (if included). For more information, see [Required Order of Elements](#).
- **Page numbers** – Page numbers must be consistent with the rest of the disquisition. This is considered part of the prefatory material, and must use lower-case Roman numerals.
- **Spacing** – Set entries to be single spaced, with one line of space between each entry.
- **Automated lists** – Microsoft Word can create automated lists. If you do use automated lists, make sure that you follow the guidelines that are listed here. For more information about how to create automated lists, contact the Technology Learning & Media Center (TLMC) or visit their website (<http://www.ndsu.edu/its/tlmc>).

BODY OF THE DISQUISITION

The body of your disquisition consists of the following sections:

- [Chapters](#)
- [Tables, Figures, Schemes, etc.](#)
- [References or Works Cited](#)

All material in the body of the disquisition must adhere to the same general requirements as the rest of the disquisition, including font type, font size, and margin size. For more information, see [General Requirements](#).

Page numbers must use Arabic numerals (1, 2, 3, and so on). The first page of the first chapter should be designated as page 1.

Chapters

The chapters contain the main content of your disquisition.

You are not required to use the label “Chapter” in the title of each chapter. However, each chapter must begin with a major heading and appear at the top of a new page. You are not required to number each chapter, unless you use numbered headings. For more information about numbered headings, see [Headings](#).

- **Content** – The content of each chapter must follow the [General Requirements](#) that apply to all sections of the disquisition.
- **Headings** – Only the title of each chapter can appear as a major heading (centered, written in ALL CAPS, appears at the top of a new page). You may not have more than one heading level formatted as a major heading. Subsections within a chapter must be formatted as subheadings.

If each chapter is an individual paper, study, or experiment, only the title of the paper or study can appear as a major heading (such as “PAPER 1. THE EFFECT OF RAINFALL ON SUGARBEET PRODUCTION”). The section headings within the paper (such as “Abstract”, “Introduction”, “Literature Review” and so on) are subsections within the chapter and must appear as subheadings under the major title heading.

- **Naming** – You are not required to use “Chapter” in the name of each chapter. If you use individual papers, studies, or experiments for each chapter, then you can name the chapters “Paper 1”, “Study 1”, “Experiment 1”, and so on. However, the naming must be consistent for all chapters of such content.
- **Numbering** – If you use numbered headings, then the heading number must precede the chapter title (such as “1. INTRODUCTION”).
If you choose not to use numbered headings, but still want to use numbers in the chapter titles, then you must integrate them into the chapter title (such as “CHAPTER ONE. INTRODUCTION” or “CHAPTER 1. INTRODUCTION”). If you use a number in a chapter title, either written or numeric, you must use a period after the chapter number.
- **Page numbers** – Page numbers must be consistent with the rest of the disquisition. This is considered the body of your disquisition, and must use Arabic numbers (1, 2, 3, and so on).
The first page of your first chapter must be numbered as page 1.

Tables, Figures, Schemes, Etc.

Tables, figures, schemes, and other non-text items should be integrated into the text of your disquisition (not grouped at the end of a chapter). Ideally, a non-text item should be inserted on the same page where the item is first referenced in the text, or as close as possible to the first in-text reference.

The tables and figures in the disquisition should follow the requirements of the style manual of your disquisition (to include titles, borders, alignment, and so forth). For example, if your citations follow APA style, then your table and figure titles must also follow APA style. For more information about how to format tables, figures, schemes, and non-text items, refer to the style manual for your disquisition.

- **Numbering** – All tables, figures, schemes, and non-text items must be numbered sequentially based on the type of item (such as “Table 1” and “Figure 1”). For example, you can have a “Table 1” and a “Figure 1”, but you cannot have two tables named “Table 1”.
You can number the items sequentially according to the chapter in which they appear (such as 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, and so on). Alternatively, you can number the items in the order that they appear, regardless of chapter or section (such as 1, 2, 3, 4, 5, and so on).

- **Titles** – All tables, figures, schemes, and non-text items must have a label, number, and title (such as “Figure 1. Diagram of scientific method”), and must be included in the appropriate [lists](#) in the prefatory material.

When the title for a table, figure, scheme, or other non-text item is longer than one line, set it to be single spaced, to help set it apart from the body text paragraphs.

- **Font** – The [font](#) used in the item titles must be same type as the rest of your disquisition.

In *titles* of tables, figures, schemes, etc., the font must be the same size and type as the text in the body paragraphs.

Within tables, the font must be the same type as the rest of your disquisition. The size can be adjusted as needed to fit the table onto the page.

Within figures, schemes, and other non-text items, the font may be different from the rest of your disquisition.

- **Formatting of item titles** – The titles of tables and figures should follow the formatting rules for the style of your discipline. This includes capitalization (title case or sentence case), special formatting (like bold, italics, or underlining), punctuation (after the item number and in the rest of the title), and location relative to the item being described (above or below). Note that the formatting must be consistent for all items of the same type throughout the disquisition. Refer to the style manual of your discipline for more information about how to format the titles of tables, figures, schemes, etc.
- **Margins** – Tables, figures, schemes, and non-text items must fit in the required 1 inch [margins](#). Non-text items that are too wide to fit in the margins of the page in portrait orientation can be placed on their own page in landscape orientation. However, the page numbers must still appear in portrait orientation. (This requirement ensures that when your disquisition is printed, all of the page numbers will appear consistently and correctly.)
- **Spacing** – Minimize the amount of blank space that appears before and after tables, figures, schemes, and other non-text elements. However, tables and figures and the titles for those items should be clearly distinguishable from the paragraph text.
- **Portrait vs landscape orientation** – Tables, figures, and non-text items should appear in portrait orientation unless they are too large to fit within the required margins; then they can be converted to

landscape orientation. However, the page numbers for such landscape items must appear in portrait orientation (on the landscape page, page numbers should appear in the *left* margin, centered vertically, and rotated 90 degrees). For an example of a landscaped figure, see Figure 3.

- **Location in the text** – When you insert a table, figure, or non-text item into the text, try to do so as close to the first in-text reference as possible (but not before), and at a natural break on the page (at the top or bottom of a page, between pages, or between paragraphs). If a non-text item cannot fit on the same page where it is mentioned, then move it to the next page.

If a table or figure appears in landscape orientation, only that table or figure (and its title/notes) may appear on the landscape-oriented page (in other words, headings or paragraph text should *not* appear on a landscape page).

If a table or figure can feasibly fit onto a single page (to include its title and any notes), it should not be broken across two pages (some white space at the bottom of a page is acceptable to allow for this).

- **Multiple-page items** – When a table or figure continues over multiple pages, make sure that the title of the item appears on all pages of the item. On the subsequent pages, add the phrase “(continued)” to the end of the first sentence of the item title.

When a table must extend for multiple pages, the header row of the table should appear at the top of the table on all subsequent pages.

- **Citations** – Academic honesty is essential in all disquisitions. If you use a table, figure, or non-text item that is not your original design, you must cite the original source of the item, and ensure the appropriate permissions to use the item have been obtained (if necessary). You may use an in-text citation in the text of the title or caption of the item, or you may include the citation as a footnote under the item. Refer to the style manual of your discipline for more information about citations of non-text items.

If you have adapted the design of a figure or non-text item from another source’s original design, then you must include the citation of the original source in the title or caption of the image, and ensure the appropriate permissions to use the item have been obtained (if necessary). You must also state that your figure or image has been adapted from the original source.

Equations

When you use several equations in your disquisition, you may want to number the equations within the text. However, if you number one equation in the text, then you must number all of the equations that appear in the disquisition.

You can number the equations sequentially according to the chapter in which they appear (such as 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, and so on), or you can number them in order of appearance, regardless of chapter or section (such as 1, 2, 3, 4, and so on). However, you cannot have two equations labeled as “Equation 1”, for example.

To number an equation, include the equation number in parentheses and place it to the right of the equation. For example:

$$a^2 + b^2 = c^2 \quad (1.1)$$

The number *of* an equation must use the same font type and size as the paragraph text, while the numbers *in* an equation can use different font, if necessary for the equation. Equations should be centered on the page (like in the example above), to help differentiate them from the normal paragraph text.

Equations do not require a title. You can either number them (like in the example above), or include the label “Equation” or “Eq.” in the brackets before the equation number; however, the method must be consistent throughout the entire disquisition.

If you use a large number of equations in your disquisition, you may want to include a List of Equations in the prefatory material. Such a List is optional and not required, unless otherwise directed by the style manual of your discipline. For information about how to format Lists of non-text items, see [List of Tables, Figures, Schemes, Etc.](#) and [List of Abbreviations/Symbols](#).

In the List of Equations, a brief title or description of the equation should be included in each entry. Equations in the document chapters should not be given a title (only the equation and its number should appear).

References/Works Cited

Whenever you use information from another source, or reference data that you did not create or discover, you must cite the original source of the data. This includes, but is not limited to, text, tables, figures, and other forms of data.

Academic honesty is essential in all disquisitions. For more information, see the NDSU Policy on Academic Responsibility and Conduct (<http://www.ndsu.edu/fileadmin/policy/335.pdf>).

- **Citations** – For in-text citations, footnotes, endnotes, or other citation formats, refer to the style manual of your discipline (such as MLA, APA, Chicago, and so on). When you include a URL in a citation (such as citations for internet sources), make sure that the URL is not underlined or otherwise appearing as a hyperlink.
- **Copyright** – In some instances, copyright permission might be required to re-print another's content in its entirety. For more information, see "Copyright" in our General Requirements at https://www.ndsu.edu/gradschool/current_students/graduation/theses_dissertations_papers/general_requirements.

In some cases, copyright permission might be required to reprint your own previously published work. For more information, see "Copyright and Your Previously Published Work" in the General Requirements linked above.

- **References sections (individual chapters and general)** – If each chapter in your disquisition is a self-contained study or experiment, then you should insert a References or Works Cited subsection at the end of each chapter that lists the sources used in that chapter. Otherwise, you should insert a References or Works Cited section after the body of the disquisition, but before the appendix or appendices (if used).

You may include a References section either as a subsection at the end of each chapter (containing only the references that appear in that chapter), or as one References section at the end of the main document (containing all references used in the entire document).

For detailed information about how to format a References or Works Cited section, and where to place the section in the disquisition, refer to the style manual of your discipline.

- **Spacing and indentation** – The line spacing and indentation should follow the directions of the style manual that is used in your discipline. Spacing must be consistent throughout the References or Works Cited section(s).

For more information about how to use the style manual that is used in your discipline, contact your advisor or the NDSU Center for Writers (<http://www.ndsu.edu/cfwriters/>).

APPENDIX A. APPENDIX MATERIAL

An appendix (or appendices, if you have more than one) is used to include additional material that is not integral to the body of the disquisition. Although an appendix contains supplementary material and must be numbered differently from the normal chapters, it should be considered similar to the chapters of the disquisition.

An appendix (or appendices) is an optional section, and is not required.

- **Citations** – If you use or reference material that is not your own, use scholarly citation practices that are consistent with the rest of the disquisition and with the style manual of your discipline. For more information, see [References/Works Cited](#) and [Style manuals](#).
- **Font and margins** – The [font](#) of the paragraph text in the appendix must be the same size and type as the rest of your disquisition. The [margins](#) must also be the same size as the rest of your disquisition.
- **Headings** – [Headings](#) in the appendices must use the same formatting, style, and size as the equivalent headings in the disquisition chapters. If headings are numbered in the disquisition chapters, then appendix headings must be numbered as well, where the letter of the appendix is used instead of the chapter number (like B.1. for the first first-level subheading in the second appendix).
- **Major headings for each appendix** - The first page of each appendix must include the major heading “APPENDIX” and be formatted like other major headings in the disquisition. If you have one appendix, do not number or letter the appendix. If you have multiple appendices, each appendix must be labeled with a capital letter (see section below about multiple appendices).
- **Subheadings** – Subheadings in the appendices must share the same formatting as equivalent subheadings in the disquisition chapters, including numbering, font size, and additional formatting. If you use numbered headings in the disquisition, then use the letter of the appendix in place of the chapter number (for example, the first first-level subheading in Appendix B would be numbered as B.1.).
- **Entries in the Table of Contents** – Each appendix must be included in the Table of Contents as a major heading, just like the disquisition chapters. If you include chapter subheadings in the Table of

Contents, then you must also include the subheadings that appear in the appendices (see [Table of Contents](#)). Do not identify your appendices in a list that is separate from the Table of Contents.

- **Page numbers** – Page numbers must be consistent with the rest of the disquisition. This is considered part of the body of your disquisition, and must use Arabic numbers (1, 2, 3, and so on). Page numbers should be continuous from the preceding chapters; do not restart page numbers at the beginning of each appendix.
- **Spacing** – The line spacing and indentation of [paragraphs](#) must be consistent with the rest of the disquisition.

If you have one appendix:

- **Appendix must be labeled** – The major heading on the first page of the appendix can consist of simply “APPENDIX”, or can have an additional title (like “APPENDIX. SUPPLEMENTARY TABLES”). Do not include an additional letter for the appendix (like “APPENDIX A” – that method is for multiple appendices, as mentioned in the next subsection).
- **Tables, figures, non-text items** – If you include multiple non-text item in the appendix, the number of each item must begin with “A” to indicate that it is an appendix item. Do not continue item numbering from the chapters (see the section below). You must also include a [List of Appendix Tables, Figures, Schemes, etc.](#)

If you have multiple appendices:

- **Each appendix must be labeled with a capital letter** – If you have more than one appendix, each appendix must use a different letter in the title (“APPENDIX A”, “APPENDIX B”, and so on). If each appendix contains only one type of item, such as Research Compliance forms, then you may include that information in the major heading for that appendix, like “APPENDIX A. RESEARCH COMPLIANCE FORMS”.

Note: When you have multiple appendices, highly consider adding a title to each appendix that describes the content of that appendix. Then, the corresponding entries in the Table of Contents provide more information to your reader about your appendix material. For more information about labeling and titling multiple appendices, refer to the style guide of your discipline.

- **Tables, figures, non-text items** – If you include multiple non-text items in an appendix, the number of each item must begin with the letter of the appendix in which it appears. Do not continue item numbering from the chapters (see the related section below). You must also include a [List of Appendix Tables, Figures, Schemes, etc.](#) For more information about non-text items in the appendix, see the related section below.

Tables, figures, schemes, and non-text items in appendix material

- **Numbering** – Non-text items that appear in an appendix must include the letter “A” in the number, or, if you have multiple appendices, use the letter of the appendix in which the item appears. Numbering must also start from the beginning of each appendix (and *not* be continued from the chapters). For example, the first table in the first (or only) appendix would be entitled “Table A1”. The first table in the second appendix would be labeled as “Table B1”, and so on.
- **Appendix contains a single non-text item** – If a particular appendix consists of only a single non-text item, then you can integrate the title of the item into the major heading for that appendix and the item does not require an additional item title. For example, if Appendix B consists of a single table about crop blight, then the appendix heading would read as “APPENDIX B. FREQUENCY OF CROP BLIGHT IN NORTH DAKOTA FIELDS”.

If an appendix consists of a single non-text item and the item title is integrated into the title of the appendix, then the item should *not* be included in the appropriate List of Appendix items.
- **List of Appendix Tables, Figures, Schemes, etc** – If you include tables, figures, schemes, or other non-text items in an appendix (or appendices), then you must include a [List of Appendix Tables, Figures, Schemes, etc.](#) in the prefatory material, after the normal List of Tables, List of Figures, List of Schemes, etc. These lists of appendix items must contain information *only* about the non-text items that appear in the appendices. For more information about how to organize the prefatory material, see [Required Order of Elements](#).

APPENDIX B. SUBMISSION CHECKLIST

Before you submit your disquisition to the Graduate School for review, make sure that you have met all of the requirements for submission.

Use the following checklist to double-check your work before your submit:

- Have I submitted all of the [pre-submission paperwork](#)? Have I paid the [disquisition processing fees](#)?
- Am I aware of the [deadlines](#) for submission?
- Have I included all of the [required sections in my disquisition](#)? Are the sections in the correct order?
- Do all of my pages use at least [1 inch margins](#) on all sides? Does all of my content, including [tables, figures, and non-text items](#), fit inside of those 1 inch margins?
- Are all of my [pages numbered](#) correctly?
- Are all of my [headings](#) correct and consistent throughout the disquisition?
- Are all of my [paragraphs](#) formatted correctly and consistently? Do I find any empty space that I can minimize?
- Are all of my [tables, figures, schemes, etc.](#) correct and consistent, following the style manual of my discipline? Do the titles for these items appear on the same page as the items?
- Are my [citations](#) correct, according to the style manual of my discipline?
- Is my [Title page](#) correct?
- Have I included the [Copy 2 version of the Disquisition Approval page](#)? Is all of the required information typed into the form?
- Is my [Abstract](#) the appropriate length?
- Have I included an [Acknowledgments](#), [Dedication](#), or [Preface](#) (if I wanted to)?
- Does my [Table of Contents](#) list the headings and subheadings correctly? Does it use the correct page numbers?
- Have I included a [List of Tables, List of Figures, List of Schemes, or other material](#) (if I use them)? Are all of the entries and page numbers correct?

- Do I need an [appendix or appendices for additional material](#)?
- If I included appendix material, have I included a [list or lists of appendix material](#) (as needed) after the Table of Contents?
- Have I converted my document into a single .pdf file? When I open the .pdf file, does everything display correctly?
- Have I completed all of the [other requirements for submission](#)?