

2024

# THESIS AND DISSERTATION HANDBOOK



Table of Contents

General Formatting ..... 2

Title ..... 4

Abstract ..... 6

Copyright ..... 8

Table of Contents ..... 10

Approval ..... 12

Dedication ..... 15

Acknowledgments ..... 16

List of Tables ..... 17

    Tables in your document ..... 17

    List of Tables page ..... 19

Figures ..... 20

    List of Figures page ..... 20

Content/Chapters ..... 22

References ..... 24

Appendices ..... 26

Vita ..... 27



## General Formatting

Follow these formatting guidelines for your thesis/dissertation unless otherwise noted.

### Organization:

1. Title Page (No printed page number.)
  2. Abstract (No printed page number.) (1 paragraph only)
  3. Copyright page (1 pg. only)
  4. Table of Contents
  5. Certificate of Approval Page
  6. Dedication Page (Optional) (1 pg. only)
  7. Acknowledgements (Optional) (1 page)
  8. List of Tables
  9. List of Figures
  10. Content/Chapters
  11. Reference Page
  12. Appendix/Appendices (when applicable)
  13. Vita (1 pg. only)
- **Font:** Use Times New Roman, size 12, aligned left.
  - **Line spacing:** Double-spaced without extra spaces between paragraphs (except for **Abstract** and **Approval**). To be sure there are no extra spaces around your paragraphs in Microsoft Word, click on Layout, and in the paragraph, the section is sure it says "0 pt." in the Spacing Before and Spacing After.
  - **Widow/Orphan Control:** You must enable this control in Microsoft Word.
    - Select all text in your document.
    - Right-click anywhere on the highlighted text and select Paragraph.
    - On the Lines and Page Breaks tab in the popup box, be sure Widow/Orphan control is checked.
  - **Paragraph indents:** Indent the first line of every paragraph 0.5" using the tab key (not the spacebar).
  - **Mirrored margins:** The top and bottom margins will be 1". The left and right margins will be mirrored.
    - Odd-numbered pages according to Microsoft Word (not your page numbers) have a left margin of 1.5" and a right of 1" and will appear on the right page of a printed book.
    - Even-numbered pages according to Microsoft Word (not your page numbers) have a left margin of 1" and a right of 1.5" and will appear on the left side of a printed book.
    - These mirrored margins allow for bound, print copies to be formatted correctly. You must have mirrored margins even if you do not plan on printing a copy of your thesis/dissertation.
    - To set mirrored margins in Microsoft Word, click on Layout > Margins > Custom Margins. Under the dropdown for Multiple Pages, select Mirror Margins. Change the inside margin to 1.5". Be sure to apply it to the whole document. Click OK.
  - **Page order:** Your thesis/dissertation pages/sections must be in the same order as the list on the left beginning with Title.
  - **Page breaks:** Each section of your document listed on the left starts on a new page. Do not press Enter repeatedly to get to the new page because that will need constant adjustment as you alter your text. Instead, go to Layout > Breaks > Page.
  - **Page numbers:** Page numbers are centered at the bottom of the page.



- Do not type in page numbers manually; use the automatic page numbering function in Microsoft Word.
- This is easiest to do after you have the rough draft of your thesis/dissertation completed.
- Follow **these instructions** for page numbering. One page has no number, some pages use roman numerals, and some use numbers. Be sure to follow the instructions exactly for proper formatting.
- Note: if you paste the text into your document, it may bring over formatting from the source document. Therefore, you should right-click where you want to paste, and from the paste options choose either "merge formatting" or "keep text only" to help preserve your destination document's formatting. Which one you choose depends on whether you have source formatting you want to keep like bold, italics, etc. because "keep text only" will eliminate that formatting.



## Title

- All text on this page is centered.
- This page counts in the page numbering, but the number will not be printed. See the **General Formatting** page for more page numbering information.
- At the top enter the **TITLE OF YOUR THESIS/DISSERTATION**, which is bold and in all caps. Your title must also form an upside-down triangle if it is more than one line. This means the first line is the longest and each consecutive line is shorter than the previous line.
- On the next line, use the underscore key to make a solid line that is approximately 20 underscores long, and press Enter. If Microsoft Word automatically inserts a solid line across the page, undo this auto formatting by holding Control and pressing Z in Windows or holding Command and pressing Z on a Mac.
- Then type the following on separate lines:
  - A Thesis (or A Dissertation, depending on which one you are writing)
  - Presented to
  - the Faculty of the College of Graduate Studies (be sure the first word is not capitalized)
  - Tennessee Technological University
  - by (be sure this word is not capitalized)
  - (your name as registered with the university)
- Copy and paste the underscore line on the next line.
- Then type the following on separate lines:
  - In Partial Fulfillment
  - of the Requirements of the Degree (be sure the first word is not capitalized)
  - (your degree as is like Master of Science)
  - (your area like Mathematics)
- Copy and paste the underscore line on the next line.
- Be sure to correctly state your graduation date, use only December, May, or August, as these are the actual conferral months.



**GUIDE TO THE PREPARATION OF THESES AND DISSERTATIONS**  
**FOR STUDENTS AND FACULTY OF TENNESSEE**  
**TECHNOLOGICAL UNIVERSITY**

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A Thesis (or Dissertation)

Presented to

the Faculty of the College of Graduate Studies

Tennessee Technological University

by

Jane S. Doe

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In Partial Fulfillment  
of the Requirements of the Degree  
MASTER OF SCIENCE  
Nuclear Medicine

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August 2024



## Abstract

- According to APA format, the abstract should only be up to 250 words.
- Abstract should only be 1 paragraph in length.
- The entire page is single-spaced including the titles; since your entire document is set for double spacing, just highlight the text on this page and choose single spacing.
- At the top is the page title:
  - For thesis: **AN ABSTRACT OF A THESIS**
  - For dissertations: **AN ABSTRACT OF A DISSERTATION**
- Leave the next line blank.
- Enter the **TITLE OF YOUR THESIS/DISSERTATION**, which is centered, bold, and in all caps. Your title must also form an upside down upside-down it is more than one line. This means the first line is the longest and each consecutive line is shorter than the previous line.
- Leave the next line blank.
- Type your name as registered with the university, centered.
- Leave the next line blank.
- Type your degree title and the program, for example, Master of Arts in English.
- Leave the next line blank.
- Type the content following the general formatting except the paragraphs is single-spaced with a blank line between paragraphs.



AN ABSTRACT OF A THESIS (or DISSERTATION)

GUIDE TO THE PREPARATION OF THESES AND DISSERTATIONS  
FOR STUDENTS AND FACULTY OF TENNESSEE  
TECHNOLOGICAL UNIVERSITY

Jane S. Doe

Master of Arts and Sciences in English

This guide is designed as a resource tool for students and faculty venturing into the thesis or dissertation process. The material presented is in the approved, required format allowing the reader to see a visual example as well as learn from the written instruction. It has been found that students have less difficulty with the development of the research paper and fewer corrections when provided with a clear and concise set of instructions that are easily followed. Today's students tend not to read instructions but to imitate what they see. Unfortunately, detailed instructions for a properly formatted paper cannot be condensed like a Reader's Digest story; thus leaving this lengthy but informative paper to read. Students who followed the guidelines showed greater overall happiness during the review process as there were much fewer corrections noted by the Office of Graduate Studies. The average student tends to have approximately five rounds of corrections and resubmissions on average. The student that follows the formatting guidelines and utilizes spell check in the word processing program tends to have an average of two rounds of corrections and resubmissions.

This is the guide for preparing a thesis or dissertation, taking it through the approval process, and binding the final paper. Notes are written in red where further clarification is needed. This guide is formatted in the main approved style. Your paper should look like this, or like the samples in the Appendices, before submitting to the Office of Graduate Studies for final review. Examples of additional accepted styles of the front matter and final matter are presented in the Appendices.





## Copyright

As per federal law, your thesis/dissertation is copyright protected automatically when you create it. Please check with your committee chair to verify who should be the copyright owner(s) because this may vary if contracts or grants are involved. If desired, you can register the copyright with the U.S. Copyright Office as part of the submission process. Please note that it is copyrighted whether you register it or not, but registration is required before legal action related to infringement can be taken.

On the Copyright page:

- All text on this page is centered.
- Press Enter until your cursor is approximately on the center of the page vertically.
- Insert the copyright symbol by clicking on Insert > Symbol > ©.
- After the symbol put the year of your graduation and a space for the name(s) of who owns the copyright.



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## Table of Contents

All sections listed at the left beginning with Approval are listed in the table of contents. The table of contents is double-spaced.

**Recommendation:** create the table of contents AFTER creating content and labeling headings. See **Content/Chapters** for more information on headings. Use the page break function to insert a blank page if needed; do not use the Enter key multiple times. Then put your cursor at the top of the page to start the table of contents.

Setting up the table of contents for your thesis/dissertation in Microsoft Word takes some time initially, but it has many automated benefits after it is configured. Follow **these instructions**.

Remember: When creating your Table of Contents there should be no words in italics or bold.

Refer to the next pages to see examples of how to format the Table of Contents.



TABLE OF CONTENTS

Certificate of Approval of Thesis or Dissertation.....v

Dedication.....vi

Acknowledgments.....vii

List of Tables.....viii

List of Figures.....ix

Chapter 1: Title of Chapter One.....1

    This is a Level 1 Heading in a Chapter.....1

        This is a Level 2 Heading in a Chapter.....1

        This is a Level 2 Heading in a Chapter.....2

Chapter 2: Title of Chapter Two.....3

Chapter 3: Title of Chapter Three.....4

References.....8

Appendix/Appendices (if applicable).....9

Vita.....10



## Approval

The Certificate of Approval for Thesis or Dissertation page is sometimes referred to as the signature page. *A blank Certificate will always be part of your thesis or dissertation.*

You will need to have a signed Certificate as part of your defense process. You and your committee have two options for the signed document: 1) you may print a blank form and have all committee members sign it at the defense, or 2) your committee may sign via a *digital form* that is accessible online. In both cases, the signed Certificate *must be delivered* to the Graduate College by the due date provided on the website.

Certificate instructions are as follows:

- The approval page cannot be more than one page.
- By default this page is double-spaced, but some lines are single-spaced as specified below.
- At the top is the page title.
  - For theses: Certificate of Approval of Thesis
  - For dissertations: Certificate of Approval of Dissertation
  - Be sure to label this title as a page title heading to format it properly. See Content/Chapters for more information about headings.
- Leave the next line blank.
- Type the **TITLE OF YOUR THESIS OR DISSERTATION**, which is centered, bold, and in all caps. Your title must also form an upside down triangle if it is more than one line. This means the first line is the longest and each consecutive line is shorter than the previous line.
- Type by, centered (and not capitalized).
- On the next line, type your name as registered with the university, centered.
- Leave the next line blank.
- Type Graduate Advisory Committee: on the next line.
- Leave enough blank space for a signature.
- Create signature lines for your committee.
  - The signature lines for your committee are single-spaced so the name appears directly under the lines. See the photo example at the bottom.
  - Use the underscore key to make a solid line that is approximately 50 underscores long, and press Enter. If Microsoft Word automatically inserts a solid line across the page, undo this auto formatting by holding Control and pressing Z in Windows or holding Command and pressing Z on a Mac.
  - On the next line, type your committee chair: Jackie Smith, Chair. Then tab over until you are near the end of the line above and type Date.
  - Leave two blank single-spaced lines before each signature line.
  - Copy and paste the underscore line, type the committee member name and date under the line, and repeat until all your committee members are listed.
  - Make sure all the Date words line up vertically.



- Do not use titles like Dr. or Mr. or Ms.
- Leave a blank space.
- Type Approved for the Faculty:
- Leave enough blank space for a signature.
- Create a signature line for the College of Graduate Studies Dean.
  - This signature line is also single-spaced so the name appears directly under the lines. See the photo example at the bottom.
  - Copy and paste the underscore line.
  - On the next line, type Julie Baker, Dean. Then tab over until you are lined up with the other Dates and type Date.
  - On the next line, type College of Graduate Studies



**CERTIFICATE OF APPROVAL OF THESIS OR DISSERTATION**

**THIS IS THE TITLE OF MY THESIS OR DISSERTATION AND IS LONG  
ENOUGH TO SHOE THE INVERTED PYRAMID STYLE REQUIRED  
FOR YOUR DOCUMENT**

by

Jane S. Doe

Graduate Advisory Committee:

---

Jackie Smith, Chair

Date

---

Haywood Brown

Date

---

Paula Ashley

Date

---

Priya Ranganathan

Date

Approved for the Faculty:

---

Julie Baker, Dean

Date

College of Graduate Studies



Dedication

- This page is optional.
- The dedication cannot be more than one page.
- The text is centered.
- Type Dedication on the top line. Be sure to label this title as a page title heading to format it properly. See **Content/Chapters** for more information about headings.
- On the next line, begin your dedication.

**DEDICATION**

This thesis is dedicated to the people who have supported me throughout my education.

Thanks for making me see this adventure through to the end.





### Acknowledgments

- This page is optional.
- The acknowledgments cannot be more than one page.
- This section is where you would thank those who have helped you in the process of obtaining your degree. List grants, special funding, contracts, and obtained copyright permissions if applicable.
- Type Acknowledgments on the top line. Be sure to label this title as a page title heading to format it properly. See **Content/Chapters** for more information about headings.
- On the next line, begin your acknowledgments.

## ACKNOWLEDGMENTS

I would like to thank Dr. Kuzowski who worked so diligently with me throughout my time at Tennessee Technological University. When my research reached a dead end, your guidance and assistance helped me see new possibilities and new avenues I had not yet explored. To Dr. Jackson and Dr. Liu, your constant advice helped me when decisions were difficult to make. Thank you to all the department secretaries who helped me get all my copies made, get register for classes, and bought supplies for my experiments. You were always cheerful and helpful. You have become an extended family to me. Last, but not least, I would like to express my gratitude to the Cookeville Regional Medical Center for allowing me to present and test my theories in their facility.



List of Tables

Tables in your document

- Use Times New Roman for text in the tables. Use size 12 where able, but 10 or 11 sizes may also be used to fit text within the table. Line spacing within a table should be single-spaced.
- All tables should be labeled and formatted in **APA style** with numbering, title, notes, borders, etc.
- Tables should be placed after the paragraph where they are first mentioned. If a table continues is very large, it can start on the next page after it is mentioned. If your charge is longer than one page, type Table 1 (Continued) at the top of the next page and be sure the table headings are repeated.
- References in your text to tables must reference a specific table and number: "As demonstrated in Table 3..." Do not use, "As demonstrated in the following table...."
- If your table needs to be rotated because it is too large, rotate just the table with the top of the table at the 1.5" margin side.
- Repeat headings if you have your tables on a new page.
- Tables within the appendix need to have the appendix section and table number for example Table A.1 refers to the first table in Appendix A.

Remember The titles of your tables should italicize throughout your whole paper.

CHAPTER 3: THIS IS THE TITLE OF CHAPTER THREE

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor in Table 1. Donec laoreet nonummy augue.

Table 1

*Animal Behavior Documentation*

Breed	Name	Obedience Score	Notes
German Shepherd	Beau	8	Participated in all events
Poodle	Fluffy	4	Refused to do events 2 and 3
Cocker Spaniel	Flopsy	6	Participated in all events
Daschund	Oscar	2	Refused all but event 4

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. congue massa. Fusce. Nunc viverra imperdiet enim Figure 2.



**Table 2**

*Budget Historical Data*

Budget	FY19	FY18	July	August	Sept	Oct	Nov
FY18 Operating YTD		\$289,249	\$4,250	\$5,479	\$6,639	\$7,062	\$37,026
% of Total Operating			1%	2%	2%	2%	13%
FY19 Operating YTD	\$389,249		\$4,175	\$24,980	\$36,572	\$36,572	\$37,522
% of Total Operating			1%	6%	9%	9%	10%
FY18 Capital YTD		\$109,751	\$5,321	\$15,162	\$28,670	\$45,094	\$51,472
% of Total Capital			5%	14%	26%	41%	47%
FY19 Capital YTD	\$220,000		\$1,326	\$7,547	\$13,335	\$20,254	\$27,000
% of Total Capital			1%	3%	6%	9%	12%
FY18 TAF YTD		\$307,000	\$45,753	\$47,193	\$50,293	\$166,065	\$167,260
% of TAF budget			15%	15%	16%	54%	54%
FY19 TAF YTD	\$125,000		\$41,638	\$73,583	\$87,349	\$89,419	\$89,419
% of TAF budget			33%	59%	70%	72%	72%
FY18 Total Budget		\$706,000	\$55,324	\$67,834	\$85,603	\$218,221	\$255,758
% of Total Budget			8%	10%	12%	31%	36%
FY19 Total Materials	\$734,249		\$47,180	\$105,989	\$137,256	\$146,449	\$174,940

5

Remember: When the table is too wide be sure to flip it vertically. In the event that you do continue your table on a new page, be sure to label the table. For example, insert “**Table 2(continued)**” on the new page.



List of Tables page

- Required if there are two or more tables in your document including the appendices.
- Type List of Tables on the top line. Be sure to label this title as a page title heading to format it properly. See **Content/Chapters** for more information about headings.
- Leave the next line blank.
- Type Page (#), tab once, and type Table 1: Title of Table One.
- If your page number is a single digit, you will need to tab twice so that all table names are aligned.
- List each table on a new line.
- If your title is so long it goes onto another line, indent that line to match where all table names start.

LIST OF TABLES	
Page 21	Table 1: Title of Table One
Page 47	Table 2: Title of Table Two in Which the Title is Long Enough to Extend to Another Line
Page 57	Table 3: Title of Table Three

ix

Remember: Add the tables from your appendix as well! Do not bold or add any word in italics in the List of Tables and the same for the list of figures.

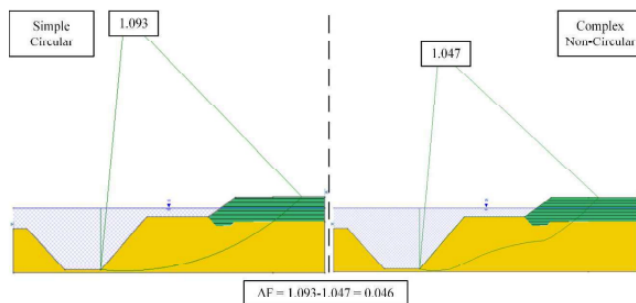


### Figures

- Use Times New Roman for text in the figures. Use size 12 where able, but 10 or 11 sizes may also be used to fit text within the figure. Line spacing within a figure should be single-spaced.
- All figures should be labeled and formatted in **APA style** with numbering, title, notes, etc.
- Figures should be placed after the paragraph where they are first mentioned unless that splits the figure across two pages. Instead of splitting the figure, insert the figure at the beginning of the next page after it is first mentioned. If your figure is so large it must be split across multiple pages, type Figure 1 (Continued) at the top of the next page.
- References in your text to figures must reference a specific figure and number: "As demonstrated in Figure 3..." Do not use, "As demonstrated in the following figure..."
- If your figure needs to be rotated because it is too large, rotate just the figure with the top of the figure at the 1.5" margin side.
- Figures title needs to appear 1 double space downward from the figure number.
- For the appendices, the figure title would be **Figure A.1**, for the first figure in Appendix A.

**Figure 1.1**

*Example 2 Underwater Slope in Soft Clay*



The left side of Figure 1.1 shows the slope analysis using a simple circular method, while the right side shows the slope being analyzed with a complex non-circular slip surface search method. The factor of safety while using the simple circular slip surface search method was 1.093 and was decreased to 1.047 when using the complex non-circular slip surface search method, which means for this example  $\Delta F$  is 0.046. This occurs because the complex non-circular slip surface search method was able to capture a more accurate slip surface of the slope. The importance of this is that the noncircular slip surface of this slope is a closer prediction to the true factor of safety. When the slope was designed with circular slip surface search methods, the practitioners believed their design was adequate

Remember to keep the same pattern all throughout the whole paper. If your figure title is on the top keep it on the top throughout the whole paper!

### List of Figures page

- Required if there are two or more figures in your document including the appendices.
- Type List of Figures on the top line. Be sure to label this title as a page title heading to format it properly. See **Content/Chapters** for more information about headings.
- Leave the next line blank.
- Type Page (#), tab once, and type Figure 1: Title or caption of figure one.
- If your page number is a single digit, you will need to tab twice so that all figure names are aligned.
- List each figure on a new line.



- If your title/caption is so long it goes onto another line, indents that line to match where all figure names start. If you have more than one page, do not split title/captions across pages
- If your list is more than one page, put a page title on only the first page

LIST OF FIGURES

Page 12	Figure 1: Title of Figure One
Page 17	Figure 2: Title of Figure Two
Page 26	Figure 3: Title of Figure Three
Page 33	Figure 4: Title of Figure Four in Which the Title is Long Enough to Extend to Another Line
Page 41	Figure 5: Title of Figure Five
Page 56	Figure 6: Title of Figure Six

Remember: If you have figures in the appendix add them here as well. Do Not BOLD ANY WORDS or Italicize!



Content/Chapters

Beginning a new chapter

- Always start a new chapter on a new page. Use the page break function to insert a blank page; do not use the Enter key multiple times.
- Type Chapter 1: Title of Chapter at the top of the page; your chapters will be numbered sequentially starting at 1. Be sure to label each title as a chapter title heading to format it properly; see the headings section below for instructions.
- Leave the next line blank.
- Start your chapter.
- Chapter 1 needs to start on an odd-numbered document page according to Microsoft Word (not according to your page numbers). This may or may not happen naturally. Use the page break function to insert a blank page if it does not happen naturally; do not use the Enter key multiple times.
- Two double-spaced blank lines after the **Chapter title**.
- Two double-spaced blank lines before and after center headings within the text, and before and after freestanding side headings within the text.

Headings

- The headings will populate your table of contents.
- Follow **these instructions** to set up and label headings in your document.
- There are six possible levels of headings described in the table below.
- The title level is for page titles and chapter titles.
- Level 1 headings are for main sections within a chapter, level 2 headings are subsections of level 1, level 3 headings are subsections of level 2, etc.

page title or chapter title	<b>CENTERED, BOLD, ALL CAPS</b>
level 1	<b>Centered, Bold, Title Case for the Heading</b>
	The next paragraph begins indented as usual...
level 2	<b>Flush Left, Bold, Title Case for the Heading Text</b>
	The next paragraph begins indented as usual...
level 3	<b><i>Flush Left, Bold, Italics, Title Case for the Heading Text</i></b>
	The next paragraph begins indented as usual...
level 4	<b>Indented, Bold, Title Case for the Heading Text, End with a Period.</b> The next paragraph begins right after the heading.



level 5 **Indented, Bold, Italics, Title Case for the Heading Text,**

**End with a Period.** The next paragraph begins right after the heading.

**CHAPTER 1: TITLE OF CHAPTER ONE**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla.

**This is a Level 1 Heading in a Chapter**

Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien. Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique.

**This is a Level 2 Heading in a Chapter**

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Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a

Remember: You suppose to have your paragraphs swaying throughout the whole paper. You do not need to have any word italicized or bold in your paragraph unless it's a level heading, table, or figure.

Pay close attention to word spacing in your heading and paragraphs. Make sure that there are no big spacing errors





### References

- Always start your references on a new page. Use the page break function to insert a blank page; do not use the Enter key multiple times.
- Type References on the first line. Be sure to label this title as a page title heading to format it properly; see **Content/Chapters** for more information about headings. Master of Arts in English will also use this page title even though that is not MLA standard.
- Start listing your references on the next line.
- References use a hanging indent, which means the beginning of a reference starts at the left, and additional lines of that same reference are indented 0.5". See **Microsoft Word's instructions** to format a hanging indent; do not use the Enter key and space bar.
- Hyperlinks are not allowed in your reference list. All links are to be removed and all font needs to be black.

Follow APA style unless otherwise noted below for specific majors and LaTeX users:

- **APA in-text citations** guide
- **APA references page** guide
- **Latex users:** follow the **APA references page** guide when you type your references
- **Chemistry students:** use the **ACS Style Guide** for in-text citations and the references page
- **English students:** use the **MLA in-text citations** guide and MLA references page guide



REFERENCES

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doi:10.1038/sj.bdj.2017.55
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Remember: Your reference page should not include any bold letters. Make sure they are swaying.



## Appendices

- You may or may not have appendices depending on your content.
- Always start an appendix on a new page. Use the page break function to insert a blank page; do not use the Enter key multiple times.
- Type Appendix A: Title of Appendix on the top line; your appendices will be labeled sequentially starting at A and continuing with B, C, etc. If you only have one appendix, still label it Appendix A. Be sure to label this title as a page title heading to format it properly; see **Content/Chapters** for more information about headings.
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### APPENDIX A: TITLE OF APPENDIX

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Vita

- The vita cannot be more than one page.
- It is a biographical narrative about you with personal, academic, and professional information about you as appropriate.
- Remember your thesis/dissertation is available to the public, which includes the text on this page.
- Type Vita on the top line. Be sure to label this title as a page title heading to format it properly; see **Content/Chapters** for more information about headings.
- On the next line, begin your vita.
- Be sure to correctly state your graduation date, use only December, May, Or August as these are the actual conferral months.

VITA

Sloan M. Parker was born in Orlando, Florida, on July 21, 1961. They attended elementary schools in the Orange County School District and graduated from Apopka High School with honors in June 1978. The following August they entered University of Florida and in August 1982 received the degree of Bachelor of Science in Mechanical Engineering. They entered Tennessee Technological University in August 2023 and received a Master of Science Degree in Mechanical Engineering in May 2025.

**Remember to speak in the third person and also have the correct graduation placed.**