

**A MANUAL  
FOR THE PREPARATION OF  
GRADUATE THESES  
SIXTH REVISED EDITION  
1996**



**THE GRADUATE SCHOOL  
PURDUE UNIVERSITY**

The proper and immediate object of science  
is the acquirement, or communication, of truth...

Samuel Taylor Coleridge, *Definitions of Poetry*, 1811

## ACKNOWLEDGEMENTS FOR THE SIXTH REVISED EDITION

In the spring of 1995, Luis M. Proenza, vice president for research and dean of the Graduate School, charged the Standing Committee on Theses and Publications to review a request from University Microfilms International (UMI) to change our policy of sending dissertations to them for microfilming **after** binding. Members serving on this committee were:

E. R. Mobley, Dean of Libraries (chair);  
Mamoru Ishii, Department of Nuclear Engineering;  
S. M. Pellissier, Department of Foreign Languages and Literatures;  
Victor Raskin, Department of English;  
H. Q. Schroyer, Special Collections Librarian.

On January 18, 1996, the Graduate Council approved the recommendation of the committee to require doctoral students to submit one unbound copy of the dissertation in addition to three bound copies. One bound copy and one unbound copy will be deposited with the Library Thesis Deposit Office. The bound copy will be retained by the library, and the unbound copy will be sent to UMI for microfilming. This change is to be effective for Ph.D. degrees granted after May 1996. This sixth revised edition of *A Manual for the Preparation of Graduate Theses* reflects this change.

## ACKNOWLEDGMENTS

In the fall of 1992, Thomas W. Mullikin, interim vice president and dean of the Graduate School, appointed a committee to review the principles underlying the requirements for University-wide uniformity in the preparation of graduate theses and dissertations. The members of the committee were:

J. P. Allebach, School of Electrical Engineering;  
E. E. Caracciolo-Trejo, Department of Foreign Languages and Literatures;  
P. T. Gilham, Department of Biological Sciences;  
S. I. Offenbach, Department of Psychological Sciences and  
associate dean of the Graduate School (chair); and  
J. E. Ward, Department of Management.

In addition, E. R. Mobley, dean of libraries, and H. Q. Schroyer, special collections librarian, advised the members of the committee.

This fifth revision of *A Manual for the Preparation of Graduate Theses* reflects the efforts of many people, including our predecessors who authored earlier editions of the manual. The manual was prepared originally by:

Oliver Dunn  
Jane Ganfield  
Page Karling  
Ellen DeNelsky

The 1970 revision was prepared by Constance Aveni. The next revision, in 1975, was prepared by Helen Q. Schroyer, who also prepared the most recent revision (1988). There was a revision in 1980, prepared by Keith Dowden and Martha K. Becker.

In addition to the members of the Theses and Publication Committee who participated in this review and revision of *A Manual for the Preparation of Graduate Theses*, I would like to thank Robert A. Greenkorn, vice president for research and dean of the Graduate School, for encouraging me to complete this revision. My associates in the Graduate School, Associate Dean Carolyn Perrucci, Assistant Dean Candiss Vibbert, Mrs. Marilyn Geist, and Mrs. Patricia Springer gave valuable advice on various iterations of the developing manual. I would like to give special acknowledgment to the editorial skills of Mrs. Marilyn Geist (Graduate School) and Mrs. Susan Clawson (Department of Foreign Languages and Literatures), both of whom carefully examined the manuscript and found (and corrected) numerous grammatical errors and stylistic inconsistencies. Finally, Ms. Kelly Handshoe of the Graduate School assisted in the preparation of the actual manuscript. To all of these individuals, thank you for enabling me to complete my second “thesis.”

Stuart I. Offenbach  
July 15, 1994

## **PREFACE**

The Purdue University graduate faculty first authorized the writing of a set of instructions to guide students in the preparation of graduate theses in 1935. Since that time, the manual has been changed to reflect new technology and philosophy. (Ozalid and photostat reproductions were first accepted in 1933, and microfilming was initiated in 1952. The two-week advance notice requirement was adopted in 1952.)

The members of the committee sought input regarding the nature of the thesis and the need for uniformity of appearance from department heads, chairs of graduate committees, members of the Graduate Council, and graduate students. After extensive discussion, the committee decided that complete uniformity of theses came at the expense of students learning to prepare manuscripts for their own professional associations. As a result, University-wide format requirements have been reduced to a minimum, and format specifications consistent with the student's own discipline have been increased. This change in philosophy results in substantial decentralization of format control, significant changes in the procedures for completing and submitting a thesis in partial fulfillment of a graduate degree at Purdue University, and the need for a new manual to guide students as they prepare their thesis manuscripts.

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## Chapter One

### PURPOSE OF THIS GUIDE

A primary component of graduate study at Purdue University is participation in research. As a student in a doctoral program and in some master's degree programs (those with a thesis option), you will be required to do more than simply participate in research. You also will create research. There is, however, more to the research process than learning to design significant and original problems. You also must acquire the literary skills necessary to communicate that research to other scholars. The preparation of a thesis is one avenue through which these skills are acquired.<sup>1</sup> This manual is a guide to a subset of the skills; namely, the preparation of an acceptable manuscript.

In all fields of scientific and creative endeavor, scholars write articles and books, generate research proposals, or engage in artistic enterprises (activities that are not mutually exclusive). An effective novel, as well as an experiment in human genetics, relies on comprehensive and diligent research. The end of that process, or at least a pause in an ongoing process, is the preparation of an acceptable manuscript or work of art that must conform to some set of rules and guidelines (usually specific to an individual's field of study). Adherence to such a set of guidelines is a necessary prerequisite to the typical review or analysis that leads to publication or public display. Following such a set of guidelines in the preparation of a thesis document, therefore, is an important learning experience that helps prepare the graduate student to participate more fully in professional activities.

Journal editors and publishing houses each have their own stylistic requirements for manuscripts for review and possible publication. In most cases, manuscripts that are not consistent with those stylistic constraints automatically will be rejected and returned to the author. This apparent rigidity as to style is a necessary fact of life for an author. Editors who review many manuscripts cannot afford to spend time deciphering obscure stylistic referents or plain bad grammar. Peer reviewers who read and comment on the quality of journal articles should not have to endure misspelled words and misplaced clauses. A thesis may be your first encounter with such prescriptive (and occasionally restrictive) rules. It is important to learn at the outset of one's career that consistency, accuracy, and adherence to the rules is a requirement for any publishable manuscript or other intellectual product that will be on public display.

As a graduate student, you should realize that your accepted thesis is a published document, and Purdue University is the publisher. Purdue's graduate faculty has authorized the Theses and Publication Committee to develop style and appearance requirements for all theses submitted to the University as part of the requirements for an advanced degree. These requirements are detailed in this manual. You will find a degree of flexibility in the format specifications for a thesis because academic disciplines have different stylistic requirements and formatting conventions. Thus, having one set of format requirements is impractical. Instead, your home department or discipline has the responsibility for providing many of the details of the appearance and format of your thesis.

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<sup>1</sup> Except in cases that apply only to the doctoral dissertation, the term "thesis" will be used throughout this manuscript to refer to the doctoral dissertation as well as the master's thesis.

Local or discipline-oriented “autonomy” in format specifications is not unlimited. The Graduate School’s Theses and Publication Committee imposes some requirements for the preparation of theses. The Purdue University Library Thesis Deposit Office has been delegated the responsibility for monitoring these University format requirements. The remainder of this manual describes these requirements along with the procedures involved in submitting your completed thesis to the University.

## Chapter Two

### UNIVERSITY FORMAT REQUIREMENTS

The copy of a thesis submitted to the Purdue University Library is called the *Deposit* copy. The *Deposit* copy of a thesis may not be altered once it has been accepted by the Library Thesis Deposit Office. Thus, it is important that special care be taken in producing this copy. The *Deposit* copy should not be produced until **after** your oral defense of the research and all revisions of the thesis have been made and approved. The *Deposit* copy must conform to the University format specifications described below.

#### UNIVERSITY FORMAT REQUIREMENTS

#### COMMENTS

##### PAPER REQUIREMENT

Standard 20-pound weight, 100 percent rag content, white paper must be used for the *Deposit* copy. The paper size is eight and a half by eleven inches.

Oversize pages up to eleven by twenty-two and a half inches are acceptable if the folded edge is at least one and a half inches from the left edge to permit unfolding and the right edge lines up evenly with the standard eight and a half by eleven inch sheets. (See Appendix B, Sample A.) Oversize pages should not be used unless necessary.

##### TYPEFACE AND QUALITY

Only one typeface may be used throughout the thesis. All text, page numbers, table numbers, figure numbers, captions, references, and footnotes must be in the same typeface. For general text, the type size should not be less than 10 points (usually 12 characters per inch). Variations of the basic typeface and size may be used for symbols or emphasis when appropriate.

Well-crafted text does not often require the use of typeface variations for emphasis. You should avoid using underline, bold, and italic font variations in text for emphasis only. The use of these variations for special symbols or for words with special meaning, however, is appropriate and acceptable. Type sizes larger than 12 points (ten characters per inch) are wasteful of space and paper and should be avoided.

##### SPACING

The vertical spacing of all thesis text, including bibliographic references, should be four lines of text per vertical inch (three lines per inch is acceptable). Long quotations, headings, and captions may be printed at six lines per inch. Multilined and subdivision headings, figure and table captions, footnotes, and endnotes normally are printed six lines of text per inch.

Conventional typewriters and many computer word processors permit specification of vertical spacing by "lines." Using this method, format controls for the preferred four lines per inch would be set for one and a half spacing. Three lines per inch is double-spacing and six lines per inch is single-spacing.

## UNIVERSITY FORMAT REQUIREMENTS

### MARGINS

The following page margins must be observed:

Left Page Margin	1.5 inches
Right Page Margin	1.0 inch
Top Page Margin	1.0 inch
Bottom Page Margin	1.25 inches

## COMMENTS

You should not end a page with a one-line paragraph or with only the first line of text of a paragraph that continues on the following page (commonly called an “orphan”). A paragraph that ends a page of text should contain at least two lines of text or be moved to the following page. A new page of text should not begin with the last line of a paragraph that is carried over from the previous page (commonly called a “widow”). Instead, continue the text one line below the bottom margin and end the paragraph, footnote, or figure caption on the previous page. All tables and figures, including their captions, must conform to the margin requirements. In the rare event that facing pages are required, the right and left margins are reversed.

### PAGE NUMBERING

Every page of a thesis that includes typing or drawing is numbered. Except for the title page, page numbers must be placed on each page of the manuscript. Preliminary pages are numbered consecutively in lowercase Roman numerals. The text and all reference pages, including appendices, are numbered consecutively using Arabic numerals (beginning with 1 on the first page of the text).

The number usually is placed in the upper right corner, one-half inch below the top edge of the page. The last digit of the page number is even with the right margin. Page numbering of the preliminary pages of a thesis is summarized in Figure 1. (See page 5.) The first page in a thesis, the *Thesis Acceptance (G. S. Form 9)*, is not counted or numbered. The title page is the first numbered page (Roman numeral “i”). However, the numeral “i” does **not** appear on the title page. The page following the title page is the first page that has a number (Roman numeral “ii”). Text pages that begin a chapter may have the number placed at the bottom of the page (centered). The word “page” never accompanies the number. In addition, added pages numbered with a suffix (e.g., 2b) are not permitted.

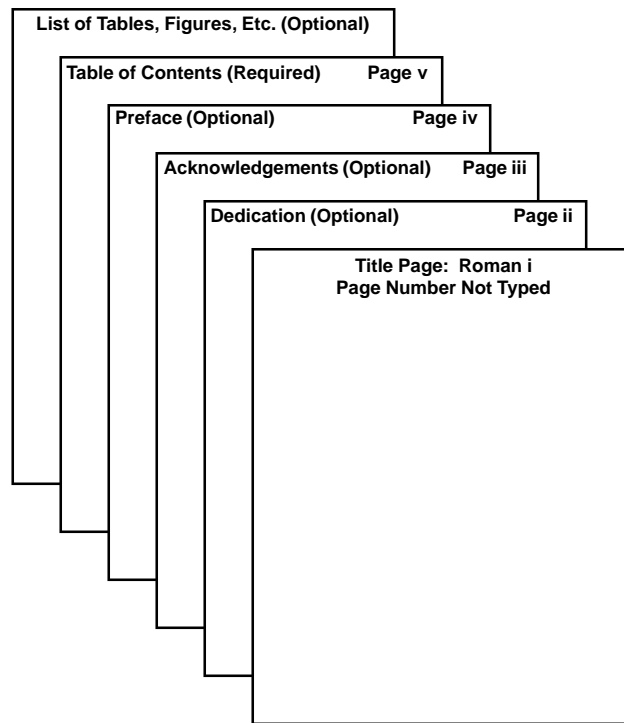


Figure 1: Order of Preliminary Pages

**UNIVERSITY FORMAT REQUIREMENTS**

**COMMENTS**

**TITLE PAGE**

The title page must include the full, official title of the thesis, your full name as it appears in the University records, the title of the degree awarded, and the date the degree is awarded. (See Figure 2 on page 15 for an illustration of a title page.)

The degree title for all doctoral candidates is “Doctor of Philosophy.” The precise degree titles for master’s candidates appear in the “Degrees Offered” table in the *Graduate School* bulletin. The date is the month and year that the degree is actually awarded.

**ABSTRACT**

An abstract consisting of two paragraphs is required. (See Figure 4 on page 17.) The first paragraph contains your name as it appears on the title page but with the last name first, the abbreviation of the degree title, the name of the institution granting the degree, the month and year the degree is awarded, the exact title of the thesis, and the name of the major professor. The second paragraph is a summary of the research, not to exceed 350 words.

The first paragraph of the abstract is printed at six lines per inch (single-spaced). The spacing used in the summary paragraph must be the same as the spacing in the rest of the text. The 350-word limit of the abstract does not include the first paragraph. It has been determined that the use of 25 lines of words within the designated margins would be a safe guideline. Mathematical formulas, diagrams, and other illustrative materials are not recommended for the abstract.

## Chapter Three

### DEPARTMENTAL REQUIREMENTS FOR THE THESIS

The first steps of your graduate program of study begin in your department. It is appropriate that the final steps necessary to graduate with a master's or doctoral degree also begin in your department. When you register for the session in which you are expecting to complete a degree, check "yes" next to the candidate status line on your *Course Request (Registrar's Form 23)*. (See Appendix A for the sequence of steps.) When you are ready to schedule the final examination for the degree, your departmental Graduate Studies Office will provide a form for you to request the appointment of an examining committee and schedule the time for the examination (*Request for Appointment of Examining Committee, G. S. Form 8*).

Each degree-granting department at Purdue has adopted specific format requirements relevant to its discipline. Your departmental Graduate Studies Office will provide the specific format requirements for your department. Note that where there is overlap between departmental style specifications and University format requirements, the University requirements **must** be satisfied. The information below details the steps to be taken in your department that are necessary for you to complete the degree requirements and graduate.

#### DEPARTMENTAL FORMAT APPROVAL

Two options have been made available to departments to determine whether a thesis is in compliance with departmental format requirements.

**APPROVAL BY A DEPARTMENTAL REPRESENTATIVE.** Your department may have selected a single individual as a thesis format adviser. The departmental thesis format adviser will examine the thesis **prior** to the time the *Deposit* copy of the thesis is submitted to the Library Thesis Deposit Office. The departmental thesis adviser will mark and sign the appropriate box on the *Thesis Acceptance (G. S. Form 9)*.

**APPROVAL BY ADVISORY COMMITTEES.** The second option that your department may have selected is to have delegated to the chair of the final examination committee the authority to determine whether the thesis meets departmental format requirements. If that option has been selected by the department, the chair of your final examination committee will mark and sign the appropriate box on the *Thesis Acceptance (G. S. Form 9)*.

#### PROCEDURES

Each departmental Graduate Studies Office has a supply of the *Request for Appointment of Examining Committee (G. S. Form 8)*, which is used to appoint an examining committee **and** to set the time of the final examination for both master's and doctoral candidates. You must submit the *Request for Appointment of Examining Committee* **at least** two weeks prior to the date of the examination. The Graduate School ensures that each member of the examining committee is eligible to serve. Final examinations must be held **before the last week of classes**. When *G. S. Form 8* is approved by the Graduate School, an approved copy of the form is sent to the departmental Graduate Studies Office with the appropriate examination report form and the *Thesis Acceptance (G. S. Form 9)*. When the examination is for the doctoral degree, the departmental Graduate Studies Office also will receive for you a copy of an agreement with University Microfilms International, a survey form on Earned

Doctorates Awarded in the United States (conducted by the National Research Council), and a Graduate School exit questionnaire.

If you are a doctoral candidate, you must complete and submit the University Microfilms International (UMI) agreement to the Library Thesis Deposit Office with the *Deposit* copy of your thesis and the unbound copy that will be sent to UMI. The agreement with UMI provides for publication of the doctoral dissertation in microfilm format by University Microfilms International.

After the final examination for the degree is successfully completed, the chair and members of your examining committee should sign the Graduate School examination report form (*G. S. Form 7* for master's students and *G. S. Form 11* for doctoral students). The report form normally goes next to the departmental Graduate Studies Office. Additional required signatures are secured, and the form is forwarded to the Graduate School. After the examining committee meets, you should prepare a final copy of your thesis. The signed *Thesis Acceptance* is bound with the *Deposit* copy of the thesis. The *Thesis Acceptance* also requires the signature of your departmental thesis adviser or the chair of your examining committee, whichever is appropriate. If the thesis is to be considered confidential, the appropriate box on the *Thesis Acceptance* should be checked by your major professor, and a *Request for Confidentiality of Thesis* (*G. S. Form 15*, available in the Graduate School) should be completed.

The next step is to take the *Deposit* copy of your thesis to the Library Thesis Deposit Office, Room 279, Stewart Center, **before the end of the last day of classes**. Doctoral candidates also must take one unbound copy of the title page and abstract and one unbound copy of the thesis (to be sent to University Microfilms International for microfilming) with the *Deposit* copy. There, your thesis will be reviewed for adherence to the University format requirements described in Chapter 3. If the thesis is acceptable, you will be issued a *Thesis Receipt* (*G. S. Form 16*), which you will take to the Graduate School in Room 170, Young Graduate House, along with the completed National Research Council questionnaire and the Graduate School exit questionnaire, **before** the end of the first working day following the last day of classes.

## Chapter Four

### UNIVERSITY PROCEDURES FOR DEPOSITING A THESIS

Submitting the *Deposit* copy of the thesis to the Library Thesis Deposit Office often is the last prerequisite for receiving the graduate degree. This final copy of a thesis may not be altered once it has been accepted by the Library Thesis Deposit Office. The *Deposit* copy should not be taken to the Library Thesis Deposit Office until **after** the advisory committee members and your department are satisfied that all corrections and editorial changes have been made to the thesis and departmental format approval has been secured. Submission of the document must follow the procedural requirements specified below. (A summary of the steps necessary to complete a degree is in Appendix A.)

#### UNIVERSITY PROCEDURAL REQUIREMENTS

#### COMMENTS

##### PRINTING THE MASTER COPY

The *Deposit* copy of the thesis, the unbound copy of a Ph.D. thesis, the copy for the head of the graduate program in which you are enrolled, and the copy for your major professor must be produced using a computer laser printer or a photocopier machine.

The reason for this requirement is that the photocopier process uses heat to bond a colorant to paper. This process results in a copy that will remain legible for a long period of time. Draft copies of a thesis may be printed using any procedure that produces satisfactory and readable copies for members of your final examining committee. These copies may be produced using a letter-quality impact printer, such as a typewriter, a nine or twenty-four pin computer printer, or an inkjet printer.

##### COPIES

Three bound copies of the final draft of a thesis are required. Only one copy of the thesis, the *Deposit* copy, is deposited with the Library Thesis Deposit Office. Doctoral students must also submit one unbound copy to the Library Thesis Deposit Office. The unbound copy will be sent to University Microfilms International for microfilming. This copy will not be returned.

One copy of the thesis is delivered to the head of your department, unless the thesis is confidential. If the thesis is confidential, the department head's copy must be delivered to the Library Thesis Deposit Office with the *Deposit* copy. The third bound copy is given to your major professor.



## UNIVERSITY PROCEDURAL REQUIREMENTS

### BINDING THE THESIS

The *Deposit* copy must be bound in a black three-hole screw-post binder with a backing strip. The second and third required copies may be bound by any method your department may require or suggest.

### SUBMITTING THE THESIS

Each thesis must be examined to assure that it meets Purdue University's requirements for style, consistency, and appearance. Theses are examined by the staff in the Library Thesis Deposit Office. When the *Deposit* copy of the thesis is accepted, the staff of the Library Thesis Deposit Office will issue you a *Thesis Receipt* (*G. S. Form 16*). The deadline for depositing a thesis is the last day of classes, **before final examination week**, in each session.

### MATERIALS TO BE INCLUDED WITH THE *DEPOSIT* COPY

The following items must accompany the *Deposit* copy: (1) *Thesis Acceptance* (*G.S. Form 9*) signed by all the persons indicated and bound as the first page of the thesis; and (2) a completed *Request for Confidentiality of Thesis* (*G. S. Form 15*) if the thesis is to be placed on the confidential shelf. Doctoral candidates also must provide a signed University Microfilms International (UMI) agreement, one unbound copy of the thesis to be sent to UMI for microfilming, and one extra copy, unbound, of the title page and abstract.

## COMMENTS

Binders and binding services are available at Purdue University Printing Services and at local bookstores. In addition to the required copies, it is a courtesy for candidates to provide a final copy of the thesis to each member of the final examining committee. These copies also may be bound by any method approved by the members of the final examining committee.

Take the bound *Deposit* copy of the completed thesis to the Library Thesis Deposit Office, Room 279, Stewart Center, as far ahead of the deadline as possible. The University format specifications listed in Chapter 3 will be checked there. A thesis that does not conform to the University format specifications will be rejected, possibly resulting in a semester's delay in the awarding of the degree. Theses will be examined on a first-come, first-served basis during regular business hours. Appointments may be made to have a thesis examined during the final week of classes or to meet special needs. (Call 494-2905 to schedule an appointment.) Degree candidates who cannot deposit a thesis during regular business hours may make appointments to turn in a thesis at other hours.

All of the required forms are sent to the departmental Graduate Studies Office upon receipt and approval of the *Request for Appointment of Examining Committee* (*G. S. Form 8*). The *Thesis Acceptance* (*G. S. Form 9*) must be signed by all the members of the examining committee. A *Request for Confidentiality of Thesis* (*G. S. Form 15*) is submitted only if your major professor indicates that the thesis is confidential.

## UNIVERSITY PROCEDURAL REQUIREMENTS

### VITA

Doctoral students are required to include a vita in the *Deposit* copy and unbound copy of their dissertations. The vita section is bound as the last item of the dissertation.

### FORMS TO BE TAKEN TO THE GRADUATE SCHOOL

Take the *Thesis Receipt* issued by the Library Thesis Deposit Office, the National Research Council (NRC) questionnaire, and the Graduate School exit questionnaire to the Graduate School, Room 170, Young Graduate House. You will **not** be cleared to receive your degree unless your thesis has been deposited at the Library Thesis Deposit Office **and** you take your *Thesis Receipt* to the Graduate School.

### GRADUATION AND COMMENCEMENT

Approximately four to six weeks before the end of the session in which you are expecting to receive a degree, the Registrar's Office will send you a letter regarding graduation and commencement.

### FAILURE TO MEET REQUIREMENTS

Extensions and waivers of the deadline to deposit a thesis will **not** be granted. A candidate who fails to meet the final examination and thesis deposit requirements will not graduate and **must** register the following session.

## COMMENTS

The vita should be separated from preceding material by a cover sheet that is neither numbered nor counted. The vita is the last major division of the dissertation (unless followed by a publication).

No extensions or waivers of the deadline for depositing a thesis will be granted. You should plan to leave enough time to make all editorial changes requested by your committee **and** print the *Deposit* copy of the thesis according to departmental and University format requirements. The University strongly encourages you to complete the NRC questionnaire. This survey is part of an important data collecting process that monitors the production of doctorates in the United States. Survey data are important for statistical studies by federal agencies of national trends in doctoral education and of manpower supply and demand. Such studies may influence the funding of research programs and of doctoral fellowships.

You will not actually receive your degree until your thesis has been accepted and you bring the *Thesis Receipt* to the Graduate School, Room 170, Young Graduate House.

For regulations governing this registration, please consult the *Policies and Procedures Manual for Administering Graduate Student Programs* or the Graduate School, Room 170, Young Graduate House.

## Chapter Five

### GENERAL INFORMATION

There is more to a thesis than satisfying the University and departmental format and procedural requirements of the previous sections of this manual. Your major professor and your departmental faculty and staff will help you to meet the tangible requirements of an advanced degree and the intangible basics of conducting and communicating the results of original research in your area of specialization. The information in this chapter focuses on other aspects of the research process. Some issues discussed below are copyright protection and infringement, additional publication of your thesis, and use of unusual materials in a thesis.

#### PUBLICATION BY UNIVERSITY MICROFILMS INTERNATIONAL

Although Purdue University probably is the only entity publishing a master's thesis in its complete form, Purdue is not the only entity publishing the complete doctoral dissertation. Purdue doctoral dissertations are issued as microform documents by University Microfilms International. The dissertation microform fee covers the cost of producing the microform negative, of producing a positive microform copy for the Library's thesis collection, and of publishing the dissertation abstract in *Dissertation Abstracts International*. This monthly journal, subscribed to by leading libraries in this country and abroad, advertises the availability and prices of dissertations abstracted. Copies of the dissertation, in microform or as enlargements on paper, are sold only by University Microfilms International, 1490 Eisenhower Place, P.O. Box 975, Ann Arbor, MI 48106. The sale of a copy of your dissertation will result in a royalty payment to you, provided University Microfilms International or Purdue University has a current address for you. Publication of the dissertation in microform format does not prevent you from publishing your dissertation as a monograph or journal article(s). (See the section on copyright information below.)

#### COPYRIGHT INFORMATION

**COPYRIGHT PROTECTION FOR A THESIS.** If your thesis is to be copyrighted, you must have a letter from your major professor and the head of your department. This letter is to be addressed to the Division of Sponsored Programs of the Purdue Research Foundation, requesting that the thesis be copyrighted, and giving the reasons copyright is considered desirable or necessary. Place the notice, as prescribed by the Division of Sponsored Programs, at the bottom of the title page.

**USING MATERIAL PROTECTED BY COPYRIGHT.** When quoting extensively from copyrighted material, you **must** obtain permission from the copyright holder. There is no precise relationship between the amount of text quoted and the requirement for written permission to use the material. The law governing copyright infringement is based on a principle called "fair use." Ordinarily, if you are planning to quote more than 150 words of continuous text from copyrighted material, you should ask for permission. If the work you are quoting from has significant commercial value (e.g., a standardized test instrument), you should obtain permission to quote any complete or nearly complete text item or section. When your quotation of copyrighted material could have a negative impact on the existing commercial value of that material, obtain the copyright holder's permission. A figure or other graphical material should not be reprinted in your thesis without the author's consent. Permission to use copyrighted material usually is granted on condition that acknowledgment is made. If payment is required, this is your responsibility.

University Microfilms International requires certification that any extensive use of copyrighted material in a doctoral dissertation is made with written permission of the copyright holder. If extensive copyrighted quotations are going to be part of your dissertation, submit with the unbound copy a letter, from the copyright owner(s), that gives approval to use the copyrighted material.

### **CONFIDENTIALITY OF A THESIS**

In special circumstances, contractual obligations, patent or proprietary rights, or other factors may require that publication and distribution of the thesis must be delayed. In such cases, you should include a completed *Request for Confidentiality of Thesis (G.S. Form 15)*, available in the Graduate School, Room 170, Young Graduate House) with your thesis when you submit the *Deposit* copy to the Library Thesis Deposit Office. The department head's copy of a confidential thesis also must be submitted with the *Deposit* copy. Withholding or delaying publication of the research findings in a thesis is a serious matter and should be considered carefully by you and your major professor. Initial requests for confidentiality normally are granted for a period of one year. At the end of the approved period of confidentiality, the thesis will be placed in the library, and the department head's copy will be sent to the department.

### **THESIS WRITTEN IN A FOREIGN LANGUAGE**

Occasionally, the text of a thesis is written in a foreign language. When this is the case, the title page and the abstract must be in English. However, the title of the thesis may appear on the title page and in the first paragraph of the abstract in the same language as the text of the thesis. An English translation of the title may be included in parentheses immediately following the title in the thesis abstract (but not with the title on the title page).

### **USE OF NONPRINT MATERIALS IN A THESIS**

When the content of a thesis consists primarily of other than printed material (e.g., sound recordings, video recordings, motion picture films, slides, etc.), you should include a written account of the development, location, and use of such materials. Report your plans to use these unusual materials to your major professor early in your graduate program. Consult the Graduate School to obtain tentative approval of any extraordinary format. Any such proposed plan must be supported by a letter of approval from your major professor.

### **NONTEXT MATERIALS**

Tables generally are used to list tabulated numerical data, while figures generally are used to present nonverbal material, such as graphs or illustrations. Graphic materials also may be presented with photographic reproductions. Produce tables, figures, or photographs with a word processor or graphics program, and print the materials using a laser printer or a graphics plotter. Produce all tables, figures, and photographs in black and white shades of gray (halftone for photographs), because color graphics do not reproduce well. Freehand symbols or numbers are **not** acceptable. All tables, figures, and printed representations of photographs must be on paper meeting format requirements. Each nontext presentation should be placed adjacent to the related text.

Occasionally, a figure or table may be too large to permit the caption to be typed without violating margin restrictions, or the caption may be necessarily long. In these rare instances, the caption should be placed on a facing page rather than exceeding margin restrictions. Insert a new page with the caption printed slightly above the center of the middle of the page. On the facing page, left and right margin restrictions are reversed. Facing pages are numbered in the upper **left** corner,

and the reverse side of the page is blank and unnumbered. An example of a facing page is in Appendix B.

When a figure or other nontext material is too large to fit on a page, oversize pages up to twenty-two and a half inches are acceptable provided the folded edge is at least one and a half inches from the left edge to permit unfolding. The right edge of the oversize page must be even with the right edge of the standard eight and a half by eleven page. The number on an oversize page appears in the upper right corner as usual. An example is shown in Appendix B.

Tables and figures, including those in the appendices, each have a unique Arabic number and a caption. Tables and figures are numbered consecutively; one sequence for tables (e.g., Table 1; Table 2; etc.) and a separate sequence for figures (e.g., Figure 1; Figure 2; etc.). Tables and figures in the appendices may continue the numbering sequence used in the text or may be numbered A1, A2, A3, etc. Captions should be as concise as possible. Include the caption in the List of Tables or List of Figures. The vertical spacing for a table or figure caption that is longer than one line of text is six lines per inch.

## MULTIVOLUME THESIS

The length of the thesis may require using two or more binders. Separation of thesis pages into volumes should come at the end of a major division. The title page is repeated in each. All title pages are identical except for the words Volume II, etc., just below the title. Title pages of Volume II, etc., are neither counted nor numbered. All other preliminary pages appear only in Volume I. Pages are numbered consecutively starting with page 1 of Volume I through the end of the last volume.

## SUGGESTED STYLE MANUALS

The titles listed below are sources of additional information for the preparation of theses. Some of these manuals have been adopted for use as an official style manual by some academic departments. When the information in these or other sources varies from the University format requirements outlined above, the Purdue requirements **must** be satisfied.

Campbell, William G., Stephen V. Ballou, and Carol Slade. *Form and Style: Theses, Reports, Term Papers*. 8th edition. Boston: Houghton Mifflin, c1990.

Crane, N. B., and Li Xia. *Electronic Style: A Guide to Citing Electronic Information*. Westport, CT: Merkler Publishing, 1993.

Miller, Joan I., and Bruce J. Taylor. *The Thesis Writer's Handbook*. West Linn, OR: Alcove Publishing Company, 1987.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses and Dissertations*. 5th edition. Chicago: University of Chicago Press, 1987.

Other style manuals are published by professional societies of scholarly disciplines. For example, the *Council of Biology Editors Style Manual* is distributed by the American Institute of Biological Sciences. The Modern Language Association publishes the *MLA Handbook for*

*Writers of Research Papers*. These style manuals provide information and stylistic information about the constituent parts of a manuscript. They also list specifications for preparing footnotes and endnotes, use of italics and boldface type, and the preparation of bibliographies and reference lists.

## **PROTECTING THE INTEGRITY OF RESEARCH DATA AND DOCUMENTS**

The research enterprise is a public process. You and other researchers in your discipline should be willing to share sources of information and findings. That is a primary reason for writing and publishing the results of your research. With the availability of computers and the electronic transmission of information, you should pay special attention to protecting and preserving your research data. In many laboratory sciences, personal notebooks are used to keep track of experiments and experimental operations. Should a charge of scientific misconduct ever be made against you, your laboratory notebooks can be used to verify your work. When data are stored electronically on computers, you should take special precautions to protect that data. Make regular backups of the data files. Use passwords to protect your files whenever possible. Taking precautions now can make it far easier to document your research and your claims of primacy of ideas or other work at some future date.

Manuscripts require similar protection. Regular backups and password protection are essential to safeguard your thesis. You would not want a computer failure to interfere with the completion of your degree. You also should keep your manuscript in shorter files. For example, each chapter in this manual was a separate file (with numerous backups). Another important step in protecting your claim to your own research is to keep some intermediate copies of your thesis. Your claim to originality is strengthened if you can produce early versions of your manuscript. These earlier versions of a manuscript can show the development of your ideas and thought processes. In the unlikely event that you are accused of plagiarism, these drafts of your thesis can be crucial evidence in your favor.

To protect your data and manuscripts, you should take some simple precautions. Regular backups were noted above. However, such backups should be on different media. For example, files on a computer's hard drive should be backed up on some other storage media. Newer storage media that write data to compact disks are more secure than floppy disks or hard drives. Although expensive now, the investment may be cost effective for some research projects. Printed copies of files should be dated and stored separately from computer disks.

These precautions may seem excessive, but your research data is quite valuable. Scientists often find themselves going back to earlier data sets to confirm ideas and test new hypotheses. These are likely to be more important reasons to preserve data and manuscripts than the risk of allegations of scientific misconduct or plagiarism. Researchers rarely can predict when new data will shed new light on previous findings or when previous findings may be used to support some new innovative hypotheses. Without copies of early manuscripts of previously collected data, you may be depriving yourself of a valuable resource.

## Chapter Six

### THE PURDUE FORMAT

The following section describes the format specifications in *A Manual for the Preparation of Graduate Theses*, 4th revised edition. Some departments may adopt these format specifications for students preparing theses and dissertations in their programs. For others, this chapter may serve as a guide and example of how to construct a thesis. For example, you may use the title page and abstract descriptions as guides in preparing your own title page and abstract. In addition, the order of presentation of preliminary material, text, and appendices should apply to all theses. **Remember, however, that some of the specific format requirements adopted by your department may differ from what is described below. The format suggestions in this chapter are required only if your department has adopted the “Purdue Format” to meet its format requirements.**

#### PRELIMINARY MATERIAL

**TITLE PAGE.** This section is applicable to **all** theses. The title page is not numbered, but it is counted as page “i” of the preliminaries. The information should be centered between the left and right margins, not the edges of the sheet. For spacing, capitalization, and punctuation, see Figure 2. The title shown must be the full, official title of the thesis. Superscripts and subscripts are not permitted in the title. Your full name as it appears in the University records appears on the title page. The degree title for all doctoral candidates is “Doctor of Philosophy.” The precise degree names for master’s candidates appear in the list of “Degrees Offered” in the *Graduate School* bulletin. The date is the month and year that the degree is actually awarded. (If you have registered for “degree only,” revise the thesis title page to reflect the new date on which the degree is to be awarded.)

**DEDICATION PAGE.** A dedication page is optional. It should be brief and centered on the page. No heading is used. Number this page “ii.” The dedication is not listed in the Table of Contents.

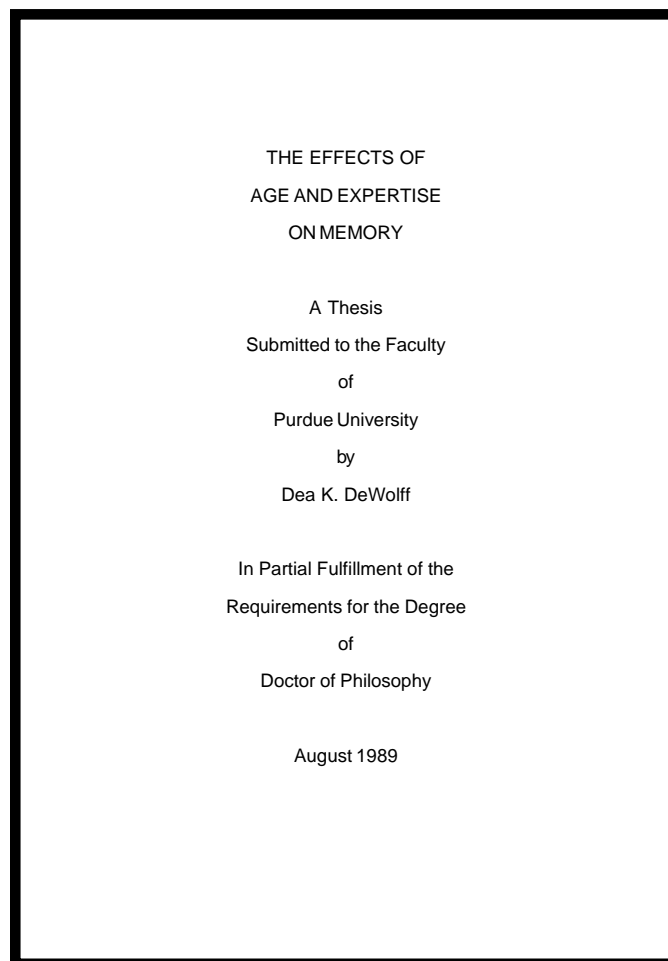


Figure 2: Title Page  
(From DeWolff, 1989)

**ACKNOWLEDGMENTS PAGE.** An acknowledgments page is optional, but most theses include a brief statement of appreciation or recognition of special assistance. The heading **ACKNOWLEDGMENTS**, in capital letters, is centered between the left and right margins, without punctuation or underlining, two inches from the top of the page, and the text begins three blank lines below. The vertical spacing of the text must be the same as the rest of the thesis. Number this page in lowercase Roman numerals. The acknowledgments page is not listed in the Table of Contents.

**PREFACE.** A preface is optional. Check a style manual for material that is appropriate in the preface. The heading **PREFACE**, in capital letters, is centered between the left and right margins, without punctuation or underlining, two inches from the top of the page. The text begins three blank lines below, and the vertical spacing of the text must be the same as the rest of the thesis. Number the pages in lowercase Roman numerals. The preface is not listed in the Table of Contents.

**TABLE OF CONTENTS.** A Table of Contents is required. (See Figure 3.) The heading **TABLE OF CONTENTS**, in capital letters, is centered between the left and right margins, without punctuation or underlining, two inches from the top of the page. The list begins at the left margin, three blank lines below the heading. All material following the Table of Contents is listed in it. No preceding material is listed. The headings of parts, sections, chapters, and their principal subdivisions are listed in the Table of Contents and must be worded exactly as they appear in the body of the thesis. When listing the subdivisions, list the same levels of headings and subheadings consistently for each chapter. Dotted leaders are required between headings and page numbers. If the Table of Contents continues beyond one page, allow a one-inch top margin on successive page(s). The word **Page** should be typed above the listing of the page numbers. Number the Table of Contents pages in lowercase Roman numerals.

**LIST OF TABLES.** The heading **LIST OF TABLES**, in capital letters, is centered between the left and right margins, without punctuation or underlining, two inches from the top of the page. Number the List of Tables page in lowercase Roman numerals. The list begins at the left margin, three blank lines below the heading. The List of Tables contains exactly the same numbers and captions as appear above the tables in the text and in the appendices. If the List of Tables continues beyond one page, allow a one-inch top margin on the following page(s). The format for the List of Tables is the same as for the Table of Contents.

TABLE OF CONTENTS		iv
	Page	
LIST OF TABLES .....	v	
ABSTRACT .....	vi	
INTRODUCTION .....	1	
Memory in the Elderly .....	2	
Statement of the Problem .....	17	
METHOD .....	19	
Design .....	19	
Subjects .....	19	
Materials .....	20	
CHAPTER 3 RESULTS .....	24	
Demographic Variables .....	24	
Age .....	24	
Health .....	26	
Bridge Expertise .....	27	
Bridge Knowledge .....	27	
Summary .....	29	
DISCUSSION .....	41	
REFERENCES .....	52	
APPENDICES		
Appendix A .....	57	
Appendix B .....	65	
VITA .....	77	

Figure 3: Table of Contents  
(Adapted from DeWolff, 1989)



Type the word Table above the listing of the table numbers and captions. Type the word Page above the listing of page numbers.

**LIST OF FIGURES.** The heading LIST OF FIGURES, in capital letters, is centered between the left and right margins, without punctuation or underlining, two inches from the top of the page. Number the List of Figures page in lowercase Roman numerals. The list begins at the left margin, three blank lines below the heading. The List of Figures contains exactly the same numbers and captions as appear below the figures in the text and in the appendices. If the List of Figures continues beyond one page, allow a one-inch top margin on successive page(s). The format for the List of Figures is the same as for the Table of Contents. Type the word Figure above the listing of figure numbers and the word Page above the listing of page numbers.

**LISTS OF SYMBOLS, ABBREVIATIONS, NOMENCLATURE OR GLOSSARY.** Lists of symbols, abbreviations, or nomenclature or glossary may be appropriate for some theses. If needed, these lists appear after lists of tables and figures. Number these pages in lowercase Roman numerals. Follow a form that would be acceptable in the field of study. If the glossary is more than two pages, it may be placed at the back of the thesis between the notes and the bibliography. Place one and a half spaces (double-spacing is acceptable) between entries and single-line spacing within each entry.

**ABSTRACT.** An abstract is required. (See Figure 4.) The heading ABSTRACT, in capital letters, is centered between the left and right margins, without punctuation or underlining, two inches from the top of the page. The first paragraph begins three blank lines below the heading, is single-spaced, and begins at the left margin. It must contain your name as it appears on the title page but with the last name first, the abbreviation of the degree title, the name of the institution granting the degree, the month and year the degree is awarded, the title of the thesis (wording and punctuation to agree exactly with the title page), and the name of your major professor.

Follow the first paragraph with a statement of the thesis problem, a brief exposition of the research, and a condensed summary of the findings. The vertical spacing must be the same as the spacing in the rest of the text. Mathematical formulas, diagrams, and other illustrative materials are not recommended for the abstract. The maximum length of the abstract is 350

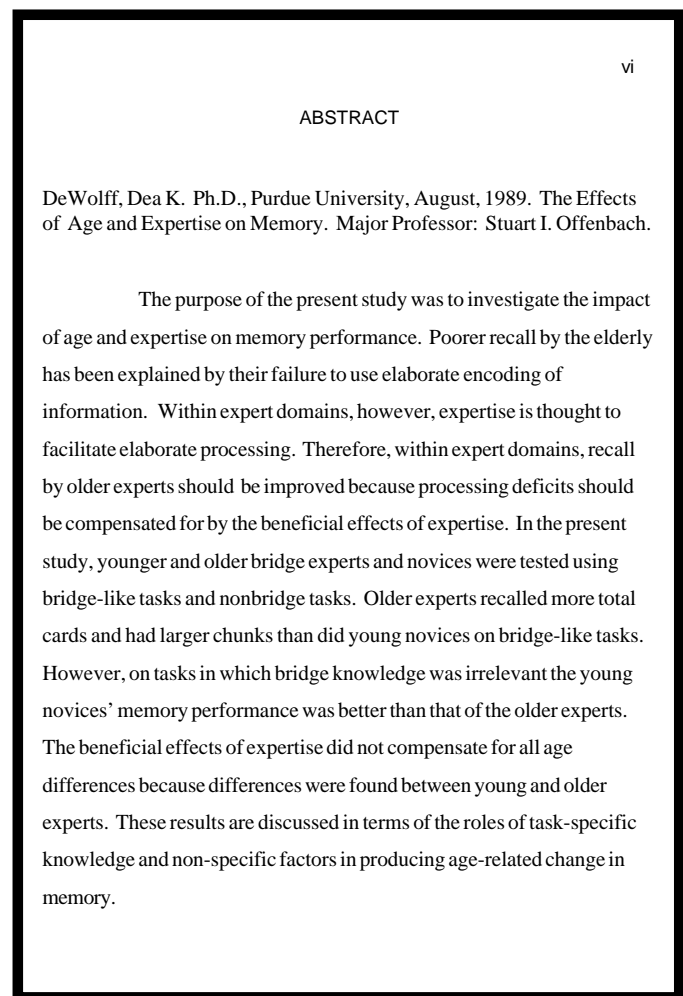


Figure 4: Abstract  
(From DeWolff, 1989)

words; this total does not include the first single-spaced paragraph. It has been determined that the use of 25 lines of words within the designated margins would be a safe guideline. Number abstract pages in lowercase Roman numerals.

**PAPER FOR PUBLICATION.** Some departments require that a publishable paper, based on the thesis, be included in the thesis. Your major professor will direct your preparation of this paper.

There are two ways of handling the paper. It may be placed in the thesis immediately following the abstract. The pages of the article are then numbered in lowercase Roman numerals to continue the sequence of the preliminary pages. The journal article also may be placed after the vita, in which case Arabic page numbering is continued to the end of the article. In either case, the journal article is preceded by a cover sheet that is neither numbered nor counted. The heading PUBLICATION, in capital letters, is centered on the cover sheet without punctuation or underlining.

The article should be listed in the Table of Contents as PUBLICATION (or if there is more than one, PUBLICATIONS). If the title of the article is listed in the Table of Contents, it should be shown as first order subdivision. The journal article pages must conform to the margin requirements for the text of the thesis. A publisher's off-print or page proof is **not** acceptable.

## TEXT

The text of the thesis follows the preliminaries. A standard scheme for organizing the thesis consistently into chapters and sections should be adopted and used throughout the thesis. For a thesis divided into parts, there are some special instructions. If several chapters are grouped to form a part, the heading (such as PART ONE, PART TWO, etc.) and title are written in capital letters and centered on a separate divider sheet. The divider sheets are numbered and counted. The names of the parts are listed in the Table of Contents as major headings with their page numbers. Immediately following each divider sheet is the first page of the first chapter of each part. This page must carry the chapter number and title printed in capital letters, centered, and placed two inches from the top of the page. Chapters should be numbered consecutively throughout the thesis regardless of subdivision. For a thesis divided into major divisions and subdivisions, the format and positioning of titles and text for each division through fourth order subdivisions is shown in Figure 5.

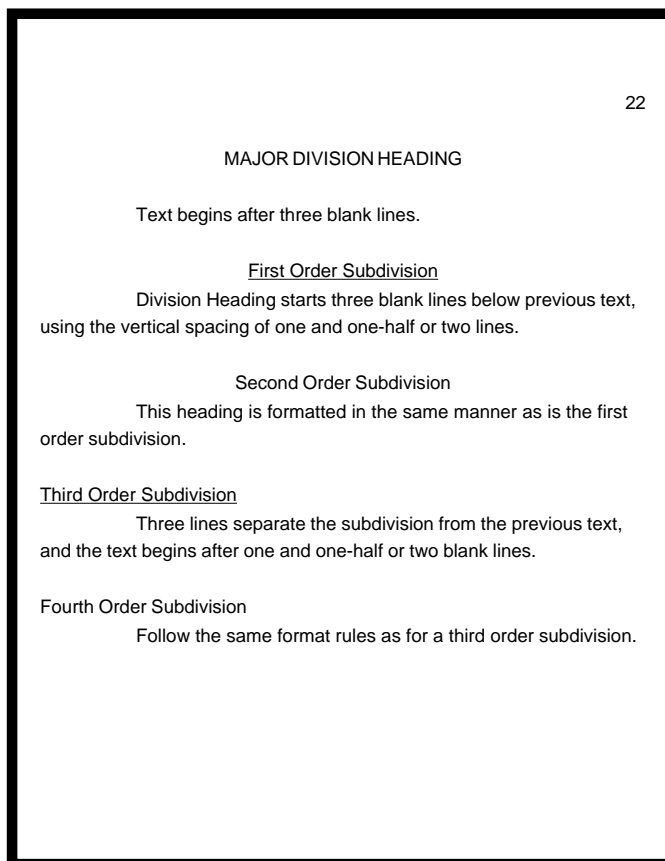


Figure 5: Format of Subdivisions (Adapted from *A Manual for the Preparation of Graduate Theses*, Fourth Revised Edition, Purdue University)

**INTRODUCTION.** The introduction may precede the first chapter or major division of the thesis. In this case, the heading INTRODUCTION, in capital letters, is centered without punctuation or underlining, two inches from the top of the page. The text begins three blank lines below the heading. Begin the page numbering with Arabic numeral 1 on the first page of the text. The introduction may instead be the first chapter of the thesis, in which case the word INTRODUCTION is the title of the first chapter or major division, and its placement is consistent with other chapter titles. Finally, the introduction may be an opening statement of the first chapter and require no special treatment or heading. If the thesis is divided into parts or sections and if the introduction serves to introduce the entire thesis, it precedes the divider sheet for PART ONE. The title on the divider page is PART ONE, and it is centered without punctuation or underlining on the page. The divider page must be counted and numbered. If each part has its own introduction, any one of the first three ways described above for the entire thesis could be used for each part.

**BODY.** The body of the thesis is the substance of the dissertation, the comprehensive statement of the research.

**SUMMARY AND CONCLUSIONS.** The summary and/or conclusions often are the last major division(s) of the text.

**RECOMMENDATIONS.** You may include recommendations as a major division if the subject matter and research so prescribe.

## **REFERENCE MATERIAL**

The reference materials are to be divided into the following divisions:

**BIBLIOGRAPHY OR LIST OF REFERENCES.** The bibliography or list of references contains sources that were consulted during the course of the research. The heading BIBLIOGRAPHY or LIST OF REFERENCES, in capital letters, is centered without punctuation or underlining on the cover sheet, which is neither counted nor numbered. The heading is repeated on the first page of the bibliography, two inches from the top of the page, centered and without punctuation or underlining. The vertical spacing of the bibliography or list of references is the same as the rest of the thesis between entries. Within an entry, vertical spacing is six lines per inch (single-spacing). The last entry on the page should not be divided between pages. If there is not enough room for the complete entry at the bottom of the page, start the entry at the top of the next page.

Occasionally, a second method of handling a bibliography or list of references is used. The bibliography or list of references may be placed at the end of each chapter of the thesis and is then treated as a first order subdivision. The heading begins one-inch from the top of the page.

In some departments, theses are composed of separate and distinct parts. Each part has a bibliography or list of references that is placed at the end of the part. In this instance, the bibliography or list of references should be treated as a major division and listed in the Table of Contents. The heading BIBLIOGRAPHY or LIST OF REFERENCES is in capital letters without punctuation or underlining and is centered two inches from the top of the page. Standards for the presentation of bibliographies are set forth in the style manuals or will be prescribed by your major professor.

**APPENDICES.** Appendices are not necessarily a part of every thesis. An appendix is used for supplementary illustrative material, original data, computer print-outs, and other material that is not necessarily appropriate for inclusion in the text of the thesis. Appendices must meet the left margin requirements of one and one-half inches, but not necessarily the requirements for the top, bottom, and right margins. The appendix section is separated from the preceding material by a cover sheet with the heading APPENDIX (or if there is more than one, APPENDICES) in capital letters, centered, and without punctuation or underlining. This sheet is neither counted nor numbered.

If there is only one appendix, it should be treated as a major division in the Table of Contents and in the appendix section. The heading APPENDIX (and title, if any) is listed in the Table of Contents as a major division heading. Within the appendix section, the heading APPENDIX is centered and typed two inches from the top of the page. If the appendix has a title, it will be typed below the word APPENDIX, centered, and in capital letters. If there is no room for the appendix heading on the first page, the cover sheet will suffice.

If there are two or more appendices, each appendix is treated as a first order subdivision in the Table of Contents and in the appendices section. List each appendix heading (the word Appendix, the letter, and if it has one, the title) in the Table of Contents under the major heading APPENDICES. Within the appendices section, each appendix heading is shown one-inch from the top of the first page of the individual appendix. Treat each appendix heading as other first order subdivision headings are treated in the text. If separate sheets are used to identify individual appendices, they are numbered and counted. The appendix heading is centered on the page.

Appendix tables and figures must be numbered, have unique captions, and be included in the List of Tables and List of Figures. The same rules apply to appendix tables and figures as apply to tables and figures in the text.

**NOTES AND FOOTNOTES.** In handling notes and footnotes, the main requirement is consistency. When the notes are placed at the end of each chapter, they are treated as first order subdivisions and begin one-inch from the top of the page. The heading Notes is listed in the Table of Contents. When the notes are deferred to the end of the text, they are treated as a major division, and the major division heading NOTES appears in the Table of Contents. When footnotes are used, care should be used to keep the entire footnote with the page on which it is referenced. Footnotes may be single-spaced.

**VITA.** A vita is required only in a doctoral dissertation. The vita is separated from preceding material by a cover sheet that is neither numbered nor counted. The heading VITA, in capital letters, is centered on the page without punctuation or underlining. The word VITA is repeated, centered, two inches from the top of the first page of the section. The vita is the last major division of the Table of Contents and in the thesis unless followed by a publication.

## APPENDICES

## APPENDIX A

### Sequence of Steps Required to Complete a Graduate Degree

1. When you preregister or register for the session in which you expect to receive the degree, check that you will be a “candidate” on your *Course Request (Registrar’s Form 23)*.
2. Obtain from your departmental Graduate Studies Office a copy of the format specifications for your department and a *Request for Appointment of Examining Committee (G. S. Form 8)*. These specifications must be followed in preparing the final copy of your thesis. Request the appointment of the examining committee **at least** two weeks prior to the date the examination is to be held. Because the Purdue University Senate has prohibited examinations during “dead week” (the last week of classes), all final examinations **must be held before the last week of classes**. You are expected to give copies of your thesis to the members of your examining committee **at least** two weeks prior to the examination.
3. Your departmental Graduate Studies Office will receive, from the Graduate School, confirmation that the scheduled examination has been approved, the appropriate examination report form, and the *Thesis Acceptance (G. S. Form 9)*. (Dates during “dead week” will not be approved.) When the examination is for the doctoral degree, your departmental Graduate Studies Office also will receive for you a copy of an agreement with University Microfilms International, a survey form on Earned Doctorates Awarded in the United States, and a Graduate School exit questionnaire.
4. Pass the final examination. All members of your committee should sign the examination report form and the *Thesis Acceptance*. (Committee members may not wish to sign the *Thesis Acceptance* until requested changes have been made in the thesis.)
5. When the *Deposit* copy of the thesis is prepared, have the appropriate individual (chair of the examination committee or the departmental thesis adviser) examine your thesis. That individual must sign the *Thesis Acceptance*.
6. Have the *Deposit* copy of the thesis bound and take it to the Library Thesis Deposit Office in Room 279, Stewart Center, **before the end of the last day of classes**. Doctoral candidates also must take the completed University Microfilms International (UMI) agreement, one unbound copy of the title page and abstract, and one unbound copy of the thesis with the *Deposit* copy. The unbound copy of the thesis will be sent to UMI for microfilming. The staff of the Library Thesis Deposit Office will check the thesis to determine if it conforms to the University format requirements. If the thesis is acceptable, you will be issued a *Thesis Receipt (G. S. Form 16)*. If your thesis is to be held in confidential status, you must submit a *Request for Confidentiality of Thesis (G. S. Form 15)* along with the *Deposit* copy of your thesis. This form is available in the Graduate School, Room 170, Young Graduate House. No changes may be made to the thesis after it has been deposited.
7. Take the *Thesis Receipt*, the completed National Research Council questionnaire, and the Graduate School exit questionnaire to the Graduate School, Room 170, Young Graduate House, **before** the end of the first working day following the last day of classes.
8. If the thesis does not satisfy University format requirements by the deadline, you **must** register during the next session to receive the degree. Waivers of the deadline will **not** be granted.

APPENDIX B

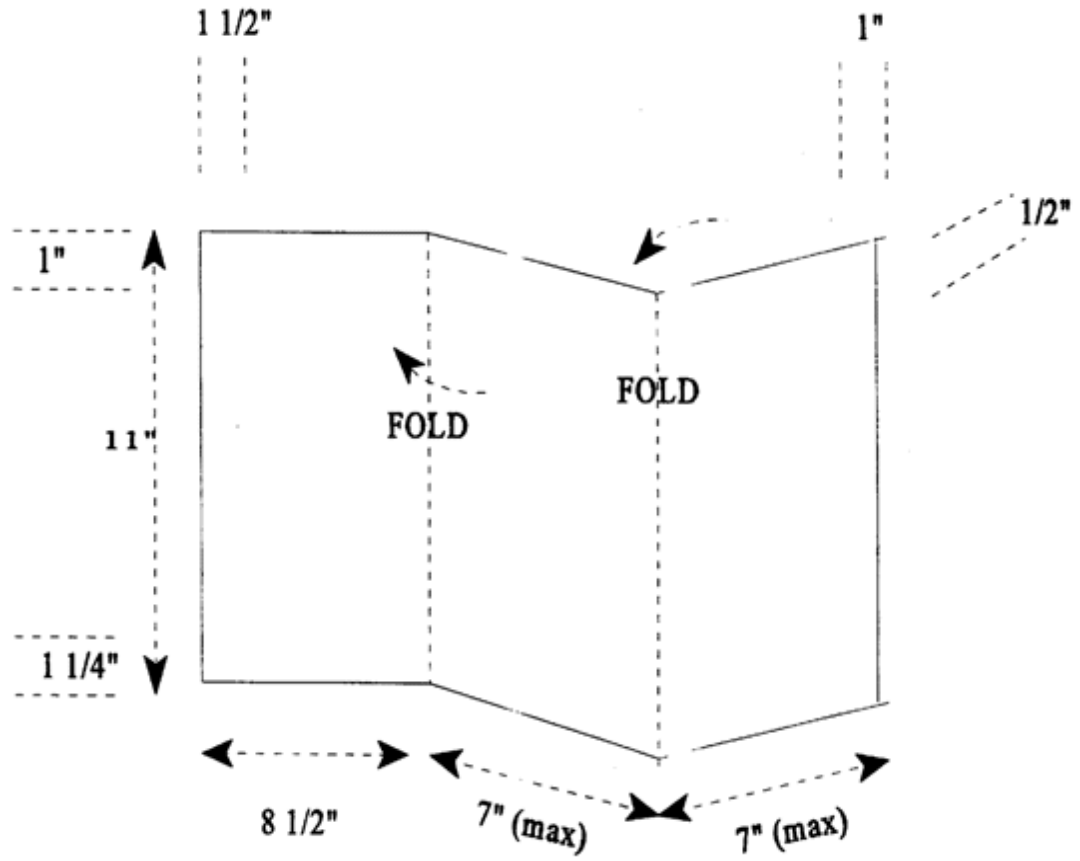
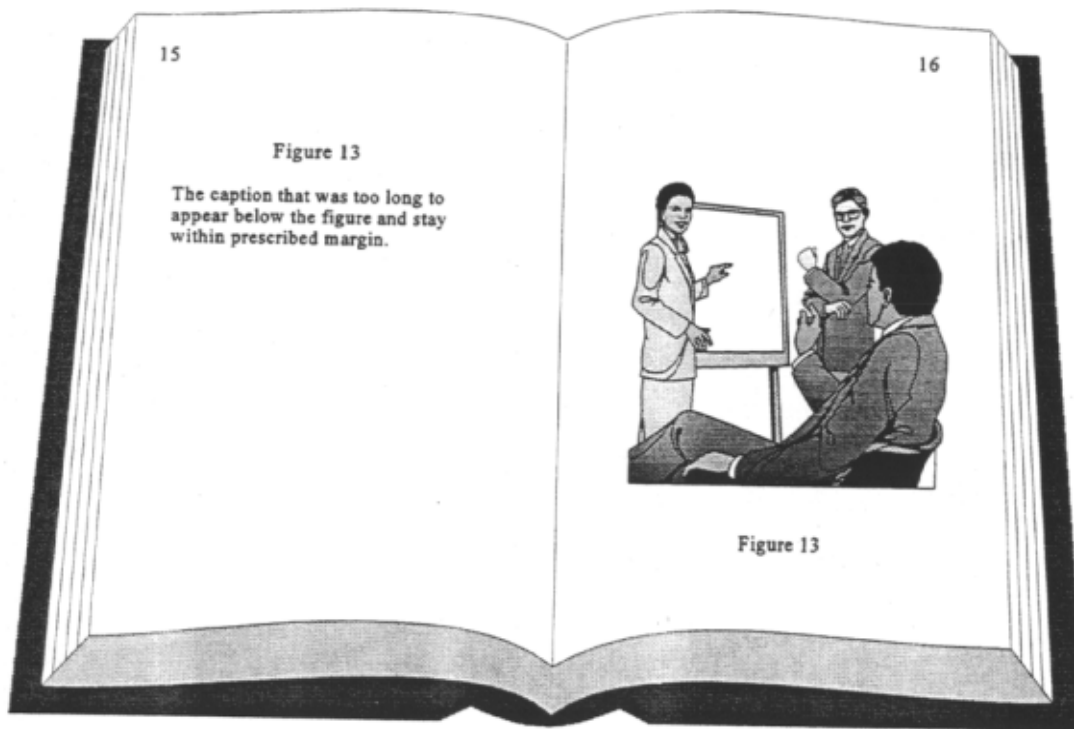
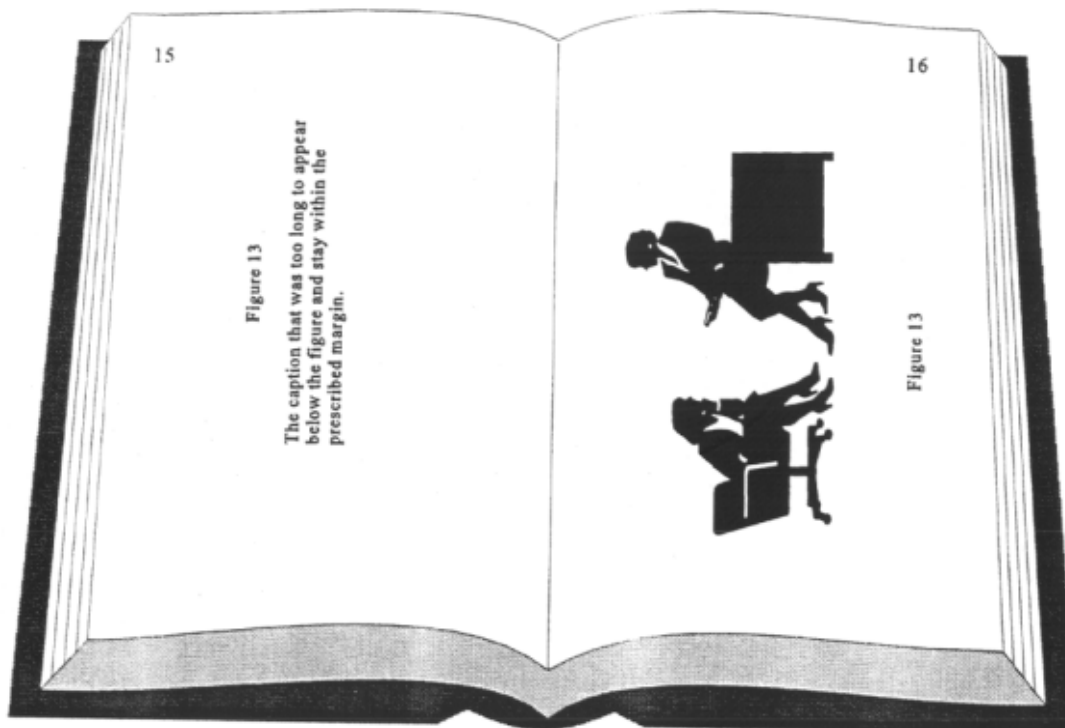


Figure 6: How to Fold an Oversize Page



Sample A



Sample B

Figure 7: Numbering an Inserted Facing Page for Figure Caption