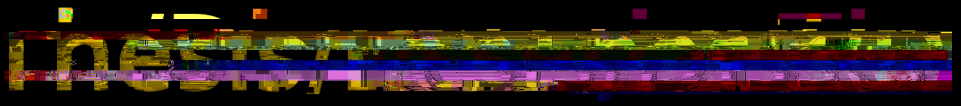
Formatting Your Thesis/Dissertation

Topics Covered

- IUP Thesis-Dissertation Manual
  - Latest edition is available online
- Formatting Thesis or Dissertation
  - Title Page, Table of Contents, etc.
- APA 6th edition
- MLA 8th edition
- IUP Thesis-Dissertation Website
- iThenticate Plagiarism Software

Formatting Your



General Points & Getting Started Right

Formatting Thesis/Dissertation

- General Points (cont'd)
  - DO NOT create separate Word documents for each chapter.
    - This is a major headache when putting them together
    - Especially difficult if you are using chapter end notes (English Literature &Criticism students)
  - Use Section Breaks to control page numbering
  - Use Page Breaks to start a new page for each chapter

Formatting Process

- After you have completed your thesis/dissertation, you must submit your document for format review.
- Process:
  - After submission to grad-research@iup.edu, it is sent to the

Front Matter

Follow the IUP Thesis-Dissertation Manual

Front Matter: Title Page

Front Matter: Title Page

- Your Name

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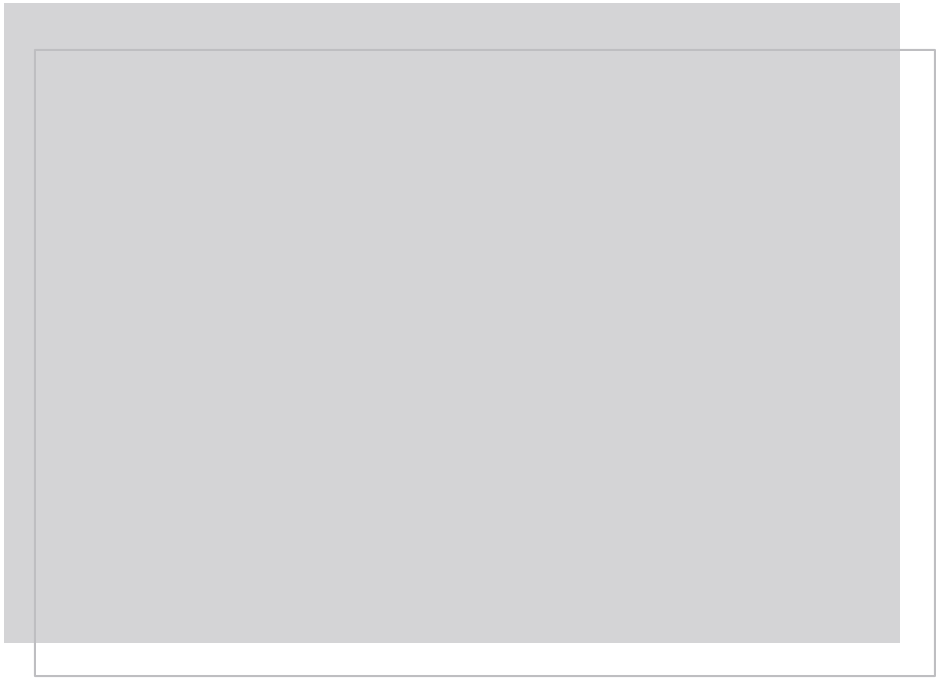
- Optional
- Name should match exactly with the name on the title and abstract pages
- Page number appears
  - Starts at ii
  - Use roman numerals



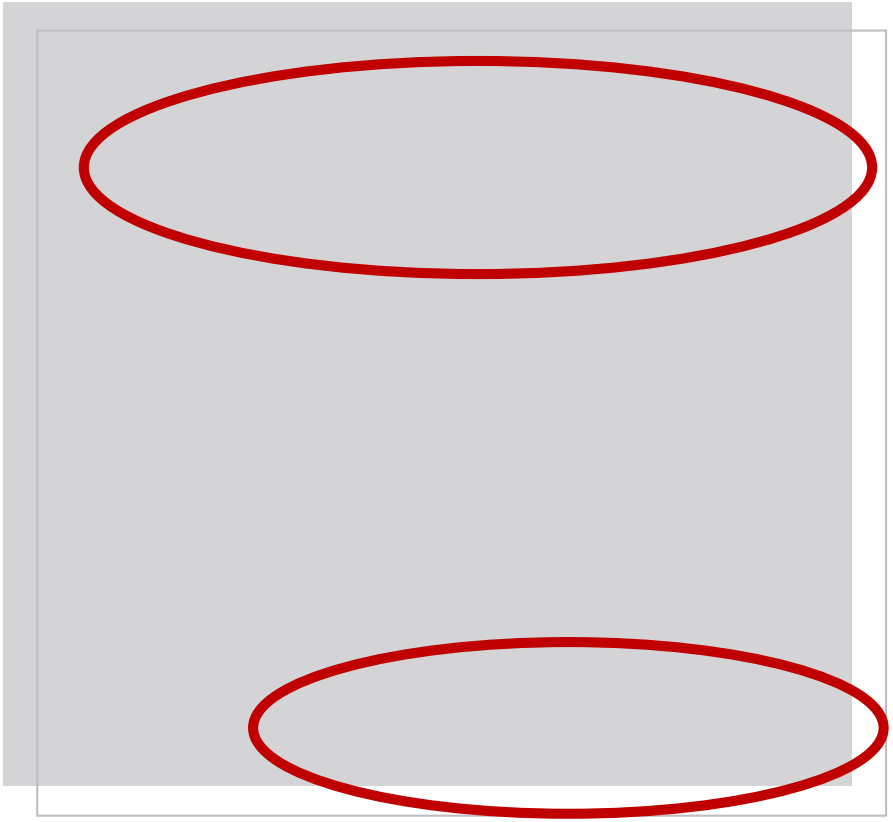
Front Matter: Signature Page

To save time later, we ask that you submit your signature page to us at least 5 business days before your defense to avoid errors prior to final signing by your committee . That way if changes do need to be made, you won't have to track down your committee to sign a revised copy later.

There are now sample signature page templates for each department/ degree on the Thesis-Dissertation website

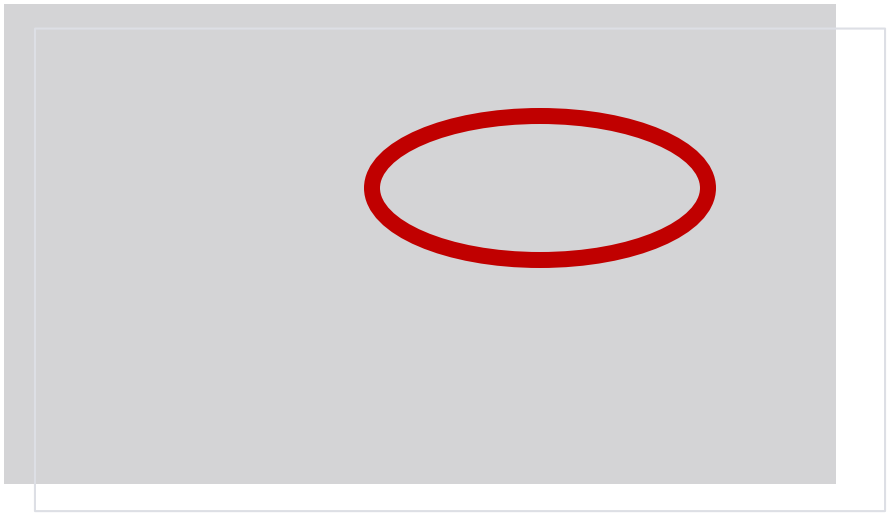
Front Matter: Signature Page

- Top of page
  - University name
  - College name (without "the")
  - Department name

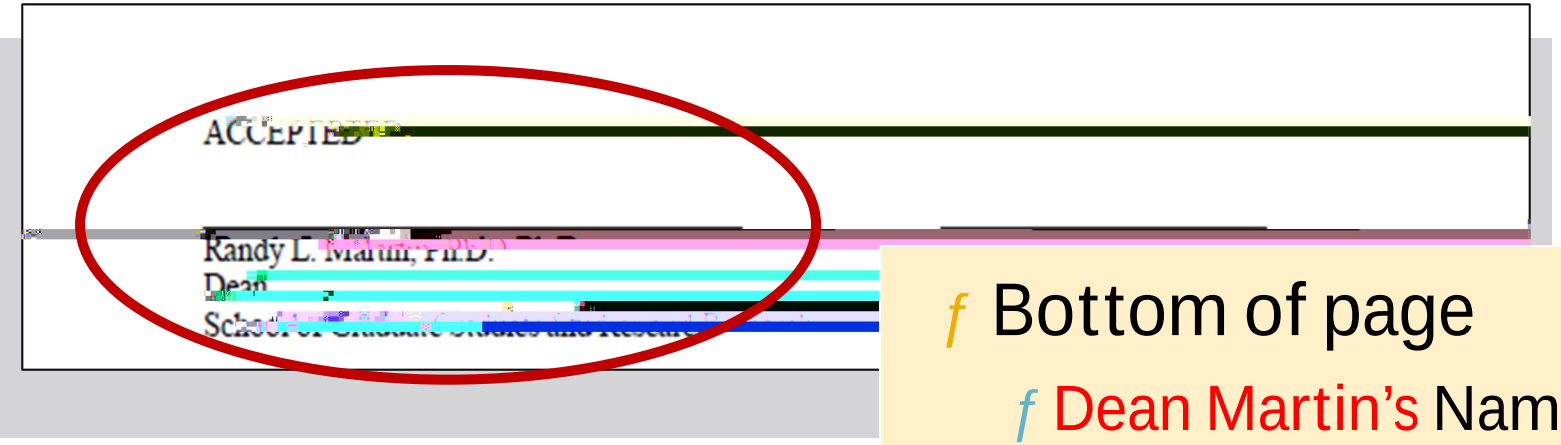


Front Matter: Signature Page

- Committee Signatures
  - Make sure the committee members on the RTAF are the same on the signature page
  - If your committee has changed since your RTAF
    - Submit a Committee Change Form
  - Make sure committee degrees and titles are correct and include the word “Advisor” or “Chair” after your Advisor’s name



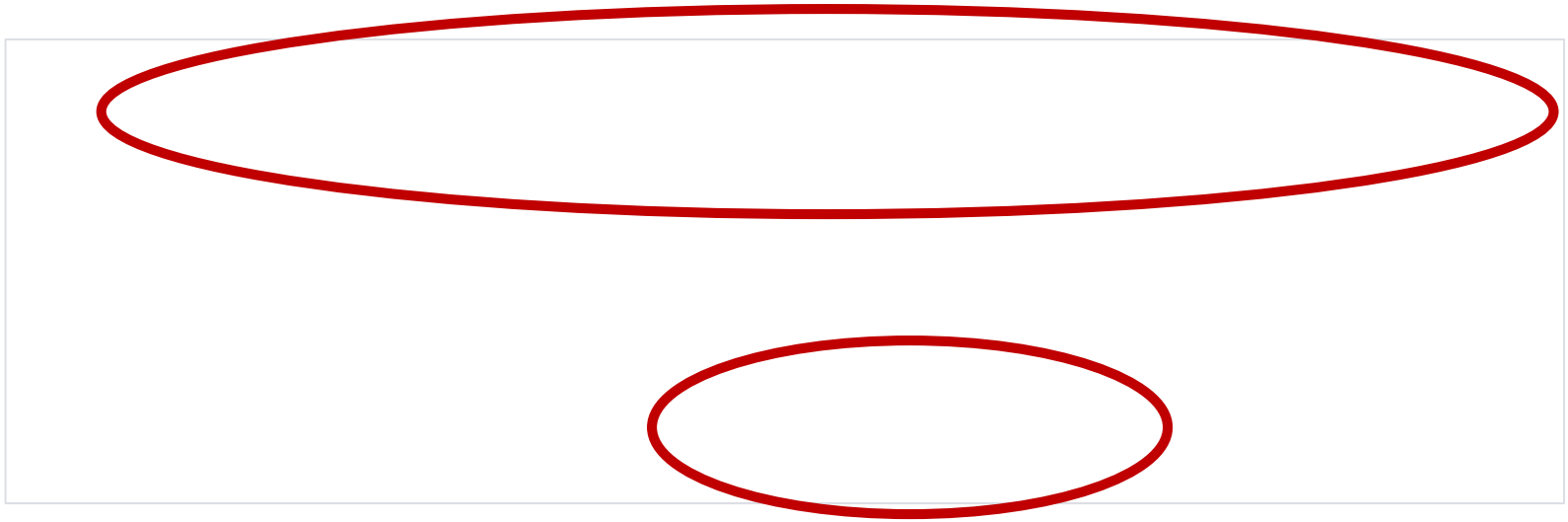
Front Matter: Signature Page



- Bottom of page
  - Dean Martin's Name, not Dr. Creely's name
  - Leave room for him to sign
  - "School of Graduate Studies and Research (without "the")

Front Matter—Abstract Page

- Title must match with title page
  - Use Title Case rather than ALL CAPS
  - Single Space multiline titles
- Your name as it appears on the title page—be consistent.
- Single space committee member names and include middle initials if they appear on the signature page.



From Mathematical Abstract to Page

- Abstract maximum

[illegible]

- This page is optional
- “ACKNOWLEDGMENTS” should appear at the top of the page, centered, ALL CAPS, not bolded
- Otherwise free form
- No word or page limit
- Dedications, if any, should appear in this section and not in a separate section
- Still use roman numerals for page numbers

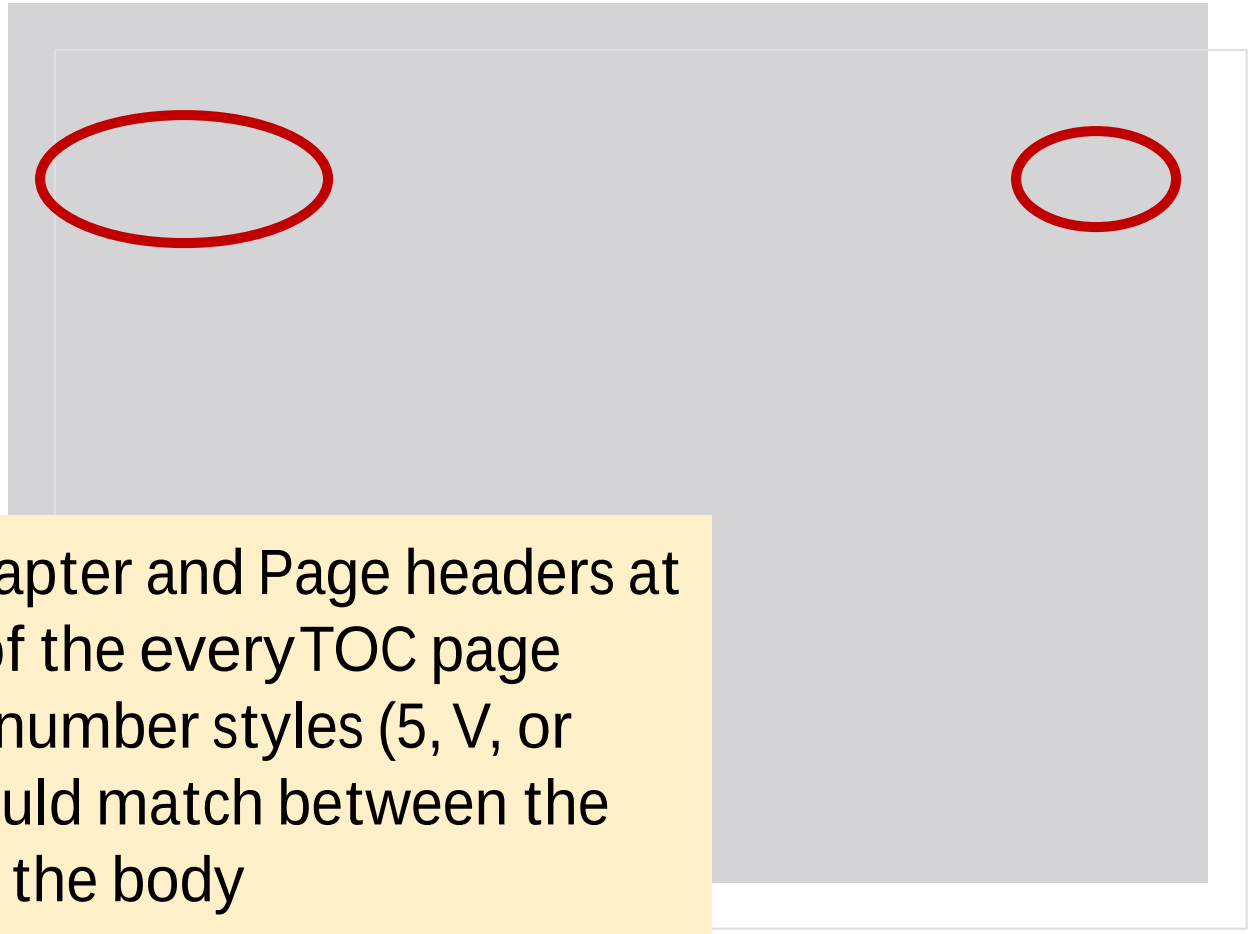
Front Matter: Table of Contents

- Center the TABLE OF CONTENTS at the top of the page in ALL CAPS

- Use Dot Leaders to manually create the TOC following the example in the IUP TD Manual.

- While you may use automatic heading formats in Word, the IUP Thesis and Dissertation Office Staff does NOT recommend using Word to automatically generate a TOC.

Front Matter: Table of Contents

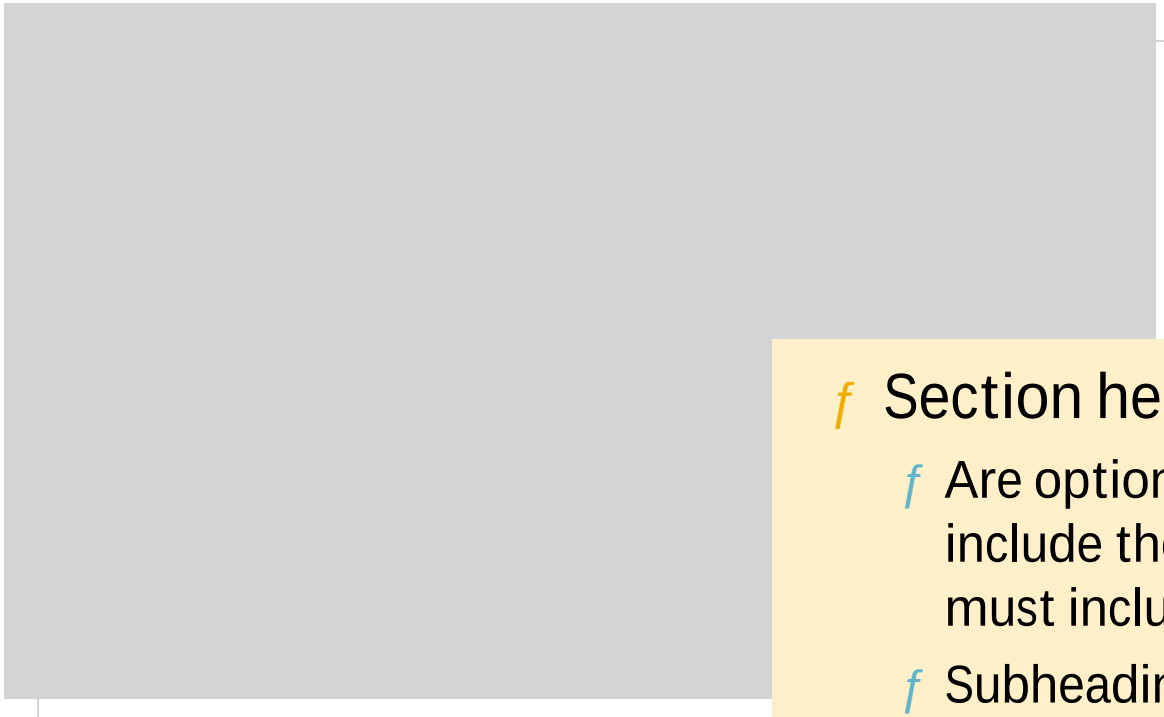


- Place Chapter and Page headers at the top of the every TOC page
- Chapter number styles (5, V, or Five) should match between the TOC and the body

Front Matter: Table of Contents

- Chapter titles should be in ALL CAPS and be preceded and followed by blank lines

Front Matter: Table of Contents



- Section headings
  - Are optional on the TOC, but if you include them for one chapter you must include them for all chapters
  - Subheadings must match exactly between the TOC and the body (including punctuation and ca2.5 (n4135 (29,)0.8 t)-1.3 acli in 1947)

- List of Tables & List of Figures
  - Each is a separate page
  - Similar format to the TOC
    - LIST OF TABLES (or LIST OF FIGURES) centered & ALL CAPS
    - Create headings of Table (or Figure) and Page, and df80 Td [od

Formatting the Body

Formatting the Body

- Body should be double spaced
-

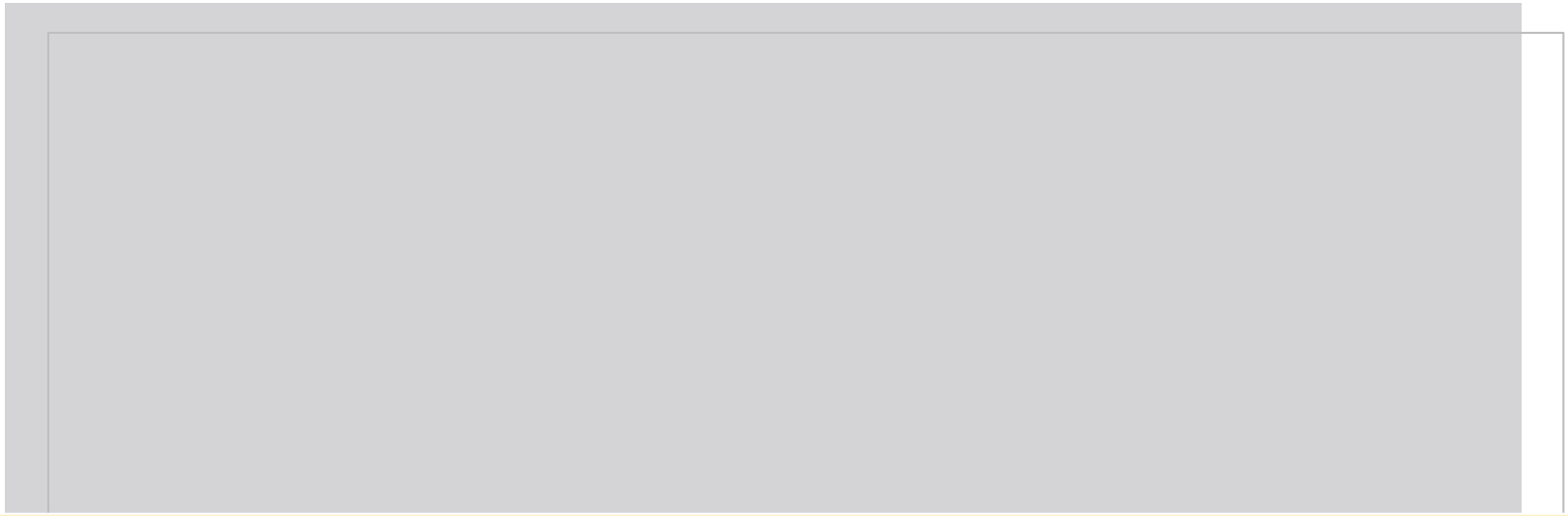
Formatting pages

- Beginning on page one of the body, pagination starts over with Arabic numerals (use a section break)
- Use the same font style and size as the document font.

Formatting a Paper

- Margins should generally be one inch on all sides
  - Leave an inch and a half on the left side if p.5 ( )-sx5W n7eS0.7 (i)1./b ( )5

Formatting Tables



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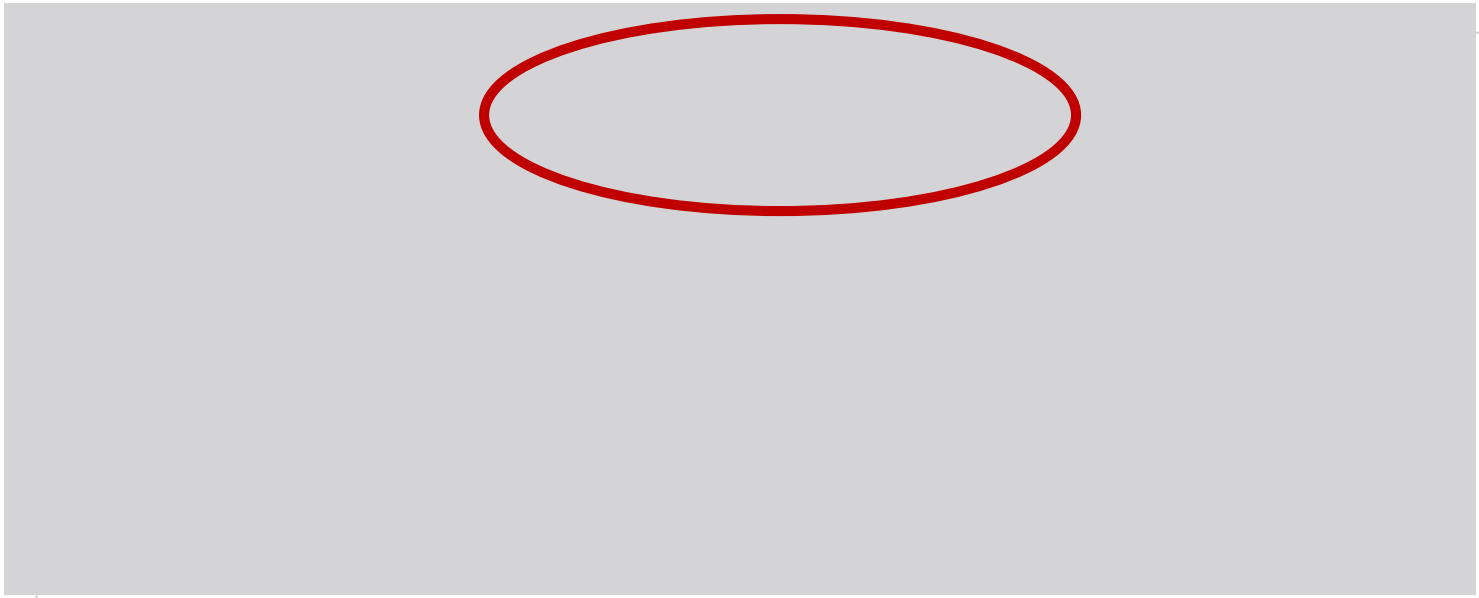
Formatting Figures

- Figure number and caption should appear below the graphic
- In APA 6th Edition
  - Figure number should be in italics followed by a period. Figure caption is not italicized, and the first full sentence serves as the figure caption to be listed on the LOF.
- In MLA 8th Edition
  - Figure number is not italicized and is abbreviated as Fig.
- Additional information can appear after the caption

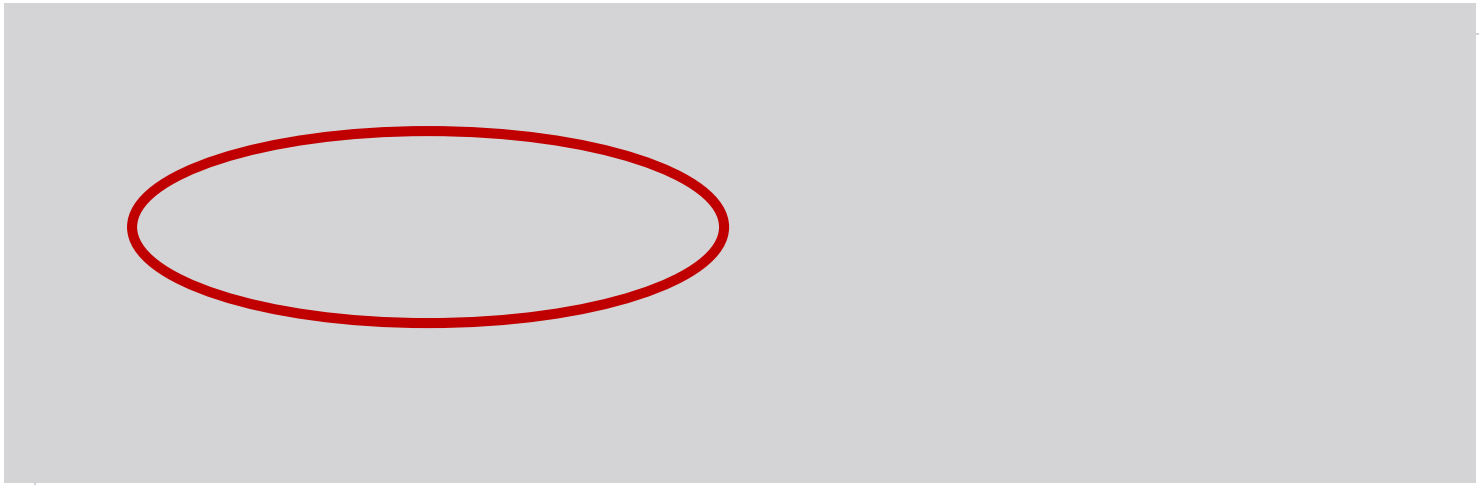
- In MLA 8th edition:
  - Indent when the quote is 4 lines or longer
  - Indent a half inch from left margin, double space
- In APA 6th edition:
  - Indent when the quote is 40 words or more
  - Indent a half inch from left margin (same as a paragraph), double space
- Do not use quotation marks

- Level 1 section heading is centered, in Title Case, and boldface



- Level 2 section heading is left-aligned, in Title

- Level 3 section heading is indented, boldface, in lower case paragraph, and ends with a period



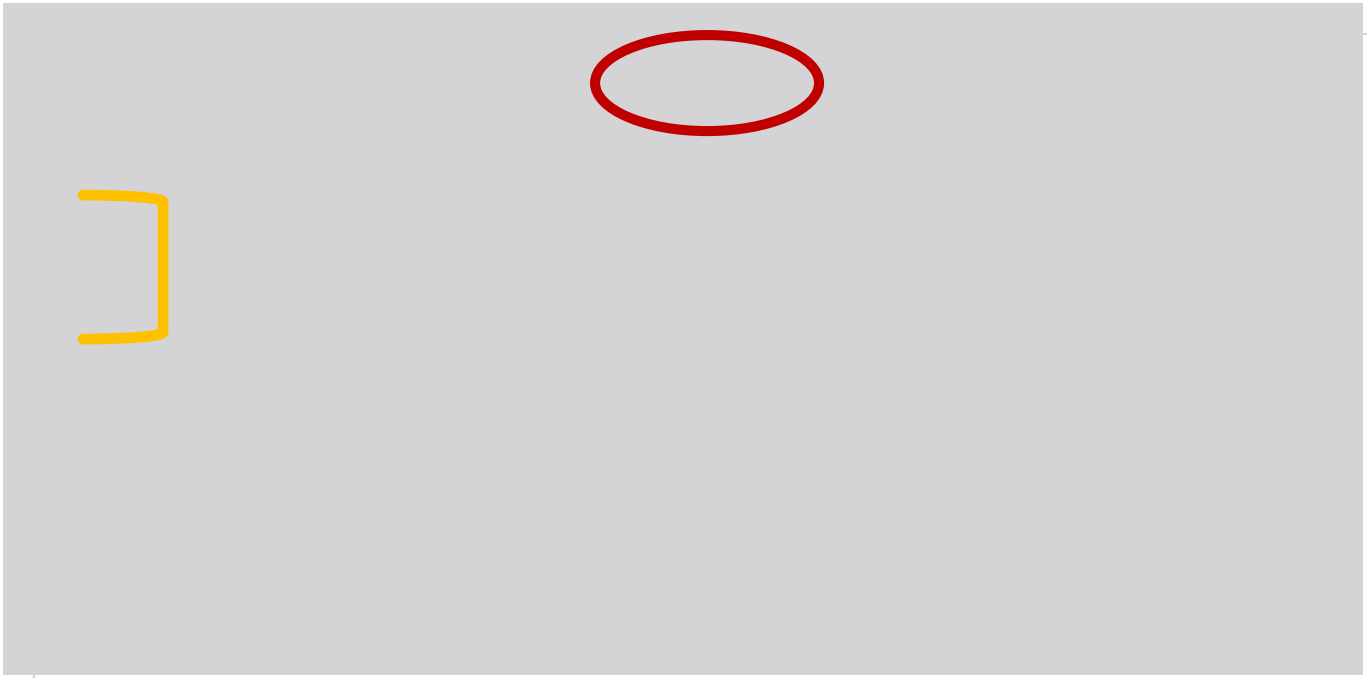
- Level 4 section heading is indented, boldface, italicized, in lower case paragraph, and ends with a period. Body text begins right after the h

- *Level 5 section heading is indented, italicized, in lower case paragraph, and ends with a period.* Body text begins right after the heading.

APA 6th Edition

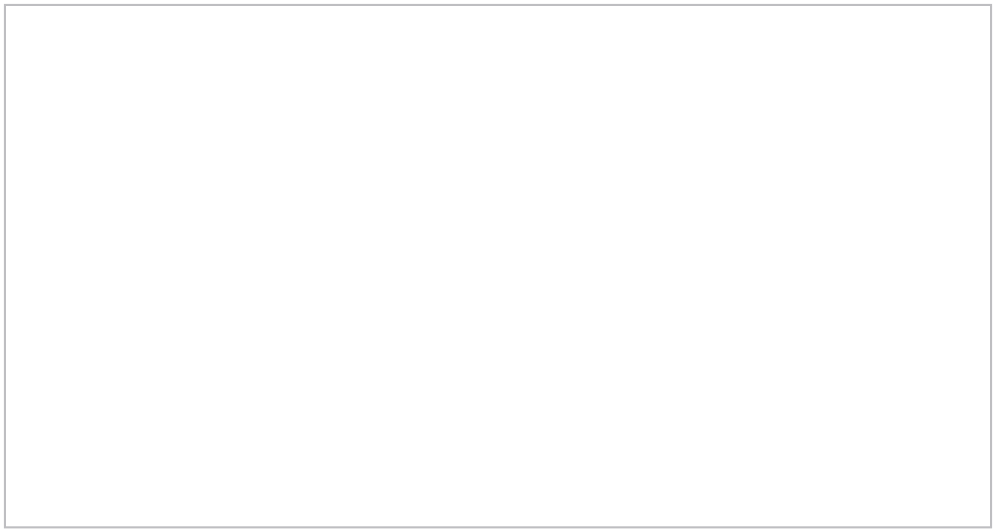
Reference List

Reference List in APA 6th Edition



- “References” centered at top of page (not in ALL CAPS or bolded)
- Indent additional rows of references one-half inch

Reference List . . APA 6th Edition



- Order entries on the References list alphabetically by author surnames
- Order several works by the same author chronologically by the publication date
- For entries that begin with the same surname, single-author entries precede multiple-author entries, even if the multiple-author entry was published first
- Multiple entries by the same exact author(s) and with the same publication date are arranged alphabetically by title and differentiated from each other with lowercase letters following the year (i.e. 1991a and 1991b)

Reference List in APA 6th Edition

- Author Names
  - Reversed, with first and middle initials (with a space between initials)
  - Separated by a comma and an ampersand (&) even if there are only two names

Reference List: APA 6th Edition

- Date Formats
  - A period appears after publication year (in parentheses)
  - For conferences, include the month in the publication year
  - The publication month and day are included for newspaper & magazine articles

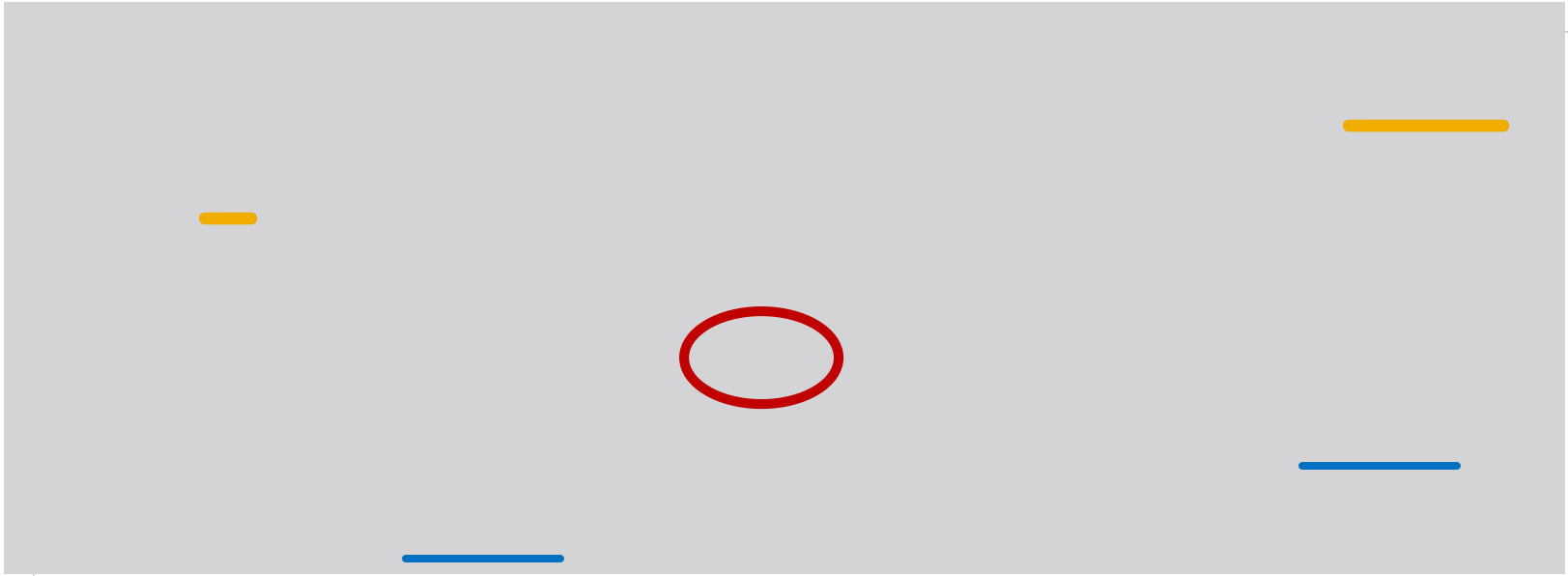
Reference List: APA 6th Edition

- Journal Titles
  - Italicize and use Title Case on journal titles
  - After the title, add a comma, then the journal volume in italics
  - Immediately follow with the issue number in parentheses, not in italics, then another comma
  - Then include the page range followed by a period

Reference List in APA 6th Edition

- Edited Books
  - After the chapter title, start with the word “In”
  - The editor names are not reversed, separated by commas if more than two, and an ampersand
  - Immediately followed by “(Ed.)” (Plural if 2 or more) then a comma
  - Then the book title in sentence case, italicized
  - The page range, volume, and edition information all appear in the same set

Reference List: APA 6th Edition



- Publisher Information
  - Include publisher city and two-letter state acronym or country name
  - Omit unnecessary words from publisher name (e.g., Co., Inc., Publishers, etc.)
  - Omit publisher state when it is included in the publisher name

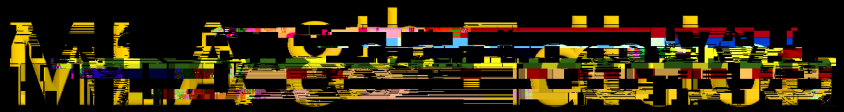
Reference List in APA 6th Edition

Reference List: APA 6th Edition

- Universal Resource Locator (URL)
  - No punctuation after a URL
  - Put “Retrieved from” before the URL – retrieval dates are not necessary
  - For stable file locations (i.e. PDFs), include the whole URL
    - Otherwise do not include the whole URL; simply provide the URL to the site homepage
  - Do not include database information

Reference List in APA 6th Edition

- Citing Theses & Dissertations
  - Unpublished documents
    - Treated like a published book
    - Document type in parentheses (followed by a period)
    - Name of institution, comma, location (followed by a period)



Works Cited

Works Cited – MLA 8th Edition

What Has Not Changed from MLA 7th Edition

- --- for multiple entries by same author
- Cross references, except put pp. before page range
- Need to include database name, but don't need Access date

Works Cited – MLA 8th Edition

The Container System

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Works Cited – MLA 9th Edition

What is a Container?

- The journal that publishes an article
- The book that includes a chapter, article, story, poem, etc.
- The website that posts an article, figure, definition, etc.
- If your citation includes multiple containers (like a journal article on a database), italicize

Works Cited – MLA 8th Edition

The Works Cited Page

- "Works Cited" centered at top of page
  - Optional "Works Consulted" list for works not directly cited in the thesis/dissertation
- Indent subsequent lines 1/2 inch
- Double space throughout

Works Cited – MLA 8th Edition

Ordering on the Works Cited Page

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Works Cited – MLA 9th Edition

Names

- Reverse the name of the first author (Last Name, First Name) but list additional authors normally (First Name Last Name)
- If there is an editor or translator, spell out the name(s)
- Pseudonyms are given like author names (includes Twitter handles, etc.)
- If NO AUTHOR, start with title. DO NOT USE ANONYMOUS
- If more than 3 authors, you can only use the first author's name, followed by et al., but the in-text citation must also use et al.

Works Cited – MLA 9th Edition

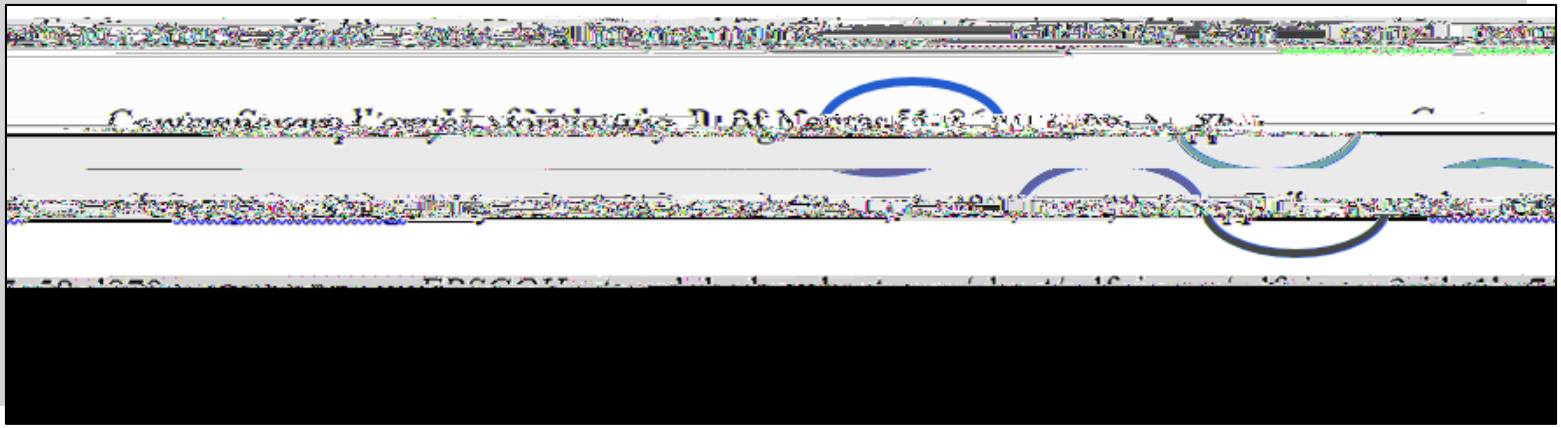
Versions

Works Cited – MLA 8th Edition

Publishers

- If multiple publishers seem to be equal, list both separated by a slash (/)
- Omit business names like Company (Co.), Incorporated (Inc.), and Limited (Ltd.)
-

Works Cited – MLA 8th Edition



Page Ranges and Web Locations

- Write page ranges after "pp."
  - For page ranges, you can abbreviate the second of the two numbers, but only when the first digit of each is the same.
  - For example: Instead of pp. 805-810, it would be pp. 805-10 (always keep the last two digits)
- Write URL address or doi: after comma that follows publication date
  - Don't include http:// before URL address
  - For doi #s, write as doi:xxxx – you should end with a period (it won't mess with the doi number, unlike a URL address)

Works Cited – MLA 9th Edition

Dissertations and Theses

- List the author.
- Then, list the title in italics.
- Then, add the date of publication.
- Optionally, you can include the institution and a label (PhD dissertation, MA thesis, etc.)

- Also, if you accessed the work with a database or repository, include the second container at the end of the citation.

Plagiarism Software

iThenticate Plagiarism Software

- As of March 2013, the School of Graduate Studies and Research now uses iThenticate

iThenticate Plagiarism Software

- Here is a list of common FAQs about the software, what it checks, and the process of submission to iThenticate. This information also appears on the IUP Research page of the IUP website. An e-mail was sent out to all graduate students informing them of the implementation of iThenticate.

iThenticate Plagiarism Software

- Each thesis/dissertation is uploaded to iThenticate and once processed it is given a % number of matching content
  - The number of matching content on this page does not determine if the student will be contacted about missed citations or paraphrasing issues
  - Each student will have a different % number and there are filters to help determine the matching content

iThenticate Plagiarism Software

- Filters appear at the top of this text-only report that will reduce the % number of matching content
  - Once the filters have been applied the largest matches are checked in the document to see if there are any instances of missed citations, missing quotation marks, paraphrasing issues, or plagiarized content.
  - This page is downloadable as a pdf file and is sent to the student with the other format review documents providing there were no issues that need to be addressed to the student before a format review is completed

The Art of Planning Software

iThenticate Plagiarism Software

- If the reviewer finds missing beginning or ending quotation marks around flagged content where ending or beginning quotation marks appear, it will be noted in the Word document during format review
- If the reviewer finds 1-3 instances of missed citations/paraphrase issues from the same 1-2 sources in the document, it will be noted in the Word document during format review and the student will need to make the appropriate changes
- Keep in mind that changing one or two words in a quotation does not constitute a paraphrase in any style-guide. All direct quotations need to appear in quotation marks and be given the proper citations

iThenticate Plagiarism Software

- If the reviewer notices a high number of matching content from a source/s:
  - If it appears to be simply incorrect paraphrased content and a few missed citations:
    - The student will receive a Word document of their submitted thesis/dissertation with track changes and comments of each citation that needs to be fixed before a format review is completed

iThenticate Plagiarism Software

- An e-mail with the Word document is sent from Dr. Hilliary Creely, Assistant Dean for Research, to the student, full thesis/dissertation committee, graduate coordinator for their department, anort (i)-2.w (d)-06.787.7742 Tt, (M (d)-06 (e)1.3

Wrap-Up

Final Thoughts & Suggestions

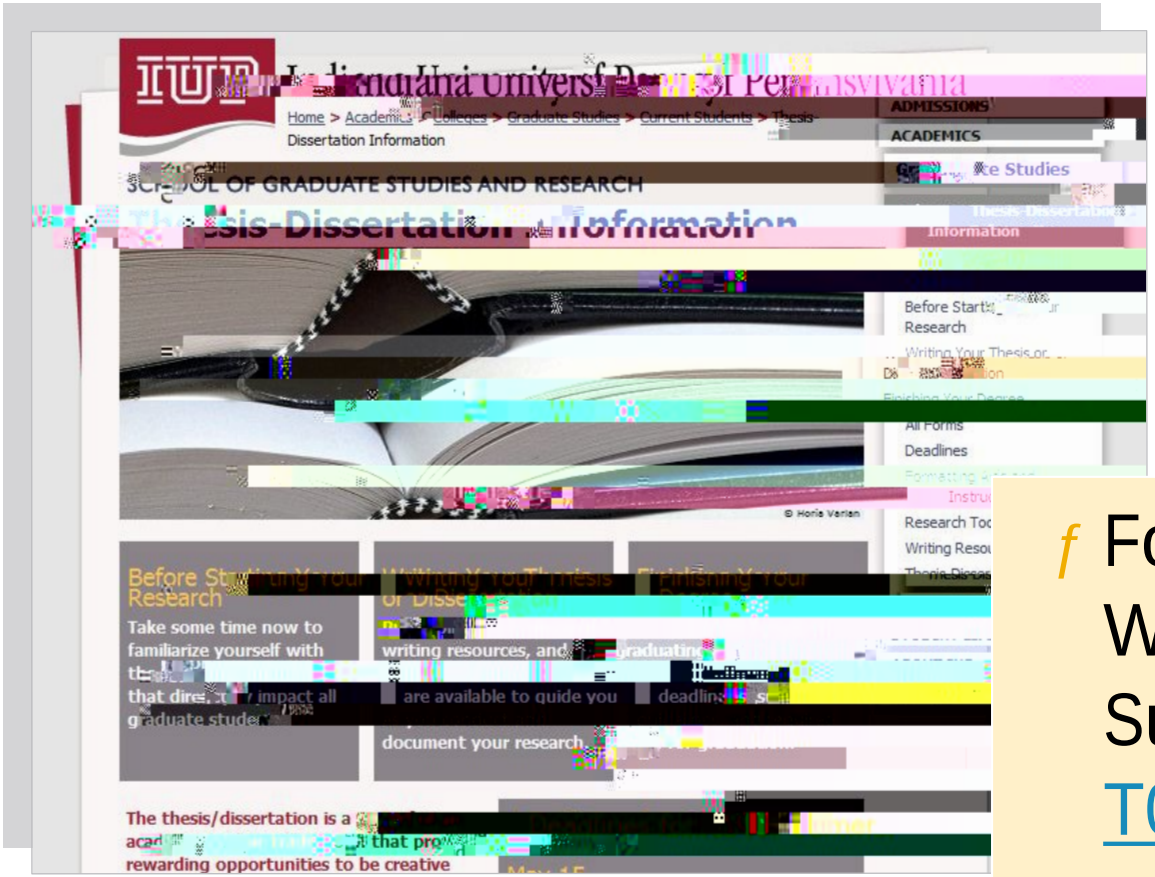
Wrapping Up

- Do you need IRB? IACUC?
  - Are you dealing with human or animal subject?
  - Apply L (g)-1.1 k (?)-1.1 o de /Lbl E/MinkD 19 BD2 0.376

Need more help?

- Graduate Editing Service/Writing Center
  - http://www.iup.edu/writingcenter/graduate-editing-service/
  - For use before you defend
  - Writing and grammar
  - GES: Online submissions vs. Writing Center (walk-in)
    - Note: GES requires advisor approval

Wrapping Up



- Follow Steps for Writing and Submitting on the T001 4443.7g l223.4 .111

Wrapping Up

"A good dissertation is a completed one."

~ Dr. Sharon Deckert

Former Director of Graduate Studies in Composition and TESOL
Department of English
Indiana University of Pennsylvania