

Thesis/Dissertation Submission and Formatting Requirements



Graduate School

WASHINGTON STATE UNIVERSITY

It is the student's responsibility to familiarize themselves with, and adhere to, these requirements.

This document outlines processes and requirements for the successful submission of a thesis or dissertation to the Graduate School and completion of an advanced degree at Washington State University. Additionally, pages 5 – 25 of this document include samples of correctly formatted pages from a thesis or dissertation.

Before the Final Examination

Students planning to take the final oral defense of their thesis or dissertation should obtain a copy of the *Deadlines and Procedures for Graduate Degrees* available on the Graduate School's "Current Students" website. Take care to select the correct deadlines document for your degree.

Prior to the semester in which you plan to graduate:

- Ensure your Program of Study is completed correctly and submitted to the Graduate School at the beginning of the semester prior to when you will take an exam.
 - For example, a student planning to graduate in Spring 2022 must submit their completed Program of Study at the beginning of Fall 2021.
 - Due to the time constraints involved, those planning to graduate in Summer must submit the completed Program of Study at the beginning of the prior Fall term.

During the semester in which you plan to graduate:

- Enroll in at least 2 credits of your research (700, 701, 702, 800).
- Apply for graduation in myWSU before the deadline.
 - Candidates must apply for graduation, including paying the associated fee, prior to submitting a final examination scheduling form.
 - Instructions are available at <http://gradschool.wsu.edu/graduation-application/>
- Submit the *Scheduling Exam: Doctoral/Thesis Final, Non-thesis Final, and Preliminary Exams* form found on the forms page of the Graduate School website.
 - Completed and signed forms must be submitted to the Graduate School no later than 10 business days before the examination. The Graduate School will not process late forms.
- Submit a full draft of your thesis or dissertation to the Graduate School no later than 10 business days before the examination.
 - Navigate to www.dissertations.wsu.edu and follow the on-screen directions to upload your draft into ProQuest. Please note that any optional services you elect to receive from ProQuest must be paid for when uploading your draft.
- Submit a full draft of your thesis or dissertation to your department to serve as the "Public Copy" no later than 5 business days before the examination.
 - As a state-funded institution of higher education, you must make a "Public Copy" of your work available in your department's main office for visual inspection by any member of the public. Viewers may not take copies, scans, photographs, or any kind of facsimiles of "Public Copy" dissertations or theses.

- Departments are to destroy the “Public Copy” immediately upon conclusion of the final examination.

Scheduling the Final Examination

Students schedule their final examination through the Graduate School by applying for graduation and submitting a completed and signed *Scheduling Exam: Doctoral/Thesis Final, Non-thesis Final, and Preliminary Exams* form (see above). Final examinations must conform to the following:

- Exams are held during regular business hours for the university, Monday – Friday, between 8:00 am and 5:00 pm, and excluding holidays.
- Final exams cannot exceed 2.5 hours in length.
- All committee members must attend.
 - The Graduate School encourages committee members to attend the exam in person whenever possible; however, at minimum one committee member must be in the same room as the student and the committee chair, who serves as the Graduate School liaison for the exam, must be able to see the exam’s proceedings. ¹
 - When committee members arrange to attend an exam from a remote location, it is the student’s responsibility to work with their department to schedule rooms and/or arrange for equipment and distance connections as needed.
- Students using research involving human subjects, animal subjects, biohazardous materials, radioactive materials, and/or recombinant DNA must provide documentation that the appropriate research review board at WSU has reviewed the project and issued an approval or exemption.
 - Attach a copy of the approval/exemption notice from the review board to the examination scheduling form upon submission to the Graduate School.

A portion of the exam scheduling process involves completing a review of your draft thesis or dissertation. **Candidates must consult their committee to determine the particular citation style appropriate for their field of study.** Once determined, follow this style guide carefully and consistently throughout your dissertation/thesis.

Though students must follow the style guide most appropriate for their discipline, the Graduate School also enforces a series of formatting requirements to ensure a level of professionalism and consistency across all theses and dissertations written at WSU. **Wherever a conflict occurs, students must give precedence to the Graduate School’s formatting requirements.** These are described in depth on pages 5 – 25 of this document, as well as in the *Thesis and Dissertation Template* available on the Graduate School’s forms website.

Your Final Examination

Specifics of final examinations vary widely across the university. Please refer to your department and your student handbook for any questions regarding your final examination.

All final examinations at WSU are open to the public. Anyone may attend any presentations and/or question and answer periods, though they are not allowed to ask questions of their own

¹ PANDEMIC ADDENDUM: The Dean of the Graduate School has temporarily authorized exam attendees to all be socially distanced and attend via Zoom. There is currently no requirement that a member of the committee be in the same room as the student for the examination.

or to disrupt the exam proceedings in any way. Members of the public must leave the room when the committee discusses the exam's outcome but may return for the announcement of the outcome.

After the Final Examination

Your committee chair will gather written ballots from your committee and report the examination's outcome to the Graduate School. Meanwhile, students are responsible for completing several requirements within 5 business days of passing their final examination:

- Upload a PDF into myWSU containing your correctly formatted title page, abstract page(s), and signature page from your thesis/dissertation.
 - myWSU electronically routes your submission to your department and each member of the committee. Your faculty must approve these pages within myWSU and have the document delivered to the Graduate School within 5 business days of your defense.
- Submit a signed and witnessed *Hold Harmless Agreement and Copyright Acknowledgment Form* to the Graduate School.
 - You must complete and sign this form in the presence of any permanent WSU faculty or staff member, who must also sign as a witness. Documents without a witness signature are considered invalid.²
 - Students wishing to embargo their work must complete the "Embargo Option" portion of the form. For more information on the Embargo Option, please see the appropriate section on page 4 of this guide.
- Submit prepared copyright releases from publishers or authors whose copyrighted material is present in any part of your dissertation or thesis.
 - Many journals include this permission in the publication agreement signed at the time an article is published. If this is true in your case, provide a full copy of the agreement with the applicable portion clearly indicated. If this does not apply in your case, contact your publisher to obtain a copyright release.
- Doctoral students only: submit the completion certificate from the online Survey of Earned Doctorates (SED) to gradschool@wsu.edu. Students access the SED from the Graduate School's forms website.
- Submit a finalized version of your thesis or dissertation, in PDF format, which includes all edits required by the Graduate School and your committee.
 - You must update your original draft submission in ProQuest – DO NOT CREATE A NEW PROQUEST SUBMISSION. Click on the link provided to you at the bottom of your thesis/dissertation review to update your submission.

Follow Through to Completion

Though you have finished your dissertation or thesis submission, you aren't quite done yet! It is important that you continue to check your WSU email regularly until your diploma arrives. As the Graduate School works to finalize your materials, accept your dissertation or thesis, and award your degree, we sometimes run across issues the student must address. These can range from missing signatures, incomplete forms, further required edits to your dissertation or thesis, or others. Graduate School staff will communicate any such problems to you in writing to your wsu.edu email. Students MUST ADDRESS THESE ISSUES before we can confer your degree.

² PANDEMIC ADDENDUM: To encourage social distancing, students may sign their HHA form and email it from their wsu.edu email to gradschool@wsu.edu and the Graduate School will act as witness on the document. HHA forms sent through other email accounts are not eligible for this accommodation.

Embargo Option

An embargo is a delayed release of a student's dissertation or thesis for a certain length of time. This may be appropriate if a student is considering publishing part or all of their work, is filing for patents, or for a variety of other reasons.

It is vital to note that information regarding an embargoed dissertation or thesis will not be available to anyone for the duration of the embargo. **WSU will not verify any information about, nor the existence of, an embargoed dissertation or thesis to any party, including other higher education institutions, potential employers, or potential collaborators, until the embargo is lifted.** Speak with your committee chair to ensure you understand the impact this may have on your ability to publish or find employment in your field before requesting an embargo.

Students requesting an embargo must complete the "Embargo Option" portion of the *Hold Harmless agreement and Copyright Acknowledgment Form*, specifying both the reason and duration of the embargo. In addition, the student must indicate the embargo length within ProQuest when uploading the draft of their thesis or dissertation.

ProQuest Publishing Options

Students must submit their thesis or dissertation to ProQuest for preservation and distribution worldwide. Once approved by the Graduate School, ProQuest provides a digital copy of all dissertations to the WSU Libraries and makes the document available via their services in accordance with the student's publication selection:

- **Traditional Publishing:** This option is free to all graduate students. Students enter into an agreement granting ProQuest a non-exclusive right to publish their abstract and distribute their dissertation for a fee. ProQuest pays the author a royalty on sales of their work. For more information, see <http://www.dissertations.wsu.edu/traditional.pdf>.
- **Open Access Publishing:** This option requires the student to pay a \$95 fee to ProQuest. Students enter into an agreement granting ProQuest a non-exclusive right to publish their abstract and distribute their dissertation as a free download without accrual of royalties. For more information, see <http://www.dissertations.wsu.edu/oa.pdf>.

Dissertations and Theses in the WSU Libraries

All theses and dissertations are also made available via the WSU Libraries and Research Exchange. Information is available at <http://research.libraries.wsu.edu/xmlui/>.

Formatting Requirements

An example of thesis/dissertation formatting is attached. Please look over the example and read the explanatory text carefully. Students must format their theses and dissertations in accordance with these requirements to have their thesis/dissertation accepted by the Graduate School.

THE FLUX CAPACITOR: CATALYST FOR TESTING NOVIKOV'S

SELF-CONSISTENCY PRINCIPLE

Title in ALL CAPS, double spaced, in an inverted pyramid (each line is longer than the next line beneath it).

CENTER EVERYTHING ON YOUR TITLE PAGE!

5-10 blank lines in each of these places, depending on the length of your title.

By

BUTCH T. COUGAR

"By" (capital B and lowercase y), double space, your official name in ALL CAPS as it appears on your transcript.

- If you aren't sure, retrieve an unofficial transcript in myWSU.

"A thesis" for masters students; "A dissertation" for doctoral students; the top line must end with "of" exactly as shown in this example; single spaced.

A dissertation submitted in partial fulfillment of the requirements for the degree of

DOCTOR OF PHILOSOPHY

Official degree name: always DOCTOR OF PHILOSOPHY for Ph.D., always DOCTOR OF EDUCATION for Ed.D.

All others use the degree name and field on one line. Examples:

MASTER OF ARTS IN HISTORY
MASTER OF SCIENCE IN CHEMISTRY
MASTER OF FINE ARTS

Triple space from degree to "WASHINGTON STATE UNIVERSITY" in ALL CAPS.

Single space, name of your degree granting unit (Ex: Department of History, School of the Environment, etc.); contact your department or the Graduate School if you are not sure.

WASHINGTON STATE UNIVERSITY
Individual Interdisciplinary Program

Double space, month in ALL CAPS and year you will graduate (not when you take your exam).

DECEMBER 2022

© Copyright by BUTCH T. COUGAR, 2022
All Rights Reserved

Triple space from date to copyright symbol and 2-line statement exactly as shown here with a capital "C", your name in ALL CAPS and exactly matching the name listed above, the year you will graduate.

Single space, "All Rights Reserved" with capital "A", "R", and "R" letters.

These two lines must match the same two lines on the title page; copy and paste here.

© Copyright by BUTCH T. COUGAR, 2022
All Rights Reserved

No page number is used on the copyright page.

2-5 blank lines, depending on the number of faculty in your committee.

Left justified, capitalize "F" in "Faculty" and use proper capitalization in "Washington State University"

Indented, capitalize "C" in "Committee", use "thesis" for masters students and "dissertation" for doctoral students; official name in ALL CAPS as it appears on your transcript and on the title page.

To the Faculty of Washington State University:

The members of the Committee appointed to examine the dissertation of BUTCH T.

COUGAR find it satisfactory and recommend that it be accepted.

Provide a solid line (right justified) where the signature would appear; single space to the name (also right justified) of your committee chair

- Full name and comma – ASK YOUR COMMITTEE MEMBERS to ensure you provide their correct full name.
- Degree abbreviation and comma – do not forget the periods in the abbreviation!
- "Chair" for the committee chair or "Co-Chair" if applicable.

5-8 blank lines, depending on the number of faculty in your committee.

Lisa M. Gloss, Ph.D., Chair

Tammy Barry, Ph.D.

Raymond Herrera, Ph.D.

Minimum of 1" margins on all pages.

Page numbers can be either centered in the bottom margin or placed in the upper-right corner.

NOTE: You must have a minimum of .5" of cleared space below and above the page number. This means .5" between the bottom of the page number and the bottom edge of the paper, AND .5" between the top of the page number and the bottom of the nearest text.

TIP: Set your lower margin to 1.3" and vertically center the page number in that lower margin. This will provide enough room for the .5" spaces and the number.

This is the first page number in your document – it is ALWAYS numbered as a lowercase Roman numeral 2 – "ii"

Page numbers must be in the same font as the rest of your document.

Section title centered and in ALL CAPS; double space all lines on this page; body text is left justified.

ACKNOWLEDGMENT

This section should be used if the author wishes to acknowledge assistance they received. Like the rest of the dissertation, this section must be left justified and double-spaced. There is no limit to the number of pages in this section.

Continue lowercase Roman numeral pagination.

THE FLUX CAPACITOR: CATALYST FOR TESTING NOVIKOV’S

SELF-CONSISTENCY PRINCIPLE

Triple space to “Abstract” with capital “A”.
Triple space to “by” in lowercase, followed by your name in Regular Case. Name must match the title and signature pages. Add the new degree’s abbreviation, with punctuation, after your name.
Single space, “Washington State University” in Regular Case; then single space to month and year of graduation in Regular Case.
Triple space to “Chair” – type committee chair’s name without any titles or degree abbreviations and in Regular Case.

Title in ALL CAPS, double spaced, in an inverted pyramid (each line is longer than the line beneath it) – must match title page EXACTLY, even down to the words at the beginning and end of each line.
TIP: Copy and paste your title from the title page to the abstract page!

Abstract

by Butch T. Cougar, Ph.D.
Washington State University
December 2022

Chair: Lisa M. Gloss

Please place the body text of the abstract here. There is a strict 350-word limit. The abstract should be left justified and double-spaced. Care must be taken in the preparation of the abstract since ProQuest will publish this without further editing or revision. No footnotes, references, or unexplained abbreviations are to be used in an abstract. This document must be sufficient to convey a concise and accurate synopsis of significant elements within the manuscript.

Double space from chair’s name to the body of your abstract. The body has a strict 350 word limit.
Continue lowercase Roman numeral pagination.

Section title in ALL CAPS on the first line of the page.

Entries are left justified and in ALL CAPS, with a dot leader extending to the page number which is right justified.

Double space between entries!

"Page" should be right justified to sit above the page numbers; double space between this word and the first page number.

TABLE OF CONTENTS

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 CHAPTER ONE: INTRODUCTION..... 1

 Subheadings, if desired, are indented and in Regular Case 2

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Entries longer than one line should be single spaced – you must “break” the line of text and start the new line BEFORE it enters the page number column!

Continue lowercase Roman numeral pagination.

LIST OF TABLES

	Page
Table 1.1: UAO/UFO Sightings, 1945-2016	7
Table 1.2: Comparison of Absorbency	24
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Formatting rules and elements from the TABLE OF CONTENTS are repeated for the LIST OF TABLES, LIST OF FIGURES, LIST OF EQUATIONS, etc. See above for details.

The exception is that entries may be in Regular Case or ALL CAPS, but whichever you use, you must be consistent.

Continue lowercase Roman numeral pagination.

LIST OF FIGURES

	Page
Figure 1.1: Foucault and the Alien	12
Figure 1.2: Amino Acid Structure	18

Formatting rules and elements from the TABLE OF CONTENTS are repeated for the LIST OF TABLES, LIST OF FIGURES, LIST OF EQUATIONS, etc. See above for details.

The exception is that entries may be in Regular Case or ALL CAPS, but whichever you use, you must be consistent.

Continue lowercase Roman numeral pagination.

This page is optional. If used, center all text on the page; the word "Dedication" must be in Regular Case and bold font, with a double or triple space to the text of your dedication.

Double space within the body of your dedication.

Foreign language dedications must include an English translation.

Dedication

Insert your dedication here, and if it is longer than one line,
ensure they are double spaced.

The dedication page is the last page using lowercase Roman numeral pagination.

Section title in ALL CAPS, centered, and beginning on the first line of the page. The title here MUST match the entry on your TABLE OF CONTENTS.

CHAPTER ONE: INTRODUCTION

Begin the body of your first chapter here. There is a variety of methods for dividing your dissertation. You might use chapters, sections, or manuscript numbers. Please work in close consultation with your committee chair to determine the most appropriate means of organizing your dissertation for your discipline. The most important thing to remember is to be consistent. Below please find a series of subsections detailing the Graduate School's formatting requirements for various aspects of the dissertation.

Graduate School Formatting Requirements:

Thesis and dissertation authors must follow Graduate School formatting requirements exactly. This is particularly true of the title page, abstract, signature page, and table of contents. There is no allowance for creativity or deviation on these pages and the Graduate School will not approve theses or dissertations that deviate from the required formatting.

More on Formatting the Title Page

The degree name is strictly "DOCTOR OF PHILOSOPHY" for all Ph.D. graduates and "DOCTOR OF EDUCATION" for all Ed.D. graduates. Only masters' graduates include the field of study, such as "MASTER OF ARTS IN HISTORY" or "MASTER OF SCIENCE IN CHEMISTRY".

You must use your full, official name of record on file at Washington State University in all places that require your name. This name appears on your unofficial transcripts (available at no cost via myWSU). If you wish to use a different name, you must provide the necessary legal documentation to WSU's Payroll Office.

The "Department Name" field must include the official unit name that is granting the degree. Some examples are "Department of History," "School of Engineering and Computer

Restart your pagination in Arabic numerals, beginning with page "1". Refer to the "Page Numbers" subsection below for more details!

Science”, and “Department of Criminal Justice and Criminology.” If you are not sure of your department’s official name, contact your department or gradschool@wsu.edu for assistance.

Final Document Submission:

Following your successful defense, you must upload a PDF into myWSU containing your correctly formatted title page, abstract page(s), and signature page. myWSU electronically routes your submission to your department and each member of the committee. Your faculty must approve these pages within myWSU and have the document delivered to the Graduate School (within myWSU) within 5 business days of your final exam. You must also submit a signed Hold Harmless/Copyright Acknowledgment Form. Doctoral students are also responsible for completing the Survey of Earned Doctorates (SED).

CHAPTER TWO: METHODOLOGY

Chapter titles always start at the top of a new page, regardless of where text ends on the previous page.

Chapter Headings:

The Graduate School requires that new chapters always begin at the top of a new page within the thesis or dissertation, regardless of where text ends on the previous page.

Professionalism and Consistency:

Authors should use the formatting and citation style guide that is appropriate for their discipline for the body of the thesis or dissertation. Whenever there is a formatting conflict between Graduate School requirements and a style guide, authors must adhere to the Graduate School's requirements. In the body of the thesis or dissertation, there are two primary formatting considerations to keep in mind: professionalism and consistency. For example, it is perfectly acceptable to bold your subheadings (as in this template) if you treat all subheadings in the entire dissertation in the same manner. You cannot bold or underline some subheadings and not others. In all cases, be certain that your formatting decisions convey a sense of professionalism and always be consistent in how you apply your decisions.

Page Margins:

All pages must have at least a 1" margin with a 1.3" margin on the bottom of the page. The larger bottom margin allows you to have ½" of clear space above and below the page number. This is mandatory – please ensure that no text, charts, graphs, images, etc. infringe upon your document's margins.

Font Requirements:

The Graduate School requires that dissertations bear a professional appearance to the reader. While we do not enforce a set font or font size requirement, your choices must align with the following principles:

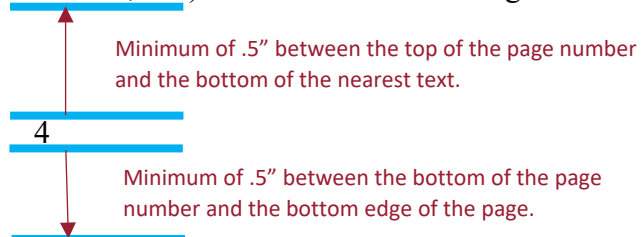
1. You must use ONE font in your dissertation. Wherever possible, use the same font in your graphs, tables, and charts, but there is some leeway given if this is not possible.
2. Your font and font size choices must look professional. The Graduate School will instruct students to change their font or font size if the reviewer feels these elements are not in keeping with the professional appearance requirement. In all cases, dissertations must be in black font.
3. You must be consistent. Should you decide to increase the font size of your chapter headings from 12 (the setting in this template) to 14, you must be sure to do so for ALL chapter headings in the dissertation. This principle applies to the use of font effects (**bold**, underlining, *italics*, etc.) as well.

Page Numbers:

This template is designed to help you with the most challenging aspects of pagination. Please do not edit these settings. If you need to adjust the pagination, keep the following requirements in mind. Page numbers must have at least ½” of cleared space on all sides of the number. Page numbers must either be centered at the bottom of the page or in the upper right-hand corner. If you decide to move your page numbers to the upper right hand corner in this template, you need to reduce the bottom margin back to 1” and increase the top margin to 1.2” to allow for enough space around your page numbers.

Page numbers must be in the same font as the rest of your dissertation. You may edit the font size to be slightly smaller if desired. Each page must be assigned a page number with the exceptions of a half-title page (see an example half-title page later in this template). Half-title pages have a number counted for them; however, the number is not visible to the reader. Front matter pages (signature page, abstract, table of contents, etc.) must be numbered using lower case

TIP: Set your lower margin to 1.3” and vertically center the page number within that margin to have enough room above and below the page number.



roman numerals (ii, iii, iv) whereas all body pages, beginning with the first page of the introduction, must be numbered with Arabic numerals (1, 2, 3).

Blank Pages and Running Headers

The Graduate School does not permit students to have blank pages or running headers within their dissertation. Please ensure that you do not include these in your document.

Block Quotes:

Use a single or double-space for block quotes. Remember; always be consistent with your formatting choices throughout your thesis or dissertation!

Handwriting:

Handwriting is not acceptable within a thesis or dissertation. Any graphics, drawings, figure labels, etc. must be generated by computer, typewriter, Kroy lettering, or a professional draftsman.

Hyperlinks:

Anytime you include a website, such as www.gradschool.wsu.edu, you need to deactivate the hyperlinks in your text. Your dissertation needs to be viewable today, next month, next year, in fifty years, and beyond. In the long term, hyperlinks will no longer point to anything and will not provide much meaning for readers. The Graduate School *suggests* you incorporate any such referenced material into the body of your dissertation, but we *require* that you deactivate the hyperlink. In Word, right-click the link and select “Remove Hyperlink”.

Example Image:

Images, charts, and graphs must not enter the mandatory 1” margins. Captions for these elements may be either single or double-spaced so long as you are consistent. Additionally, be

sure that your reader can easily tell the difference between your caption and the body text of your dissertation.

Take care to format figures, graphs, charts, tables, etc. so they do NOT enter the mandatory 1" side margins.



Example caption: Captions for figures and charts may be single or double-spaced. Remember, be consistent and format all captions in the same manner.

CHAPTER THREE: ANALYSIS

Landscape Pages:

Sometimes, it becomes preferential to insert a landscape page into your dissertation. In these cases, the page number must be reoriented so, when printed, it appears in the same location as the rest of your page numbers. For instructions on how to make this change, please proceed to the next page.

Additional Resources

For additional help with thesis and dissertation formatting, please see the Graduate School's forms website, available at www.gradschool.wsu.edu/forms.

If you need help with content, clarity, form, flow, organization, or writing, contact the Graduate Professional Writing Center at gpwc@wsu.edu. If you need help with grammar, proofreading, or copy editing, contact the Professional Editing and Service Center at prof.edit@wsu.edu. Finally, feel free to direct any questions regarding formatting to gradschool@wsu.edu.

This is a pre-formatted, example landscape page. There is a variety of ways to format these page numbers. This template used the directions found here (<http://guides.lib.umich.edu/c.php?g=283073&p=1886009>) to create this example, but if you are having difficulty, you could also use <http://support.microsoft.com/?kbid=211930>. Regardless of the method used to create your landscape pages, they must follow this example in formatting.

DO NOT FORGET TO CORRECTLY FORMAT PAGE NUMBERS ON LANDSCAPE PAGES!

REFERENCES

References always start at the top of a new page, regardless of where text ends on the previous page.

Heading must be in ALL CAPS and match the format of your chapter titles.

Friedman, John, Michael S. Morris, Igor D. Novikov, Fernando Echeverria, Gunnar Klinkhammer, Kip S. Thorne, and Ulvi Yurtsever. "Cauchy problem in spacetimes with closed timelike curves." *Physical Review D* 42, no. 6 (September 1990): 1915-1930. <https://link.aps.org/doi/10.1103/PhysRevD.42.1915>.

Novikov, Igor Dmitrievich. *Evolution of the Universe*. Translated by M.M. Basko. Cambridge; New York: Cambridge University Press, 1983.

———. *The River of Time*. Translated by Vitaly Kisin. Cambridge; New York: Cambridge University Press, 1998.

Follow the bibliography/reference style appropriate for your field of study (this example uses Chicago Turabian). Remember to be consistent and use the same citation style throughout your thesis or dissertation.

You may single space individual citations, but you MUST double space between entries!

You may include a references section at the end of each chapter, or at the end of the thesis/dissertation. Be consistent for all chapters.

This is an example of a “half-title page” featuring only a section title and no other text. No page number is displayed; however, the page is still counted.

In this sample document, the previous page is “9” and the next page is “11”.

APPENDIX



APPENDIX ONE: “THE ALTERNATIVE FORMAT”

In addition to the standard format described above, the Graduate Studies Committee of the WSU Faculty Senate approved an alternative format which utilizes articles and/or book chapters to replace the standard thesis/dissertation chapters. The following requirements will be followed by the Graduate School when reviewing any thesis or dissertation using the alternative format:

1. The alternative format for theses/dissertations shall consist of at least one manuscript for a masters thesis, or at least two manuscripts for a doctoral dissertation. Any manuscript used must be based upon research conducted at WSU and be either previously published or intended for submission for publication.
 2. The graduate student must be the major contributor and writer of the manuscript, usually represented as the sole author. In a case of multiple authorship, the contribution of each author must be detailed in the introduction or on a separate attribute page.
 3. The graduate student must provide the Graduate School with a letter of copyright release for previously copyrighted material.
 4. The thesis/dissertation must include a title page, signature page, abstract, and table of contents. These elements must meet the formatting requirements described earlier in this document.
 5. In the case of a thesis/dissertation composed of multiple manuscripts, the student must include additional materials serving to integrate the presentation of the manuscripts. This could include a General Introduction, Discussion, and/or Conclusion section.
- Furthermore, the student must create a single title and a single abstract for the document that synthesizes how the multiple manuscripts make up a single body of research.

6. Each manuscript must include a full citation if previously published.
7. Whether previously published or to be reviewed for publication, the manuscript shall be formatted to fit within the margins required by the Graduate School and be in a single font throughout.
8. The thesis/dissertation, including all manuscripts, must be paginated consecutively and must meet the page number formatting requirements described earlier in this document.
9. Manuscripts published or intended for review by different journals with varied styles, the introduction must include an explanation of the different formats. The manuscripts may then be presented in their original formatting, except in regard to citations, margins, and page numbers as explained for the alternative format.
10. With the exception of the procedures and requirements outlined for the alternative format, all formatting and submission of the thesis/dissertation must be in accordance with the policies and procedures set forth by the Graduate School.