TITLE OF YOUR THESIS/DISSERTATION – ALL CAPS AND ARRANGED IN THE

SHAPE OF AN INVERTED PYRAMID

By

FULL NAME [ALL CAPS, as it will appear throughout this document]

A [thesis/dissertation] submitted in partial fulfillment of

the requirements for the degree of

DEGREE NAME [All caps, e.g., MASTER OF ARTS IN HISTORY]

WASHINGTON STATE UNIVERSITY

Official Name of Department/Program [e.g., Department of History]

MONTH YEAR [e.g., MAY 2022]

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To the Faculty of Washington State University:

The members of the Committee appointed to examine the [thesis/dissertation] of FULL NAME [ALL CAPS, must match title page exactly] find it satisfactory and recommend that it be accepted.

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*<Be sure you use your committee members full names, Thomas, not Tom; Matthew, not Matt>*

*<If you have co-chairs, use “Co-Chair” instead of “Chair” for both individuals>*

*<Delete any unnecessary committee entries.>*

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.

TITLE OF YOUR THESIS/DISSERTATION – ALL CAPS AND ARRANGED IN THE

SHAPE OF AN INVERTED PYRAMID

*<Title must match title page exactly, even down to the words at the beginning/end of each line>*

Abstract

by Your Full Name [must match title page], degree abrv. [e.g., Jane Doe, M.A.]

Washington State University

Month Year [e.g., May 2022]

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Please place the body text of the abstract here. 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, graphs, images, nor 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. Theses and dissertations will be kept digitally in their entirety by the WSU Libraries, in the WSU Research Exchange, and are available via ProQuest according to the publication and distribution options you selected while uploading your thesis or dissertation draft.

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**Dedication**

Insert your dedication here, and if it is longer than one line,

ensure they are double spaced.

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 dissertations.

**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 nor derivation on these pages and the Graduate School will not approve theses/dissertations that deviate from the required formatting.

**Using this Guide**

Detailed formatting requirements are provided on the sample pages of this document. Remember: follow these formatting rules *precisely*. The following sections provide additional information beyond that given on the sample pages above.

CHAPTER TWO: SPECIFIC FORMATTING REQUIREMENTS

**Chapter Headings**

New chapters always begin at the top of a new page within the thesis/dissertation, regardless of where text ends on the previous page. Chapter titles must be centered on the page and in ALL CAPS.

**Font Requirements**

WSU requires theses/dissertations bear a professional appearance to the reader. While we do not enforce a set font or font size, your choices must align with the following principles:

1. You may use ONE font in your thesis/dissertation. Wherever possible, use the same font in all graphs, tables, charts, etc., 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 and/or font size if the reviewer feels these elements are not in keeping with the professional appearance requirement.
3. All font must be black – colored font is not permitted.
4. You must be consistent. For example, should you decide to increase the font size of your chapter titles from 12 (the setting in this example) to 14, you must be sure to do the same for ALL chapter titles in your document. This principle applies to the use of font effects as well (**bold**, underlining, *italics*, etc.).

**Professionalism and Consistency**

Authors must use WSU’s formatting requirements for all aspects of the title page, copyright page, signature page, acknowledgment, abstract, table of contents (including any supplementary lists such as a list of figures), and dedication page. For the thesis/dissertation body, use the formatting and citation style guide that is appropriate for your discipline. *Whenever there is a formatting conflict between WSU requirements and a style guide, authors must adhere to WSU’s format. There are no exceptions to this rule*.

Two primary considerations in formatting the body of your document are professionalism and consistency. For example, it is perfectly acceptable to bold your subheadings (as seen in this template) if you treat all subheadings in the entire document 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.

**Additional Formatting Rules: 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-level graduate degrees include the field of study, such as “MASTER OF ARTS IN HISTORY” or “MASTER OF SCIENCE IN CHEMISTRY”.

Ensure you list your name consistently throughout your document. If you choose to include a middle initial, such as “BUTCH T. COUGAR” on your title page, you must be consistent and include the same name throughout your thesis/dissertation.

The department name must be the official unit’s name that is granting the degree. Some examples are: “Department of History”, “School of Engineering and Computer Science”, “Voiland School of Chemical and Biological Engineering”, and “Department of Criminal Justice and Criminology”. If you are not sure of your department’s official name, contact your academic coordinator or gradschool@wsu.edu for assistance.

The date on your title page must reflect the month and year of your degree, not your final exam. Fall graduates always use DECEMBER and spring graduates always use MAY. Those graduating in summer generally use JULY; however, there is occasionally a year when degrees are awarded in AUGUST.

**Page Margins**

All pages must have at least a 1” side/top margin and a 1.3” bottom margin. The larger bottom margin allows you to have ½” of clear space above and below the page number (see below). This is mandatory – please ensure that no text, charts, graphs, images, etc. infringe upon your document’s margins.

**Page Numbers**

This template is designed to help 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, you need to reduce the bottom margin to 1” and increase the top margin to 1.3” to allow enough space around your page numbers.

Page numbers must be in the same font as the rest of your thesis/dissertation. You may use a slightly smaller size if desired. Each page must include a page number except the title page and copyright page (the first two pages of your document). Front matter pages (signature page, abstract, table of contents, dedication, etc.) must be numbered using lower case roman numerals beginning with ii on the signature page (ii, iii, iv, etc.). All body pages must be numbered using Arabic numerals and restart at 1 on the first page of your introduction (1, 2, 3, etc.).

**Professionalism and Consistency**

Authors should use the formatting and citation style guide that is appropriate for their discipline throughout the body of their thesis/dissertation. Whenever there is a formatting conflict between WSU requirements and a style guide, authors must adhere to WSU’s format. There are two primary formatting considerations in the body of your document: professionalism and consistency. For example, it is perfectly acceptable to bold your subheadings (as seen in this template) if you treat all subheadings 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.

**Blank Pages and Running Headers**

Blank pages and running headers are not permitted in your thesis/dissertation. Please ensure that you do not include these in your document.

**Block Quotes**

You may single or double space for block quotes. Remember: always be consistent with your formatting choices throughout your document!

**Handwriting**

Handwriting is not acceptable within a thesis/dissertation. Any graphics, drawings, figure labels, etc. must be generated by computer.

**Hyperlinks**

Anytime you include a website, such as www.gradschool.wsu.edu, you must deactivate the hyperlinks in your text. Your document must 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 meaning for readers. The Graduate School *suggests* you incorporate any such referenced material into your dissertation (or as supplemental files), but we *require* that you deactivate all hyperlinks. In Word, right-click the link and select “Remove Hyperlink”.

**Example Image**

Images, charts, graphs, etc. must not enter the mandatory margins (see above). Captions may be single or double-spaced as long as you are consistent. Additionally, be certain your reader can tell the difference between your caption and body text of your dissertation.



Figure 2.1: Example Caption: Captions for figures and charts may be single or double-spaced. Remember to be consistent and format all captions in the same style.

CHAPTER THREE: SPECIALTY FORMATING

**Landscape Pages**

Sometimes it becomes preferential to insert a landscape page into your document. In these cases, you must reorient the page number so, if printed and bound, the page number 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/dissertation formatting, please send an email to gradschool@wsu.edu. Please be aware that we cannot offer specific help with how to use your word processing program of choice.

This is an example of a page in landscape orientation within a thesis/dissertation. There are many excellent resources you may search for online to walk you through how to insert these pages into your document. This template used the directions found at https://guides.lib.umich.edu/c.php?g=283073&p=1886009 to create this example.

Please remember that you are not required to use landscape pages. You could also simply rotate the figure, graph, or chart by 90 degrees and insert it on a portrait-oriented page if that is easier. Remember to be consistent.

CHAPTER FOUR: THE ALTERNATIVE FORMAT

In addition to the standard format described above, graduate students may use the “alternative format” for their thesis/dissertation. This format uses articles and/or book chapters – either already published or written with an intent to publish – in place of standard chapters. Below are details regarding how to use this additional formatting option.

1. The alternative format allows students to use pieces of writing based upon research conducted at WSU which is either previously published or intended for submission for publication. These pieces of writing are referred to as “*manuscripts*” in this document.
2. The alternative format for theses/dissertation shall consist of at least one manuscript for a masters thesis or at least two manuscripts for a doctoral dissertation. A dissertation with only one manuscript must include additional chapters of original material to constitute enough work for a dissertation.
3. The thesis/dissertation must include a title page, signature page, abstract, and table of contents. These elements must follow WSU’s formatting requirements.
4. The graduate student must preface the manuscript with a manuscript title page, formatted according to WSU’s requirements (see the example below). If submitted for publication, the title page must indicate the journal/s to which it is intended for submission. If the manuscript was previously published, the manuscript title page must include a full citation.
5. The graduate student must be the major contributor and writer of the manuscript, usually represented as the sole author. For any manuscript which includes multiple authorship, the manuscript’s title page must include an attribution section describing the contributions made by each author (see the example below).
6. The graduate student must provide the Graduate School with a letter of copyright release for all previously published material. If your work is published under an open access license, send that information for your copyright release. Email your release to gradschool@wsu.edu with your name and WSU ID number.
7. All manuscripts shall be formatted to fit within the margins required by WSU’s formatting requirements, and pages shall be renumbered and paginated consecutively as a cohesive part of the thesis/dissertation.
8. In the case of a thesis/dissertation composed of multiple manuscripts, the student must include additional materials which integrate the presentation of these manuscripts into a single body of research. This could include a General Introduction chapter, or a Discussion/Conclusion chapter, or both. Furthermore, the student must create a single title and a single abstract for the thesis/dissertation as a whole. If the manuscript topics are so disparate as to make this unfeasible, the student may not use the alternative format.
9. Manuscripts may appear as they were originally formatted for publication or submission. In this case, the student must explain this to the reader on the manuscript’s title page. Statements such as, “Originally published in the *Journal Name* and reproduced here in its original format” or “Written for submission to the *Journal Name* and reproduced here in its original format” are sufficient. The manuscripts may then be presented in their original formatting, except in regard to margins and page numbers as explained above.
10. Students may not alter manuscripts nor combine multiple manuscripts together into chapters. Each manuscript – if provided in its original format – must constitute one chapter and be presented exactly as it was for publication. If a student wishes to alter a manuscript, the entire manuscript must be reformatted to meet WSU’s formatting requirements.

The next chapters provide examples of how a previously published manuscript should be presented as part of a thesis/dissertation. Chapter 5 is left in its original format while Chapter 6 is reformatted to meet WSU’s requirements. Appendix A includes a screenshot of how the article originally appeared when published.

CHAPTER FIVE: WARPED HISTORY: A TIME TRAVELLER’S TAKE

ON PRESIDENTIAL SPEECHES

Cougar, Butch T., and E.L. Brown, “Warped History: A Time Traveler’s Take on Presidential Speeches.” *Fake Journal of History* 54, no. 4 (2022): 106-118. doi: 314159265358979323

Originally published in the *Fake Journal of History* and reproduced here in its original format.

**Attributions:**

Butch Cougar used the experimental equipment to travel to Philadelphia, Pennsylvania on September 19, 1796, and acquired an original copy of the *Philadelphia Daily American Advertiser* containing George Washington’s farewell address. He interviewed several Philadelphians, compiled data, and wrote the text of this article.

E.L. Brown developed the equipment specifically for this research, namely the flux capacitor, and completed conversion of an automobile into a functional chronological distortion device. He also assisted in calculations of data points.

WARPED HISTORY: A TIME TRAVELER’S TAKE

ON PRESIDENTIAL SPEECHES

Friends and Fellow Citizens:

The period for a new election of a citizen to administer the executive government of the United States being not far distant, and the time actually arrived when your thoughts must be employed in designating the person who is to be clothed with that important trust, it appears to me proper, especially as it may conduce to a more distinct expression of the public voice, that I should now apprise you of the resolution I have formed, to decline being considered among the number of those out of whom a choice is to be made.

I beg you, at the same time, to do me the justice to be assured that this resolution has not been taken without a strict regard to all the considerations appertaining to the relation which binds a dutiful citizen to his country; and that in withdrawing the tender of service, which silence in my situation might imply, I am influenced by no diminution of zeal for your future interest, no deficiency of grateful respect for your past kindness, but am supported by a full conviction that the step is compatible with both.

The acceptance of, and continuance hitherto in, the office to which your suffrages have twice called me have been a uniform sacrifice of inclination to the opinion of duty and to a deference for what appeared to be your desire. I constantly hoped that it would have been much earlier in my power, consistently with motives which I was not at liberty to disregard, to return to that retirement from which I had been reluctantly drawn. The strength of my inclination to do this, previous to the last election, had even led to the preparation of an address to declare it to you; but mature reflection on the then perplexed and critical posture of our affairs with foreign nations, and the unanimous advice of persons entitled to my confidence, impelled me to abandon

REFERENCES

Cougar, Butch T., and E.L. Brown, “Warped History: A Time Traveler’s Take on Presidential Speeches.” *Fake Journal of History* 54, no. 4 (2022): 106-118. doi: 314159265358979323

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.

APPENDIX

APPENDIX A: EXAMPLE OF AN APPENDIX

This is where you would include an item in your appendix.

APPENDIX B: ADDITIONAL RESOURCES

Read the instructions contained in this guide and follow them carefully while formatting your thesis/dissertation. Graduate School staff are happy to answer any questions you have about your formatting; however, *we cannot assist with questions about how to use your specific word processing program*.

The Graduate School worked with GPSA and a student contractor to create a LaTeX template in 2018. Our staff are not trained in LaTeX so this template has not been updated to match our latest formatting requirements. If you choose to use LaTeX, it is still your responsibility to follow all current WSU formatting requirements, regardless of the state of this template. Do not reply on the template to do your formatting work for you.

You may purchase physical copies of your thesis/dissertation from ProQuest, or take your files to any local printing/binding shop to order copies. WSU imposes no limitations on where you can obtain physical copies of your work.

**Additional Resources:**

* Graduate and Professional Writing Center: [gpwc@wsu.edu](mailto:gpwc@wsu.edu)
  + Content, clarify, form, flow, organization, writing, etc.
* Professional Editing and Service Center: [prof.edit@wsu.edu](mailto:prof.edit@wsu.edu)
  + Though offered by WSU, this is a pay service requiring written permission from your committee chair. Offers help with grammar, proofreading, copy editing, etc.
* ProQuest/ETD: <https://support.proquest.com/s/article/Submitting-your-ETD>
  + Questions regarding ProQuest services (copyright, publishing, etc.), ordering physical copies, troubleshooting using the ProQuest site.
* Graduate School Forms Website: [gradschool@wsu.edu/forms/](mailto:gradschool@wsu.edu/forms/)
  + All thesis/dissertation formatting information is available at this website, including this guide, a Word template, a dated LaTeX template, checklists, etc.
* Graduate School Programs and Graduations Staff: [gradschool@wsu.edu](mailto:gradschool@wsu.edu)
  + Clarifications, unusual problems, deadlines, weird questions, etc.