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Title page. Please see the attached model for the title page. The date given represents the student's month and year of graduation. The second page contains information about the date of the hearing as well as the chair and members of the thesis or dissertation committee.

Pagination. The cover page is not a numbered page. Preliminary pages (acknowledgements, table of contents, and so on) are paginated with lower case Roman numerals centered at the bottom of the page. The body of the text and all subsequent pages, including references and appendices, are paginated at the top right hand corner of each page, starting with the first page of chapter 1. No headers, including running heads, should accompany the page numbers.

Sequence of pages. Pages are to be arranged as follows:

- a. Title page
- b. Approval page
- c. Acknowledgement page (optional)
- d. Abstract
- e. Table of contents (preliminary pages, body of text and references, list of figures, list of tables, appendices)
- f. Body of the text
- g. References
- h. Appendices
- i. Brief biographical statement (no more than one page).

Tables and figures. Tables and figures should be inserted into the text of the paper and placed as soon after they are first mentioned in the text as is possible, on the same page or on the next page. A table or figure that is more than one half page in length should be placed on a separate page that follows directly the page where the table or figure is first referenced. Smaller tables and figures should be placed within the text, with text running around them on the page as necessary. Table numbers and titles appear **above** the table; figure numbers and titles appear

below the figure. Large sets of data that are not discussed directly in the thesis but provide background information (e.g., means or percentages for all items in a questionnaire) should be presented in an appendix.

Block quotations. Block quotations (see appropriate style manuals for definitions) should be indented five spaces or ½ inch from the margin, the same as a paragraph. Only the left margin of block quotations is indented. Single spacing is required within block quotations, with double spacing between the text and the block quotation, or between a sequence of block quotations without intervening text.