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

- Title page
- Approval page
- Acknowledgement page (optional)
- Abstract
- Table of contents (preliminary pages, body of text and references, list of figures, list of tables, appendices)
- Body of the text
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- Appendices
- 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.

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