

## **POINTERS in FORMAT PREPARATION FOR THESIS/DISSERTATION MANUSCRIPTS**

### ***For the textual presentation:***

1. Manuscripts to be submitted when filing application for final exam should be complete with preliminary pages (Title page, Acceptance Sheet format, Biographical Sketch, Acknowledgement, Table of Contents, List of Tables, List of Figures, List of Appendices and Abstract).
2. The preliminary pages should be included in the Table of Contents with corresponding Roman numerals as page nos.
3. In the acceptance page, author, thesis/dissertation titles, degree and major field should all be capitalized.
4. ONLY ONE PAGE is required for Biographical Sketch and Acknowledgement.
5. ABSTRACT should NOT be more than 200 words.
6. The main headings such as the INTRODUCTION, REVIEW OF LITERATURE, MATERIALS and METHODS, RESULTS and DISCUSSION, SUMMARY and CONCLUSION, and LITERATURE CITED should be all capitalized and should have imaginary page numbers. These headings should be placed at the center of the page and after 1 inch from the top side.
7. The page no. 2 and the succeeding page numbers should be placed 1 inch from the top and 1 inch from the right side at the upper right hand corner of the page.
8. Maintain 4 spaces between the main heading (e.g. INTRODUCTION, REVIEW OF LITERATURE) and the Major Subsection.
9. Major subsection is placed at the center of the page, with first letters capitalized and in inverted pyramid form when composed of five or more words.
10. Maintain 3 spaces between the major subsection and the minor subsection.
11. Minor subsection is placed at the left side of the page, with first letters capitalized and when it runs more than half of the page, it should be cut off, flush to the left margin in single space.
12. Maintain 3 spaces between the minor subsection and the paragraph heading.
13. Paragraph heading should be indented five spaces to the right, with only the beginning letter is capitalized, italicized and with paragraph immediately follows after two spaces.
14. If possible, maintain only 3 levels of subsections ( major, minor subsections and paragraph headings)
15. Do not underscore when defining terms and for emphasizing ideas.
16. Always use double spaces in the text. Single space is allowed in tables and figures.
17. Use laser printer for reproduction of the text manuscripts, while ink jet or scanner can be used for figures.

### ***For the tabular presentation:***

1. Tables could be placed along with the text or could be in a separate page. If placed with the text, maintain 4 spaces before and after the text.
2. Tables should be presented with double solid lines on its top and the bottom parts.
3. First level heading should be all capitalized letters.
4. Second level heading should have first letters capitalized.
5. Third level heading should have only small letters.
6. Tables should not have side boxes.
7. For continued tables, there is no need to indicate table title, instead use Table\_\_continued....However, indicate table heading with double solid line at the top and until the bottom part of the table.
8. Cut too many lines inside the tables, if possible only vertical lines to separate headings.
9. Table title should be placed on top of the table and it should be 2 spaces before the double solid line.
10. Tables can be presented after it is mentioned in the text or it could be placed as appendix tables.

### ***For figures presentation:***

1. Figures should be clear and do not contain unnecessary marks.
2. Figure caption should be placed 2 spaces after the figure is presented.
3. Figures could also be indicated along with the text or in separate page. If placed with the text, maintain 4 spaces before and after the text.
4. Ink jet or scanner can be used to produce figures as long as the figure is clean and clear.
5. Figures can be presented after it is mentioned in the text or could be placed as appendix figures.

### ***For the LITERATURE CITED***

1. Authors should be all capitalized, surnames should be indicated first before the first name.
2. Maintain the correct citation in the literature cited.
3. Do not use italics, ( except for the non-English terms) underscoring and quotation marks in the entries.
4. Use double space between entries but single space within entries.