

School of Engineering Technology

Thesis and Directed Project Checklist

SoET Graduate Education Committee updated and approved: 10/16/15

This checklist has to be done Fall, Spring, and Summer Semesters and before University Graduate School Deadlines. Submitted document must also be ran through iThenticate by committee chair first. Submit certificate to Ms. McLeland.

THESIS AND DIRECTED PROJECT FORMAT CHECKLIST

This checklist has been developed to help you avoid formatting errors that can result in the Graduate School's rejection of your thesis for final deposit. Follow current APA/IEEE guidelines, however the following checklist supersedes when conflict arises for formatting the document.

THE CORRECT SEQUENCE OF SECTIONS IN YOUR THESIS OR REPORT

The sequence of pages must be:

1. ETD Form 9 (thesis only)
2. GS/ETD Form 32 (thesis only)
3. TITLE page
4. Dedication page (optional, but common)
5. ACKNOWLEDGEMENTS page (optional, but common)
6. TABLE OF CONTENTS page(s)
7. LIST OF FIGURES page(s) (required if document has figures)
8. LIST OF TABLES page(s) (required if document has tables)
9. LIST OF ABBREVIATIONS page(s)
 - Required in SoET because of our business, industry, and government pervasive use of acronyms
 - NOTE – not yet included in the Word and LaTeX templates, but students typically copy the DEFINITION of TERMS or GLOSSARY section to create this LIST OF ABBREVIATIONS section
10. GLOSSARY (required; in an older format standard, this was done in Chapter 1 as Definition of Terms)
11. ABSTRACT page(s) ... usually one page

12. Main body (the CHAPTERS) ... with properly numbered headings and section and sub---
section headings)
 - Chapter 1-**INTRODUCTION**
 - Chapter 2-**REVIEW OF LITERATURE**
 - Chapter 3-**RESEARCH METHODOLOGY**
 - Chapter 4-**RESULTS**
 - Chapter 5-**SUMMARY, CONCLUSIONS, and RECOMMENDATIONS**
13. REFERENCES cover page
14. LIST OF REFERENCES
15. APPENDIX or APPENDICES cover page
16. APPENDIX or APPENDICES (as appropriate with titles)
17. PUBLICATION(S) (as appropriate)
18. VITA (usually for Ph.D. only; and select M.S. candidates)

When you have your deposit meeting, the document should be printed on one side of the paper, preceded by the two forms. Do NOT bind the document with anything more than a binding clip – the document could very well be taken apart.

FORMATTING RULES THAT APPLY TO YOUR ENTIRE THESIS OR REPORT

Major sections include: TITLE PAGE, ACKNOWLEDGEMENTS, TABLE OF CONTENTS, LIST OF FIGURES, LIST OF TABLES, LIST OF ABBREVIATIONS, GLOSSARY, ABSTRACT, new chapter, LIST OF REFERENCES, and APPENDICES.

The margins for the first page of a major section must be as follows:

- Top = 2"
- Bottom = 1 ¼"
- Left = 1 ½"
- Right = 1"

The margins for all other pages must be as follows:

- Top = 1"
- Bottom = 1 ¼"
- Left = 1 ½"
- Right = 1"+
- Header = ½"
- Footer = ½"

The font choice for the entire document must be one and only one of: Arial, Calibri, or Times New Roman.

Very little special formatting is allowed in a thesis or directed project report.

- Bold** face font is never allowed.
- Underling is only allowed in certain headings.
- Italics* is only allowed as prescribe for APA citations (in the REFERENCES SECTION only), and as prescribed by Purdue for figure and table captions.
- Color is **not** allowed.

There should be no widow and orphan lines in paragraphs.

- MS Word has functionality to automatically eliminate widows and orphans.
- LaTeX does not have such functionality. You have to check for them manually.

FORMATTING RULES THAT APPLY TO YOUR FRONT MATTER SECTIONS

The following rules apply to front matter sections. The front matter sections include:

- TITLE page
- Dedication page (optional, but common)
- ACKNOWLEDGEMENTS page (optional, but common)
- PREFACE page(s) (optional, but rare)
- TABLE OF CONTENTS page(s)
- LIST OF FIGURES page(s) (required if document has figures)
- LIST OF TABLES page(s) (required if document has tables)
- LIST OF ABBREVIATIONS page(s) (recommended because of SoET's pervasive use of acronyms)
- GLOSSARY (required)
- ABSTRACT page(s) ... usually one page

Page Headers/Footers

- Page numbers in front matter should be Roman numerals – do no write the word “page” in front of actual page number
- No other page headers are allowed
- No page footers are allowed

TITLE page

- SoET requires the university---standard thesis title page in place of College's older directed title page for both theses and directed projects.
- Starts on new page
- No page number on title page
- Title of thesis or directed project must be in ALL CAPS

- Title of thesis or directed project must match the Form 9 and Form 32
- Correct manuscript type must be indicated on the title page (Thesis or Directed Project)
- The student name must be in mixed---case (= upper and lower case)
- The correct graduation term must be specified
- The correct campus must be specified

DEDICATION page (optional, but common)

- Starts on new page
- Note that this is the only section in the front matter for which there is no heading
- The content of the dedication must be double---spaced
- The content is centered both horizontally and vertically on the page – in other words, in the center of the physical page
- Dedications are brief, for example....

To my parents, who inspired me to pursue higher education.....

ACKNOWLEDGEMENTS page (optional, but common)

- Starts on a new page
- Page heading, ACKNOWLEDGEMENTS, must be in ALL CAPS and centered at the top of the page
- The content of the acknowledgements must be double---spaced

TABLE OF CONTENTS page(s)

- Starts on new page
- Page heading, TABLE OF CONTENTS, must be in ALL CAPS and centered at the top of first page
- “Page” mini---head must be above column of page numbers of every page ... this does not happen automatically when using the MS Word templates
- Front matter page numbers must be small Roman numerals
- Indentation must be used for the various levels of headings

LIST OF TABLES page(s)

- Starts on new page
- Page heading, LIST OF TABLES, must be in ALL CAPS and centered at the top of first page
- “Figure” and “Page” mini---heads must be above columns of figure numbers and page numbers of every page ... this does not happen automatically when using the MS Word templates
- Entries must be single---spaced

LIST OF FIGURES page(s)

- Starts on new page
- Page heading, LIST OF FIGURES, must be in ALL CAPS and centered at the top of first page
- “Figure” and “Page” mini---heads must be above columns of figure numbers and page numbers of every page ... this does not happen automatically when using the MS Word templates
- Entries must be single---spaced
- If there are Appendix figures, there must be additional mini---heading, “Appendix Figure”

LIST OF ABBREVIATIONS page(s)

- The abbreviation section is required in all SoET thesis and direct project reports because our industry uses many acronyms.
- Starts on new page
- Page heading, LIST OF ABBREVIATIONS, must be in ALL CAPS and centered at the top of first page
- Entries must be single---spaced, but with a blank line between entries.
- Entries must be alphabetized by acronym.
- Just include acronyms/abbreviations and spelled out terms – no definitions. Definitions go in the GLOSSARY section.
- If a table was used to construct the list of abbreviations, the lines must be invisible

GLOSSARY

- TECH 64600 correction** – This section was recently relocated from the “Definitions” section of Chapter 1 to this new front matter section – this may differ from what was taught in TECH 64600 for many students
- Starts on new page
- Page heading, GLOSSARY, must be in ALL CAPS and centered at the top of the first page
- Entries must be single---spaced, but with a blank line between entries
- Entries must be alphabetized.

ABSTRACT

- Starts on new page
- Page heading, ABSTRACT, must be in ALL CAPS and centered at the top of the first page
- The abstract begins with some vital information that is single---spaced and includes the fields: student (in last name, first name sequence), degree, semester and year, thesis or project title (where the title must precisely match that of the TITLE page and the Form 9 and major professor (in first name, last name sequence).

- Abstract must be written as a summary of entire thesis and report, not just another introduction. The abstract must cover the problem statement, prior research literature, methodology, findings, and conclusions. Do not simply copy and paste from Introduction or Conclusions.
- The body of abstract must be double---spaced

FORMATTING RULES THAT APPLY TO THE MAIN BODY OF THE REPORT

The main body of the report are the CHAPTERs.

Formatting sections and subsection headers CHAPTER headings

- All chapters start on a new page
- Numbered, centered, and ALL CAPS

First Level sub---section headings within a chapter

- Do NOT start on a new page
- Numbered #.#, centered, underlined, and mixed case

Second Level sub---section headings within a chapter

- Do NOT start on a new page
- Numbered #.##, centered, NOT underlined, and mixed case

Third level sub---section headings within a chapter

- Do NOT start on a new page
- Numbered #.###, left---justified, underlined, mixed case

Fourth level sub---section headings within a chapter

- Do NOT start on a new page
- Numbered #.####, left---justified, NOT underlined, mixed case

Page Headers/Footers

- Page numbers in the main body of the report (the chapters) should be Arabic numerals – do no write the word “page” in front of actual page number
- No footers are allowed.
- No footnotes are allowed.

Special Caution for CHAPTER 1 (INTRODUCTION) and CHAPTER 3 (METHODOLOGY)

- The INTRODUCTION and METHODOLOGY chapters and sections from original project proposal must be converted to past tense to reflect that your research or project has now been completed.

In---text citations for references (APA or IEEE).

In---line references are similar to footnotes, except that they are recorded directly in the text paragraphs as opposed to at the bottom of the page. See APA or IEEE publication standards for the correct format and style to be used.

- If following APA (as taught in TECH 64600) – in line references should use the APA parenthetical citation format as implemented by the university as the format for these. Single space the reference, double space between references.
- If following IEEE – in---line references use the IEEE parenthetical format of sequential numbers that ultimately must match to same numbers in REFERENCES section.
- There is an APA style for in---line references to conversations, instructional materials, and other unpublished works. However, such citations do NOT get included in the REFERENCES section. Single space references, double space between each reference.

Figures and their Captions

- Figures must be numbered sequentially within chapter numbers (e.g. Chapter 2 figures would be numbered 2.1, .2.2, 2.3, etc.)
- Figure numbers and captions are centered beneath the actual figure.
- The number must be preceded by the word “Table”
- The number must be followed by a title/caption
- The word, *Figure*, and the *number* are *italicized*.
- The title of the figure is NOT italicized.
- The figure should always be located AFTER its first mention in the body of the text, as close to that mention as possible.
- If the figure exceeds one page, each new page of the figure must include the figure number, caption, and the parenthetical “continued.” For example:
Figure 2.4: Sample Work Break Down Structure (continued)

Tables and their Captions

- Tables must be numbered sequentially within chapters (e.g. Chapter 4 tables would be numbered 4.1, 4.2, 4.3, etc.)
- Table numbers and captions are centered above actual table
- The number must be preceded by the word “Table”
- The number must be followed by table title/caption
- The word, *Table*, and the *number* are *italicized*.
- The title or caption must NOT be italicized.
- There can be no vertical interior or exterior lines inside tables.
See your APA manual for examples.
- There should be a horizontal line before and after the actual table.
- There should be a horizontal line beneath all column headings.

- If column headings have sub-column headings, the sub-column headings should be underlined.
- The table should always be placed AFTER its first mention in the body of the text.
- If the table exceeds one page, each new page of the table must include the figure number, caption, and the parenthetical “continued” For example:

Table 4.4: Work flow efficiency data (continued)

FORMATTING RULES THAT APPLY TO YOUR BACK MATTER SECTIONS

The following rules apply to back matter sections. The back matter sections include:

- REFERENCES
- APPENDICES
- PUBLICATIONS (if applicable)
- VITA (usually only required of Ph.D. candidates)

Page Headers/Footers

- Page numbers in back matter sections should be Arabic numerals – do not write the word “page” in front of actual page number
- No footers are allowed.
- No footnotes are allowed.

REFERENCES

- There must be a cover page with “REFERENCES” centered both horizontally and vertically. There is to be NO printed page number for this cover page. The actual references start on the next page.
- There must be a LIST OF REFERENCES header on the page that begins the actual citations. The usual rules for major section heads apply (two-inch margin before the heading; one inch after).
- Full citations in must be in either APA (preferred) or IEEE format. To help with citations, consider using the “Son of Citation Machine” on the web.
 - APA style citations should be sequenced alphabetically by first author (see APA manual for special situations)
 - IEEE style citations should be sequenced according to their in-line citations numbers.
- Each citation must be single-spaced.
- The second and subsequent lines of each citation are indented 0.5 inches.
- There should be one blank line between each citation.
- Citations may NOT be split across pages
- The capitalization of article titles can be tricky, and differs according to type of publication.

- ☐☐ The citing of page numbers can be tricky, and differs according to type of publication.

- Publications retrieved from the web require special formatting.
- NO conversations or unpublished instructional materials should ever be cited in the REFERENCES section. Those only have in---line citations.

APPENDICES

- There must be a cover page with “APPENDIX” or “APPENDICES”, centered horizontally and vertically. No page number for this page. The actual references start on the next page.
- If multiple appendices, each must start on new page with centered single line title “Appendix A Title” at the top of the page, followed by three blank single---spaced lines.
- If single appendix, there should be no alpha designator.
- Figures must be numbered sequentially within APPENDIX designators (e.g. APPENDIX C figures would be numbered C.1, .C.2, C.3, etc.)
- Tables must be numbered sequentially within APPENDIX designators (e.g. Chapter B tables would be numbered B.1, B.2, B.3, etc.)
- Table numbers and captions are centered above actual table
- All other formatting rules for tables apply here as well.

PUBLICATIONS

Students are asked to include copies of their published papers (or papers submitted for publication) if those papers are related to their thesis in any way.

- There must be a cover page with “PUBLICATIONS”, centered horizontally and vertically. No page number for this page. The actual publication start on the next page.
- Publications should be clearly as published, or as submitted to the publisher or conference. They need not be converted to the thesis format.

VITAS

Vitas are typically required for Ph.D. candidates. M.S. candidates rarely do so, unless their research is related to some aspect of their industry work experience or the intent to pursue a Ph.D. or other terminal degree.

- There must be a cover page with “VITA”, centered horizontally and vertically. No page number for this page. The actual vita starts on the next page.
- There are no Purdue formatting requirements for the vita.

GETTING FORMATTING ADVICE

Every graduate program at Purdue has an appointed thesis format. For SoET, this format advisor also assists with directed project reports. If you have any questions about formatting your thesis, dissertation, or report, please feel free to contact your thesis/directed project format advisor, Dr. Dunlap. You can schedule appointments with Ms. McLeland.