GUIDELINES FOR THE PREPARATION OF THESES, SPECIALIST PROJECTS, AND DISSERTATIONS

WESTERN MICHIGAN UNIVERSITY

GRADUATE COLLEGE
KALAMAZOO, MICHIGAN
2015 EDITION
Preface

All graduate students at Western Michigan University who must submit a master’s thesis, specialist project, or doctoral dissertation to the Graduate College as part of their degree requirements must comply with the University’s guidelines for the preparation of these manuscripts. This manual explains those format and style requirements, and illustrates them through instructions and sample documents.

This version of the Guidelines for the Preparation of Theses, Specialist Projects, and Dissertations allows for flexibility in the choice of formatting styles used in the document. The focus of the review process is to ensure consistency of style within each individual document, rather than enforcing consistency across all documents. This process allows students to better follow the standards of their disciplines and to incorporate new technology into their documents. Students who follow the standards as published in previous editions of the Guidelines for the Preparation of Theses, Specialist Projects, and Dissertations are still in compliance, as no new requirements have been added to this version.

As part of the review process, the Graduate College will:
1. Certify compliance with copyright laws and protected subjects regulations.
2. Verify numbering of all pages and consecutive pagination throughout document (i.e., no missing pages, consecutive page numbering throughout text and appendices).
3. Verify compliance with Guidelines in matters that require consistency across all documents; i.e., minimum margins of 1.5 inches on left and 1 inch on remaining sides; use of Roman numerals centered at bottom in front matter of document; use of standard serif or sans-serif fonts (no script fonts) in point sizes 10 to 12.
4. Verify consistency in all formatting matters in any given document, i.e., font selection, vertical spacing, preparation of headings, margins, placement of page numbers, etc.
5. Require inclusion of abstract, title page, copyright page, table of contents, and list of tables/list of figures, if needed. Graduate College format to be followed in preparation of abstract and title page. In Table of Contents/List of Tables/List of Figures, tabs must be used to align listed items and page numbers.
6. Edit text of abstracts as needed to ensure quality of scholarly writing.
7. Check accuracy of page numbers listed in Table of Contents/List of Tables/List of Figures.
8. Reserve the right to return manuscripts to departments for substantive editing concerns (numerous typographical errors, poor use of English language, etc.).

The student should be aware that this manual is to be used in conjunction with the style manual chosen by the student’s academic department or unit. In matters in which there is a conflict between the requirements of this manual and those of the academic department’s style manual, this manual will take precedence. In matters that are not addressed by this manual (for example, style of citations and bibliography), the department’s style manual should be followed.

The student and his/her doctoral, project, or thesis committee are responsible for the accuracy of the content of the manuscript, and should proofread and edit the manuscript carefully for correct syntax, grammar, spelling, punctuation, references, and adherence to University guidelines. The Graduate College reserves the right to reject theses, projects, and dissertations that contain errors or do not follow format and style guidelines.

Graduate College
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Basic Requirements

Word Processing

Of the most widely available word-processing programs, Microsoft® Word is highly recommended for use in preparing a thesis, project, or dissertation. Highly technical or specialized programs such as LaTeX may be used if appropriate -- please check with your advisor.

The following regulations must be observed when preparing your manuscript:

1. Select and use consistently throughout the manuscript any standard serif or non-serif font in point sizes 10 to 12. Script fonts are not acceptable. The same font should be used for all text, headings, page numbers, table titles, and figure captions. A smaller typeface may be used in footnotes and elsewhere if appropriate; however, the size must be at least 10 points.

2. The doctoral dissertation must be submitted in one PDF file as indicated in the dissertation check-in form. It is strongly encouraged that master's theses are submitted electronically as well as we are moving toward a mandatory electronic submission across the board.

3. No evidence of any kind of correction should be visible on the submitted copy.

The Graduate College can provide information on word processing and editing services available to graduate students. All arrangements, including the financial aspect, are to be handled directly between the word processor and the student. When hiring someone to prepare your manuscript, specify all terms. Agree on such things as a time frame for completion (including corrections), whether or not editing and correction will be expected, specific fees per page, and whether fees agreed upon cover corrections until final approval by the Graduate College.

Pagination

Introductory Material. The abstract, title page, copyright page, acknowledgments, table of contents, list of tables, and list of figures pages appear in this order and are considered the introductory material of the manuscript. Page numbers in the introductory pages are expressed in lower case Roman numerals (i.e., i, ii, iii). The abstract and copyright pages are not counted in the page numbering. The first page counted in the numbering is the title page, but a page number does not appear on that page. The first page of the document that bears a page number is page ii, which is usually the first page of the acknowledgments (unless acknowledgments do not appear).

Body of the Manuscript. The main text, illustrations, appendices, and bibliography are considered the body of the manuscript. Each of these pages is assigned a page number that is expressed in Arabic numerals (i.e., 1, 2, 3). Begin the pagination at 1 and continue consecutively to the end of the manuscript, including the appendices and bibliography.

Margins and Placement of Page Numbers

The margin on the left or bindery side of the manuscript must be 1.5 inches; the margins on the remaining three sides must be at least 1 inch. Page number placement is determined by the department's style manual, but should be at least 0.5 inch from the edge of the page. The top margin and page number placement of each new chapter or major section page (major sections generally begin with a heading in all capital letters) may be different from that of subsequent pages in that chapter.
**Headings**

Careful organization is needed to reflect a logical development of the research project. Most manuscripts are organized by chapters although a structured organization can exist without the use of the specific heading CHAPTER. Also, each chapter or major section may be subdivided by second-, third-, and occasionally fourth- and fifth-level headings to emphasize specific aspects of the discussion. There should never be fewer than two headings under each preceding level (e.g., you would have at least two fourth-level headings if you subdivided a third level). When subdividing a section, always advance directly to the next level of heading; do not skip any levels.

First- and second-level headings should be listed in the Table of Contents, and it is recommended that third-level headings also appear. The wording of the Table of Contents and the text headings must match exactly. The appearance of the levels of headings used should follow your department's style manual, and should be consistent throughout the entire manuscript. Capitalization of the first letter of each word in headings (except articles, conjunctions, and prepositions that are less than 4 letters in length such as a, an, and, but, by, for, of, the, etc.) is optional. Capitalization in headings, if used, must be consistent throughout the document. Spacing above and below all headings should also be consistent throughout the manuscript.

A sample page illustrating the use of five heading levels is on the following page.

**Vertical Spacing Summary**

The student's department will determine vertical spacing.

Generally, single spacing is used within a heading, table title, or figure caption that runs more than one line; within reference lists, bibliography entries, and footnotes; and in quoted material if set off and indented within the body of the text ("blocked" quotations). [Normally, quotations longer than 40 words (or 4 lines) are "blocked." If set off, do not use quotation marks unless found in the quotation itself. All material directly quoted must include exact page references.]

Double spacing (one blank line) is frequently used within the body of the manuscript and between single-spaced material and adjacent material, unless such single-spaced material is a heading.

Triple spacing (two blank lines between lines of text) is often used above and below headings, tables, and figures (see example on next page). However, other amounts of space may be used as well, as long as the spacing is consistent throughout the document.

If you are using LaTex or a similar program, please do not use the vertical justification option as this may distribute the spacing above and below the headings unevenly.
CHAPTER I

INTRODUCTION

Historical Background of Problem

Pre-Twentieth Century Delinquency

The problem of juvenile delinquency is a historical phenomenon which has affected every society in the world throughout the centuries (Cavan, 1969). It is a social problem that requires effective treatment and rehabilitation for this group of youngsters, rather than a criminal problem requiring restrained punishments. From a counseling perspective, delinquent behavior results from a socially, mentally, and emotionally immature human personality that needs to be guided and helped not punished.

The Jordanian Problem

The problem of juvenile delinquency has been receiving increasing official attention in Jordan. Majali (1981) indicates that the first reformatory in Jordan was established in 1934, and the first girls’ reformatory was founded in 1957.

Separate social department for juvenile delinquency. Modern day Jordan has developed an active program to combat delinquency. A separate department for juvenile delinquency has been formed in the Social Defense Department.
Sample Pages and Instructions

Approval Forms

Many departments expect students to prepare their own thesis, specialist project, or dissertation approval forms, which are then signed by the student’s committee members when they have approved the paper (either at the defense or thereafter). Regardless of who prepares the forms, they should be prepared according to the following instructions and as shown on the sample:

1. The forms are available on the Graduate College’s Web site (http://www.wmich.edu/grad). Select the appropriate form and follow the instructions. Do not type your own forms—only approval forms generated by the Graduate College may be used.

2. Master's and specialist students will need to print two forms; doctoral students will need three forms. Each of the forms will need to be signed by the student’s committee upon approval of the paper.

3. DATE: Use the date of the student’s oral defense or the date the paper was approved by the department.

4. NAME: Type in the student’s name exactly as it appears on the abstract and title page of the paper. (No initials or degree abbreviations should follow the name.)

5. TITLE: Type in the exact title as it appears on the abstract and title page of the paper. You may use either upper-/lowercase or all capital letters.

6. DEGREE: Select the correct degree name to follow the words “for the degree of” (do not add any other words):
   - Master of Arts
   - Master of Music
   - Master of Science
   - Master of Science in Engineering (Computer)
   - Master of Science in Engineering (Electrical)
   - Master of Science in Engineering (Industrial)
   - Master of Science in Engineering (Mechanical)
   - Specialist in Education
   - Doctor of Education
   - Doctor of Philosophy

   The web-based forms have a pull-down menu for the selection of the proper degree.

7. DEPARTMENT: If your academic unit is a department (e.g., psychology, mathematics), it is not necessary to precede with the words “Department of”. If the unit is not a department, the full name of the unit should be given (e.g., The Medieval Institute, School of Public Affairs and Administration). If two lines are needed, place both lines of text above the department line with the longer line over the shorter line (inverted pyramid format).

8. PROGRAM: The official name of the program should appear in this space. Sometimes the program name is the same as the name of the department, and sometimes it differs. If you are uncertain of the official program name, please refer to the current graduate catalog.

8. SIGNATURE SPACES: The web-based forms allow you to type in the names of your committee members under the signature line. Use only black or blue ink for signatures.

9. APPROVAL SPACE: Leave the approval and date spaces at the bottom of the page blank. The graduate dean will complete these upon approval of the paper by the Graduate College.

10. Carefully proofread the forms before printing. Any errors will result in the affected form(s) being returned for retyping and re-signing. This may delay the approval of the paper.
WE HEREBY APPROVE THE DISSERTATION SUBMITTED BY

Amanda Rachelle Warren

ENTITLED Ridge-runners

AS PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE

DEGREE OF Doctor of Philosophy

English

(Department)

William Olsen, Ph.D.
Dissertation Review Committee Chair

Creative Writing

(Program)

Nancy Eimers, Ph.D.
Dissertation Review Committee Member

Daneen Wardrop, Ph.D.
Dissertation Review Committee Member

Cynthia Running-Johnson, Ph.D.
Dissertation Review Committee Member

APPROVED

Date

Dean of The Graduate College
Abstract

The abstract is a succinct statement of the problem, methodology, findings, and conclusions of the study. The author should prepare the content of the abstract with care; doctoral abstracts are published and distributed nationally and internationally exactly as submitted. Abstracts are written in present tense. Users who review indices to dissertations use the abstract to determine the value and relevance of the study. The Graduate College reserves the right to edit text of abstracts as needed to ensure quality of scholarly writing.

The abstract page is not numbered, is placed before the title page, and is submitted with each copy of the thesis, project, or dissertation required by the University. The format must be prepared according to the following instructions and shall be similar in appearance to the sample illustrated on the following page.

1. Center the title of your manuscript 1.75 inches from the top of the page. The title must be an accurate and clear description of the content of the research study and must be identical (including line breaks) to the title appearing on the title page of your manuscript and on the approval forms. Titles should not be more than 20 words in length.

Whenever possible, use words, not symbols, acronyms, formulas, superscripts, subscripts, or Greek letters.

If your title is more than one line in length, the second and third lines should be single-spaced with the longest line being the first line (i.e., an inverted pyramid shape). Arrange the lines logically (e.g., break after a colon or before a clause).

2. Center the author’s name on the third line (a triple space) below the title, and follow the author’s name with a comma and the appropriate abbreviation for the degree to be received. The author’s name must be identical to that which appears on the title page and the approval forms. Abbreviations for degrees awarded at Western Michigan University are M.A., M.F.A., M.M., M.S., M.S.E., Ed.S., Ed.D., and Ph.D.

3. Center the institution’s name—Western Michigan University—followed by a comma and the year the degree is conferred, on the second line (a double space) below the author’s name.

4. Begin the text of the abstract on the third line (a triple space) below the institution’s name. Indent each paragraph 0.5 inch and double-space the text.

5. The abstract of a master’s thesis or a specialist project must be complete on one page.

The abstract of a doctoral dissertation must not exceed 350 words and must be complete on two pages. If your dissertation abstract exceeds the 350-word limit, it will be shortened by ProQuest/UMI editors. On the second page of a dissertation abstract, the top margin reverts to 1.25 inches, and no header is used.

See the sample abstract on the next page.
THE DISSERTATION TITLE MUST BE IN ALL CAPITALIZATION, SINGLE SPACED AND INVERTED PYRAMID STYLE

John Doe, Ph.D.

Western Michigan University, 2015

The abstract must be limited to one page for the master’s thesis and 350 words for the doctoral dissertation. Abbreviations for the degrees awarded at Western Michigan University are M.A., M.F.A., M.M., M.S., M.S.E., Ed.S., Ed.D., and Ph.D. The abstract is not page numbered, is placed before the title page, and is submitted with each copy of the thesis, project or dissertation required by the University. The graduate College reserves the right to edit text of abstracts as needed to ensure quality of scholarly writing.
Title Page

The title page must be prepared according to the following instructions and shall be similar in appearance to the sample illustrated on the next page. The title page follows the abstract and is not numbered, but is considered to be the first page of the manuscript. The subsequent introductory material (Acknowledgments, Table of Contents, List of Tables, etc.) is, with the exception of the copyright page, numbered using lower case Roman numerals (i.e. ii, iii).

1. Center the title of your manuscript in capital letters 1.75 inches from the top of the page. The title must be identical, both in wording and in line breaks, to the title appearing on the abstract of your manuscript (in other words, the “inverted pyramid” rule should still be applied).

2. Approximately 6 lines below the title, center the word “by.” On the second line (a double space) below “by,” center the author’s name exactly as it appears on the abstract, the acknowledgments, and approval forms.

3. Approximately 10 lines below the author’s name, center “A Thesis,” “A Project,” or “A Dissertation” followed by 5 lines of single-spaced text identifying the degree and academic unit. Be sure to use the correct name for the academic unit (e.g., School of Music, The Medieval Institute, Biological Sciences). On the sixth line reflect the graduation month and year (April or May, June or July, August, or December). No comma follows the month.

4. Approximately 10 lines below the name of the academic unit, flush left “Doctoral or Thesis Committee:” On the next line list the committee members beginning with the Chair followed by their terminal degree.
THE DISSERTATION TITLE MUST BE IN ALL CAPITALIZATION, SINGLE SPACED AND INVERTED PYRAMID STYLE

by

John Doe

A dissertation submitted to the Graduate College in partial fulfillment of the requirements for the degree of Doctor of Philosophy Educational Leadership, Research and Technology Western Michigan University April 2015

Doctoral Committee:

Jane H. Smith, Ph.D., Chair
David M. Woods, Ph.D.
Samuel E. Woods, Ph.D.
Kate B. Harbough, Ph.D.
Copyright

Federal copyright protection applies to your thesis, project, or dissertation immediately upon its creation, whether or not you file a notice of registration with the U.S. Copyright Office. Therefore, a copyright page should be prepared and included with each copy of the manuscript deposited with The Graduate College.

The copyright page follows the title page and is unnumbered. It includes the following information centered vertically and horizontally on 3 lines in the middle of the page:

Copyright by
Your name
Year

An alternative copyright notice, using the copyright symbol, can be used:

© 2015 Your name

Registration of the copyright is optional, but is generally required before an infringement lawsuit can be filed (at which point it is too late to file the registration). Other inducements to copyright registration include the conferral of additional legal rights on the author, such as the ability to collect statutory damages and attorneys’ fees in an infringement action. Please consult with your advisor to determine whether to file for copyright.

All doctoral dissertations and master’s theses written at Western Michigan University will be made available online in ScholarWorks at WMU our institutional scholarly repository. Students may choose to embargo this online access for up to 10 years, but it is recommended that unless there is a good reason to embargo, that dissertations and theses are made available through this University archive. Regardless, a ScholarWorks Access Agreement must be completed by all candidates.

All doctoral dissertations written at Western Michigan University will be made available to the academic community, nationally and internationally, through reproduction by University Microfilms Inc. [UMI]. (Authors of master’s theses/specialist projects have the option to deposit with UMI) UMI/Proquest can be contracted to act as the author’s agent in filing the copyright registration. For a fee of $55 (certified check or money order payable to PQIL), UMI/ProQuest will file the necessary application for copyright and deposit 2 copies of the manuscript in the U.S. Copyright Office. Your federal copyright application will be processed upon receipt by UMI, but it will take several months before an official notice can be sent to you. You also have the option of filing your own registration, which requires a fee and the deposit of 2 copies of the manuscript along with the copyright registration form. For more information on fees and options at the U.S. Copyright Office visit: http://copyright.gov/docs/fees.html.

The copyright registration form, or further information on copyright law, can be obtained at the Library of Congress Web site (http://lcweb.loc.gov/copyright), by calling the U.S. Copyright Office at (202) 707-9100, or by writing to:

U.S. Copyright Office
Library of Congress
101 Independence Ave. S.E.
Washington, D.C. 20559-6000
Acknowledgments

Although acknowledgments are optional, they are a courteous way of recognizing people to whom the author is indebted for guidance, assistance, or special aid, including faculty mentors, colleagues, friends, and family members. The acknowledgments should be expressed simply and tactfully. It is best practice to secure permission of those to be cited in acknowledgements.

The acknowledgments page should be prepared according to the following instructions and shall be similar in appearance to the sample illustrated on the following page.

1. Center the heading ACKNOWLEDGMENTS in capital letters 1.75 inches from the top of the page.

2. On the third line (a triple space) below that heading, begin entering the text. Indent each paragraph 0.5 inch and double-space the text.

3. On the third line (a triple space) below the last line of text, beginning at the center of the page and moving right, place the author's name. The name must be identical to that appearing on the abstract, title page, and approval forms.

4. The acknowledgments section is numbered in lowercase Roman numerals, beginning with “ii,” with the number centered horizontally 1 inch from the bottom of the page. Any subsequent pages would be numbered consecutively.

5. If your acknowledgments text exceeds 1 page, center the heading Acknowledgments—Continued on the extra page(s) 1.25 inches from the top of the page. The continued text will begin on the third line (a triple space) below this heading.
ACKNOWLEDGMENTS

I would like to begin by acknowledging the influence of two men I have never met: Dr. John Dixon of the University of Massachusetts and Dr. David Ullman of Oregon State University. Their enthusiasm for and support of academic work in design theory (and the quality of their own work) inspired me to pursue the subject, and ultimately led to the work contained in this thesis.

Secondly, I would like to thank the people who took time to discuss with me their perceptions of the topics contained herein, specifically Dr. Jerry Hamelink, Ralph Damato, and James Moskalik. I also thank the members of my graduate committee, Dr. Jerry Hamelink, Dr. Dennis VandenBrink, and Dr. Judah Ari-Gur, for taking the time to review my work. I would particularly like to thank Dr. Ari-Gur for helping winnow the wheat from the chaff and bring some cohesiveness to the broad subject material I am presenting. His help in coalescing my ideas into something substantive has been invaluable.

Lastly, I would like to thank my wife, Teresa, for having the patience to watch me sit in front of a CRT and tap keys night after night, with nothing but this stack of paper to show for it.

Andrew J. Moskalik
**Table of Contents**

An auto-formatted table of contents is acceptable when generated in Microsoft Word or specialized programs such as LaTeX. Automatic generation of the table of contents in Microsoft Word creates links within the document and is therefore recommended for students submitting electronically. It may also be updated during revisions to ensure that the page numbers and headings listed are accurate. Please make sure that page setup and numbering on these pages are consistent with the rest of the text. See the table of contents of this manual for an example of an automatically formatted table of contents. If manually creating a table of contents, the following format is recommended. Refer to the department's style manual when varying from this format.

1. Center the heading TABLE OF CONTENTS in capital letters 1.75 inches from the top of the page. First-level headings (e.g. Acknowledgments, List of Tables, titles of chapters, Bibliography) are fully capitalized in the Table of Contents. For second- and third-level headings, use the same capitalization that is used in the body of the text.

2. Indent each subsequent heading level within a chapter 0.375 \[3/8\] inch from the previous level. The indent for the second level is measured from the first letter of the chapter title.

3. Double space between each entry and each level of heading, and single space within multiple line headings, but do not further indent the second line of a multiple line heading. Headings requiring more than one line should be single spaced and divided so that the first line is the longest and each succeeding line is shorter.

4. Headings must be identical in level and wording to those in the manuscript.

5. First- and second-level headings within chapters must be included in the Table of Contents. Third-level headings are also recommended since the Table of Contents often serves as an index to the thesis or dissertation.

6. Each page of the Table of Contents is numbered with lower-case Roman numerals, with the number centered 1 inch from the bottom of the page. The space between the page number and the last line of text on the page is approximately 0.25 inch.

7. If the Table of Contents is longer than 1 page, the second and subsequent pages begin with the heading Table of Contents—Continued

   This heading is centered 1.25 inches from the top of the page. On the third line (a triple space) below the heading, continue entering the text. If a page break occurs within a listing of chapters or appendices, the heading CHAPTER or APPENDICES is repeated, a triple space below the page heading.

8. Tab leaders (leader dots) should extend from the last word of each entry to the page number indicating where each entry is located. Leave a small gap (about 0.25 inch) between leader dots and page numbers.

9. If there is only one Appendix, it can simply be labeled APPENDIX. When including multiple appendices, use the heading APPENDICES in your Table of Contents. Each appendix is identified with an upper case letter (i.e. A, B), a title, and is listed in the Table of Contents. The page number listed in the Table of Contents is for the title page of each appendix.

10. If you have a section titled REFERENCES or ENDNOTES at the end of the document, this first-level heading will precede APPENDICES in the Table of Contents. The section itself immediately follows the text of the manuscript. However, it is possible to have references or endnotes concluding each chapter. If there is a chapter section for references or endnotes, this would normally be included in the Table of Contents as a second-level heading (see example on pg. 16). Please refer to your department's style manual for details.
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Use of Chapters and Headings

The majority of theses, projects, and dissertations are organized by chapters. However, you may choose, especially in relatively brief manuscripts, to omit chapter designations in favor of major section headings. In that event, the Table of Contents would have the following appearance; however, all other rules apply to this form of Table of Contents.

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If any tables or figures appear in your manuscript, a List of Tables and/or List of Figures should be prepared according to the following instructions. These should be similar in appearance to the samples illustrated on the following pages. As with the table of contents, if your list of tables and list of figures are automatically generated by Microsoft Word or a specialized program such as LaTeX is used, an alternate format is acceptable.

1. Center the heading LIST OF TABLES or LIST OF FIGURES in capital letters 1.75 inches from the top of the page.

2. When both are needed, the List of Tables page(s) precede(s) the List of Figures page(s).

3. On the third line (a triple space) below the heading, begin entering the table/figure listings—single space within entries and double space between entries. Titles should be listed word-for-word the same as they appear in the text. Capitalization of the first letter of each word in headings (except articles, conjunctions, and prepositions that are less than 4 letters in length such as a, an, and, but, by, for, of, the, etc.) is optional. Capitalization in headings, if used, must be consistent throughout the document.

4. Headings requiring more than one line should be divided so that the first line is the longest and each succeeding line is shorter.

5. Tab leaders (leader dots) are required for each entry. The leaders should extend from the last word of each entry to the page number indicating where each entry is located. Leave a small gap (about 0.25 inch) between leader dots and page numbers.

6. Each page is numbered with a Roman numeral centered 1 inch from the bottom of the page.

7. If your List of Tables or List of Figures is longer than 1 page, the second page heading is

   List of Tables—Continued

   or

   List of Figures—Continued

   This heading is centered 1.25 inches from the top of the page. On the third line (a triple space) below the heading, continue entering the text.
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Tables, Figures, and Equations

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Narrative must continue on table/figure pages if there is room for at least two lines of text.

Spacing and format of all tables, figures, and equations should remain consistent throughout the document.

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In order to be designated as a table, the information presented must be arranged in rows and columns (at least 2 of each). Table titles should precisely reflect the table’s content. The table should be designed to display information in a way that clarifies the textual description. Tables should be prepared in the following manner:

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2. Follow the table format presented in the style manual used by your department.

3. Tables may be inserted horizontally (i.e., in the “landscape” orientation)—see example on the following pages. Note that the position of the page number does not change, and that the top of the table is placed at the left margin.
<table>
<thead>
<tr>
<th>Attribute</th>
<th>Approach Organizer</th>
<th>Purpose</th>
<th>Key strengths</th>
<th>Key weaknesses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Politically controlled</td>
<td>Threats</td>
<td>Get, keep or increase influence, power, or money.</td>
<td>Secures evidence advantageous to the client in a conflict.</td>
<td>Violates the principle of full and frank disclosure.</td>
</tr>
<tr>
<td>Public relations</td>
<td>Propaganda needs</td>
<td>Create positive public image.</td>
<td>Secures evidence most likely to bolster public support.</td>
<td>Violates the principles of balanced reporting, and objectivity.</td>
</tr>
<tr>
<td>Experimental research</td>
<td>Causal relationships</td>
<td>Determine causal relationships between variables.</td>
<td>Strongest paradigm for determining causal relationships.</td>
<td>Requires controlled setting, limits range of evidence, focuses primarily on results.</td>
</tr>
<tr>
<td>Management evidence systems</td>
<td>Scientific efficiency</td>
<td>Continuously supply evidence needed to fund, direct, and control programs.</td>
<td>Gives managers detailed evidence about complex programs.</td>
<td>Human service variables are rarely amenable to the narrow, quantitative definitions needed.</td>
</tr>
<tr>
<td>Attribute</td>
<td>Approach</td>
<td>Organizer</td>
<td>Purpose</td>
<td>Key strengths</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------</td>
<td>-------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Decision-</td>
<td>Decisions</td>
<td>Provide a knowledge and value base for making and defending decisions.</td>
<td>Encourages use of evaluations to plan and implement needed programs. Helps justify decisions about plans and actions.</td>
</tr>
<tr>
<td></td>
<td>oriented</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Policy</td>
<td>Broad issues</td>
<td>Identify and assess potential costs and benefits of competing policies.</td>
<td>Provides general direction for broadly focused actions.</td>
</tr>
<tr>
<td></td>
<td>studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consumer-</td>
<td>Generalized needs and</td>
<td>Judge the relative merits of alternative goods and services.</td>
<td>Independent appraisal to protect practitioners and consumers from shoddy products and services. High public credibility.</td>
</tr>
<tr>
<td></td>
<td>oriented</td>
<td>values, effects</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
As the hours of training increased from less than 4 hours to 4–10 hours to greater than 10 hours, the percent of participants that had daily contact with family members decreased from 87.5% at <4 hours to 60.0% at more than 10 hours ($p = .025$) (see Table 4).

Table 4

*Professional Relationship With Family by Non-Academic Training on Abuse*

<table>
<thead>
<tr>
<th></th>
<th>Less than Daily Contact</th>
<th>Daily Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training &gt;3 hours</td>
<td>8 (12.5%)</td>
<td>56 (87.5%)</td>
</tr>
<tr>
<td>Training 4–10 hours</td>
<td>8 (22.2%)</td>
<td>28 (77.8%)</td>
</tr>
<tr>
<td>More than 10 hours</td>
<td>8 (40.8%)</td>
<td>12 (60%)</td>
</tr>
</tbody>
</table>

*Note.* 26.4% are missing: chi square $p$-value, $\leq 0.025$.

Pearson’s chi square was then used to test if amount of education of child care providers had an association with mandated reporting rates by child care providers.

A greater percentage of child care providers who have a 4-year college (80.3%) or graduate (76%) degree worked in a child care center rather than in a licensed child care home, while those with a high school or community college degree were more likely to work in a licensed child care home (63.2% and 62.9%, respectively). The result was statistically significant, $p = \leq 0.0005$ (see Table 5).

A greater percentage of child care providers with college (66.1%) or graduate degrees (69.2%) stated that they had ever reported abuse to CPS compared to those with
Figures

All kinds of illustrations—such as photographs, graphs, diagrams, and maps—may be presented as figures. As with tables, each figure must be precisely and uniquely titled.

Figures are subject to the following requirements:

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Equations

Equations should be prepared and numbered according to the style manual used by the department. A list of equations is not required. It is customary to set equations off from the rest of the text and number them consecutively throughout the document.
Sixty-four percent of survey respondents felt they were fully aware of their responsibilities for mandated reporting, 23% felt they had some idea of what they were required to report but did not fully understand it, 3.7% reported they had no idea what they were supposed to report, and 9.8% did not answer the question (see Figure 10).

Sixty-eight percent of survey respondent reported they understood their legal responsibilities in reporting suspicions of abuse or neglect and correctly answered the survey question that they, not their supervisor, must report. Twenty-six percent incorrectly identified their supervisor or another professional was responsible for filing a report with CPS, 1.2% believed that based on the severity of the abuse they could make the determination of whether or not they needed to file a report, and 9.8% did not answer the question (see Figure 11).

Appendices

Appendices may include detailed statistical data, questionnaires, form letters, results of pilot studies, figures, or tables providing supplementary information. Do not include letters and documents from individuals or institutions that may reveal the identity of confidential subjects, or take care to block out identifying information when including such materials. If the student’s research involved protected subjects or materials such as those regulated by the University’s Human Subjects Institutional Review Board (HSIRB), the Institutional Animal Care and Use Committee (IACUC), or the Institutional Biosafety Committee (IBC), a copy of the signed letter of research protocol clearance must be included as an appendix, ie: HSIRB approval letter. Manuscripts submitted electronically must still include these materials as part of the thesis or dissertation.

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2. The page number style and location of each appendix is to be consistent with the page numbering system used in the body of the document. Every page in each appendix, including photocopied material, must have a page number.

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(Crews, 1992, pp. 16-17)

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