# The Graduate Handbook for Preparing and Submitting Theses and Dissertations

The College of Graduate Studies
University of Idaho

**ETD QUICKLINK** 

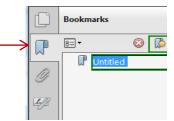
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### **PART 1: INTRODUCTION**

# **Navigation Tips**

Open this document in ADOBE ACROBAT so you may use the bookmarked table of contents on the sidebar. Open this by clicking on the ribbon to reveal navigational links within the handbook.



### **Contact Information**

- For all issues about preparing your thesis or dissertation, contact:
   Melinda Deyasi, melindad@uidaho.edu, 208-885-6242, Morrill 207
- For issues relating to registration, degree requirements, and other administrative matters, contact: Cheri Cole, <a href="mailto:cheric@uidaho.edu">cheric@uidaho.edu</a>, 208-885-6243, Morrill 104

# **College of Graduate Studies Standards**

- These formatting and organization guidelines have been prepared for two reasons: to assist you in
  the production of your thesis or dissertation and to ensure that theses/dissertations (hereafter
  referred to as "document[s]") reflect the standards of excellence instituted by the Graduate Faculty.
  The document should reflect positively on the student, the student's committee, the department,
  the College of Graduate Studies, and the University of Idaho.
- The statements in this edition of the Handbook for Theses and Dissertations (hereafter referred to
  as the "handbook") will take precedence over statements in previous handbooks. This handbook
  takes precedence in all matters of format. If you are advised by your department to use a format
  different from the acceptable graduate college format, please contact the College of Graduate
  Studies office prior to beginning.
- We always strive to be objective and fair in our judgments, and questions of neatness and consistency are judgment calls. Contact us if we can clarify, assist, or help in any way.
- All theses and dissertations will be forwarded to and housed in the university library for public review.
- The university urges students **not** to include classified or confidential material as a part of the dissertation or thesis that would impair the ability to have the documents published or shelved in the university library. If you are considering the inclusion of such material, you must receive permission from the Dean of the College of Graduate Studies before you begin your research.
- The Dean of the College of Graduate Studies may, under substantiated circumstances and with the endorsement of and an explanatory letter from the chair of the committee, permit the document to be held from shelving for a six-month period.

### **Deadlines**

- Theses and dissertations are due within six (6) months after the defense.
- **Deadlines are absolute.** If the document is submitted in an UNACCEPTABLE form by the term deadline, it **cannot** be accepted for that term but will instead be held for approval in the following term. Additional registration may be required.
- Plan your work carefully in order to avoid any last-minute or unforeseen problems. For example, students have found that the logistics of working with committee members on different campuses, or at different universities, or who are conducting research abroad can be problematic. Good intentions don't always meet deadlines; good planning does.

Check the schedules of all faculty and administrators who must sign your document to ensure they will be available when your document is ready for their signatures. You may have to arrange for <u>electronic signatures</u>. You must have all signatures (except that of the Dean of the College of Graduate Studies) to submit the final copies of the document.

# **Deadlines for Spring 2014 Graduates**

April 18	Last date to submit your document for the FIRST format review
May 2	Last day to submit the final versions of your document in ETD (this is the fully revised—both content and format—version of your document that will be published online)
May 16	Final day that the bond copy of your document can be delivered to Morrill 207; this is the print copy of the final ETD version that will be housed in the library; final day for NTR submissions

# **Deadlines for Summer 2014 Graduates**

May 29	Last date to submit your document for the FIRST format review
June 3	Last day to submit the final versions of your document in ETD (this is the fully revised—both
June 6	content and format—version of your document that will be published online)  Final day that the bond copy of your document can be delivered to Morrill 207 without summer registration; this is the print copy of the final ETD version that will be housed in the library; final day for NTR submissions
July 28	Last date to submit your document for the FIRST format review
Aug. 1	Last day to submit the final versions of your document in ETD (this is the fully revised—both content and format—version of your document that will be published online)
Aug. 8	Final day that the bond copy of your document can be delivered to Morrill 207 without summer registration; this is the print copy of the final ETD version that will be housed in the library; final day for NTR submissions

Deadlines for Fall 2014 graduates will be announced later in the spring semester.

### PART 2: GETTING READY: What You Need to Know Before You Prepare Your Document

It is important to read these next few pages so you are aware of the many different factions than can impact your document. It only takes a few minutes ...

# Responsibilities

- Student
  - Submits a neat and clean document free of misspellings, typographical errors, improper punctuation, and poor grammar.
  - Organizes all materials in the approved manner outlined in this handbook and follows all formatting guidelines.
  - Cites all sources and uses footnotes, endnotes, and references according to the accepted style manual, such as MLA, Chicago, APA, IEEE, CBE, or SHA (see references for style guides)
  - Submits all forms and materials by the deadlines.
  - Determines, with the Major Professor exactly, how many weeks in advance that the committee and/or Dean needs to have your document before the defense and after corrections have been made.
- Major Professor and Committee Members
  - Are responsible for content accuracy and completeness of all aspects of the document.
     Reviews content and references for accuracy.
  - Determines the internal arrangement of the content.
- Thesis and Dissertation Advisor
  - Reviews all versions, from the preliminary draft to the final submission, to ensure all format and appearance standards have been met.

Do **not** use theses or dissertations from the library, departments, or other students as models for correct format or organization of materials. Sometimes errors have been overlooked, exceptions to rules have been allowed for specific reasons, or rules have been subsequently changed.

# **Preparing an Article-based Document**

- A thesis or dissertation may include articles that have been published or have been submitted for
  publication; whether or not the article has been accepted does **not** matter for the purposes of your
  document submission
- You must be the primary author of each item; co-authors other than your major professor must be mentioned at the beginning of the item
- If you are using copyrighted and/or published articles, whether they are your own or belong to someone else, you must include, in the appendices, a letter of permission from the copyright holder granting permission for the articles to be used in your document
- When individual papers that have been prepared for submission for publication are used, each must be listed as a separate chapter; in this case, the bibliographic citations and reference materials will appear at the end of each chapter.

### Copyright

- If you are using copyrighted material in your thesis or dissertation, a statement from the copyright owner giving you permission to use the material must be included in the **appendices**.
- If you are using previously published items, it is important to be sure that you did **not** sign an agreement with the publisher that could prevent you from using the item in your document.
- Most students do NOT find it necessary to ask ProQuest/ETD to file for copyright on their behalf.
- Once any original work is created and affixed on paper, clay or digitally, the work receives instant and automatic copyright protection.
- For more information about copyright, open access and other issues, see the <u>LibGuide</u> prepared by Annie Gaines, University of Idaho's Scholarly Communications Librarian.
- If you have further questions, speak to your Major Professor and see <u>The Faculty-Staff Handbook</u>, section 5300.

### **Helpful Campus Resources**

- Writing Center: Available only while classes are in session; make an appointment
- The Campus Copy Center: Will print and deliver your thesis or dissertation to Morrill 207
- Student Computing Labs: There over 500 computers in 15 labs

# **Word and LaTeX Helpsites**

- Work in the word processing software of your choice and "save as" a PDF.
- Each time you revise, use word processing software instead of trying to revise in PDF.
- MS Word 2010 for Dissertations: from the U. of Michigan
- Formatting Theses and Dissertations Using Word 2010: from Clark Atlanta U.
- Essential MS Word 2010 Tips: includes combining portrait and landscape pages
- There are quick and easy tutorials for specific Word formatting issues on YouTube
- If you use LaTeX, check these out: LaTeX Workshops and LaTeX ETDs, both from Iowa State

# **Protocol Approval**

- Prior to beginning any research projects, approval must be granted by one or more of the following groups if it applies to the research that you are undertaking:
  - o Human Assurances Committee: for research involving human subjects
  - o **Animal Care and Use Committee:** for research using vertebrate animals
  - o Biohazards Committee: for research using any biological agent or recombinant DNA
  - o Radiation Safety Commission: for research using radioactive materials
  - o Idaho Research Foundation: for research that may have patent or license outputs
  - University Research Office: for research involving agents or federal controls on the development, use and distribution of technology
  - o **Office of Sponsored Programs:** for activities funded through external grants and contracts.
- Should the research methodology or source funding change, notify the appropriate group.
- Letter(s) from the appropriate committee approving the protocol must be included in the appendices.

### PART 3: SUBMITTING YOUR DOCUMENT: From the First Format Review to the Final Version

### **Format Review**

- When: Once you have composed your preliminary pages and a first draft of your chapters is mostly complete, you should submit your document for the **first format review.**
- **Why**: A format review is conducted to ensure that you have applied all the rules laid out in this handbook, including formatting and organizational elements, properly ordered and titled sections and graphic materials, and have included all necessary materials such as protocol approvals and copyright permissions.
- Where: In ETD (see below). Emailed submissions and print copies cannot be accepted.
- **How often**: Each time you revise your document significantly, resubmit it in ETD for another format review since it is very easy for seemingly insignificant changes to result in formatting mishaps.
- In a nutshell: Each time a document is submitted, it is reviewed for format compliance.
  - Initial submission (by April 18): First format review of your preliminary pages and draft document
  - Your next submission(s) should show that you have made all of the required revisions and/or added substantial material to your first draft
  - Final ETD submission (by May 2): After you have incorporated your committee's feedback and made any changes they deem necessary, submit your document again for a final review to ensure these content additions have not created any formatting problems
  - After May 2: you will receive notice in ETD that it is okay for you to get your bond copy printed, which needs to be turned into Morrill 207 by May 16

### ETD Information (ETD Quicklink)

- This software system created by ProQuest academic publisher lets students submit their documents digitally and thereby enables their dissemination more quickly and widely to the larger academic world. It enables university administrative staff to interact with each student and leave a permanent digital record of their transactions and submissions.
- It is not nearly as scary or difficult as it seems, and it is not as PERMANENT as it looks.
- Simply click the **ETD Quicklink** and begin by creating your account.
- You can change the information you submit into the information boxes and upload revised documents as many times as you wish.
- You can make changes up until your work has been "accepted" (after the end of the semester), and after your bond copy has been approved and sent to the library.
- It has been in use for about 8 years in hundreds of colleges and universities, so it has been proven to be an effective and secure system. Also, by this time, all the bugs have been worked out.
- Using linked text: Students are welcome to include bookmarks and hyperlinks but need to know
  that ProQuest cautions us that the links will NOT always remain stable through everything it
  undergoes in the publishing process. Also, any linked text color needs to be changed to black before
  getting your document copied onto bond paper if using only black and white printing.

### How to Prepare for the First Format Review

- $\hfill \square$  Read this handbook, beginning to end. REALLY.
- ☐ Apply all the formatting and organizational rules, along with those that may pertain to your work such as graphic materials, appendices, protocol agreements, copyright, etc.
- ☐ Prevent widows and orphans
  - This term applies to words, short lines, headings, or bibliographic references that start at the end of one page and continue on the next. Try to keep material such as this together whenever possible.
- □ It is permissible to split a reference of 4 or more lines at the approximate half-way point
- □ Use the formatting and organizational reference checklists on the next page for a quick check.
- ☐ **Proofread** for overall physical appearance and format:

Print out your document, grab a red pen and post-its, and look at each page for about 5-10 seconds, noting any errors, omissions, and such. Keep an eye out for misaligned text, figures, and tables as well as missing page numbers, inconsistent heading styles, widows and orphans, and other common errors that are really hard to catch when reading your work on the computer. You won't believe the things you catch.

Each page is supposed to have its first line of text or title about 1" from the top of the page. This doesn't always happen, and here is how you can spot these uneven page top. Save your Word file as a PDF. In Adobe Acrobat, click on View, then Page Display, then Two Page View. Next, click View, then Show/Hide, then Rulers and Grids, then Rulers. You are now set up to view your pages next to each other, making it much easier to ensure that each heading or first line of text begins where it is supposed to.

### **Final Submission Completion Checklist**

- □ your Application for Degree, Final Defense Report Forms, and the <u>Univ. of Idaho Repository Agreement</u> are on file in Morrill 104
- □ all other degree requirements must be met
- Doctoral Candidates Only: you have completed the online <u>Survey of Earned Doctorates</u> (you don't need to provide us with a copy of your certificate of completion since one is automatically emailed to us upon your submission).
- once you have been notified via ETD that your work does not require any revisions, you can get your document printed on bond paper
- □ Submit **one** unbound copy of your document to Morrill 207 by **May 16.**

We strongly encourage students to get their documents printed on bond paper at the Copy Center (about 17 cents/page for black and white printing) or to use Fox River Select 25% cotton bond paper. We have this brand in our office, which we can readily use in case you need a page or two to be reprinted. If revised pages are required, you will have to arrange to have extra blank sheets of your brand of bond paper delivered to Morrill 207. This may delay the submission of your document.

Formatting Qui	ick Ch	ecklist
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- ☐ Margins: top and bottom, 1"; left 1.2-1.3"; right 1"
- ☐ Font: 10-12 point
- □ Page and Chapter Titles, Headings: must be consistent throughout in terms of:
  - o case (all uppercase or all major words capitalized)
  - o emphasis (all bolded or none bolded)
  - o alignment (all centered or all at left margin with a few exceptions)
  - o size (may be the same size as text or up to 2 points larger)
- □ Titles, headings, or first line of text: must be about 1" from top of page
- □ Page numbers:
  - o upper right, about ¾" from top margin
  - o preliminary pages use lower case Roman numerals (doesn't appear on title page)
  - o all other pages (chapters, references, appendices, etc.) use Arabic numerals
- □ Spacing of text and lists: minimum 1.5 maximum 2.0
- □ Spacing after titles and headings: must be consistent throughout
- □ Spacing before and after subheadings: must be consistent throughout
- □ Tables, figures, etc.: centered horizontally, with single-spaced captions

# **Organization Quick Checklist**

Preliminary Pages, in order

- o Title Page
- Authorization to Submit
- Abstract
- Vita (optional)
- Acknowledgements (optional but recommended)
- Dedication (optional)
- Table of Contents
- List(s) of Graphic and/or explanatory materials
- Prefaces and Introductions are NOT to be used
- □ Chapters
  - All major sections must be titled as Chapters
  - All subsections within each chapter, such as abstract, introduction, methods, etc. must follow immediately after each other. The only subsection that may start on a separate page is References, if you wish.
- □ References
  - A separate references section is required for documents that do **not** include references at the end of each chapter
- ☐ Appendices (not all theses and dissertations require appendices)
  - Includes copyright letters, protocol approvals, CDs, DVDs, oversize papers, and other auxiliary materials

for explanations, details, and selected sample pages.

See following pages

See following pages for explanations, details, and selected sample pages.

### PART 4: FORMATTING: Consistency Is The Most Important Concern

# **Margins**

- Margin requirements apply to ALL pages in the document.
- The margins are 1" on the right, 1" on the bottom, and 1.2" 1.3" on the left.
- Allow adequate space for footnotes if they are to be added to the bottom of the page; the 1" bottom margin must be maintained.
- Text aligned to the left is recommended; if your text is fully aligned with the right margin, references, equations, and other words may be too spaced out and will appear awkward.

# **Page Numbers**

- All page numbers in ALL sections of the document must be located in the upper right corner
- In order to get the proper position, set your top margin at 1", and then use automatic page numbering to insert them; by doing this, you ensure that your first heading/title/line of text appears very close to 1" from the top of the page
- A page number should appear on every page in the document EXCEPT for the title page.
- Page insertions using sub-numbers (10a, 10b, 10c, etc.) cannot be accepted.
- Use **lower case** Roman numerals for numbering the preliminary pages. The numbering is continuous beginning with the title page; however, the page number "i" does not appear on the actual title page itself nor is it included in the table of contents).
- Pages in the "body of the document" use Arabic numbers beginning with 1. Page 1 is the first page of Chapter One. The body includes chapters, references, graphic materials, and appendices.
- If the text **within** the page has been reduced, the page number must remain full-size and must appear in the same location as all other page numbers.
- If a page uses landscape layout, the page number must appear in the **upper right corner** in portrait position.
- For help with page number issues, see the <u>Word and LaTeX Helpsites</u>.

### Spacing

- The **text** of the entire document (including the preliminary pages) must be 1.5 2.0 spaced.
- The only exceptions are tables, block quotations, and bibliographic entries, which may be single-spaced with a double space between entries.
- Spacing after titles and headings must be consistent throughout.
- Spacing before and after subheadings must be consistent throughout,

### **Fonts**

- Any legible font (except script, italic, or ornamental fonts, which may be used for special purposes only) is acceptable. It must fall within the **10 12 point** range.
- The same font must be used consistently throughout the manuscript; however, fonts used for graphic materials may differ from that used for the text, but should be consistent for these items.

### Page Titles/Headings

- The alignment, case, and emphasis of page titles/headings of each preliminary page must be CONSISTENT with each other AND with the chapter titles AND appendices AND references
  - o Alignment: all centered OR all must be at the left margin
  - o Case: all are entirely in uppercase, or with just the main words capitalized
  - o **Emphasis:** all must be bolded OR all must not be bolded
- The title/heading must begin about 1" from the top of the page, with a few exceptions (see Dedication page and Appendices)
- If you are including appendices, we recommend that you choose CENTERED headings for your entire document since the Appendix title pages usually have very little text on the page and look awkward when positioned at the left margin. Please see <a href="Sample Appendix Title Page">Sample Appendix Title Page</a>.
- For the titles of main sections (all the preliminary page titles, chapter titles, appendices), the font size may be up to 2 points larger than that used for the main text.

# **Paper and Size Requirements**

- All materials in the document, including illustrative material, must conform to the required text margins and paper size of 8.5" x 11". If it cannot, we suggest two alternatives:
  - Reduction: This is the preferred method. Photocopy equipment can reduce items to fit
    within the margin requirements, but ensure it remains large enough so that the text can
    easily be read. (Page numbers must remain full-size on pages with reduced materials.)
  - Folding: If it is not possible to reduce the materials, an oversized page may be used. We
    don't encourage this since oversized pages are folded and put in a 7" x 10" pocket at the
    back of the bound document; they are not bound into the spine.
- The document must be printed on bond paper of 25% cotton. The same brand of this specialized paper must be used to copy the entire document, including the Authorization to Submit page. (See Final Submission Completion Checklist)
- Your document must be printed on one side only; duplexing is not allowed.

# Corrections

Pen or pencil corrections, whitening substance, or interlinear insertions are not acceptable.

# **Headers**

• Are not to be used.

### **PART 5: ORGANIZATION**

# **Document Components and Order at a Glance**

- A. Preliminary Pages, in order
  - Title Page (required)
  - Authorization to Submit (required)
  - Abstract (required)
  - Vita (optional)
  - Acknowledgements (optional but recommended)
  - Dedication (optional)
  - Table of Contents (required)
     List(s) of Graphic Materials (figures, tables, charts, etc.) and/or Explanatory Materials
     (abbreviations, symbols, equations) if applicable
  - o Prefaces and Introductions are **not** permitted in theses and dissertations.
- B. Chapters (required)
- C. References
  - Separate section is required for documents that do **not** include references at the end of each chapter
- D. Appendices
  - Required only for documents that include copyright letters, protocol approvals, CDs, DVDs, oversize and other auxiliary materials

# A. Preliminary Pages

# Title Page (sample Page)

- This is page "i", but the number is **not** placed on the page.
- The correct name is the College of Graduate Studies; it is NOT "the Graduate School" nor the name of the College in which your home department resides.
- Your degree and major must match your university records; do NOT include a minor, emphasis, focus, or area of specialization.
- The date on this page is the month and year in which your document is expected to be approved by all required parties, including the College of Graduate Studies. In other words, this date should correspond with the month and year that you submit the bond copy of the document.

### **Authorization to Submit (Sample Page)**

- Insert only enough signature lines for those who will be signing—NO blank lines.
- All signatures are required on the final bond copy we receive but **we do not require original signatures**. You may obtain the required signatures on your Authorization to Submit page printed on regular paper and then have it copied onto bond paper and submitted with your final version.
- You will be notified in ETD once your file has been cleared and sent off to ProQuest; this notification will include a copy of your fully signed Authorization to Submit page.
- The name of the person who is signing is to be printed **under** the line. Although it is not necessary to include such titles as Dr. or Prof., it is a respectful gesture. Be sure to use the same **type** of title for each person signing (all Dr. or all Prof.)
- When you upload your document in ETD, do NOT include the **signed** authorization to submit page. Just leave the **unsigned** version. The signed page is required ONLY with the bond copy.
- It is the responsibility of the **student** to ensure all signatures are acquired, printed on bond paper, and delivered to Morrill 207 with the rest of the document. **Only under special circumstances will** we accept Authorization to Submit pages separate from the thesis or dissertation.

# **Electronic Signatures**

- Sometimes committee members or others listed on the Authorization to Submit page are unavailable but are willing to indicate their approval of the document by means of electronic signature.
- Only a facsimile of an actual signature can be used, as opposed to the printed text of the names.
- Ask your Department Administrator, College Dean, or Major Professor how your department
  accepts electronic signatures, and use whatever means they have adopted. Their signatures on the
  Authorization to Submit form serve as verification to the College of Graduate Studies that they
  accept the electronic signature(s).
- The College of Graduate Studies is not able to be involved in any aspect of collecting or verifying electronic signatures.

90% of formatting errors occur in the preliminary pages, so pay close attention to the samples provided at the end of this section.

# **Abstract** Sample Page

- The abstract is a short summary of the document, written in narrative style rather than outline form.
- Dissertation abstracts may be no longer than 350 words, and thesis abstracts are limited to 150.
- Although each chapter may have its own abstract or introduction, an "umbrella" abstract that encompasses the entire document is REQUIRED.

# Vita (optional)

• This is a brief summary of your academic background, and not autobiographical.

# Acknowledgements (optional but recommended) Sample Page

This section recognizes the individuals to whom you are indebted for guidance and assistance, and
the agencies from which you may have received grant support. They should be expressed simply,
tactfully, and professionally. Thanking your friends and/or family can be done either here or in the
dedication section.

# **Dedication** Sample Page (optional)

- In order to set off the special nature of this material, a dedication (page heading and text) should be vertically and horizontally centered in the middle of the page.
- Most dedications are messages of that are more personal than professional in nature. They are
  usually to convey thanks and appreciation to family members, close friends, or professors with
  whom the student has worked closely over the years.

# **Table of Contents** Sample Page

- This table lists all the titles of each preliminary page used in the document (except the title page) including lists of graphic materials.
- Each chapter title and first-order subheadings need to appear.
- If a single reference section or appendices are used, it/they must appear on the table of contents.
- You don't have to use dot leaders to format your tables and lists as long as you can perfectly line up the page numbers with the right margin.

There are 2 ways to format your Table of Contents and lists of graphic materials so that the page numbers will align perfectly with the right margin.

- Create a TOC Automatically
- Create a TOC Manually Using Dot Leaders

# **List(s) of Graphic Materials** Sample Page

• In the table of contents, a list for each type of graphic materials (or abbreviations) must be included and separated by type: for example, the list of figures must be on a separate page from the list of tables which must be on a separate page from the list of abbreviations, and so on. All graphic materials, including those which refer to items in the appendices, must be listed.

### **Prefaces and Introductions**

• This university does not accept documents with prefaces and introductions. The kind of material typically found in such sections should be incorporated into a chapter.

### B. Chapters

- Arabic Numerals Begin Here On Chapter One, Page 1.
- All major sections of the body of your text must be labelled as a Chapter; in other words, a section is a chapter unless it appears in the preliminary pages, or a single References section, or an Appendix.
- Each chapter must begin on a new page, and be titled "Chapter 1, Chapter 2, etc."
- Subsections such as introduction, abstract, conclusions, etc. should not be started on new pages; they should simply follow after the previous subsections; the exception to this is the references subsection that may begin on a new page.

# **Graphic Materials**

- Graphic materials is the term used to refer to imagery which includes but are not restricted to tables, graphs, flowcharts, diagrams, illustrations, photographs, images, figures, maps, etc.
- They must be CLEAR, CLEAN, CRISP AND LEGIBLE, and conform to the margin, paper, and pagination requirements explained elsewhere in this handbook.
- All graphic materials need to be inserted at the same points the same way throughout the document. They may appear:
  - o within the text of the chapter, or
  - o on separate pages at the end of the chapters, or
  - o at the end of the document AFTER the References and BEFORE any appendices.
- Materials placed on a page of its own must cover at least half of the page MUST be centered
  horizontally. Material that is positioned in a landscape position should be centered vertically.
- You may center graphic materials positioned within the text if you like, but if you do so, remember that their titles and captions should also be centered.
- Ensure that graphic materials oriented in landscape view are placed far enough from the left margin so that the first line of text or top of the image will not be cut off when it is bound.
- Resize the items in order to maintain proper margins.
- Each type of graphic material needs to be numbered consistently using one of these options:
  - o consecutive numbering throughout the entire document, or
  - o consecutive numbering within each chapter (1.1, 1.2, 2.1, 2.2, 3.1, 3.2).
- Each item must be listed in the List of Tables, List of Graphs, etc. in the preliminary pages.
- If color is used as a describer, text should also be used. For example, "The red line, marked A, is a river." In this way people reviewing black and white copies of the document can also understand the meaning. Written descriptions, detailed labels, or specific symbols should be used to identify items in graphic materials since some colors may not display correctly when digitized or copied.

# **Captions**

- These must be single-spaced and appear either above or below the item it describes (be consistent in the caption placements throughout the document).
- A smaller font of the same type used in your document may be adopted for purposes of saving space or preventing widows and orphans.

### C. References

- Every document (except for Creative Writing theses and in other exceptional instances) must include a **Bibliography or References or Works Cited** section(s).
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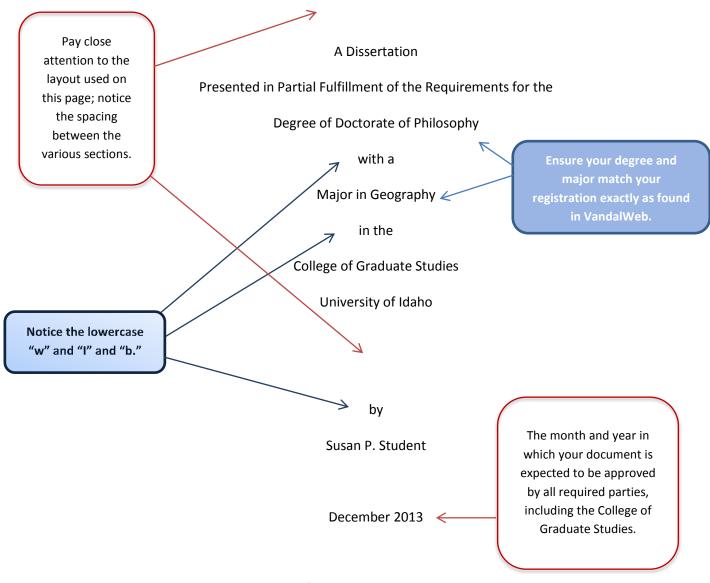
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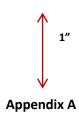
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