

Thesis Elements:-

Front Matter of Thesis

<https://guides.lib.uni.edu/thesis-and-dissertation-formatting/2-dissertation>

## Format of the Thesis

In form, the thesis is a lengthy experimental, design, or theoretical report, with a problem-method-results-discussion structure. This recurrent hypothetico-deductive pattern of developing a thesis to solve a problem and then constructing a methodology and testing for results is common in research writing. When you begin to write the first draft of your thesis, try to salvage useful material for problem statements, methodologies, and bibliographies from your thesis proposal. Make use of your laboratory notebook for detailed accounts of your procedures.

### Front Matter

The front matter frames the thesis work. It includes these elements:

- *Title page.* Your department will have a standard title page form you are required to follow. The title should be informative, contain keywords, and reveal the topic of the thesis. Include the title, author, thesis supervisor, place, and date.
- *Abstract.* Briefly state the (1) research problem, (2) methodology, (3) key results, and (4) conclusion. Generally, abstracts are between 100 and 150 words--roughly 5-10 sentences.
- *Table of contents.* List the key subject headings and subheadings of your thesis with their page numbers. Number the front-matter section in lowercase roman numerals. Be sure to list acknowledgments, appendixes, and bibliography.
- *List of figures.* Include the figure numbers, figure titles, and page numbers.
- *List of tables.* Include the table numbers, table titles, and page numbers.
- *Nomenclature (optional).* List unfamiliar terms, symbols, acronyms and their meanings.

### Body

In the thesis body, you provide the introduction, narrative, and analysis of your work. The body includes these elements:

- *Introduction.* State (1) the purpose of the investigation, (2) the problem being investigated, (3) the background (context and importance) of the problem (citing previous work by others), (4) your thesis and general approach, and (5) the criteria for your study's success.
- *Theory.* Develop the theoretical basis for your design or experimental work, including any governing equations. Detailed calculations go to an appendix.

- **Materials, apparatus, and procedures.** List and describe key materials and apparatus. Then describe the procedure in enough detail that others can duplicate it. For design studies, this section includes component design, fabrication, assembly, and testing procedures. Use illustrations.
- **Results.** Present the results, usually with accompanying tables and graphs. Characterize the patterns and quality of the results and estimate their accuracy and precision. Detailed data go to an appendix. Use analytical graphics.
- **Discussion.** Discuss the meaning of the results, stating clearly what their significance is. Compare the results with theoretical expectations and account for anything unexpected.
- **Conclusions.** Review the results in relation to the original problem statement. Assess the success of the study in light of the criteria of success you gave in the introduction.
- **Recommendations.** If applicable, recommend directions for future work.

### **End Matter**

The end matter is mainly referential material too detailed to fit well in the main narrative of work done. It includes these elements:

- **Acknowledgments.** Acknowledge assistance from advisors, sponsors, funding agencies, colleagues, technicians, and so on.
- **Appendixes.** Provide detailed calculations, procedures, data in separate appendixes. Give each appendix a title, a letter (Appendix A, B, C), and an introductory paragraph.
- **Bibliography.** List alphabetically any works referred to in your study. Follow the bibliographical and footnote formats of your department or of a prominent periodical published by a professional society in your field.

### **Main Text of a Thesis**

The body of each manuscript contains text describing research performed as part of the completion process for a master or doctoral program. Formatting may vary depending on the style guide used, or whether the document is a creative thesis; however, all manuscripts must adhere to SHSU's basic format standards:

- **Page numbers:** Arabic numbers (1, 2, 3, 4, etc.), right side, top of page. Page numbers start with 1 on the first page of the first chapter and continue to the end of the document.
- **Margins:** Left margin 1.5 inch. Top, Right, Bottom 1 inch.
- **Font:** 12 pt. Double-spaced throughout. Use same font style throughout document.

### **DIVIDING THE CONTENT**

The first thing you will do when constructing a thesis or dissertation is create a basic outline of your content. This same outline can be used to generate chapter titles and headings throughout the document.

Titles and headings help readers understand how you have structured the subject matter, and prepares them for what they are about to read. A logical and consistent progression of headings helps with this.

Unless stated otherwise in your specific style manual, the following outlines the basic structure for titles and headings:

- Each chapter begins with a chapter designation on the top line of the page:
  - Bold
  - Centered
  - ALL CAPS
  - Followed by a Roman numeral: CHAPTER I, CHAPTER II, CHAPTER III, etc.
- The next line is the chapter title:
  - Bold
  - Centered
  - Headline Style Capitalization. (Use CHPT\_HD)
- Heading style 2:
  - Bold
  - Left-justified
  - Headline Style Capitalization. (Use Heading2)
- Heading style 3:
  - Bold
  - Indented for paragraph
  - Sentence style capitalization ending with a period. Regular text starts after period. (Use Heading3)
- Heading style 4:
  - Bold
  - Italicized
  - Indented for paragraph

- Sentence style capitalization ending with a period. Regular text starts after period. (Use Heading4)
- Heading style 5:
  - Italicized
  - Indented for paragraph
  - Sentence style capitalization ending with a period. Regular text starts after period. (Use Heading4)

You may not need to use all of these heading formats, but knowing will take some of the guesswork out of the creation process.

- **NOTE:** Heading formats must be used in consecutive order. You cannot skip one heading level in preference for another.
- Also, you cannot have only one subsection within a section. Use at least two, or none at all.

Refer to the page [Setting Up Your Document](#) to find out more about heading styles and how to create re-usable font styles in your document.

### Checklist For Body of Thesis

- Separated into chapters with chapter titles.
- Appropriately formatted according to chosen style manual, such as APA, MLA, Chicago/Turabian, etc.
- Headings and subheadings are consistently formatted throughout the document. Do not change heading structure midway through the document.
- A subheading at the bottom of the page must have at least one line of text beneath it. Otherwise, the subheading may be moved to the next page.
- Do not use numbering systems to designate sections and subsections. For example:
  - Part 2: Structure of the Elements
  - Part 2. 1: List of elements
- Text is double-spaced throughout. Do not insert extra blank lines or spacing to separate text.
- You may insert blank lines at the bottom of one page in order to keep a single Table from breaking, or when inserting a Figure.

### Front Matter of a Paper

Front matter includes the title pages, the writer's name, the edition, the publication date, the copyright details, the ISBN, and the publisher's name and logo. Back matter is **information** about a book and the writer which follows the end of the main text.

Front matter is the first portion of the paper and contains the title page, abstract, table of contents, list of figures, list of tables, forward, preface, and list of abbreviations and symbols. Some of the elements of the front matter may not be required; however, the title page and table of contents are mandatory. A. Purpose: I. Explains the topic of the report. II. Explains how the report is organized. III. Provides the purpose of the report. B. Page Numbers: I. The numerical system for pages in the front matter is small Roman numerals. II. The title page, though unnumbered, will be i. The back of the title page, still unnumbered, is ii. III. The abstract begins on iii. The back of the abstract is iv, but it is unnumbered. IV. The table of contents begins on v. C. Title Page: The formatting of the title page may vary, depending upon your company's requirements. I. Include the full title of the report. a) The title should reflect the topic, scope, and objective. b) Include "feasibility" or "annual report" in the title or subtitle. c) Do not abbreviate in the title. d) Put the time period in the subtitle. II. Include the names and titles of the writers, investigators, and compilers. III. Include the dates and the time period represented by the report. IV. Include the name of your organization. V. Provide the name of the company or individual receiving the report. D. Abstract: An abstract is a condensed version of the report. It summarizes the major points of the report and is meant to provide enough information so that it can easily stand alone. (Refer to the Abstract Resource.) I. Abstracts are usually about 250-300 words. II. Write the abstract after completing your report.

## Keywords

**Keywords** are a tool to help indexers and search engines find relevant papers. If database search engines can find your journal manuscript, readers will be able to find it too. This will increase the number of people reading your manuscript, and likely lead to more citations.

However, to be effective, Keywords must be chosen carefully. They should:

- **Represent** the content of your manuscript
- Be **specific** to your field or sub-field
  - Keywords are words that capture the essence of your paper. Keywords make your paper searchable and ensure that you get more citations. Therefore, it is important to include the most relevant keywords that will help other authors find your paper.
  - Here are a few tips that will help you create relevant and effective keywords for your paper:
    - 1. Think from the point of view of the reader. What keywords would the reader search for that would help retrieve your article?

- 2. Keywords should ideally be phrases of 2-4 words; single word keywords are acceptable, but they may lead to many false matches.
- 3. Keywords should contain words and phrases that suggest what the topic is about. Also include words and phrases that are closely related to your topic. (For example, if the paper is about heart diseases, use words like stroke, circulatory system, blood, etc.)
- 4. Also use variants terms or phrases that readers are likely to use (For example, if the paper is about spine disorders, use words like spinal cord, vertebral column, backbone, etc.)
- 5. The full forms of shortened words or acronyms and abbreviations should be included as well.
- Journals ask for anywhere between 3-8 keywords. However, I would say it is good to have 4-5 keywords ready, and add more depending on the journal requirement.

### **What is Abstract?**

The Abstract is:

- A **summary** of the content of the journal manuscript
- A time-saving **shortcut** for busy researchers
- A **guide** to the most important parts of your manuscript's written content

Many readers will only read the Abstract of your manuscript. Therefore, it has to be able to **stand alone**. In most cases the abstract is the only part of your article that appears in indexing databases such as Web of Science or PubMed and so will be the most accessed part of your article; making a good impression will encourage researchers to read your full paper.

A well written abstract can also help speed up the peer-review process. During peer review, referees are usually only sent the abstract when invited to review the paper. Therefore, the abstract needs to contain enough information about the paper to allow referees to make a judgement as to whether they have enough expertise to review the paper and be engaging enough for them to want to review it.

Your Abstract should answer these questions about your manuscript:

- What was done?
- Why did you do it?
- What did you find?
- Why are these findings useful and important?

Answering these questions lets readers know the most important points about your study, and helps them decide whether they want to read the rest of the paper. Make sure you follow the proper journal manuscript formatting guidelines when preparing your abstract.

## **The Importance of Titles**

The title of your manuscript is usually the first introduction readers (and reviewers) have to your work. Therefore, you must select a title that grabs attention, accurately describes the contents of your manuscript, and makes people want to read further.

An effective title should:

- Convey the **main topics** of the study
- Highlight the **importance** of the research
- Be **concise**
- **Attract** readers

Writing a good title for your manuscript can be challenging. First, list the topics covered by the manuscript. Try to put all of the topics together in the title using as few words as possible. A title that is too long will seem clumsy, annoy readers, and probably not meet journal requirements.

The Preface is optional and can be deleted if you decide not to use it.

## **What is Preface?**

Generally, it may contain personal details about the nature of the research undertaken, how it relates to your background and experiences, and information about the intended audience. Basically, information that is not directly relevant to the research itself. You may also include acknowledgments in this section. If you do include acknowledgments, then delete the Acknowledgments page.

## **GENERAL INSTRUCTIONS**

1. Margins: Left margin 1.5 inch. Top, Right, Bottom 1 inch.
2. Lower case Roman Numeral (iii), centered, bottom of page.
3. Font: 12 pt. Double-spaced throughout. Use same font style throughout document.

## **TITLE**

1. Type **PREFACE** in ALL CAPS, bold, centered on first line beneath top margin. (Use CHPT\_Title)

## **BODY TEXT**

1. Use **RegText** to type the body of your text, indenting each paragraph appropriately.

2. When finished, click on the **Insert** tab, and click on **Page Break** to start a new section.

### **Co-author or joint authorship in paper**

A co-author is any person who has made a significant contribution to a journal article. They also share responsibility and accountability for the results. If more than one author writes an article, you'll choose one person to be the corresponding author.

#### **Diff. Between**

Lead Author: He/She is also called as the first author and is the one who carries out the research as well as writes and edits the manuscript. Co-Author: He/She is the one who collaborates with the lead author and makes significant contribution to the manuscript.

#### **How to identify Authorship**

Traditionally, co-first authors are indicated by an asterisk and the order of the individuals is the decision of the PI. Once the paper is published, it appears in print as follows:

co-Author 1\*, co-Author 2\*, Author 3, and Author 4.

However, in this case co-Author 2 may feel slighted and some argue that co-Author 2 has the right to swap the order of the first two authors when listing the paper on their CV, resulting in the following biline:

co-Author 2\*, co-Author 1\*, Author 3, and Author 4.

On the other hand, some believe that the biline must remain exactly as it is in the original paper and that co-first author papers should therefore be listed in a CV as follows:

co-Author 1\*, co-Author 2\*, Author 3, and Author 4.

### **Synopsis**

The research synopsis is the plan for your research project. It provides the rationale for the research, the research objectives, the proposed methods for data collection and recording formats and/or questionnaires and interview guides.

How do you write a research synopsis?

A synopsis must have the following headings: **TITLE:** Should reflect the objectives of the study. It must be written after the whole synopsis has been written so that it is a true representative of the plan (i.e. the synopsis). **INTRODUCTION:** Should contain brief background of the selected topic.