

## THESIS ORGANIZATION

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\* all major sections/chapters will begin on an odd page number

\*\* List of References and/or Bibliography may appear here or before the  
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## **I. INFORMATION SHEET (HEADING 1 STYLE)**

### **A. STARTING UP (HEADING 2 STYLE)**

Text follows here. Indent 0.5" from left margin. All paragraphs falling under this heading will be indented at 0.5". The second-order heading is all caps and bold.

### **B. DOCUMENT MARGINS, LINE SPACING, FONT TYPE AND SIZE**

Document margins will always be 1 ¼" on left and right sides, 1" on the top and the bottom. Be sure the footer is set to 1", so the page number will be at the 1" mark.

Line spacing in the text will be 1 ½ (not double space). If you choose a different type of spacing between headings and text you must be consistent throughout your thesis. Your font should be a true font such as Times New Roman, Arial, Courier. The font should be set at 12 point in the text. If you choose to make your chapter headings a larger font size, you must be consistent throughout your thesis.

#### **1. This Is a Third Order Heading (Heading 3 Style)**

The style used for this heading is Heading 3. Heading 3 and all paragraphs under this heading are to be indented at 0.5" from the left margin. The third-order heading is upper-lower case and bold.

##### ***a. Really Long Fourth Order Heading, Showing That Word Handles the Second Line Correctly (Heading 4 Style)***

The style used for this heading is Heading 4. Heading 4 and all paragraphs under this heading are to be indented at 1.0" from the left margin. The fourth-order heading is upper-lower case, italic, and bold.

(1) Fifth Order Heading and fifth order paragraph. Text follows on the same line as the heading. The style used for the heading and the paragraph is Heading 5. Indent heading and all paragraphs under this heading at 1.5" from the left margin.

### **C. TABLE OF CONTENTS**

Make sure the headings and page numbers in the Table of Contents match the body of the thesis.

### **D. FIGURES/TABLES**

Use any figure/table title format you like, just be consistent.

Table 1.      Name. (From:      )

Figure 1.      Name. (After:      )

If your figure or table is copied from a reference, you will need to note that, as shown on the Table example (From). If your figure or table is taken from a reference and you make changes to it, you will need to note that, as shown on the Figure example (After).

#### **E.      BULLETS**

- Bullets are to be .5 from the left margin and text to wrap or indent. Just be consistent throughout your thesis. Try not to have bullets, numbers, dashes, asterisks, etc. Use one form or another - not all together.

#### **F.      QUOTES**

Quotations of two or more sentences are to be indented 0.5 in from the left and the right margin. The text is single spaced and no quotation marks.

#### **G.      INITIAL DISTRIBUTION LIST**

The initial distribution list will now look like this (Marine Corps Officer Students have required mailing addresses, see website for form): Spell out or abbreviate states. There are no street addresses, zip codes, or dot leaders on this list.

#### **H.      WEBSITES**

When referencing websites in your thesis, put the month and year you accessed it after the URL.

### **INITIAL DISTRIBUTION LIST**

1.      Defense Technical Information Center  
Fort Belvoir, Virginia
2.      Dudley Knox Library  
Naval Postgraduate School  
Monterey, California

## THINGS TO REMEMBER WHEN WRITING YOUR THESIS

1. Punctuation (periods and commas) go inside quotation marks.
2. Put a hard return between figure or table caption and text.
3. When using i.e., e.g. etc. always put a comma before and after.
4. Do not split text around a figure or table.
5. Master's degree has an apostrophe and Postgraduate is one word.
6. If you use "however," make sure there's a comma before and after, unless you start a sentence with it and frankly that's not very good grammar. While on the subject, avoid starting a sentence with "And" or "Because."
7. When typing a date, do not use "st" or "th" as in December 1<sup>st</sup> or 4<sup>th</sup>. Commas go after Month/date, year. No comma between month/yr.
8. Spell out numbers 1 through 9.
9. Do not use automatic numbering and lettering. Go to Tools and Auto Correct and select Autoformat as you type – deselect the bullets, numbers, headings, etc.
10. Capitalize C in Chapter, F in Figure and T in Table when referring to chapters, figures or tables in the text and use roman numerals vs numbers or spelling out, etc. for chapters.
11. When there is more than one reference, it should be written as [Refs. XX and XXX).
12. AVOID writing in the 1<sup>st</sup> person!!!
13. Make sure there's at least 1 ½ lines of text at the top of the page – if not, then bring down a line from the previous page. **Shift and Enter will drop the text and fix the justification.**
14. Ibid cannot be the first footnote on a page.
15. Footnote numbers go outside the punctuation.
16. When typing equations in text and use "where" or "if," etc. and it's not a new paragraph the word starts at the margin.
17. When inserting symbols, use MathType vs Word symbols.

## STUDENT RESPONSIBILITIES:

1. Email SharePoint URL to Thesis Draft for review by NPS Thesis Processor to [thesisdraft@nps.edu](mailto:thesisdraft@nps.edu). You will receive an e-mail with comments within two days.
2. Incorporate changes/recommendations made by Thesis Processor and after all edits are complete, email your processor that your final Word is ready for one last review.
3. Convert thesis final Word document into one PDF file. Don't forget to accept the track changes before converting your file to PDF.
4. Provide final PDF version to advisor. (if required)
5. Download and complete Thesis Release Form (required), Signature Page (required), and Color Request Form (if required).
6. Obtain necessary signatures and approvals on Thesis Release Form and Signature Page.
7. Complete Special Abstract to include email addresses (as shown) of those people on Initial Distribution List in your thesis. Save as a separate Word document and upload to SharePoint.
8. E-mail SharePoint URL to Thesis Processor that reviewed your initial draft when your final PDF file and Special Abstract (MS-Word format) are complete.
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