

# **Kettering University**

## **Thesis Formatting Specifications**

### **1. Paper Specifications**

Theses will be submitted on square-cornered, unpunched, 8 ½ x 11” white paper, with printing on only one side of each page.

### **2. Font and Type Quality**

All type must be in the font Times New Roman - 12-point.

### **3. Margins**

The left margin must be 1½” to allow for trimming during the binding process. All other margins including the top, bottom, and right margins must be 1”.

### **4. Chapter Headings**

- a. Each chapter of the text is started on a new page and assigned a roman numeral followed by two (2) character spaces. (i.e. **I. INTRODUCTION** )
- b. The heading must be typed in all caps, bolded, centered, but not underlined.
- c. Chapter headings should be placed one inch below the top edge of the page. Leave three blank lines (two double-space returns) below all chapter headings.
- d. The heading for the chapter title is centered between the 1 ½” left and 1” right side margins. The side ends of a title must have at least a 2 ½” left margin and a 2” right margin. (The length of the heading line(s) cannot be wider than 4”.)
- e. If more than one line is needed for the title, single-space within the lines. The top line portion of the title wording must be wider than the length of any lower line wording. That lower line wording must not be extremely shorter than the line above it, such as just one or two short words.

### **5. Other Main Headings**

- a. All other main headings, such as **DISCLAIMER, PREFACE, TABLE OF CONTENTS, LIST OF ILLUSTRATIONS, REFERENCES, GLOSSARY,** must be typed in all caps, bolded and centered 1” from the top of a **new** page. (Do not underline.)

## 6. Subheadings

***Margin-flush subheadings*** which, according to Kettering University format specs, are considered level 1 subheadings;

- a. Must be capitalized headline style, underlined, bolded, headline style, with **no period** at the end.
- b. Leave one blank line (one double-space return) below and above all margin-flush subheadings. (Exception would be the first margin-flush subheading that immediately follows the chapter heading.)
- c. Each margin-flush subheading must not appear on a page without, at least, two lines of subsequent paragraph text. To meet this requirement on some pages, it may be necessary to leave a larger than usual bottom margin by moving the subheading (or possibly two subheadings) to the top of the next page.
- d. A margin-flush subheading should extend no more than about two-thirds of the width of the text from the left margin. If two lines are needed, the subheading should be roughly divided in half, with the longer half as the top line, using single-spacing within the two (or three) lines.

***Indented subheadings*** which, according to Kettering University format specs, are considered level 2 subheadings;

- a. Must be capitalized sentence style, underlined, and bolded, with **no period** at the end.
- b. Leave one blank line (one double-space return) above and below all indented subheadings.
- c. Each indented subheading must appear on the same page with at least two lines of subsequent paragraph text. To meet this requirement on some pages, it may be necessary to leave a larger than usual bottom margin by moving a subheading (or possibly two subheadings) to the next page, to maintain the format requirement of keeping at least two lines of subsequent paragraph text on the same page as the subheading.
- d. An indented subheading should extend no more than about two-thirds of the width of the text from the left indentation. If two lines are needed, the subheading should be divided roughly in half, with the longer half as the top line, using single spacing within the lines.

## 7. Page Numbering

Do not print a page number on the title page, but count it as page 1. Number all other pages, consecutively with Arabic numbers (2 3 4 5), centered and typed ½” from the bottom edge of each page without parentheses.

All pages containing full-page figures and tables must have page numbers typed in the usual position ½” from the bottom edge of the page, even if these graphics are turned sideways in “landscape” position.

Appendix title pages, as well as the pages within each appendix, should be numbered by continuing, without break, the sequence of numbers used for the rest of the thesis.

All page numbers must be typed in the same font and font size: Times New Roman - 12 point.

## 8. Basic Spacing

- a. A thesis must be presented to Kettering University as a manuscript, with typing on one side only.
- b. No blank pages are permissible.
- c. The typing should be double-spaced, except for the following:
  1. Within acknowledgement entries on the Preface page
  2. Single space all informational chapter endnotes
  3. Single space within all entries in a References List (double space **between** all entries)
  4. Single space within all items in a numbered or bulleted list (double space **between** all items)
  5. Single space all heading and subheading lines that are longer than one line
  6. Single space within the glossary word (if a second line is used) and the description of the word

These elements are single-spaced **within** the items and double-spaced **between** the items.

- d. Paragraphs must be indented one-half inch, but all Reference entries must utilize hanging indentation using up entire lines. (You may need to divide web site addresses to accomplish this.)

- e. Widow and orphan lines must be avoided.
- f. Leave three (3) blank lines under all main headings including chapter headings.  
(To accomplish this, hit your enter key twice at the end of the main heading.
- g. To separate tables and the heading lines from paragraph text, leave three (3) blank lines between the preceding paragraph text and the table heading lines. Also leave three (3) blank lines between the bottom of the table and the following paragraph text.  
  
To separate figures and their captions from paragraph text, leave three (3) blank lines between the top of the figure and preceding paragraph text and between the figure caption (including additional info) and the following paragraph text.
- h. Traditional typing practice is to double space after periods. However, it is also acceptable to single space after a period. One or the other post-sentence spacing methods must be followed consistently throughout the thesis. (Exception: A single space after all periods in all entries of the References list. This requirement must be followed, even if the double-space method is used throughout the rest of the thesis.)

## **9. Citation of References**

- a. All sources cited in the References list must also be cited within a chapter at least once as the origin of the specific information presented.
- b. All such in-chapter citations must conform to the relevant format details set forth in the examples below.
- c. If an identified source contains page numbers, the citation must also include, in its parenthesis, the specific page number(s) from which the thesis author obtained the data presented.

...According to John and Bates in their landmark study (1992, p. 104), the primary ergonomic effect of ...

... That effect has occurred in 72% of such cases (Johnson and Bates, 1992, pp. 47-48).

- d. When information has been gained orally from an individual through personal communication, it should not be cited in parenthesis as such if the means of obtaining the data is obvious in context, for example:

...In a recent discussion early last May with Plant Manager James Black, the author learned that the equipment is to be sold ...

... James Black, Plant Manager, has indicated that the equipment is to be sold (personal communication, c. May 5, 1998).

- e. For all other citations, please refer to the APA manual for correct formatting.

## 10. Figures, Tables and Displayed Equations

### *Figures created by student*

- a. Figures must be centered between the 1 ½" left and the 1" right margins.
- b. Figures must be consecutively numbered in separate sequences than that of tables.  
  
Exception: Figures placed within the Appendix must be numbered with the corresponding Appendix letter and number (Figure A-1, Figure A-2) If there is only one figure located within an Appendix, use only the letter as the identifier (Figure A).
- c. All figures must be labeled with the word Figure and the corresponding number followed by a period, underlining the word Figure and its accompanying number (Figure 1.) This is followed by two spaces and the figure caption typed in sentence style followed with a period. **Do not use bold.**
- d. Vertical figure spacing is as follows: from the text to the figure leave three blank lines (two double-space returns), from the figure to the figure number/caption, leave one blank line (one double-space return) and leave three blank lines (two double-space returns) from the figure number/caption back to the text. Exception: When two or more figures follow each other, you need to leave only one block of three blank lines between the figure caption and the top of the actual figure that follows.
- e. Figures which are discussed in the body of the text must be placed in the body of the text, not in the Appendix. All figures placed in the body of the text, must be referred to, by their specific number (Figure 1), in the paragraph that precedes the actual figure. If there is not enough space to place the figure on the same page, where it is discussed, place it at the top of the next page. However, do not leave large amounts of white space on the page. If this happens, you must roll the text on the following page forward to fill the white space, thus the figure will come after the rolled paragraph text. The only exception is if the large amount of white space occurs at the end of the chapter.

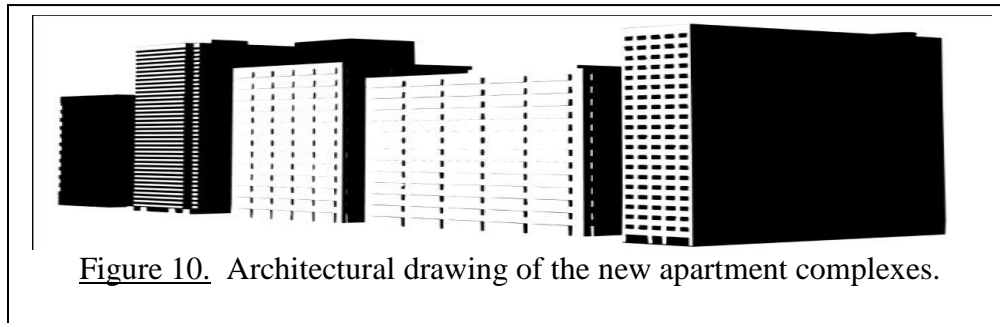


Figure 1. Figure and figure caption example.

### *Figures with a source citation*

Illustrated in Figure 2 is an example of a figure caption that contains a source citation. In addition to the above stated formatting requirements, all figures with a source citation must meet the following criteria:

When source information is needed for a figure not created by the writer, type the word Note. (underlined and followed with a period) and follow with the source citation. If the writer plans to commercially publish the thesis, a copyright permission statement must be included at the end of the note, plus an identification of the copyright holder. Without the word “Adapted,” a graphic not created by the writer must include every original detail, including the original caption. (Exception: The label number may be different.)

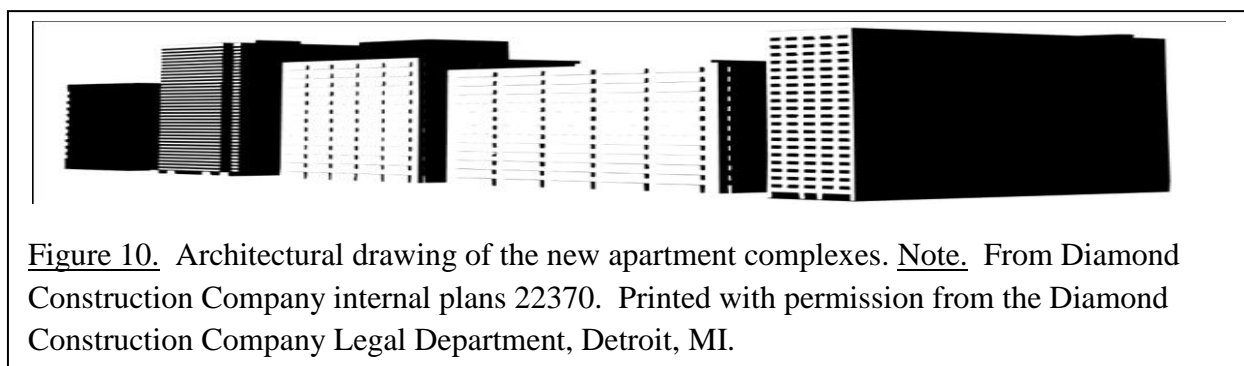


Figure 2. Figure and figure caption with source citation example.

### *Tables created by student*

- a. Tables must be centered between the left (1 ½”) and right (1”) margins.

- b. Tables must be numbered consecutively in separate sequences than that of figures.

Exception: Tables placed within the Appendix must be numbered with the corresponding Appendix letter and number (Table A-1, Table A-2) If there is only one table located within an Appendix, use only the letter as the identifier (Table A).

- c. All tables are to be labeled with the word Table and the corresponding number aligned at the table's left edge, above the actual table followed by a double-space return as shown in Figure 3. Then the table heading is to be typed, using headline style caps and also aligned with the left edge of the table, fully underlined, (no bold or period) followed by a double-space return down to the actual table (leaving one blank line between the table heading and the actual table). Both of these lines are to begin aligned with the table's left edge.
- d. Vertical table spacing is as follows: from the text to the table number, leave 3 blank lines (two double-space returns), from the table number to the table heading, leave one blank line, and from the table heading to the actual table leave one blank line. Leave 3 blank lines (two double-space returns) from the bottom of the table to the paragraph text that follows. Exception: When two or more tables follow each other, you need to leave only one block of three blank lines between the bottom of the actual table and the table's identifying line of the table that follows.
- e. Tables which are discussed in the body of the text must be placed in the body of the text, not in the Appendix. All tables placed in the body of the text must be referred to, by their specific number (Table 1) in the paragraph that immediately precedes it. If the table is too large to fit, on the same page, with the paragraph where it is referenced, move the table to the top of the next page. If there is a large amount of white space left on the page, then roll the paragraph text from the following page forward and place the table after that paragraph, on the next page.
- f. A large table may need to be turned sideways in "landscape" position, with the identifications and any notation in their proper locations in regard to the top and bottom of the table, not the page. If a table cannot fit on the same page with the paragraph that first cites it, that passage must be immediately followed by the text of the next paragraph. Thus, unnecessary large blocks of vacant space above the page number will be avoided. By large blocks we mean more than 1/3 of the page. The only exception is when it is the end of the chapter, plus a new paragraph requires two lines on the page.

Table 1		
<u>Table Heading</u>		
East	West	North
1	2	3

Figure 3. Table and table heading example.

### *Tables with a source citation*

When source information is necessary for a table (Figure 4), a notation is placed at the bottom of a table beginning at the table's left edge. The entire first line under a table always begins with the word "Note" (format: Note.). That word may be followed by any necessary explanation about the table's source citation. A source citation is followed by any explanatory note that is directly referenced by asterisk(s) to an item within the table. All lines of a table's notation should normally extent no farther than the width of the table.

The source of a table must be acknowledged in a note below it, if it was not created by the student writer. If the writer plans to commercially publish the thesis, a copyright permission statement must be included at the end of the note, plus an identification of the copyright holder. Without the word "Adapted," a graphic not created by the writer must include every original detail, including the original caption. (Exception: The label number may be different.)

Table 2				
<u>Table Example with a Source Citation</u>				
Part No.	July 14	August 15	Sept. 16	October 17
Part #11-234	220	220	221	250
Part #11-235	135	134	145	160
Part #11-236	140	140	150	144
Note. From <u>Engineering Report</u> (No. 71-103) (p. 7), by Toyota Machine Works, Ltd., 1995, n.p.: Author.				

Figure 4. Table with a source citation example.



### *Placement and Numbering of Figures and Tables in the Appendices*

All the above placement requirements also apply to figures and tables included in the Appendices. An exception is made for appendices that contain photocopies from sources that have applied a format style that is not in compliance with Kettering's format specifications. All photocopies must be scanned into the electronic document. It is not necessary to reformat these pages; however, the margin and page numbering requirements for the thesis document must also be met on all appendix pages.

Figures located within the Appendices are numbered according to the appendix where they are located. For example, when there are two or more figures within Appendix A, they would be numbered as Figure A-1., Figure A-2., Figure A-3., etc. However, if you have only one figure in Appendix A, then you would label it as Figure A. (without an accompanying number).

Tables located within the Appendices are numbered in the same manner. With two or more tables within Appendix A, they would be numbered as Table A-1, Table A-2, Table A-3, etc. However, if you have only one table in Appendix A, then you would label it as Table A (without an accompanying number).

### *Displayed equations*

Short and simple equations (in-line equations) are to be placed inside the line of text (i.e., b - 125). However, they become displayed equations, in cases where equations must be numbered for later reference or are complex equations. Displayed equations must be centered between the 1 1/2" left and 1" right margins, appearing on a new line. Leave 3 blank lines (two double-space returns) above and below the displayed equation. Exception: When there are two or more displayed equations immediately following each other, leave only three (3) blank lines between each displayed equation.

In addition, number all displayed equations sequentially (1, 2, 3, etc.) throughout the thesis, in parentheses near the right margin. Exception: Number all displayed equations in the Appendix with the corresponding appendix letter (A-1, A-2, A-3).

$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k} \quad (1)$$

### *Reproduction*

Original figures and tables must be electronically embedded into the document. Non-electronic images must be scanned into the document. The entire document will be uploaded and stored in the Kettering University Thesis Digital Archive.

### *Oversized Material*

All figures and tables must fit within the margin requirements specified previously. They cannot be folded to page size. If a figure or table cannot be reduced electronically and maintain its clarity or cannot be bound into the thesis, it can be described and then referred to as “being on file with the employer.”

## **11. Assembly of the Thesis**

PLEASE NOTE: Refer to the Word Template (in KqUest) for proper assembly and content information. The additional information below may be helpful.

### *Disclaimer*

- a. Must be worded and formatted exactly as shown in the Word template.
- b. If you are receiving more than one degree from Kettering, include all degrees.

### *Preface*

- a. Accomplishes three primary tasks:
  - 1. acknowledges the thesis as fulfilling the thesis project requirement for the appropriate degree
  - 2. identifies the project and thesis as the culmination of the cooperative program with appropriate references made to academic courses and projects, as well as to work experience assignments.
  - 3. details the assistance of others during the thesis project.
- b. The acknowledgements of what others have contributed must not be written in such a way as to suggest or indicate that any employee of the employer has endorsed or approved the conclusions or opinions expressed in the thesis.
- c. Acknowledgements of support should be limited to expressing appreciation to the employer for the opportunity presented and to thanking those people who provided data and made themselves available for interviews in connection with the preparation of the thesis. Be sure to include an acknowledgement of your thesis faculty advisor using their professional educational title.

- d. Appreciation should be expressed for appropriate specific contributions by the employer advisor and the faculty advisor. Individuals' formal names and titles must be identified.
- e. It may be desirable to incorporate very brief information to familiarize the reader with the thesis project.
- f. A good Preface can be written in a maximum of two pages.
- g. If desired, first-person pronouns may be used in a preface.
- h. Be sure to include the person's professional title and company (unless the person is a family member/friend).

### *Appendix*

- a. If only one appendix is required, it should be separated from the body of the thesis by a division page labeled "APPENDIX."
- b. If there is more than one appendix, a division page entitled "APPENDICES" should be placed first. Each individual appendix provided must be preceded by its own title page, with a letter of the alphabet included with the appendix heading to indicate the sequence of the appendix. If only one appendix is provided, do not add "A" after the appendix heading.
- c. Each Appendix provided must be cited at least once in the text of one of the thesis chapters, with brief wording to indicate what kind of information the appendix provides; its title may suffice.
- d. If the content of an appendix is photocopied material not created or adapted (revised) by the thesis writer, its format need not be altered to match the formatting requirements. However, all elements of the appendix document must appear within the required margin limits; photocopy reduction or scanning followed by reduction may be necessary.
- e. In any case, the origin of the document, or single graphic, must be identified below it.
- f. The last appendix must address the ABET Program Outcomes of the student's degree program. Program Outcomes for each degree program are provided near the end of the Word template in KqQuest. Students are to locate the outcomes for their specific degree and retype each of the statements/outcomes, for their specific degree, and type their response appropriately, as to how their thesis project relates to the statement/outcome. If the program statement/outcome doesn't apply to

their thesis, then a brief explanation as to why the question is non-applicable is required.

If the student is receiving two degrees then the student must address the ABET Program Outcomes for each degree. Include both in the same appendix.