

Drexel University

# Thesis Manual

A Handbook of requirements for format and arrangement.

2016-17



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**This document uses the term “thesis” to refer to both theses and dissertations, unless otherwise noted.**

## **Introduction**

This manual explains the format and arrangement requirements for your thesis as established by the Graduate College at Drexel University.

Because Drexel Thesis format procedures may change from year to year, be sure you use the most recent version of the Thesis Manual (available at <http://www.drexel.edu/graduatecollege>) to format your thesis. Do not use previously submitted theses as formatting guidelines.

## **General Information**

### **Thesis Types**

#### ***Doctoral Thesis***

The Doctoral Thesis, or Dissertation, is an extended written treatise that represents original results and interpretations of a unique investigation by the degree candidate. It is required as partial fulfillment for an advanced degree at Drexel University.

#### ***Master’s Thesis***

The Master’s Thesis must report independent work but need not include original research by the candidate. Not all departments at Drexel University require a thesis as partial fulfillment for a Master’s degree (check with your graduate department for further information).

### **Special Thesis/Dissertation Issues**

#### ***Copyright***

Students hold copyright to their theses and dissertations regardless of whether they (a) choose to include a copyright page in the bound copies of their thesis or (b) register with the Copyright Office. Like other written works, copyright is conferred upon creation, that is when the thesis is written. For more information, see the [United States Copyright Office](http://www.copyright.com) website. More information about how to avoid infringing on someone else’s copyright as well as how to protect your own copyright is available via [ProQuest](http://www.proquest.com).

#### ***Plagiarism***

If you include in your thesis manuscript copyrighted material that goes beyond the limits of “fair use,” you are responsible for obtaining written permission from the copyright holder. Drexel University takes

no responsibility for damages that may arise from copyright violations by a degree candidate. Please note [Drexel's Academic Integrity Policy](#).

### ***Confidential or Secret Theses***

As a general rule, it is inappropriate for thesis research to be undertaken on topics that are classified confidential or secret for reasons of national security, or which involve restricted or proprietary information. No thesis covering such topics may be presented without appropriate clearances or releases; these items are the responsibility of the candidate. All researchers must remove or obscure any personal information of your own or of participants in your research.

### ***Multiple-Volume Theses***

If your original printed thesis exceeds a thickness of 1 7/8 inches, there may be an additional binding charge. If your original printed thesis exceeds a thickness of 3 inches, the thesis must be bound in more than one volume. The second volume should contain a title page that duplicates the title page of the first volume. Also, individual identification such as "Volume 1" and "Volume 2," or some descriptive word such as "Appendices" must be included on both title pages. All pages in additional volumes must continue the numbering from Volume 1 with the second title page not counted or numbered.

### ***Style***

You can use any professionally recognized style appropriate to your field of study. We recommend consulting a style manual in your field or one of the style manuals listed below.

- The Chicago manual of style, 16th edition 2010. *Available at Hagerty Reference (Z253 .U69 2010) and Hahnemann Reference (PE 1408 U58m 2010)*
- Publication Manual of the American Psychological Association, 6th edition 2010. *Available at Hagerty Reference and Reserves (BF76.7 .P83 2010) and Hahnemann Reserves (WZ 345 A518p 2010)*
- A manual for writers of term papers, theses, and dissertations/Kate L. Turabian, 6th ed. 1996 *Available at Hagerty Reference (LB2369 .T8 1996) and Queen Lane stacks (Z 253 T929m 1996)*

### **Thesis Approval Process**

**Individual academic departments may have additional requirements or may provide more details not included in this manual. Check with your department head or graduate advisor to find out if you need to follow any special requirements.**

1. After you defend, make all content changes as required by your defense committee.
2. Obtain all required committee signatures on the Thesis Approval Form.
3. Format your thesis according to the guidelines set forth in this manual. Your advisor is the final arbiter of thesis formatting.
4. Submit your final formatted thesis to your supervising professor for approval. The supervising professor will acknowledge approval by signing the Completion form. The department head will also acknowledge approval by signing the Completion form.
5. Submit your thesis to the libraries according to the guidelines at <http://www.library.drexel.edu/thesis>.

## **Approval Form Requirements**

All candidates must fill out two basic forms for Thesis Format Approval: the Thesis Approval Form (Form T-1) and the Completion Form. Candidates must apply for their degrees online via Drexel One at the beginning of the term in which they plan to earn the degree, following these instructions:

<http://drexel.edu/drexelcentral/graduation/information/applying-for-degree>.

### ***Thesis Approval Form (Form T-1)***

One copy of this form is bound with each print copy of your thesis.

1. Print or type the title of your thesis and your full name on the form.
2. Obtain the appropriate signatures as listed on the form. Every committee member should have an original signature on the Thesis Approval form if possible.
3. Place the original form in the original copy of your thesis.

This form is available at <http://www.drexel.edu/graduatecollege/forms-policies/forms>

### ***Completion Form***

1. Print or type your personal information and the title of your thesis on the form.
2. Obtain the signatures of your supervising professor and graduate advisor as listed on the form.
3. Bring the form to the Library with the final copies of your thesis.
4. Take the signed Completion Form to the Graduate College for final degree clearance.

This form is available at <http://www.drexel.edu/graduatecollege/forms-policies/forms>

## Library Submission Information

### ***Electronic Version***

An electronic copy of your thesis is required. Your manuscript will be delivered to ProQuest for inclusion in the ProQuest Dissertations & Theses Global database, and it will be archived and made available by the Libraries in Drexel's open access repository, iDEA (<http://idea.library.drexel.edu>).

The electronic copy of your thesis must be in PDF format. Please embed all fonts and make sure there is no password protection on the PDF. You may also submit supplementary files, including research data and multimedia files (for example, .jpeg, .gif, .mov, .avi, etc.). For more information about preparing your PDF file and any supplemental files, please see Preparing Your Manuscript for Submission (Including Supplemental Files) at [http://www.proquest.com/go/etd\\_preparingyourmanuscriptguide](http://www.proquest.com/go/etd_preparingyourmanuscriptguide). If you have any additional questions about acceptable file formats, please contact the University Archivist at [archives@drexel.edu](mailto:archives@drexel.edu).

Before submitting your print copy to the Libraries, submit your electronic copy and any supplemental files at <http://www.etsdadmin.com/drexel>. You must complete electronic submission of your thesis at the time of your print submission, even if you plan to delay the release of your thesis. For more information, visit <http://library.drexel.edu/thesis>.

### ***Embargo***

You may delay the release of your thesis online if you plan to patent, publish, or go into business with your research. If you would like to embargo your thesis, you must obtain your advisor's permission. Please select the appropriate embargo period (6 months, 1 year, or 2 years) during your electronic submission, and obtain your advisor's signature approving the embargo on the Completion Form. Embargoes may be renewed by contacting the University Archivist at [archives@drexel.edu](mailto:archives@drexel.edu).

### ***Print Version***

For thesis format approval, follow carefully the guidelines discussed in the *Thesis Arrangement* Section of this manual. All copies must be:

- Clean
- Error-Free
- Typed/printed only on one side of the page (not double-sided)
- Properly Collated
- Unbound

Use a word processor or desktop publishing system to produce a uniform style. Also, even if you use a grammar, punctuation, or spell checker program, please take the time to proofread your dissertation or thesis carefully; electronic tools will not catch every error.

Offset, letterpress, or laser printing is acceptable but the pages must conform to good printing standards throughout. The paper size must be 8 1/2" x 11". Any work prepared by offset should be typed on a word processing or desktop publishing system that meets typescript standards.



## ***Binding***

See <http://www.library.drexel.edu/thesis> for details. Do not use any other resource for binding guidelines; the library's website will always have the most up-to-date information.

## **Graduating in Absentia**

If you are living and/or working out of town while you are completing your thesis, please arrange to have someone on campus obtain the required signatures on your Completion Form and submit your materials to the library and Graduate College if you cannot do so in person.

## **Submission Deadlines**

The deadline to submit the signed Completion Form to the Graduate College is typically the last day of the first week of classes in the term after you plan to graduate. Please check with the Graduate College for the exact term deadline ([graduatecollege@drexel.edu](mailto:graduatecollege@drexel.edu)).

## **Thesis Format and Appearance**

### **Methods of Production**

All theses and dissertations must be typed using word processing or page layout software. No other production methods are acceptable.

### **Typed or Computer-Generated Originals**

- One copy must be on quality white opaque paper, 20–24 lb. bond, 100% cotton, 8 1/2" x 11" sheets. The watermark will say "100% cotton copy." This paper may be purchased at any stationery or office supply store
- Other printed copies, including drafts submitted to your Advisor, may be on any good quality white paper and may be photocopied.

### **Computer Print-Outs (Non-Standard Paper Size)**

- Photocopy non-standard printouts on 100% cotton bond for the final version.
- Include captions on the photocopied pages.
- If possible, reduce oversized printouts to 8 1/2" x 11" size.

## **General Formatting Guidelines**

This section describes general formatting rules for all theses. For specific formatting and arrangement rules for each part of the thesis, please refer to Section 3, Thesis Arrangement.

### ***Type***

- Font size must range from 9 to 12 points, including chapter titles.

- Print must be legible and readable.
- No specific font is required; however, traditional serif fonts such as Times or Palatino are encouraged. Fonts must be consistent throughout the document (e.g., if captions are 10-point Times in chapter 1, they must be 10-point Times in all other chapters).
- Where hand work is required, use black India ink. Characters not available in type should be lettered using lettering guides where possible.

### ***Margins***

- All portrait-oriented pages must have a left margin of at least 1.5 inches throughout the document. Landscape-oriented pages must have a top margin of 1.5 inches. All other margins must be at least 1 inch.
- Headings and subheadings must have at least two full lines of body text below them. If only one line of text fits below a heading, move the heading to the next page.

### ***Pagination***

- Number all pages consecutively
- Place page numbers in the upper right-hand corner of the page, 3/4" from the top.
- Use lowercase Roman numerals for preliminary pages.
- Use Arabic numbers for the text, references, appendices, bibliography, and all other pages including photographs, illustrations, and drawings.
- Begin page numbers on the first page of the text and continue in consecutive order until the end of the dissertation or thesis, including all appendix pages.
- Page numbers on landscaped pages should be in portrait orientation.
- Do not use a period after the page number.
- Do not number the title page even though it is counted as "i."
- Do not insert lettered page numbers such as 10a, 10b, 10c, etc.

### ***Spacing***

- Double space general text material.
- Insert at least 3 single-spaced lines of space above table captions and figures and below figures captions, tables, and other graphics.
- Single space footnotes and long quotations.
- Single space bibliographic entries, but double space between each bibliographic entry.

### ***Footnotes***

- Separate footnotes from the text with a line, and leave one single-spaced line of space between the line and the footnote.

### ***Tables and Figures***

- For both tables and figures, use a word processor or black India ink and a lettering guide for captions, numerals, symbols and characters.

- If you use external tables or figures, prepare all tables and figures (including graphs) on 100% cotton bond or 100% cotton tracing paper. Acceptable tracing paper examples are: clear print #16 stock, Post 175H vellum, or Albanene 105351 100% rag. Alternative processes include duplication by photocopy on 100% bond or for photographs, lightweight photographic paper.
- Color may be used. If you will be printing any copies in black-and-white be sure the color portions remain clear.
- If graphs include a detailed grid, you may need to prepare an original on 100% bond by duplication using a photocopier. Green lines duplicate best for all processes.
- Document margin limitations (1.5" on the binding edge) apply to tables and figures. Tables and figures cannot extend into any of the margins.
- Insert at least 3 single-spaced lines of space above table captions and figures and below figure captions, tables, and other graphics.
- Place figure captions below figures. Place table captions above tables.
- If a figure or a table continues onto a subsequent page(s), include the following caption: Table x (continued) or Figure x (continued).
- Landscaped figures and tables should have landscaped captions. Page numbers should be in portrait orientation.
- Tables and figures can be grouped in a separate chapter in the text or as an appendix.

### ***Illustrative Materials***

- Make sure all illustrative materials conform to permanent record standards and are as close as possible to the same size and margins as the text.
- If you must use larger illustrative material, fold it with a minimum number of folds so that it falls within the margins of a normal text page (8 1/2" x 11").  
*Note: Since binding of a thesis requires edge trimming, illustrative material too close to the sewing or trimming edges will be defaced during the binding process.*
- If a diagram, photograph, or similar material is smaller than thesis page size (8 1/2" x 11"), mount it with a high-quality permanent adhesive. Do not use glue, mounting tape or rubber cement. Instead, use permanent archival adhesive such as dry mounting tissue, library paste or spray-on adhesive.
- Where possible, print photographs on 8 1/2" x 11" single weight photographic paper. Include and number the sheets as a part of the text.
- Use India ink to add labels and captions on photographs.

## Thesis Arrangement

**This section describes how you should arrange the parts of your thesis. You must include each item in the list below in your thesis (unless it is noted “optional”). The parts must appear in the exact order described in the list below.**

### Quick Guide to Arranging Your Thesis

- ☐ Title page
- ☐ Copyright page
- ☐ Dedications **(optional)**
- ☐ Acknowledgments **(optional)**
- ☐ Table of Contents
- ☐ List of Tables
- ☐ List of Figures
- ☐ Abstract
- ☐ Blank page
- ☐ Text
- ☐ Bibliography **(or List of References)**
- ☐ Appendices
- ☐ Vita **(Ph.D. only)**
- ☐ Blank Page

### Title Page

- The title page should look exactly like the sample on page 18 including the Drexel logo. For information about downloading the logo, consult the Graduate College website : <https://www.drexel.edu/graduatecollege>
- Use your full name, including your middle initial or name.
- Write out the name of the degree for which you are a candidate. All Ph.D. candidates must use Doctor of Philosophy. All Master’s Degree candidates should use the precise degree name (e.g., Master of Science in Mechanical Engineering).
- Use the month and year in which you defend your thesis.
- This page is counted but not numbered (it counts as page i but should not have a page number).

## Copyright Page

- Include a copyright page with the following information: a copyright notice, full legal name of author, and date of publication on file, as shown below. Center the information vertically and horizontally on the page.

© Copyright 2014

Jane S. Jones. All Rights Reserved.

- For more information regarding copyright issues, visit <http://www.copyright.gov/>
- This page is neither counted nor numbered. If you chose not to add a copyright page, a blank page should be substituted.

## Dedications

- The Dedications page is optional.
- The heading **Dedications** must appear at the top of the page. The heading must be bold, centered, and without punctuation.
- This page is counted and numbered in lowercase Roman numerals.

## Acknowledgments

- The Acknowledgments page is optional, but most theses do include a brief statement of thanks or recognition of any special assistance.
- The heading **Acknowledgments** must appear at the top of the page. The heading must be bold, centered, and without punctuation.
- This page is counted and numbered in lowercase Roman numerals.

## Table of Contents

- The Table of Contents should follow closely the sample on page 19.
- The heading **Table of Contents** must appear at the top of the first page. The heading must be bold, centered, and without punctuation.
- Do not list any sections that precede the Table of Contents (e.g., Dedications, Acknowledgments). Do not list the Table of Contents itself.
- List chapter titles and at least the first or second order subdivisions. Make sure that chapter and section titles are worded exactly as they appear in the body of the thesis.
- Single space each entry, but double space between entries.
- Separate titles from page numbers with right-justified tabs and dot leaders. **Do not use periods to separate titles and page numbers.**
- These pages are counted and numbered in lowercase Roman numerals.

## List of Tables

- The List of Tables should follow closely the sample on page 21.
- The heading **List of Tables** must appear at the top of the first page. The heading must be bold, centered, and without punctuation.
- List table captions exactly as they appear **above** the tables in the text. Single-space each entry, but double-space between entries.
- Separate table captions from page numbers with right-justified tabs and dot leaders. Do not use periods to separate captions and page numbers.
- These pages are counted and numbered in lowercase Roman numerals.

## List of Figures

- The List of Figures should follow closely the sample on page 22.
- The heading **List of Figures** must appear at the top of the first page. The heading must be bold, centered, and without punctuation.
- List figure captions exactly as they appear **below** the figures in the text. Single-space each entry, but double-space between entries.
- Separate figure captions from page numbers with right-justified tabs and dot leaders. Do not use periods to separate captions and page numbers.
- These pages are counted and numbered in lowercase Roman numerals.

## Abstract

- The Abstract should follow closely the sample on page 23.
- The abstract is a summary that allows readers to determine the value of reading the full thesis. It should include a statement of the problem, an outline of procedures or methods, and a summary of results and conclusions.
- Master's thesis abstracts must be 600 words or less.
- Ph.D. dissertation abstracts have no word limit. However, abstracts over 350 words may be truncated by ProQuest in their print indexes.
- The following heading must be centered at the top of the first page:

Abstract

Full Title of Dissertation or Thesis

Author's Name as it appears on the Dissertation or Thesis

- The text begins four lines below this heading.
- The text must be double spaced. (Note that the heading lines are single spaced.)
- The pages are counted and numbered in lowercase Roman numerals.

## Blank Page

- Include a blank page (with no page number) before the first page of the text.
- The blank page is neither numbered nor counted.

## Text

- Divide the text into its major parts/chapters/subsections. No fixed arrangement is necessary. The major parts may contain such subjects as introduction, general argument, description of experimental procedures, research methods, discussion, summary, conclusions, recommendations, and other pertinent topics that are necessary for a complete understanding on the part of a sophisticated or professional reader.
- The chapter and section titles should be the same as the headings listed in the Table of Contents.
- The pages are counted and numbered in Arabic numerals.

*Note: If your thesis includes a list of nomenclature and symbols, include the list as an appendix.*

## Headings in Text

- Chapter headings must be bold and centered.
- The chapter number and title must be on the same line, separated by a colon or period, as shown in the example below:

### **CHAPTER 1: INTRODUCTION**

- Headings must not be larger than 12 points.
- Headings must be single spaced.

## Footnotes (optional)

- Each footnote cites an authority for statements in the text.
- Number each footnote chronologically in Arabic numerals.
- Place each footnote on the same page on which it appears in the text.
- Separate footnotes from the text with a line. Leave one single-spaced line of space between the line and the first footnote.
- Single space each footnote entry.

## Bibliography (or List of References)

- The Bibliography (or List of References) should follow closely the sample on page 24.
- The heading **Bibliography** (or **List of References**) must appear at the top of the first page. The heading must be bold, centered, and without punctuation.
- Begin the list of sources four spaces below the heading.
- Single space within each entry, and double space between entries.

- Do not split an entry over two pages. If an entry does not fit completely on one page, place it all on the next page.
- Entries may be in any consistent arrangement (e.g., alphabetical by author, numerical, or chronological) as specified by professional journals standard in your discipline.
- These pages are counted and numbered in Arabic numerals.

## Appendices

- If supplementary original data, illustrative material, a detailed derivation of equations, an extensive proof of a theorem, or a quotation too extensive for the body of the thesis are included, they may be presented in appendices. Similar material should be gathered in a single appendix.
- Number the appendices consecutively either alphabetically or numerically (**Appendix A, Appendix B...** or **Appendix 1, Appendix 2...**).
- The heading **Appendix A** (or **B, C, 1, 2**) and the title of the material must be bold, centered, and without punctuation.
- The appendix material should begin four spaces below the heading.
- List each appendix and its title separately in the Table of Contents.
- The pages are counted and numbered in Arabic numerals.

*Note: If your thesis includes a list of nomenclature and symbols, include the list as an appendix.*

## Vita (Ph.D. only)

- The Vita is a biography of the student written in the third person in either essay or outline form. It should include full name, place and date of birth (optional), country of citizenship (optional), institutions attended, degrees and honors received, titles of publications, teaching and professional experience, and other pertinent data.
- The Vita must be one page or less.
- The heading Vita must appear at the top of the page. The heading must be bold, centered, and without punctuation.
- The Vita text should begin four spaces below the heading.
- List the Vita separately in the Table of Contents.
- The page is counted and numbered in Arabic numerals.

## Blank Page

- Include a blank page (with no page number) at the end of the thesis.
- The blank page is neither counted nor numbered.



## THESIS FORMAT CHECKLIST

**Master's and doctoral candidates:** This checklist is to be used in conjunction with Drexel's Thesis Manual. The page numbers in parentheses refer to specific parts of the manual. Please make sure you have checked off all items on this list before you submit your theses or dissertation to the library.

### ARRANGEMENT (p 8)

- ☐ Thesis follows the arrangement specified on page 10 of the *Thesis Manual*.

### MARGINS (p. 6)

- ☐ On portrait-oriented pages, the left margin is 1.5 inches. Right, top, and bottom margins are 1 inch.
- ☐ On landscape-oriented pages, the top margin is 1.5 inches. Left, right, and bottom margins are 1 inch.

### PAGINATION (p. 6)

- ☐ Page numbers are in upper right-hand corner of page, at least  $\frac{3}{4}$  inch from top.
- ☐ Preliminary pages (Dedications through Abstract) are numbered using lower-case roman numerals (e.g., ii, iii).
- ☐ Main text (Chapter 1 through end of thesis) is numbered consecutively using Arabic numerals (e.g., 1,2,3).
- ☐ Page numbers on landscape-oriented pages should be in portrait orientation.

### TITLE PAGE (pp. 8, 18)

- ☐ Title page follows format shown on page 18 of Thesis Manual.
- ☐ For master's degree, subject is given: Master of Science in \_\_\_\_\_.
- ☐ Month and year of defense are given.
- ☐ The page is counted as "i" but not numbered.
- ☐ The page includes the Drexel logo on the middle of the bottom of the page

### COPYRIGHT OR BLANK PAGE (pp. 1, 9)

- ☐ Copyright page follows the format shown on page 9 of the Thesis Manual.
- ☐ If there is no copyright page, a blank page has been inserted.
- ☐ The page is neither counted nor numbered.

### DEDICATIONS (optional) (p. 9)

- ☐ The heading Dedications appears at the top of the page and is bold and centered.

### ACKNOWLEDGMENTS (optional) (p. 9)

- ☐ The heading Acknowledgments appears at the top of the page and is bold and centered.

### TABLE OF CONTENTS (pp. 9, 19)

- ☐ The heading Table of Contents appears at the top of the page and is bold and centered.
- ☐ The wording of the entries matches exactly the wording of the headings in the text.
- ☐ Titles are separated from page numbers with right-justified tabs and dot leaders (not periods).

**LIST OF TABLES (pp. 10, 21)**

- ☐ The heading List of Tables appears at the top of the page and is bold and centered.
- ☐ The wording of the entries matches exactly the wording of the table captions in the text.
- ☐ Table captions are separated from page numbers with right-justified tabs and dot leaders (not periods).

**LIST OF FIGURES (pp. 10, 22)**

- ☐ The heading List of Figures appears at the top of the page and is bold and centered.
- ☐ The wording of the entries matches exactly the wording of the figure captions in the text.
- ☐ Figure captions are separated from page numbers with right-justified tabs and dot leaders (not periods)

**ABSTRACT (pp. 10, 23)**

- ☐ Master's abstract is 600 words or less.
- ☐ Abstract follows the format on page 21 of Thesis Manual.
- ☐ The heading material is single-spaced.
- ☐ The abstract text begins four single-spaced lines below heading.
- ☐ The text is double-spaced.

**BLANK PAGE (p. 11)**

- ☐ A blank page (not counted or numbered) has been inserted after the abstract.

**TEXT (p. 11)**

- ☐ Font size is between 9 and 12 points, including chapter titles.
- ☐ General text is double-spaced.
- ☐ Thesis is printed single-sided.

**HEADINGS IN TEXT (p. 11)**

- ☐ Chapter headings appear at the top of the page and are bold and centered.
- ☐ In chapter headings, chapter title directly follows chapter number, separated by either a period or a colon and one space.
- ☐ A consistent style has been followed for each of the different levels of heading.
- ☐ Headings are single spaced

**TABLES (p. 6)**

- ☐ Table captions are directly above the tables, immediately follow the table number, and are single spaced.
- ☐ Table captions have followed a consistent style (either title case or sentence case\*).
- ☐ There are three single-spaced lines of space above and below each table (above the caption).

**FIGURES (p. 6)**

- ☐ Figure captions are beneath the figures, directly follow the figure number, and are single spaced.
- ☐ Figure captions have followed a consistent style (either title case or sentence case\*).
- ☐ There are three single-spaced lines of space above and below each figure (below the caption).

---

\* This Sentence is in Title Case.  
This sentence is in sentence case.

**FOOTNOTES (optional) (p. 6)**

- ☐ Footnotes are separated from text with a line.
- ☐ There is one single-spaced line of space between line and first footnote.
- ☐ Each footnote entry is single-spaced.

**LIST OF REFERENCES (pp. 11)**

- ☐ Heading is bold and centered.
- ☐ There are four single-spaced lines of space below the heading.
- ☐ Each entry is single-spaced.
- ☐ Double spacing is used between entries. Individual entries are not split over two pages.

**APPENDICES (p. 12)**

- ☐ The heading (e.g., Appendix A) and the title are on the same line, separated by a colon or period.
- ☐ Heading is bold and centered.
- ☐ The appendix material begins four single-spaced lines below the heading.

**VITA (PhD only) (p. 12)**

- ☐ Fits on one page.
- ☐ Includes all information specified on page 12 of the Thesis Manual.

**BLANK PAGE (p.12)**

- ☐ A blank page (not counted nor numbered) has been inserted at the end of the dissertation/thesis.

## Sample A: Thesis Approval Form (T-1)



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## Sample C: Title Page Format

Center vertically and horizontally (remember to adhere to the 1 1/2" left margin).

ONLY THE TITLE SHOULD BE BOLD



**Coenzyme Fluorescence Responses of Yeast and Hybridoma  
Cultures to Induced Metabolic Transitions**

A Thesis  
Submitted to the Faculty  
of  
Drexel University  
by  
Steven Anthony Siano  
in partial fulfillment of the  
requirements for the degree  
of  
Doctor of Philosophy  
June 2005

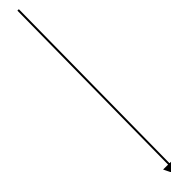
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These pages are numbered using lowercase Roman numerals.

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### Sample G: Abstract

These pages are numbered using lowercase Roman numerals.

Note that the heading is single spaced, but the abstract text is double spaced.

## Abstract

## Coenzyme Fluorescence Responses of Yeast and Hybridoma Cultures to Induced Metabolic Transitions

Steven Anthony Siano  
John Q. Supervisor, Ph.D.

[illegible]

## Sample H: List of References

Single space within each entry and double space between entries.

### List of References

1. Jennette JC, Falk RJ. Small-vessel vasculitis. *N Engl J Med* 1997;337:1512–23.
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