



**Guidelines for the Preparation of
Theses, Doctoral Projects, Dissertations,
and Journal Article(s)**

2018 – 2019

Theses/Doctoral Projects/Dissertations/Journal Article(s) are capstone experiences for graduate students at CMU. Graduate students at CMU who must submit a thesis/doctoral project/dissertation/journal article(s) as part of their degree requirements must comply with the university's guidelines for the preparation of such documents. These guidelines outline the thesis/doctoral project/dissertation/journal article(s) requirements established by the Graduate Committee and College of Graduate Studies. The guidelines and forms referred to in this guide take precedence over previous publications issued by the College of Graduate Studies.

**2018-2019
Thesis/Doctoral Project/Dissertation/Journal Article(s) Deadlines**

What is Due	Graduation Date		
	December 2018	May 2019	August 2019
Graduation Application Deadlines*	April 1	October 1	February 1
All defended, committee-approved theses/doctoral projects/dissertations/journal article(s) and required documents must be submitted by 5:00 p.m. EST**	October 15	February 25	June 10

*Students must apply for graduation, even if they will not participate in commencement ceremonies. Applying for graduation generates an audit of the student's academic file and notifies the university that the student intends to graduate.

**The College of Graduate Studies does not begin reviewing documents for the new graduation cycle until one month after the current graduation cycle closing date. For example, review of August graduation theses/doctoral projects/dissertations/journal article(s) does not begin until June 1st, approximately one month after May commencement exercises. Allow 14 business days for the initial document review by the College of Graduate Studies. Students who will not be on campus should plan accordingly.

Before Undertaking Your Project

Committee Chairperson & Committee Selection and Graduate Faculty Status

Students should consult their academic advisor in selecting a committee chairperson and at least two committee members. Academic advisors may or may not be the committee chairperson. One committee member may be from a discipline other than the student's area of concentration OR a non-CMU faculty member.

For theses/doctoral projects/dissertations/journal article(s) completed through Central Michigan University's Global Campus, one of the three committee members must be a CMU main campus regular faculty member or a regular faculty member from a collaborating university (such as in a joint program), or if all committee members are from Global Campus, the committee chair must meet the requirements for regular graduate faculty status as defined by the Academic Senate's Graduate Education Policy and be approved as committee chair by the department.

Graduate students must ensure all committee members possess graduate faculty status. Contact the College of Graduate Studies (989-774-1318) to verify a committee member's status. Graduate Faculty applications are available on the Graduate Studies website under the Faculty & Staff tab.

Human and Animal Experimentation and Recombinant DNA

Limitations exist regarding human, animal, and recombinant DNA experimentation. **Before** filing the *Prospectus* and beginning any research, students developing theses/doctoral projects/dissertations/journal article(s) with research involving those groups require approval from the appropriate committee before the research begins. Contact the Office of Research Compliance for assistance (989-774-1152).

- Human Subjects: Institutional Review Board (IRB)
- Animals: Institutional Animal Care & Use Committee (IACUC)
- Recombinant DNA: Institutional Biosafety Committee (IBC)

Prospectus

Master's students may not enroll for more than three thesis credits and work on the project may not begin until the project has been approved by the appropriate research review board (if applicable) AND the *Prospectus* has been approved by the committee chair and members, the department chairperson, AND by the Dean of the College of Graduate Studies. Doctoral students may not enroll for more than six dissertation credits and work on the project may not begin until the prospectus is fully approved. Projects **must not** be undertaken until the form is approved by the Dean of the College of Graduate Studies. Projects undertaken prior to the Dean of the College of Graduate Studies approving the *Prospectus* and prior to appropriate review board approval may be denied and the project deemed invalid.

Preparing for the Defense

In conjunction with the committee chair, students should review the thesis/doctoral project/ dissertation/journal article(s) deadlines for the semester in which the student wishes to graduate. Students should give committee members ample time to thoroughly review the draft while keeping in mind the deadline for submitting the final, defended, committee-approved document to the College of Graduate Studies for review. The College of Graduate Studies does not need to be notified of your oral defense in advance.

Present to the committee for final review a finished document of professional quality and free of errors. Following the defense, the student should work with committee chair and members to rectify any changes they want made to the draft PRIOR to submission to the College of Graduate Studies.

Required Forms/Applications

The forms listed below are required by the College of Graduate Studies in the timeframe indicated. Failure to submit these forms on time may result in having to apply for the next graduation cycle. All forms are available on the College of Graduate Studies website (www.grad.cmich.edu).

Prospectus – Theses, Doctoral Projects, Dissertations, and Journal Article(s)

- Students may not enroll for more than three thesis/dissertation credits and work on the project may not begin until the project has been approved by the appropriate research review board (if applicable) AND the *Prospectus* has been approved by the committee chair and members, the department chairperson, AND by the Dean of the College of Graduate Studies.
- A two-page, double-spaced synopsis of the project
- Approval memo/letter/email from the appropriate review board (if applicable)
- Submit all of the above items as ONE PDF to cgsthesis@cmich.edu.

Graduation Application

- Students must apply for graduation, even if they do not plan to participate in commencement. Applying for graduation generates an audit of the student's academic file and notifies the university the student intends to graduate. Students that do not apply for graduation by the second application deadline must apply for the next graduation cycle in order to graduate.
- Submit online at www.grad.cmich.edu.

For theses/doctoral projects/dissertations/journal article(s) to meet the College of Graduate Studies submission deadline, the following document must electronically accompany the student's final document:

Dissertation/Doctoral Project/Journal Article(s) Completion Sign-Off Form **OR**

Plan A Completion Sign-Off form

- Once the student has successfully completed the oral defense of his/her project, this form is signed by the student's committee and the department chairperson.
- Submit as a PDF only to cgsthesis@cmich.edu

Document Preparation

The most important facets (and most common errors) of thesis/doctoral project/dissertation/journal article(s) preparation are in: margins and consistency throughout the document in wording, appearance, punctuation, and formatting. Paying close attention to these areas will be beneficial in the long run. Please note that exceptions are sometimes given. An exception once is not a change in CGS policy.

Content Format Options

Some academic departments/programs allow their students to submit their work in a journal article(s) format rather than in the traditional thesis/doctoral project/dissertation format. Graduate students interested in utilizing the journal article(s) format should check with their department on whether the article format is permissible.

Students & Committees

Students must ensure the document is accurate in content, has been proofread and edited carefully for correct grammar, and meets the required standards outlined in this document. Students are responsible for ensuring they are using the most current set of *Guidelines*.

Style Manuals

The College of Graduate Studies does not prescribe a particular style, but departments often do. In many disciplines, a professional manual or journal is acknowledged as the accepted guide for headings, subheadings, tables, figures, and documentation styles. The review conducted by the College of Graduate Studies is to ensure that the thesis/doctoral project/dissertation/journal article(s) meets College of Graduate Studies/CMU Guidelines not any particular style of formatting (e.g. APA, MLA, etc.). College of Graduate Studies/CMU requirements may or may not agree with these style formats. The College of Graduate Studies tries to keep requirements as close to these style preferences as much as possible, but this may not always be feasible.

Use of a Typist

The service of a typist to produce the final draft of a thesis/doctoral project/dissertation/journal article(s) is allowed by the College of Graduate Studies. However, the use of a typist is for formatting purposes only. Using a typist for the purpose of editing the content of a thesis/doctoral project/dissertation/journal article(s) is strictly prohibited. All arrangements, including the financial aspect, are handled directly between the typist and the student. Revisions required by the College of Graduate Studies are sent directly to the typist. The student and the typist will receive confirmation when the thesis/doctoral project/dissertation/journal article(s) is finalized.

Submission Process

Documents completed in Microsoft Word ONLY

- Submissions should be emailed to the College of Graduate Studies at cgsthesis@cmich.edu
- Email subject line should be:
 - LAST NAME-type of document-graduation cycle
Example: SMITH-Journal Article-May 2022
- For your submission to be considered, the following forms must accompany your document. Your thesis/doctoral project/dissertation/journal article(s) is not reviewed until all forms are received.
 - The final, defended, committee-approved thesis/doctoral project/dissertation/journal article(s) as a Microsoft Word document.
 - *Dissertation/Doctoral Project/Journal Article(s) Completion Sign-off Form*
OR
Plan A Completion Sign-off Form

Documents completed in a format OTHER THAN Microsoft Word (LaTeX)

- Submissions should be emailed as a PDF to the College of Graduate Studies at cgsthesis@cmich.edu
- Email subject line should be:
 - LAST NAME-type of document-graduation cycle
Example: SMITH-Journal Article-May 2022
- For your submission to be considered, the following forms must accompany your document. Your thesis/doctoral project/dissertation/journal article(s) is not reviewed until all forms are received.
 - The final, defended, committee-approved thesis/doctoral project/dissertation/journal article(s) as a PDF document.
 - *Dissertation/Doctoral Project/Journal Article(s) Completion Sign-off Form*
OR
Plan A Completion Sign-off Form

Allow 14 business days for the initial document review by the College of Graduate Studies.

Completion Process

Once the thesis/doctoral project/dissertation/journal article(s) has been approved by the College of Graduate Studies, the College will save the document as a PDF, and forward it to the Park Library for uploading into the University's Digital Collections. At that time the thesis/doctoral project/dissertation/journal article(s) requirement will be removed from the student's graduation audit. The Park Library will ONLY accept items for Digital Collections uploading from the College of Graduate Studies. Theses/doctoral projects/dissertations submitted to the Park Library by students or committee chairs will not be accepted. Please note: The Digital Collections is a publicly available repository. This means your thesis/doctoral project/dissertation/journal article(s) will be available to people within CMU as well as outside of CMU and will be visible through search engines such as Google. If you would like to delay the uploading of your document to the Digital Collections for 12 months because of conflict with a potential patent or publishing please check that box on your *Dissertation/Doctoral Project/Journal Article(s) Completion Sign-off Form* or *Plan A Completion Sign-off Form*.

It is the responsibility of the graduate student to check with his/her department to verify if their department requires a bound copy, microfilming, or uploading to ProQuest. Students should follow their department's directions.

Students are responsible for keeping a copy of their final thesis/doctoral project/dissertation/journal article(s). The College of Graduate Studies does not retain copies.

Thesis, Doctoral Project, or Dissertation Document Requirements

Typeface

- Acceptable fonts: Arial or Times New Roman
- Font size (including tables and figures): 10 point or 12 point font (be consistent)

Margins

- All Margins: 1.0 inch

Spacing

- All general text is double-spaced unless noted
- Before a heading there should be extra space. Extra spacing = two blank single-spaced lines and begin typing the subheading on the third line.
- No extra space between paragraphs or after a subheading
- Each major section or chapter must start on a new page
- New paragraphs should be indented 0.5 inches from the left margin
- Table text should be single-spaced
- References can be single or double-spaced. Be consistent. Entries do not cross pages.
- Numbered/Bulleted/Lettered Series/Block Quotations
 - Indented from the left or both the left and right margins
 - Text can be single or double-spaced

Headings

- Before a heading there should be extra space. Extra spacing = two blank single-spaced lines and begin typing the subheading on the third line.
- The principal words in a heading should be capitalized
- Recommended formatting for headings:
 - 1st Level Headings: centered, no bold, no italics
 - 2nd Level Headings: left-aligned, no bold, italics

Pagination

- Bottom Center is the only acceptable place for ALL page numbers (even on landscape pages)
- Preliminary pages:
 - Lower case Roman numerals (title page is not numbered)
 - Begin page numbers on the page following the title page with number “ii”
- Text, Appendix, Bibliography pages:
 - Arabic numerals
 - Begin on the first page of Chapter I with page number “1”
- Pages numbers do not appear below the bottom margin. The bottom margin indicates the space below the page number.

Section Order

- Preliminary pages:
 - Title page
 - Frontispiece (optional)
 - Copyright (optional)
 - Dedication (optional)
 - Acknowledgments (optional)
 - Abstract
 - Table of Contents
 - List of Tables (two or more)
 - List of Figures (two or more)
 - Keys to Symbols, Definitions, Abbreviations, etc (optional)
- Text and Supplementary pages:
 - Document text
 - Appendix/Appendices (if applicable)
 - Appendices always precede Bibliographies, whether within a chapter or at the end of the document
 - Bibliography/References/Literature Cited, etc.

Tables and Figures

- Must be embedded as near as possible to where they are referred to in the text they illustrate NOT at the end of the chapter or in the appendices
- Only refer to Tables and Figures within the text not within the appendices
- The principal words in the Table/Figure titles should be capitalized

Appendix/Appendices (if applicable)

Appendices are used to contain supplementary illustrative materials, original data, or material too lengthy for inclusion in the text or not immediately essential to an understanding of the text.

- Examples: supplementary illustrative materials, original data, mathematical derivations, computer programs, and subject letters
- Tables and Figures within the appendices are not contained in the List of Tables or List of Figures
- Appendices ALWAYS follow the final page of text and are numbered consecutively whether within a chapter or at the end of the document
 - If there is only one appendix, that page should be numbered to immediately follow the last page of text. For example, if the last page of the text is numbered "127," then the first page of the appendix is number "128."
 - If there is more than one appendix, the page immediately following the text should read "APPENDICES" centered in the middle of the page. This page should be numbered to immediately follow the last page of the text. For example, if the last page of the text is numbered "127," then the first page of the appendices is number "128."

Bibliography/References/Literature Cited

- Format acceptable to discipline is utilized and used consistently

Footnote/Endnotes (if applicable)

- Format acceptable to discipline is used consistently throughout the document
- Single-space multi-line entries
- All footnotes must conform to margin requirements

Journal Article(s) Document Requirements

Typeface

- Acceptable fonts: Arial or Times New Roman
- Font size (including tables and figures): 10 point or 12 point font (be consistent)

Margins

- All Margins: 1.0 inch

Spacing

- As required by journal, be consistent

Pagination

- Bottom Center is the only acceptable place for ALL page numbers (even on landscape pages)
- Pages numbers do not appear below the bottom margin. The bottom margin indicates the space below the page number.

Journal Article(s) order

- Should follow the format for your journal. However, there should be a preliminary page section that follows CMU guidelines.
- Preliminary Pages:
 - Title Page
 - Frontispiece (optional)
 - Copyright (optional)
 - Dedication (optional)
 - Acknowledgements (optional)
 - Abstract
 - Table of Contents
 - List of Tables (two or more)
 - List of Figures (two or more)
 - Keys to Symbols, Definitions, Abbreviations, etc. (optional)
- An appropriate Bibliography should follow at the end if not stipulated in some other manner by your journal. You may include a Bibliography after each journal article if your document consists of more than one journal article.

Footnote/Endnotes (if applicable)

- Format acceptable to discipline is utilized consistently through the document
- Single-space multi-line entries, conform to margin requirements

Please Note

- Please let the reviewer know if they request revisions that are contrary to the requirements of your journal(s). The College of Graduate Studies tries to be as flexible as possible with journal article(s) submissions as the formatting requirements for the journal article(s) will not be known to the reviewer.

TIPS

Ellipsis Marks

- Use ellipsis marks instead of periods for Table of Contents, List of Tables/Figures, etc.
- Ellipsis marks should continue from the last word of the title to the page number which should be right aligned.
 - On the Home tab click on “Paragraph”
 - Click on “Indents and Spacing” tab
 - Click on “Tabs” on the bottom left
 - Under “Leader” choose the second option which is “.....”

Widow/Orphan Control

- Provides the ability to keep text together so a document does not develop single words or lines of text at the top or bottom of pages
 - On the Home tab click on “Paragraph”
 - Click on “Line and Page Breaks” tab
 - Under “Pagination” click to select “Widow/Orphan control”

Page Numbers Positioning

- Insert page numbers using the Page Numbers command on the Insert menu. Then adjust the bottom margin of the footer:
 - Double click inside the footer
 - On the Header & Footer Tools Design tab adjust spacing in the “Footer from Bottom” box

Creating Sections

You will need separate sections in your document in order to format your page numbers different and/or have landscape page(s)

- Place your cursor at the end of the first section; click the “Layout” tab then click on “Breaks” and select “Next Page” under “Section Breaks”
- Repeat these steps at the end of each section
- Please note: If you do not want the footer of one section to link to the footer of the previous section you will need to unclick the “Link to Previous” button in the Header & Footer Tools Design Tab

Change the Vertical Alignment of Text

- On the Layout tab click on “Orientation” and select “Landscape”
- In order to make one or more pages landscape you will need to create a new section – see earlier tips on how to create sections

EXAMPLE PAGES

The following pages serve to provide examples for your preliminary pages as well as portions of your text and supplementary pages. You will find notes on each page in brackets. These brackets should not appear in your document, they are used here only to highlight helpful comments.

There is also a full Word example/template available for your use at <https://www.cmich.edu/colleges/cgs/current/Pages/Thesis.aspx>. If you have further questions you may contact Kara Owens in the Office of Research and Graduate Studies at 989-774-1318 or kara.l.owens@cmich.edu.

(Title Page Example)

TITLE WILL GO HERE TITLE WILL GO HERE TITLE WILL GO HERE TITLE WILL GO
HERE TITLE WILL GO HERE TITLE WILL GO HERE TITLE WILL GO HERE TITLE
WILL GO HERE TITLE WILL GO HERE

(Title should be in ALL CAPS)

John Smith

(Here you will choose one
of the following:
thesis
dissertation
doctoral project
journal article
journal article compilation)

A thesis submitted in partial fulfillment of
the requirements for the degree of
Master of Science

(This should be your degree:
Master of Arts
Doctor of Philosophy
etc)

Department of Biology

(This should be
your department)

(This should be the month
and year of your oral
defense)

Central Michigan University
Mount Pleasant, Michigan
October 2017

(DO NOT put a page
on your title page)

(Copyright Page Example)

Copyright by
John Michael Smith
2017

(This should be centered on the page, use your full legal name and you should use the year of your oral defense)

ii

(Page # should start with "ii" here just above the 1 inch margin)

(1 inch)

(Dedication Page Example)

(This should be centered on the page and you can write whatever you like)



This is dedicated to my family
for all of their support
throughout this project.

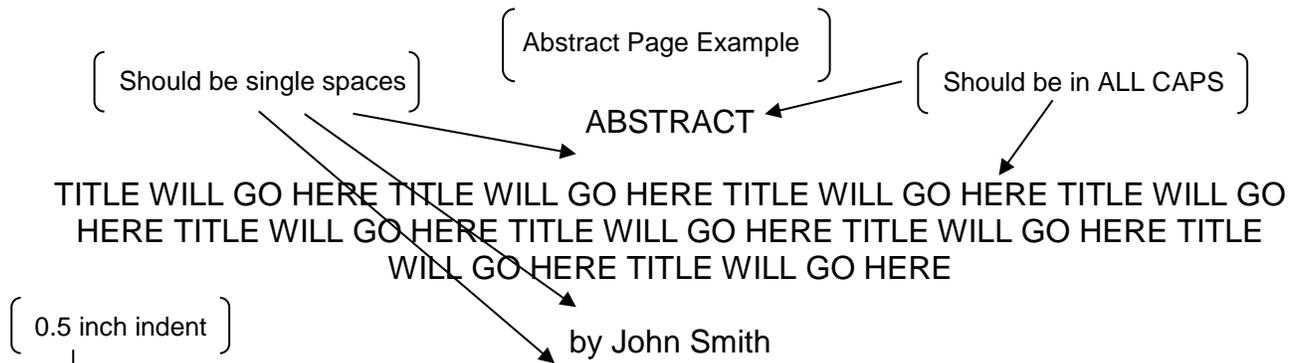
[Acknowledgements Page Example]

[0.5 inch indent]

ACKNOWLEDGEMENTS [Should be in ALL CAPS]

I wish to thank the members of my thesis committee: Dr. John Doe, Dr. Jane Smith, and Dr. Larry Doe. These faculty members provided valuable direction when this project began, reviewed the draft of the document, and made many contributions to the final product. Throughout the process, these faculty members drew on their experiences of working with many graduate students as professors, dissertation advisors, and dissertation committee members.

[This should be one page maximum and you can write whatever you like]



The abstract is a very important part of the thesis/doctoral project/dissertation and should clearly represent the student's work. Abstract text should be no more than 350 words in length and although there are no sections per se in the abstract, abstracts should include information that covers the following areas: introduction, rationale/hypothesis/purpose statement, methodology, results, and conclusion. The introduction concisely presents the background for the project that was conducted and outlines the importance of the question being asked. The rationale/ hypothesis/purpose statement should explain why the project was conducted, and the methodology section should address how the project was conducted. Finally, the results section describes the major findings of the student's work, the conclusions, and what can be drawn from the findings.

Abstract should be a maximum of two pages and should address items mentioned here

(Table of Contents Page Example)

(Should be right aligned)

TABLE OF CONTENTS

LIST OF TABLES.....	vii
LIST OF FIGURES.....	viii
CHAPTER	(Should be in ALL CAPS)
I. INTRODUCTION.....	1
II. METHODS.....	3
Heading A.....	3
Heading B.....	8
<i>Heading 1</i>	8
<i>Heading 2</i>	9
Heading C.....	10
Heading D.....	11
<i>Heading 1</i>	11
<i>Heading 2</i>	12
III. RESULTS.....	14
Heading A.....	14
<i>Heading 1</i>	14
<i>Heading 2</i>	16
<i>Heading 3</i>	17
<i>Heading 4</i>	18
Heading B.....	19
Heading C.....	21
IV. DISCUSSION.....	23
Heading A.....	23
Heading B.....	27
APPENDICES.....	28
REFERENCES.....	31

(Only list if there is more than one appendix. DO NOT list appendices individually.)

(Heading style, format and wording should match text and only list in the Table of Contents when there are at least two headings.)

(Should be ellipsis)

[List of Tables Page Example]

[Should be right aligned]

LIST OF TABLES

TABLE ←

[Should be in ALL CAPS]

→ PAGE

1. CMU Departments Starting with "I" 4

2. Student Grants through the Office of Research and Graduate Studies 11

3. August – October Academic Calendar Deadlines..... 24

[Should be ellipsis]

Table title style, format and wording should match text. List of Tables should only be included when there are two or more tables. Table titles that are more than one line should be single spaced.

{ List of Figures Page Example }

{ Should be right aligned }

LIST OF FIGURES

FIGURE ←

{ Should be in ALL CAPS }

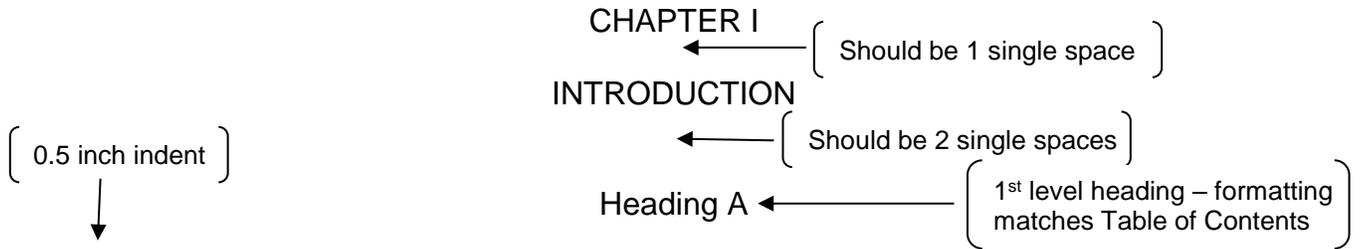
→ PAGE

- 1. Central Michigan University Flying C..... 6
- 2. Office of Research & Graduate Studies Logo..... 19

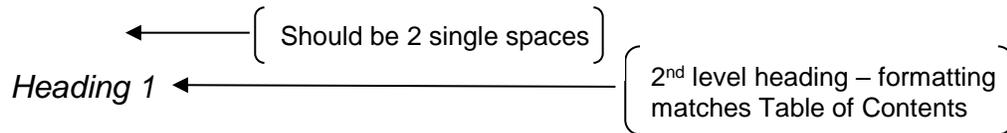
{ Should be ellipsis }

{
 Figure title style, format and wording should match text.
 List of Figures should only be included when there are two or more figures. Figure titles that are more than one line should be single spaced.
 }

(Example of Chapter and Heading)

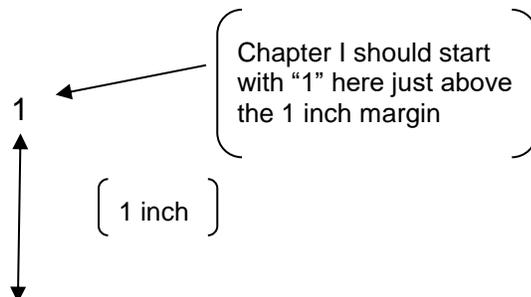


Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum lacinia mollis arcu, sit amet tristique nibh maximus pretium. Nulla at nibh mi. Aliquam vulputate pharetra metus et ultrices. Nunc sed dui neque. Quisque luctus augue odio, in dapibus nulla suscipit vel. Cras feugiat lobortis lectus, vel tempus ipsum. Aenean et ante id tellus maximus vehicula. Vestibulum iaculis, leo eget tincidunt facilisis, elit dui pharetra arcu, eget consequat mi mauris eget libero. Sed et rhoncus nisi. Mauris lacinia, urna et accumsan posuere, leo ante imperdiet lorem, nec egestas urna ligula eu dui. Mauris vel orci eget tellus iaculis tempor quis et magna.



Cras non arcu ac lectus auctor rutrum. Sed ornare lectus justo, ac consequat nisi finibus ac. Sed tristique ipsum rhoncus facilisis tincidunt. Praesent fringilla felis rutrum, laoreet ex quis, commodo elit. Sed a turpis hendrerit, pulvinar nisi quis, dignissim elit. Fusce facilisis sapien id turpis varius, et mollis neque porta. Vivamus fringilla iaculis elit, sed congue enim egestas sit amet. Sed elit elit, mattis at sem non, sodales fringilla sapien.

Nullam eleifend sodales fringilla. Vestibulum feugiat neque fermentum, aliquet ex at, semper nisl. Cras varius purus nunc, vel imperdiet turpis tincidunt quis. Ut sagittis odio mattis imperdiet faucibus. Praesent at egestas ante, non tristique justo. Vestibulum



{ Example of Table in Text }

Donec mi neque, finibus nec mi in, elementum laoreet augue. Praesent mattis tellus et justo rhoncus, et semper diam eleifend. Integer vel leo sollicitudin, mattis velit dignissim, mattis sapien. Donec lacinia pharetra metus et hendrerit. Nullam pretium velit id varius tristique. In facilisis mattis consetetur. Nam venenatis ante nec turpis commodo, sed efficitur tortor pharetra.

Proin ultrices aliquam eros. Duis et aliquam ligula. Praesent ut nunc nibh. Maecenas vel elit at nisl sodales cursus. Cras ac ultrices ipsum. Maecenas pretium fermentum tempus. Mauris at sagittis tellus.

← { Should be 2 single spaces }

Table 1. CMU Departments Starting with "I"

Office Name	Phone Number
Information Technology	989-774-1474
Institute for Great Lakes Research	989-774-4401
Institute for Management Consulting	989-774-1854
Institutional Diversity	989-774-3700
Institutional Research	989-774-3933
Internal Audit	989-774-7082
International Affairs	989-774-4308

← { Should be 2 single spaces }

Table number and title should appear above the table with no space in between the title and table. Text within table should be single spaced. Table should fit within the 1 inch margins. If the table needs to be landscape make the page landscape without any other text on the page and the page number location should not change.

Donec odio nibh, laoreet vitae pretium eget, dapibus eget turpis. Nulla eget tellus nisi. Nam pellentesque, mi a tristique pharetra, eros turpis posuere ligula, nec posuere mauris tellus vel dolor. Nunc quis nulla quis nunc fringilla tincidunt. In tempus ante nunc, et tincidunt lorem finibus malesuada. Donec euismod ultricies condimentum. In fringilla aliquet lectus, nec iaculis enim bibendum auctor. Praesent pl acerat odio in nulla ultrices, quis condimentum ex dapibus. Vivamus rutrum tempor mi. Etiam lacinia libero justo, ut cursus sapien faucibus sed. Praesent finibus suscipit suscipit. In sit amet volutpat nunc, in mollis metus. Sed arcu lectus, viverra vel porta id, interdum in turpis.

{ Example of Figure in Text }

quis condimentum ex dapibus. Vivamus rutrum tempor mi. Etiam lacinia libero justo, ut cursus sapien faucibus sed. Praesent finibus suscipit suscipit. In sit amet volutpat nunc, in mollis metus. Sed arcu lectus, viverra vel porta id, interdum in turpis.

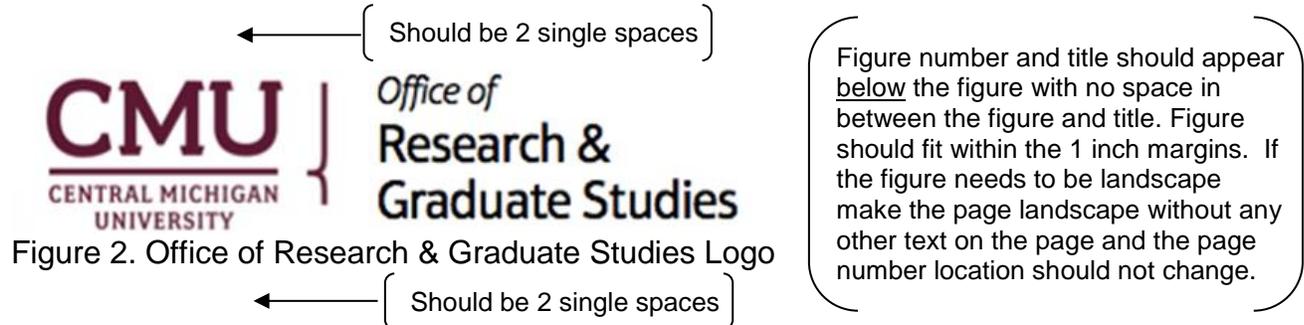


Figure 2. Office of Research & Graduate Studies Logo

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum lacinia mollis arcu, sit amet tristique nibh maximus pretium. Nulla at nibh mi. Aliquam vulputate pharetra metus et ultrices. Nunc sed dui neque. Quisque luctus augue odio, in dapibus nulla suscipit vel. Cras feugiat lobortis lectus, vel tempus ipsum. Aenean et ante id tellus maximus vehicula. Vestibulum iaculis, leo eget tincidunt facilisis, elit dui pharetra arcu, eget consequat mi mauris eget libero. Sed et rhoncus nisi. Mauris lacinia, urna et accumsan posuere, leo ante imperdiet lorem, nec egestas urna ligula eu dui. Mauris vel orci eget tellus iaculis tempor quis et magna.

Heading B

Cras non arcu ac lectus auctor rutrum. Sed ornare lectus justo, ac consequat nisi finibus ac. Sed tristique ipsum rhoncus facilisis tincidunt. Praesent fringilla felis rutrum, laoreet ex quis, commodo elit. Sed a turpis hendrerit, pulvinar nisi quis, dignissim elit. Fusce facilisis sapien id turpis varius, et mollis neque porta. Vivamus fringilla iaculis elit, sed congue enim egestas sit amet. Sed elit elit, mattis at sem non, sodales fringilla sapie

(Start of Appendices Example)

APPENDICES

(This page should exist only if you have more than one appendix. It should be in ALL CAPS and centered on the page.)

(Reference Page Example)

(Should be in ALL CAPS) → REFERENCES ← (Should be 1 single space)

Allan, E. J., Gordon, S. P., & Iverson, S. V. (2006). Rethinking practices of power: The discursive framing of leadership in the chronicle of higher education. *The Review of Higher Education*, 30(1), 41-68.

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Rost, J. C. (1991). *Leadership for the twenty-first century*. New York: Praeger.

References should be alphabetical and should follow the formatting that is most appropriate to your field. Entries should be double-spaced or single-spaced. Entries should start and end on the same page. Be consistent.