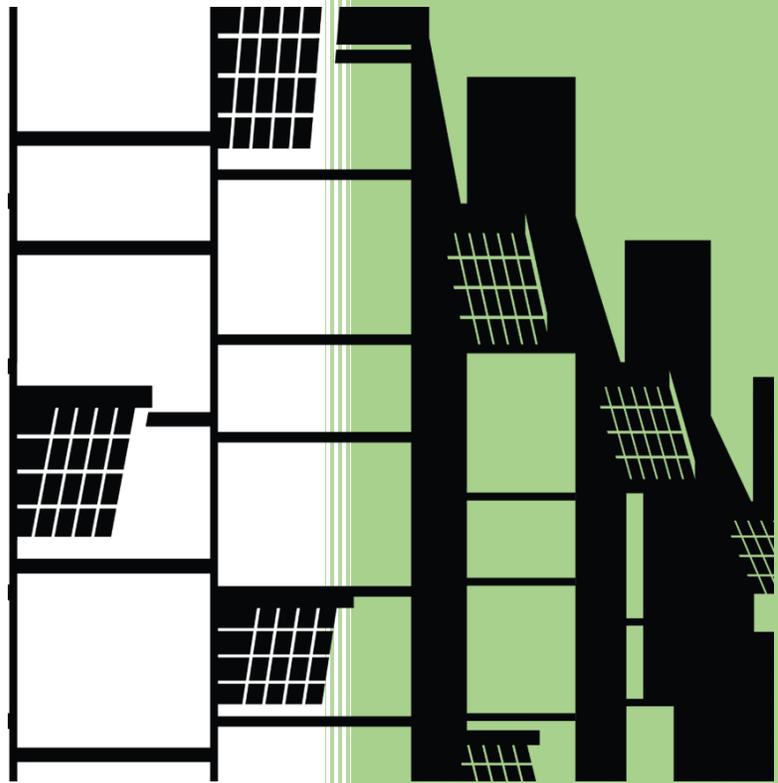


# UDTS

## Thesis and Dissertation Formatting Guidelines



University Dissertation &  
Thesis Services  
George Mason University  
Updated August 2023

# Table of Contents

Introduction.....	3
Committees and Proposals.....	4
Thesis Committee .....	4
Dissertation Committee .....	4
Procedure for Submitting the Thesis or Dissertation Proposal .....	4
University Formatting Guidelines.....	5
General.....	5
Length.....	5
Portrait v. Landscape .....	5
Margins .....	5
Headers and Footers .....	5
Main Heading Placement .....	5
Font .....	6
Color .....	7
Notes and References .....	7
Preliminary Pages .....	7
Signature Sheet.....	8
Title Page .....	8
Copyright Page .....	8
Dedication Page .....	9
Acknowledgements Page.....	9
Table of Contents .....	9
List of Tables .....	10
List of Figures .....	11
List of Equations.....	11
List of Abbreviations and/or Symbols .....	11
Abstract .....	12
Body of the Thesis/Dissertation .....	12
Structure of the Body.....	13
Tables and Figures .....	14
Appendices .....	15

References.....	16
Biography.....	17
Appendix A: Sample Title Page (Required) .....	18
Appendix B: Sample Copyright Page (Optional) .....	19
Appendix C: Sample Dedication Page (Optional) .....	20
Appendix D: Sample Acknowledgements Page (Optional) .....	21
Appendix E: Sample Table of Contents (Required) .....	22
Appendix F: Sample List of Tables (Required if at least 1 Table is present in the body)....	23
Appendix G: Sample List of Figures (Required if at least 1 Figure is present in the body)	24
Appendix H: Sample List of Equations (Optional) .....	25
Appendix I: Sample List of Abbreviations and/or Symbols (Optional) .....	26
Appendix J: Sample Abstract (Required).....	27
Appendix K: Sample First Page of a Chapter.....	28
Appendix L: Sample Page with a Table.....	29
Appendix M: Sample Page with a Figure .....	30
Appendix N: Sample Appendix Page (Optional) .....	31
Appendix O: Sample References Page (Required if any material is quoted, referenced, cited, etc. in the document) .....	32
Appendix P: Sample Biography Page (Required) .....	33

## Introduction

Theses and dissertations should demonstrate students' ability to carry out independent research. This research should be closely related to their general academic objectives and should contribute creatively to knowledge. Students should select research topics as early as possible in their graduate career in consultation with an advisor. When choosing a topic, the student should take into consideration their background and interests, ability to handle the problem, accessibility of research materials, and probable significance of the project. Early formation of the topic enables students to acquire the necessary tools of research, such as languages, statistics, or other procedures that will ensure successful completion of the project. A well-conceived plan of graduate study is of the utmost importance.

Regulations contained in this guide apply to all theses and dissertations submitted in partial fulfillment of requirements for the master's or doctoral degree at George Mason University. This guide describes the required format of theses and dissertations, notes the arrangement of contents, and discusses procedures concerning final submission, preservation, and access.

This guide is not designed to instruct students how to write theses or dissertations or to prescribe exactly the form that the notes or bibliography should follow; these issues differ by discipline. All questions concerning the content of the thesis or dissertation and its organization should be resolved with the student's committee.

Students are responsible for obtaining any necessary permissions for the use of published or unpublished material and for crediting permissions in the thesis or dissertation. If students have any questions about copyright issues, they should contact the [Mason Publishing Group](#) via email ([publish@gmu.edu](mailto:publish@gmu.edu)) or phone (703-993-3636).

Because the thesis or dissertation is considered a professional contribution, students should follow the method of annotation their departments/disciplines/committees have designated as acceptable. In addition to the rules governing a particular style (e.g., APA, MLA, Chicago, etc.), George Mason University requires strict adherence to University Formatting Guidelines, which are described in this document. In order to ensure adherence to university guidelines, all dissertations and theses must be reviewed by the Coordinator of University Dissertation and Thesis Services (UDTS) prior to final submission. For more information concerning Format Review and Final Submission requirements, please contact University Dissertation and Thesis Services via email ([udts@gmu.edu](mailto:udts@gmu.edu)) or phone (703-993-2222). University Dissertation and Thesis Services' website can be found at <http://thesis.gmu.edu>.

# **Committees and Proposals**

## **Thesis Committee**

After the initial consultation on the topic with the major advisor, the master's thesis committee is formally named by the candidate's department chair, who also designates the major professor as chair of the master's thesis committee. The committee consists of at least three persons, one of whom may be chosen from outside the department and may be from outside the university. The committee must be formally appointed before the thesis proposal is approved.

## **Dissertation Committee**

The graduate dean or director appoints the doctoral supervisory committee upon the recommendation of the department chair. The committee consists of a professor from the department of the student's major and at least two other members of the graduate faculty, one of whom must be outside the doctoral student's department. Additional members may be appointed who are from outside the university. A professor from the student's major department must chair the committee.

## **Procedure for Submitting the Thesis or Dissertation Proposal**

Individual colleges/schools/departments/programs within Mason may have specific rules and requirements for the content, structure, and/or format of a thesis or dissertation proposal. Students should contact their department or program office for instructions regarding the proper format and submission process for proposals. These instructions will vary by department and program.

If a college/school/department/program does not have specific formatting rules for the document, students are strongly advised to begin formatting their documents according to University Formatting Guidelines from the proposal point forward.

# University Formatting Guidelines

## General

### **Length**

University Dissertation and Thesis Services does not have parameters for document length or word count; that aspect is left entirely to the judgment of students and their committees.

### **Portrait v. Landscape**

While the majority of your document should be set in portrait orientation, you are welcome to include landscape-oriented pages in the body of your document and/or any appendices.

Pagination on landscape-oriented pages must run consecutively with portrait-oriented pages, and vice versa.

### **Margins**

All material in the document must remain within the margins, which are set as follows:

#### Portrait-Oriented Pages

Top: 1.25"

Bottom: 1.25"

Left: 1.5"

Right: 1"

#### Landscape-Oriented Pages

Top: 1.5"

Bottom: 1"

Left: 1.25"

Right: 1.25"

### **Headers and Footers**

There should be no running headers anywhere in the document.

Running footers should consist only of page numbers. There should be no other text (e.g., "Page 2," "-2-," etc.) in the footer. There should only be the appropriate page number.

Page numbers throughout the entire document should be placed 1" from the bottom center of the page.

### **Main Heading Placement**

All main headings throughout the document should be placed 2" from the top edge of the page. Placement at exactly 2" is ideal, but as long as the main heading is no higher than 1.8" from the top edge and no lower than 2.2" from the top edge, its placement is

correct. I.e., if a main heading is 1.7" from the top edge, it is too high. If it is 2.3" from the top edge, it is too low.

To ensure proper placement, we recommend the following strategies:

- Vertical Page Position Indicator (VPPI): If you are using Word on a PC, you can turn on the VPPI. To do so:
  - Look in the bottom left corner of the screen in Word. You should see "Page 1 of 150" or something similar.
  - Right click on that text (i.e., "Page 1 of 150").
  - In the resulting list, click on "Vertical Page Position." Doing so should result in a checkmark appearing next to that listing.
  - After you have turned on the VPPI, it will tell you where your cursor is located on the page.
  - Therefore, if you place your cursor next to the main heading, and the VPPI states "At 3.7", "then the main heading is 3.7" from the top edge, and is too low. You will need to adjust it.
- Vertical Ruler: If you are using Word on a Mac, you can employ this method. (This method also works if you are using a PC, but Word on PC allows you to use the VPPI [see above].)
  - If you do not see your vertical or horizontal rulers, go to "View" and click the box next to "Rulers." You should then be able to see your vertical and horizontal rulers when you place your cursor on the page.
  - Once your rulers are on, line up the main heading as closely as possible with the 1" mark on the vertical ruler.

## **Font**

We have the following rules for fonts:

- All text in the document outside of Tables, Figures, and the content of Appendices must be black.
- All text in the document must be readable.
- The student's committee must approve of the font(s).
- Otherwise, students are welcome to apply any font they wish (due to personal preference, style manual rules, etc.) to main headings, section headings, body text, lists, and so on, with the following caveat: the style of individual parts must be consistent throughout the document (e.g., all main headings should be set in the same font style, all section headings can be set in a different font style but must match one another, subsection headings can be set in a completely different font style, but must match one another). For example:
  - You can choose to set main headings in **16PT ALL CAPS FELIX TITLING, BOLD**. If you choose that style for one main heading, then all main headings (e.g., Table of Contents, Abstract, Chapter Titles, etc.) must be set in that style.
  - You can choose to set section headings in **16PT SMALL CAPS COLONNA MT**. If you choose that style for one section heading, then all section headings must be set in that style.

- You can choose to set subsection headings in 14Pt Title Caps Harrington. If you choose that style for one subsection heading, then all subsection headings must be set in that style.
- You can choose to set body text in 11pt Poor Richard. If you choose to do so, then all body text throughout the document must be set in that same font.

## **Color**

It is permissible to use colors within Tables and Figures in the body of the document, and within the contents of any Appendices. However: the main headings of Appendices must be black, and they must be readable.

## **Notes and References**

Annotation practices differ widely among the disciplines. Students should follow the practice most commonly used in their disciplines. If a discipline does not have a set style (e.g., APA, MLA, Chicago, etc.), students should ask their committees. If the committee has no preference, the student is welcome to use any style.

Footnotes and endnotes are permitted. They are not required. Usage depends on the student's annotation style.

## **Preliminary Pages**

The preliminary pages come before the body (chapter material) of dissertations and theses.

Pagination in this section should use consecutive lowercase Roman numerals, beginning with the page following the Title Page. That page, whether it is the Copyright Page, Dedication Page, Acknowledgements Page, or Table of Contents, will be page "ii."

The preliminary pages include the following, in the order given:

1. Signature Sheet (required): not paginated
2. Title Page (required): not paginated, but considered page "i."
3. Copyright Page (optional): paginated if included
4. Dedication Page (optional): paginated if included
5. Acknowledgements page: (optional): paginated if included
6. Table of Contents: (required): paginated
7. List of Tables (required if Tables are present in the body): paginated
8. List of Figures (required if Figures are present in the body): paginated
9. List of Abbreviations and/or Symbols (if used): paginated
10. Abstract: (required): not paginated, but listed with a Roman numeral in the Table of Contents

## **Signature Sheet**

This is a required page. All theses and dissertations must begin with a Signature Sheet. Signature Sheets for all disciplines and degrees can be found on our website: <https://library.gmu.edu/udts/signaturesheets>.

Please note that this page is neither counted in the pagination of the document nor does it display a page number.

The Signature Sheet should not be listed in the Table of Contents.

The function of the Signature Sheet is to enable the student's committee members to indicate that the manuscript satisfies the thesis or dissertation degree requirement. It includes the title of the thesis or dissertation, the student's name, and places for the required signatures. Please see [our website](#) for examples.

Everyone listed under "Committee:" on the Signature Sheet must sign it. It is the student's responsibility to collect signatures from those persons. Signatures must be in black ink. UDS will accept electronic signatures.

Each College and School within the Mason system sets their own rules for the persons listed below "Committee:". The student is responsible for collecting the signatures of everyone listed there, including (but not limited to) Program Directors, Department Chairpersons, Deans, etc. All students should make sure they are using the correct Signature Sheet for their degree program.

## **Title Page**

This is a required page. All theses and dissertations must contain a Title Page; it should be placed directly after the Signature Sheet.

The Title Page is counted as page "i," but the number is not printed on the page.

The Title Page should not be listed in the Table of Contents.

Please see [Appendix A: Sample Title Page](#).

## **Copyright Page**

The Copyright Page is optional.

If a student chooses to include a Copyright Page in the dissertation or thesis, it should be placed directly after the Title Page, and it will be counted and numbered as "ii" (see Appendix B: Sample Copyright Page). Consecutive, visible Roman-numeral page numbers should begin at that point.

The Copyright Page should not be listed in the Table of Contents.

Students are responsible for obtaining any necessary permissions for the use of published or unpublished material and for crediting permissions in the thesis or

dissertation. If students have any questions about copyright issues, they should contact the [Mason Publishing Group](#) via email ([publish@gmu.edu](mailto:publish@gmu.edu)) or phone (703-993-3636).

Please see [Appendix B: Sample Copyright Page](#).

### ***Dedication Page***

This page is optional.

The Dedication Page should follow either the Title Page or the Copyright Page (if the student has chosen to include the latter). If the Dedication Page is the first page after the Title Page, it will be counted and numbered as ii. Consecutive, visible Roman-numeral page numbers should begin at that point and continue through the page immediately preceding the Abstract.

The Dedication Page should not be listed in the Table of Contents.

The Dedication Page provides the student with an opportunity to give a special tribute to persons who provided encouragement during the student's academic career.

Please see [Appendix C: Sample Dedication Page](#).

### ***Acknowledgements Page***

This page is optional.

The Acknowledgements Page should follow either the Title Page, the Copyright Page, or the Dedication Page (if the student has chosen to include the optional pages). If the Acknowledgements Page is the first page after the Title Page, it will be counted and numbered as :ii." Consecutive, visible Roman-numeral page numbers should begin at that point and continue through the page immediately preceding the Abstract.

The Acknowledgments Page should not be listed in the Table of Contents.

The Acknowledgements Page allows the student to express recognition of and appreciation for any special assistance from any entities, institutions, governmental bodies, etc.. It is obligatory if special permission has been granted to use published or unpublished material.

Please see [Appendix D: Sample Dedication Page](#).

### ***Table of Contents***

This section is required.

If the student has not included a Copyright Page, Dedication Page, or Acknowledgements Page, then the Table of Contents should be placed directly after the Title Page. It will be counted and numbered as "ii." Consecutive, visible Roman-numeral page numbers should begin at that point and continue through the page immediately preceding the Abstract.

There should not be a listing in the Table of Contents FOR the Table of Contents.

The Table of Contents should not list any material appearing prior to it (i.e., the Signature Sheet, Title Page, Copyright Page, Dedication Page, and Acknowledgments).

The Biography is a required page, but it should not be listed in the Table of Contents.

All other main headings appearing in the document past the Table of Contents must be listed in the Table of Contents, to include:

- List of Tables (if necessary)
- List of Figures (if necessary)
- List of Equations (if used)
- List of Abbreviations and/or Symbols (if used)
- Abstract
- All main chapter titles
- Any Appendices
- References (or Bibliography, Works Cited, etc.)

Students may be as granular as they wish when listing the parts of the body of the thesis/dissertation in the Table of Contents. The main headings of the preliminary sections following the Table of Contents (i.e., List of Tables, List of Figures, List of Equations, List of Abbreviations, and the main heading (title) of each new chapter must be included. Beyond that point, it is left to students' discretion whether to include section headings, subsection headings, and so on in the Table of Contents.

There should be a dotted-line leader connecting each listing in the Table of Contents with its corresponding page number.

There is no restriction on the length of the Table of Contents.

Please see [Appendix E: Sample Table of Contents](#).

### ***List of Tables***

The List of Tables is a conditionally required page. If there is at least 1 Table in the body of the thesis/dissertation, then the student must include a List of Tables.

The List of Tables should come directly after the Table of Contents.

The List of Tables (if present) should be included in the Table of Contents.

Tables in the Appendices are not required to be listed in the List of Tables. Students may choose to do so, but it is not a requirement.

There is no restriction on the length of the List of Tables.

See [Appendix F: Sample List of Tables](#).

### **List of Figures**

The List of Figures is a conditionally required page. If there is at least 1 Figure in the body of the thesis/dissertation, then the student must include a List of Figures.

The List of Figures should come directly after the List of Tables, if it is present. If not, it should come directly after the Table of Contents.

The List of Figures should be included in the Table of Contents.

Figures in the Appendices are not required to be listed in the List of Figures. Students may choose to do so, but it is not a requirement.

There is no restriction on the length of the List of Figures.

Please see [Appendix G: Sample List of Figures](#).

### **List of Equations**

The List of Equations is optional. If a thesis/dissertation has equations in the body, the student is welcome to include them in a List of Equations. However, this page is not required, even if equations are present in the body of the document.

The List of Equations should come directly after the List of Figures, if it is present. If not, it should come directly after the List of Tables, if it is present. If not, it should come directly after the Table of Contents.

The List of Tables should be included in the Table of Contents.

Equations in the Appendices are not required to be listed in the List of Equations. Students may choose to do so, but it is not a requirement.

There is no restriction on the length of the List of Equations.

Please see [Appendix H: Sample List of Equations](#).

### **List of Abbreviations and/or Symbols**

The List of Abbreviations and/or Symbols is optional. If the thesis/dissertation includes abbreviations and/or symbols, and the student feels that future readers would benefit from the inclusion of this list, the student is welcome to include it. However, this page is not required, even if abbreviations and/or symbols are present in the document.

If there are both abbreviations and symbols in the document, and the student includes this list, it should be titled "List of Abbreviations and Symbols."

If there are only abbreviations in the document, and the student includes this list, it should be titled "List of Abbreviations."

If there are only symbols in the document, and the student includes this list, it should be titled "List of Symbols."

The List of Abbreviations and/or Symbols should come directly after the List of Equations, if it is present. If not, it should come directly after the List of Figures, if it is present. If not, it should come directly after the List of Tables, if it is present. If not, it should come directly after the Table of Contents.

The List of Abbreviations and/or Symbols should be included in the Table of Contents.

Abbreviations and/or Symbols in the Appendices are not required to be listed in the List of Abbreviations and/or Symbols. Students may choose to do so, but it is not a requirement.

There is no restriction on the length of the List of Abbreviations and/or Symbols.

Please see [Appendix I: Sample List of Abbreviations and/or Symbols](#).

### **Abstract**

An Abstract is required in every thesis and dissertation, regardless of degree program or discipline.

The Abstract should come after all other preliminary pages, and before the first page of the body.

The Abstract should be listed in the Table of Contents with a consecutive Roman-numeral page number, but no page of the Abstract should display a page number.

The Abstract consists of an essay-style summary of the thesis or dissertation. It should be a succinct account, allowing readers to decide whether the full contents will aid their study. Diagrams or other illustrated materials and formulas or equations in the abstracts should be avoided.

As far as UDTs is concerned, there is no restriction on the length of the Abstract. Students should speak with their committees to determine whether the department, degree program, and/or the discipline has specific rules related to the length of the Abstract.

Please see [Appendix J: Sample Abstract](#).

### **Body of the Thesis/Dissertation**

The first page of the body should come directly after the last page of the Abstract.

The first page of the body should begin on page "1." Consecutive Arabic-numeral pagination should continue from that point through the last page in the document (the Biography).

All text in the document (outside of Tables, Figures, and the content of Appendices) must be black, and it must be readable. Otherwise, students may apply any font they wish (due to personal preference, style manual rules, etc.) to main headings, section headings, body text, lists, and so on. The heading styles must be consistent, but individual headings (for the main title of each chapter, for section headings, for subsection headings, and so on) can be set in different fonts.

Each new chapter must start on a new page.

The main heading (title) of each new chapter must be centered, and it must be 2" from the top edge of the page. The first line of text in each new chapter must be separated from the main heading (title) of the chapter by 3 single-spaced blank lines.

Body text can be either fully justified or ragged-right.

The first line of each new paragraph within body text may be indented.

Body text should be double-spaced throughout, with the following exceptions:

- If a style manual (e.g., APA, MLA, Chicago, etc.) specifies that block quotes must be single-spaced, that is permitted.
- Numbered and bulleted lists are permitted within the body of the document, and they may be single-spaced.

Section headings, subsection headings, and so on may be left-justified or centered. They should not be right-justified.

Please see [Appendix K: Sample First Page of a Chapter](#).

### **Structure of the Body**

Students have various options, listed below, for the structure of the body of their theses/dissertations. This list is not an exhaustive one; students should work with their committees to craft their documents.

#### *Traditional Chapters*

The body text of most theses and dissertations is separated into chapters. Content within the document's body is left to the discretion of students and their committees.

Chapters may contain sections, subsections, etc, but those further divisions are not required. Again: that decision is left to students and their committees.

Wording of chapter titles is left to the discretion of students and their committees. Students are not required to use the word "Chapter" in the title.

Chapters are not required to be numbered (e.g., "Chapter One:", "1 - Introduction", and so on). Students are welcome to do so, but that is not a requirement. The same rule

applies to sections and subsections: students can number those sections if they wish (e.g., "1.1, 1.2," etc.), but they are not required to do so.

### *Manuscript Style*

Students may opt to create a "Manuscript-Style" thesis or dissertation. Generally, these documents consist of three previously published journal articles and/or articles in preproduction.

One general Abstract for the entire document must be included in the usual place in the preliminary pages.

Students who choose this option may include an optional "Introduction" section before and "Conclusion" section after the manuscripts contained therein, but they are not required to do so.

Individual Abstracts and/or sets of Appendices and/or References can be included for each manuscript.

If any manuscript in the body of the document has already been published in a journal, book, or otherwise, the student should confirm with the journal/publisher how it should be displayed in the thesis or dissertation.

- If the journal/publisher has no preference, then the manuscript should be listed in the body of the document, and it should be formatted according to University Formatting Guidelines.
- If the journal/publisher requires the manuscript to retain its post-production style, then the manuscript must be listed in the Appendices. For example: if the material consists of text in a blue font, is single-spaced, and is set in dual columns, and the journal/publisher will not allow the student to reproduce the text per our Formatting Guidelines, then images of the pages of the manuscript must be included as an Appendix.

### *Uninterrupted Text*

Subject to the guidance and approval of their committees, students are permitted to produce one long document, with or without section headings (but no chapter headings).

Theses and dissertations of this variety must display a main heading on the first page of the body, to differentiate the Abstract from the body of the document. That heading can be the title of the thesis/dissertation, or other text.

### **Tables and Figures**

The body of theses and dissertations may contain Tables and/or Figures.

The word "Table" designates an item containing rows and columns of alphanumeric material.

The word "Figure" designates all other items, including (but not limited to) illustrations, charts, graphs, maps, photographs, drawings, and diagrams.

All Tables and Figures must be of reproducible quality.

Two or more small Tables or Figures may be grouped on a single page, with a single label/caption.

All Tables and/or Figures, along with their captions, must remain within the document's margins.

Tables and Figures may be placed on landscape-oriented pages.

Tables are permitted to split between pages. If a Table breaks awkwardly (e.g., 2 rows at the bottom of one page and 3 at the top of the next), the student may opt to insert a Page Break above the Table's caption, to ensure the Table will not break in the future.

When body text, section headings, etc. appear on the same page with a Table and/or a Figure, the text must be separated from the Table or Figure by at least three single-spaced blank lines above and below. There can be more space above and below these items, but there cannot be less.

Captions for Tables must be placed above Tables.

Captions for Figures must be placed below Figures. If a student is using a style manual (e.g., APA, MLA, Chicago, etc.) that designates captions should be placed elsewhere (e.g., Table captions should be placed below Tables), University Formatting Guidelines supersede those rules.

Captions for Tables and Figures may be left-justified or centered.

Tables and Figures are numbered in separate series. Numbering can be consecutive (i.e., Table 1, Table 2, Table 3 / Figure 1, Figure 2, Figure 3), or it can include chapter numbers (i.e., Table 1.1, Table 1.2, Table 2.1 / Figure 1.1, Figure 2.1, Figure 2.2). In the latter example, periods are used here, but other separators (e.g., hyphens) may also be used at the student's discretion.

All Tables in the body of the document must be listed in the List of Tables. All Figures in the body of the document must be listed in the List of Figures. Tables and Figures in the Appendices are not required to be included in the List of Tables and List of Figures. The student may choose to do so, but that is not a requirement.

Please see [Appendices L: Sample Page with a Table](#) and [M: Sample Page with a Figure](#).

## **Appendices**

Appendices are optional. Their inclusion is left to the discretion of students and their committees.

The first page of Appendices should come after the last page of the body.

Consecutive Arabic-numeral pagination should continue through the Appendices.

An Appendix contains supplementary information (discussions too extensive for notes; translations; code, etc.) that would interrupt the main text of the thesis or dissertation.

All material in Appendices must fall within the margins.

A single Appendix may simply be titled "Appendix" with a subtitle, both centered.

If the appended material consists of multiple sections, each separate Appendix should begin on a new page, and each Appendix should have its own name ("Appendix 1," "Appendix A," etc.).

The heading of each new Appendix should be placed 2 inches from the top edge of the page.

Although all text (body text, section headings, etc.) in the body of the thesis/dissertation must be black, text within Appendices may appear in other colors. Furthermore, the text in Appendices can be single-spaced.

Appendices should be listed in the Table of Contents.

Please see [Appendix N: Sample Appendix Page](#).

## **References**

All theses and dissertations containing any cited material must contain this section.

The first page of this section should follow the last page of Appendices, if those are present. Lacking Appendices, the first page of References should follow the last page of the body.

Consecutive Arabic-numeral pagination should continue through this section.

This section can be titled whatever the student wishes: "References," "Bibliography," "Works Cited," and so on. The heading ("References" or otherwise) should be placed 2" from the top edge of the page; it should be centered, without punctuation.

For the listings in this section, the student should follow the practice of the discipline on inclusion or exclusion of works and on the form of the entry; the student should also consult his or her program coordinators for departmental policies.

The precise content of the entry should be determined by the discipline, but the intent is to provide all the information necessary for the reader to locate and consult the sources.

References should be listed in the Table of Contents.

Please see [Appendix O: Sample References Page](#).

## **Biography**

The Biography is required in all theses and dissertations.

The Biography is the final page of the document.

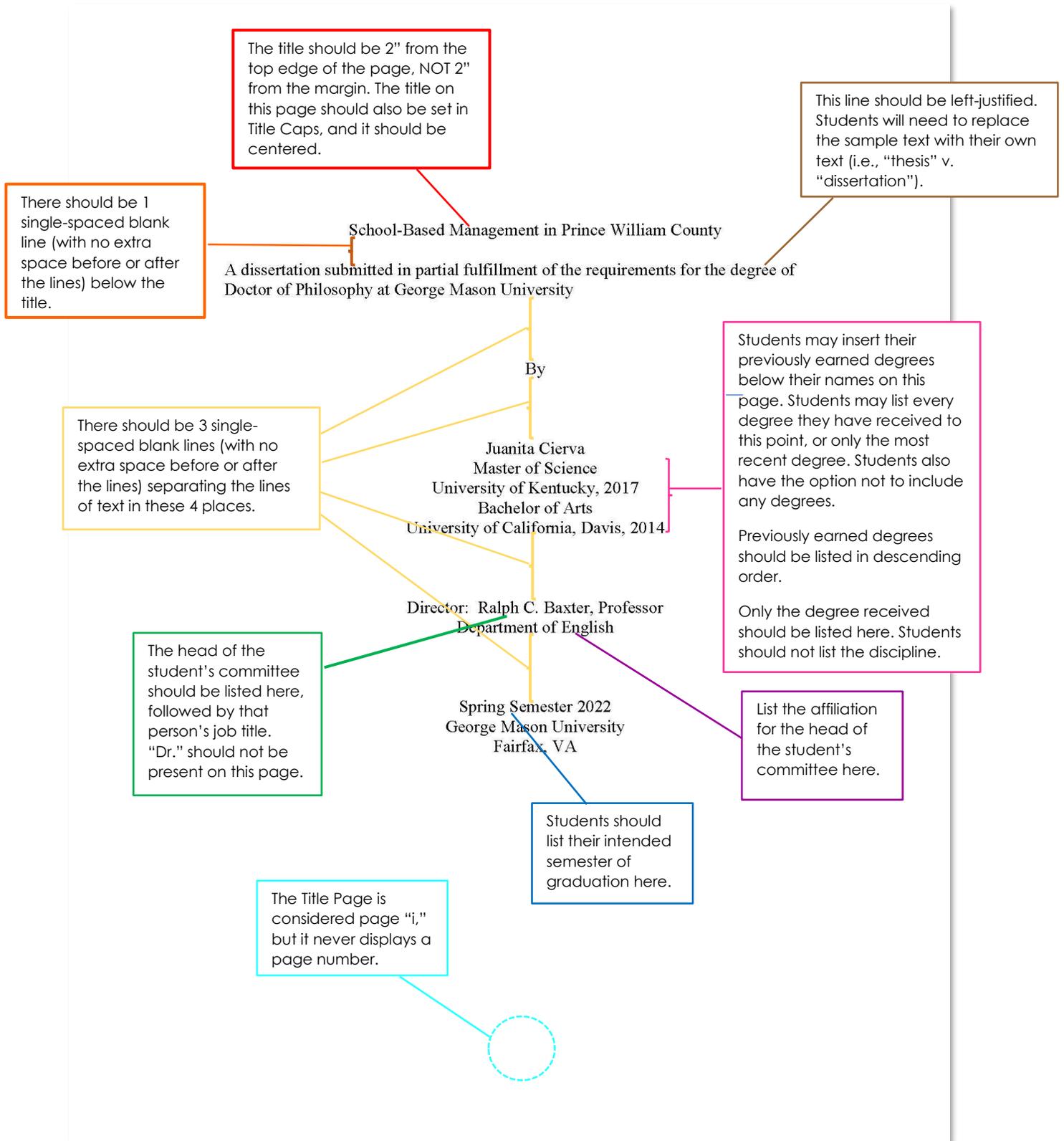
Generally, the Biography is a third-person sketch of the student, written in third person, listing that person's education (institutions attended), degrees, honors, and accomplishments, and any other relevant data. However, the Biography may consist of any information the student wishes.

Consecutive Arabic-numeral pagination should continue through this page.

The Biography should not be listed in the Table of Contents.

Please see [Appendix P: Sample Biography Page](#).

# Appendix A: Sample Title Page (Required)



## Appendix B: Sample Copyright Page (Optional)

The first line of text should be 4" from the top edge of the page, NOT 4" from the margin.

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Page numbers throughout the document should be in the bottom center of the page, 1" from the bottom edge.

Whatever page follows the Title Page should be page "ii." Consecutive visible Roman-numeral pagination continues from this point through the page directly before the Abstract.

ii

## Appendix C: Sample Dedication Page (Optional)

The heading should be 2" from the top edge of the page, NOT 2" from the margin. It should also be centered.

There should be 3 single-spaced blank lines (with no extra space before or after the lines) between the heading and the first line of text.

### **Dedication**

I dedicate this dissertation to my loving spouse and my beautiful children.

The text of the Dedication should be single-spaced.

The heading on this page is set in **12Pt Title Caps Times New Roman, Bold**, but that is completely arbitrary.

The style (font type, font size, capitalization, italics, bold, etc.) of the main headings throughout the document is at the discretion of the student, but all of the main headings must be set in the same style.

The only rules UDTS has for heading style:

The text must be black.

The text must be readable.

The student's committee must approve.

Otherwise, the style of the main headings (and the rest of the text in the document) is entirely to the discretion of the student.

## Appendix D: Sample Acknowledgements Page (Optional)

The heading should be 2" from the top edge of the page, NOT 2" from the margin. It should also be centered.

There should be 3 single-spaced blank lines (with no extra space before or after the lines) between the heading and the first line of text.

### **Acknowledgments**

I wish to thank my advisor, Dr. Margaret Gunderson, for her guidance and support throughout this process. I also want to thank the members of my committee for their invaluable input and infinite patience: Dr. Harold Goldfarb, Dr. Marian Silver, and Dr. Sara Love-Rabinowitz. Finally, my work would not have been possible without generous grants from the Tyrell Corporation, Renholm Industries, Price & Price, and the Weyland-Yutani Corporation.

The text of the Dedication should be single-spaced.

## Appendix E: Sample Table of Contents (Required)

The heading should be 2" from the top edge of the page, NOT 2" from the margin. It should also be centered.

There should be 3 single-spaced blank lines (with no extra space before or after the lines) between the heading and the subheading "Page."

### Table of Contents

	Page
List of Tables .....	vi
List of Figures .....	vii
List of Equations .....	viii
List of Abbreviations and/or Symbols .....	ix
Abstract .....	x
Prologue .....	1
Section .....	2
Subsection .....	4
Subsection .....	5
Section .....	7
Chapter 1 .....	10
Section .....	13
Section .....	18
Literature Review .....	25
Section .....	26
Section .....	27
Subsection .....	29
Subsection .....	30
Section .....	30
Chapter 3: An Exploration of Various Topics .....	35
Appendix .....	50
References .....	57

The main headings of the parts of the document, beginning with the page directly following the Table of Contents and ending the the page preceding the Biography, should be listed here, with the exception of the Biography; the Biography should not be listed in the ToC.

Past the main headings in the document, students may list as many or as few section, subsection, sub-subsection, etc. levels as they wish.

The Abstract should not display a page number on any of its pages. However, the Abstract should be listed here in the ToC with a consecutive Roman-numeral page number.

There should be a dotted-line leader connecting each listing to its corresponding page number.

Page numbers should line up along the right margin.

# Appendix F: Sample List of Tables (Required if at least 1 Table is present in the body)

The heading should be 2" from the top edge of the page, NOT 2" from the margin. It should also be centered.

There should be 2 single-spaced blank lines (with no extra space before or after the lines) between the heading and the "subheadings Table" and "Page."

## LIST OF TABLES

Table	Page
Table 1 Unemployment.....	2
Table 2 Unemployment [table from image file] .....	5

There should be a dotted-line leader connecting each listing to its corresponding page number.

Page numbers should line up along the right margin.

All Tables in the body of the document should be listed here. Students may choose to include Tables in the Appendices here as well, but that is not a requirement. ONLY Tables in the body are required to be listed here.

The content of the listing here is up to the individual. It can be brief:

Table 1

It can be simple:

Table 1: Data

Or it can include the entire text of the caption itself:

Table 1: Data collected in 2020 during a series of interviews conducted with researchers in Borneo.

Note: the heading on this page is set in **12PT ALL CAPS TIMES NEW ROMAN, BOLD**, but that is completely arbitrary.

We are employing this heading style on this page (and other pages in the document) in an effort to show that the style of headings is up to the student, and they can be changed.

The only rules UDTS has for heading style:

- The text must be black.
- The text must be readable.
- The student's committee must approve.

Otherwise, the style of the main headings (and the rest of the text in the document) is entirely to the discretion of the student.

# Appendix G: Sample List of Figures (Required if at least 1 Figure is present in the body)

The heading should be 2" from the top edge of the page, NOT 2" from the margin. It should also be centered.

There should be 2 single-spaced blank lines (with no extra space before or after the lines) between the heading and the subheadings "Figure" and "Page."

## LIST OF FIGURES

Figure	Page
Figure 1 Unemployment.....	6

All Figures in the body of the document should be listed here. Students may choose to include Figures in the Appendices here as well, but that is not a requirement. ONLY Figures in the body are required to be listed here.

The content of the listing here is up to the individual. It can be brief:

Figure 1

It can be simple:

Figure 1: Data

Or it can include the entire text of the caption itself:

Figure 1: Data collected in 2020 during a series of interviews conducted with researchers in Borneo.

There should be a dotted-line leader connecting each listing to its corresponding page number.

Page numbers should line up along the right margin.

# Appendix H: Sample List of Equations (Optional)

The heading should be 2" from the top edge of the page, NOT 2" from the margin. It should also be centered.

There should be 2 single-spaced blank lines (with no extra space before or after the lines) between the heading and the subheadings "Equation" and "Page."

## LIST OF EQUATIONS

Equation	Page
Equation 1 Area .....	7

There should be a dotted-line leader connecting each listing to its corresponding page number.

Page numbers should line up along the right margin.

If a student chooses to include this section, the Equations should be listed here.

The content of the listing here is up to the individual. It can be brief:

Equation 1

It can be the equation itself:

Equation 1:  $E = mc^2$

It can be the name or description of the equation:

Equation 1: Mass-energy equivalence

Or it can be the entirety of the equation:

Equation 1: Mass-energy equivalence :  $E = mc^2$

# Appendix I: Sample List of Abbreviations and/or Symbols (Optional)

The heading should be 2" from the top edge of the page, NOT 2" from the margin. It should also be centered.

There should be 3 single-spaced blank lines (with no extra space before or after the lines) between the heading and the first line of text.

## List of Abbreviations and/or Symbols

Euro.....	€
International Schools Association.....	ISA
Measuring Usability of Systems in Context.....	MUSiC
Pi.....	π
National Institute for Measurement.....	NIM

If a student chooses to include this section, the arrangement of the listings is up to the individual. The most common arrangement is alphabetical, but that is not required.

Listing the description on the left and the abbreviation or symbol on the right is displayed here, but that arrangement is not required. The student may also list the abbreviation or symbol itself on the left, with the description on the right.

There should be a dotted-line leader connecting the description to the abbreviation/symbol (or vice versa).

The text should be fully justified.

# Appendix J: Sample Abstract (Required)

The heading should be 2" from the top edge of the page, NOT 2" from the margin. It should also be centered.

There should be 3 single-spaced blank lines (with no extra space before or after the lines) between the heading and the title.

## Abstract

The title on this page should be set in ALL CAPS.

### SCHOOL-BASED MANAGEMENT IN PRINCE WILLIAM COUNTY

Mary C. Smith, Ph.D.

George Mason University, 2011

Dissertation Director: Dr. Susan Brown

A comma should follow the student's name on this page, followed by the abbreviation of the degree they will receive from Mason at the completion of their program. Punctuation of the abbreviation is at the student's discretion (e.g., "M.S." or "MS").

The length of the Abstract body is at the discretion of the student and their committee. UDS does not specify a word minimum or maximum.

This thesis describes the nationwide development of school-based management and chronicles its implementation in Prince William County (Virginia) Public Schools. School-based management - and its implementation in Prince William County - is discussed as a microcosmic example of one potential solution to the crisis in our nation's schools. Following a two-year pilot program in five schools, Prince William County Public Schools implemented school-based management divisionwide in the 1990-1991 school year. In the process of researching and writing this thesis, the author conducted a literature search and reviews internal documents and memoranda of Prince William County Public Schools. This thesis is slated to be a reference and resource for a graduate course on school-based management designed for building administrators and classroom

The Abstract should be listed in the Table of Contents with a consecutive Roman-numeral page number, but no page of the Abstract should display a page number.

The text of the Abstract itself should be double-spaced throughout.

# Appendix K: Sample First Page of a Chapter

Each new chapter should begin on a new page.

The main heading (title) of each new chapter should be 2" from the top edge of the page, NOT 2" from the margin. It should also be centered.

There should be 3 single-spaced blank lines (with no extra space before or after the lines) between the heading and the first line of text in each new chapter. That rule applies regardless of what the line of text consists of: the first sentence, a section heading, a line from an epigraph, etc.

UDTS does not specify a word or page minimum or maximum for the body of the document. The length of the document is at the discretion of the student and their committee.

## CHAPTER ONE

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says something profound will soon appear in this document.

Just as the style of main headings is at the student's discretion, so too is the style of section headings, subsection headings, and so on. The style shown here (**12Pt Title Caps Times New Roman, Bold, Underlined, and Centered**) is just an example. Students may set their section, subsection, etc. headings in whatever style they wish; the heading levels of sections within the body just have to be consistent.

### Section One

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says something profound will soon appear in this document.

Section headings can be either centered or left-justified. They can stand alone on a line, or they can be on the same line with the body text itself.

Similar to heading styles (for main parts of the document and for section headings, subsection headings, etc.), the style of the body text is at the student's discretion.

The body text shown here is indented at the first line of the paragraph, and the right margin is not justified (i.e., ragged right). It is also set in 12Pt Times New Roman. None of these characteristics is required; students may use a different font, may fully justify the body text, and/or may not indent the first line. Again: that is at the student's discretion.

### Section Two

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says something profound will soon appear in this document.

Body text throughout the body of the document should be double-spaced, with the following exceptions (when suggested or required by a style manual):

- Block quotes
- Numbered & bulleted lists

1

The first page of the body is always page "1." Arabic-numeral pagination continues from this point through the last page in the document (the Biography).

# Appendix L: Sample Page with a Table

Table captions should be placed above Tables.

The caption shown here is bold Times New Roman, but that is arbitrary. The style of the caption's font is up to the student's discretion.

**Table 2 Unemployment [table from image file]**

Country name	= 2006	= 2007	= 2008	= 2009
Afghanistan				
Albania			12.7	
Algeria	12.3	13.8	11.3	
American Samoa				
Andorra				
Angola				
Antigua and Barbuda				
Argentina	10.1	8.5	7.8	6.8
Armenia		28.4	28.6	
Aruba		5.7		
Australia	4.8	4.4	4.2	5.1
Austria	4.7	4.4	3.8	4.1
Azerbaijan	6.8	6.5	6.1	
Bahamas, The	7.6	7.9	8.7	14.1
Bahrain				
Bangladesh				
Barbados	8.7	7.4	8.1	
Belarus				
Belgium	8.2	7.5	7.0	7.1
Belize	9.4	8.5	8.2	

This is only a sample of a Table. Tables in individual documents do not have to be formatted in this way.

Color is permitted in Tables.

Gridlines in a Table (or the lack thereof) are up to the student's discretion.

When a Table is on the same page with body text (and/or section headings), the Table should be separated from the body text by at least 3 single-spaced blank lines above the caption, and by at least 3 single-spaced blank lines below the Table itself. There can be more space, but there cannot be less.

If a Table is at the top of a page (as this one is), there does not need to be extra space above the Table caption. There only needs to be extra space above the Table caption if body text is above it.

Body text throughout the body of the document should be double-spaced, with the following exceptions (when suggested or required by a style manual):

- Block quotes
- Numbered & bulleted lists

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# Appendix M: Sample Page with a Figure

Body text throughout the body of the document should be double-spaced, with the following exceptions (when suggested or required by a style manual):

- Block quotes
- Numbered & bulleted lists

## Another Subsection

A bunch of text that says something profound will soon appear in this document.

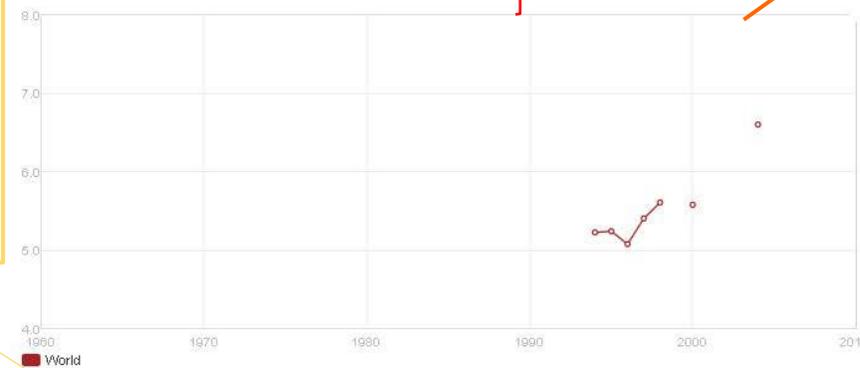
A bunch of text that says something profound will soon appear in this document. A bunch of text that says something profound will soon appear in this document. A bunch of text that says something profound will soon appear in this document. A bunch of text that says something profound will soon appear in this document.

This is only an example of a Figure.

Color may be used within Figures.

Items labeled "Figure" include (but are not limited to) maps, photographs, illustrations, charts, paintings, and graphs.

When a Figure is on the same page with body text (and/or section headings), the Figure should be separated from the body text by at least 3 single-spaced blank lines above the Figure itself, and by at least 3 single-spaced blank lines below the Figure's caption. There can be more space, but there cannot be less.



**Figure 1 Unemployment**

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Figure captions should be placed below Figures.

The caption shown here is bold Times New Roman, but that is arbitrary. The style of the caption's font is up to the student's discretion.

## Appendix N: Sample Appendix Page (Optional)

Each new Appendix must have a heading, which should be 2" from the top edge of the page, NOT 2" from the margin. It should also be centered.

**APPENDIX**

There should be 3 single-spaced blank lines (with no extra space before or after the lines) between the main heading of each new Appendix and the first line of text or first item in the Appendix.

An Appendix is not required. You are welcome to include one, if you wish.

Appendices are optional. Students may include as many or as few appendices as they wish.

Appendices may consist of any material, including (but not limited to) pages of code, IRB approvals, copies of surveys or letters of permission, etc.

Material in Appendices must remain in the margins, but other formatting requirements (e.g., spacing in paragraphs, font in colors other than black) do not apply.

Tables and Figures in Appendices are not required to be included in the List of Tables and List of Figures, but students may do so if they wish.

## Appendix O: Sample References Page (Required if any material is quoted, referenced, cited, etc. in the document)

The heading should be 2" from the top edge of the page, NOT 2" from the margin. It should also be centered.

There should be 3 single-spaced blank lines (with no extra space before or after the lines) between the heading and the first line of text.

### REFERENCES

The formatting of these sample citations is only an example; if the style shown here matches any citation style (e.g., APA, MLA, Chicago, IEEE, etc.), that is purely by accident. UDTS neither requires nor forbids the use of any citation style; that is up to students and their disciplines and/or committees. Students should format the material in this section according to the style's guidelines.

- Arestis, P., & Sawyer, M. C. (2010). *21st Century Keynesian Economics*. Houndsmills, Basingstoke, Hampshire: Palgrave Macmillan.
- Holcombe, R. G. (Ed.). (1999). *15 Great Austrian Economists*. Auburn, Ala: Ludwig von Mises Institute.
- Klaver, C. C. (2003). *A Moral Economics: Classical Political Economy and Cultural Authority in Nineteenth-Century England*. Columbus: Ohio State University Press.
- Tilly, R. H., Welfens, P. J. J., & Heise, M. (2007). *50 Years of EU Economic Dynamics: Integration, Financial Markets, and Innovations*. Berlin: Springer.

## Appendix P: Sample Biography Page (Required)

The heading should be 2" from the top edge of the page, NOT 2" from the margin. It should also be centered.

There should be 3 single-spaced blank lines (with no extra space before or after the lines) between the heading and the first line of text.

### **BIOGRAPHY**

The text should be single-spaced.

Your Name graduated from Fairfax High School, Fairfax, Virginia, in 1983. She received her Bachelor of Arts from George Mason University in 1987. She was employed as a teacher in Fairfax County for two years and received her Master of Arts in English from George Mason University in 1987.

This page is required, but students are welcome to include as little or as much information as they wish.

The first page of the body is always page "1." Arabic-numeral pagination continues from this point through the last page in the document (the Biography).