NSEL Report Organization and Format[1]

(Draft December 2007)

General Formatting Specifications

The format guidelines established herein help guarantee a University-wide standard. Each report will be made publicly available through the NSEL website and through the University Library. Format guidelines ensure the quality and legibility of available copies and subsequent reproductions of report.

1. Documentation Styles

Use of the APA Style Manual, 5th Edition, is recommended. The style must be followed consistently throughout the report.

2. General Guidelines

Margins

For binding, microfilming, and copying purposes, every page of the report must meet these **minimum** margin standards, including figures, tables and appendices:

   Top: 1 inch
   Bottom: 1 inch
   Right: 1 inch
   Left (binding edge): 1.5 inch

All materials, including tables, figures, and graphs, must fit within these requirements. **A report with material displayed beyond these margins will not be accepted.** The margins used should be consistent throughout the manuscript. Page numbers must be at least 0.5 inch from the edge of the page.

Font Style and Font Size

Twelve-point Times New Roman is standard, but any legible font of comparable size, except those that are script, italic, or ornamental, is acceptable for the body of the text. A **consistent font style and font size** must be observed throughout **all sections of the report**, including the curriculum vitae, with two exceptions. Italics may be used for quotations, words in a foreign language, or emphasis. The font used for appendices, charts, drawings, graphs, and tables may differ from that used for the text, but consistency throughout the document is required. All print

---

[1] Adapted from the UIUC Thesis Handbook - http://www.grad.uiuc.edu/thesis/thesishandbook/.

should be letter quality with dark black characters that are uniformly clear and dense.

Line Spacing

The report, including the abstract and introduction, must be **single-spaced**. The abstract should be at most one page.   Spacing must be used consistently throughout the document. Footnotes, endnotes, bibliographic entries, long quotations, items in lists, and appendices also should be single-spaced.   The line spacing observed in a report must be consistent throughout, including the spacing between a chapter heading and the first line of text.

Pagination

Every page of the entire report must be numbered, **except** for the notice of copyright page and title page. Page numbers must appear in the same location on each page, not less than 0.5 inch from the edge of the page, and must be consistent in font style and font size. Page numbers should be at the bottom center of the page. Preliminary pages of a report should not be numbered. The first page of the report text follows the preliminary pages and begins in Arabic numerals with '1'.

3. Organization of Materials

The manuscript must be arranged in the following sequence: **front matter, text pages, and back matter.** The front matter of a report is numbered in lowercase Roman numerals. The first page of the report text follows the front matter and begins in Arabic numerals with '1'. The following table shows the pagination and arrangement rules.

The Table of Contents and all sections occurring before the Table of Contents should not be listed in the Table of Contents. All **major** sections following the Table of Contents (e.g., chapters, appendices, references, author's biography) must be listed.

Table 1. Front Matter

SECTION	REQUIRED	OPTIONAL	PAGINATION
Title Page	*		No page number.
Abstract (For inclusion in the report. This is not the ProQuest abstract.)	*		No page number.
Table of Contents	*		No page number.
List of Symbols (in appendix)		*	Continue numbering.
List of Abbreviations (in appendix)		*	Continue numbering.

If included, lists of symbols and abbreviations should appear in an appendix.

Notice of Copyright

Inclusion of a notice of copyright on your report does not prevent you from publishing all or

any part of the work by any means at any time *unless you no longer own the copyright due to an existing publishing agreement.*

Title Page

The title page must be formatted according consistent with the report series (see NSEL-001).

Abstract

An abstract is a short synopsis of the content of the report. The abstract should state the problem, describe the methods and procedures used, and give the main results or conclusions of the research. Inclusion of an abstract within the report is optional. **It must be numbered with lowercase Roman numerals.** An abstract is usually **350 words or less**, its line spacing must correspond with the rest of the document, and **the heading must be consistent** with all other headings in the document. The maximum length of the abstract is one page.

Acknowledgments

The line spacing of the text must be consistent with the spacing in the rest of the document, and the heading must be consistent with all other headings. This page must be numbered with lowercase Roman numerals.

Table of Contents

A table of contents is required for all NSEL Reports. It must list all **major** sections that follow the table of contents. This includes lists of symbols, introductions, bibliographies, appendices, and any similar sections used. Listings for subsections in the table of contents are not required; however, if subsections are listed for one chapter or section, all corresponding levels of subsections in other chapters or sections must also be listed. **No pages prior to, or including, the table of contents may be listed in the table of contents.** The table of contents page(s) is not numbered.

The wording and appearance (i.e., font style and capitalization) of **all** chapters, sections, and subsections in the table of contents must match those in the text. **The only exception to this is the use of boldface, which is optional for the table of contents.** The most common style of presentation is to use single spacing within entries and double spacing between entries. Use **left justification** for major entries. Subsections can be indented as long as the use of indentation is applied consistently to all entries and clearly expresses the hierarchy of the subsections. See the example in Appendix B. If a chapter or appendix title is long enough to require a second (or third) line in the table of contents, the words should not intrude upon the page number column. Generally all entries require **leader dots** and page numbers. **Page numbers must be justified right**.
The table of contents is sometimes problematic. Following are some basic guidelines for setting up a table of contents using Microsoft Word:

> Establish these settings **before** you begin typing your table of contents.
> Type the heading "Table of Contents" at the top of the page.
> Make certain that its format is consistent with that of the other major headings.
> Make certain that you can view your ruler in MS Word.
> On the menu, go to "Format", then select "Tabs".

Define your tab settings:

Set the "Tab stop position" just short of your right margin. Since different students utilize different margins, tab stop settings will vary. Usually a tab stop set at around 6" works for documents with a 1" right margin.
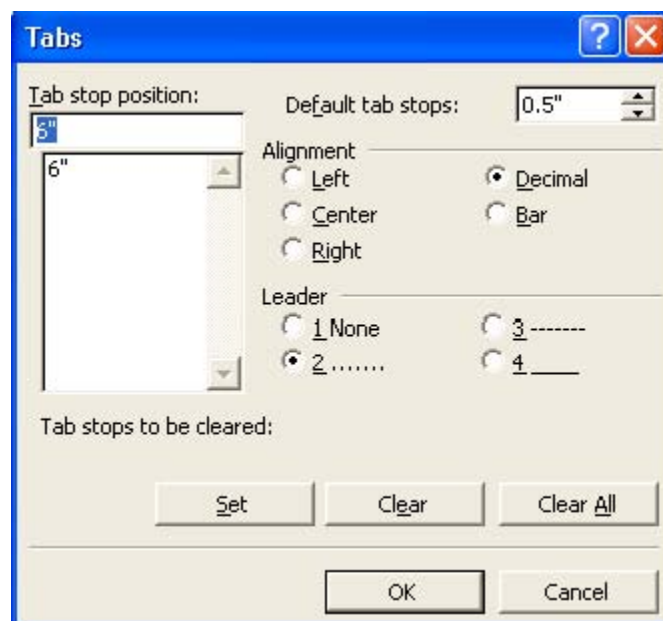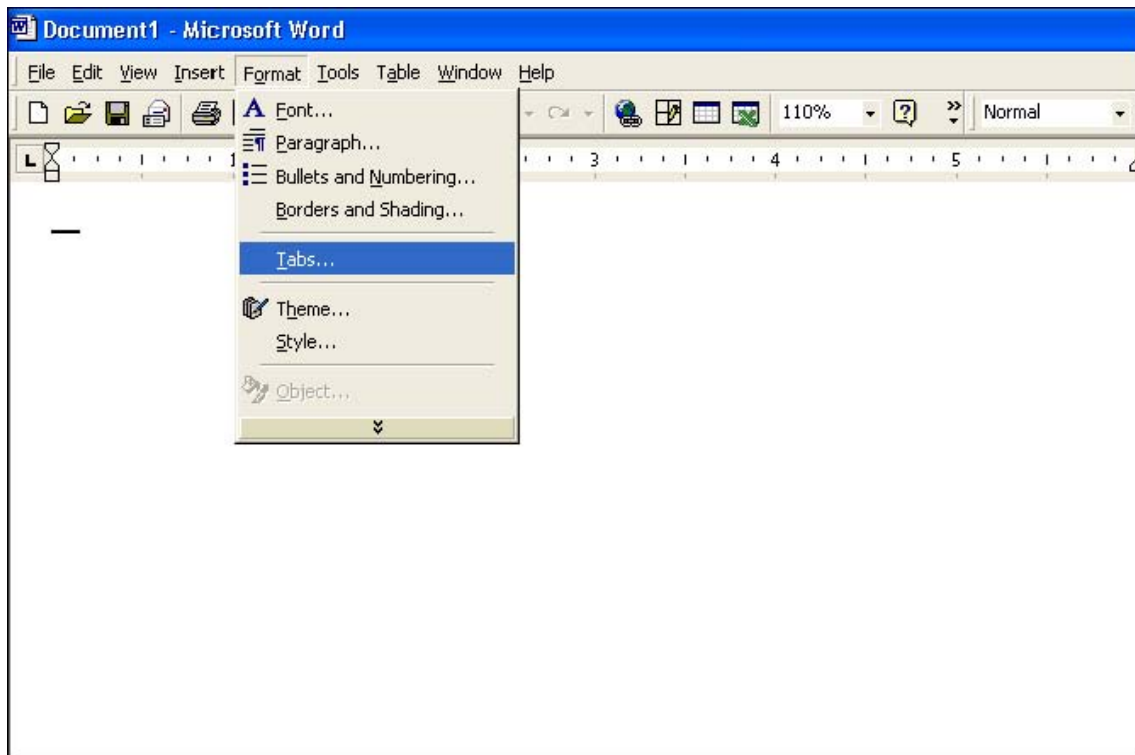
Set the alignment to "Decimal".

Set the leader setting to "2. . . . . . ."

You **must** click on the "Set" button, then click "OK".

Begin typing your table of contents. After typing in each heading, hit the tab key, and the program will automatically tab to the right side and include leader dots. Hit return after each line.

To indent subheadings, simply adjust the left margin using the ruler.

4. Text Section

The text must be divided into chapters or sections. The pages of the text must be numbered using Arabic numerals, beginning with the number '1', and **this number must be displayed**.

Documentation of Sources

Theses rely upon both secondary and primary source material. Copyright laws and professional ethics call for the acknowledgment of these sources. The NSEL Reports do not require a specific documentation style, but permits individuals to employ the documentation style preferred within their area. Footnotes, endnotes, or parenthetical citations are acceptable. **The font style used for footnotes and endnotes must be the same as the text.** They can, however, be set in a smaller font size, as long as this is used consistently throughout the document.

Headings

All major headings and subheadings must be presented consistently throughout all chapters and major sections, in terms of **capitalization, placement on the page, font style, and font size used.** For instance, if the heading for chapter one appears centered in all capital letters, then the other chapter headings must also be centered, in all capital letters. The word "chapter" and the title of the chapter must be consistent in capitalization or mixed case. If the word "chapter" is part of the chapter titles in the table of contents it must also be part of the chapter titles in the text.

All major sections (including sections like the abstract, acknowledgments, table of contents, list of figures, chapters, bibliography, appendices, and author's biography) **must begin on a new page**, but this is not true of subsections. Subsections must continue to fill a page within a chapter. A list of references included at the end of a chapter is considered a subsection, and, therefore, may not begin on a new page. Whenever the heading of a section or subsection appears near the bottom of a page, it must be followed by at least one line of text, or the heading should be forced to the top of the next page.

See the section of Chapter III entitled "Table of Contents" for additional information about headings and subheadings.

Tables, Figures, Photographs, and Musical Examples

A report may include tables, figures, photographs, musical examples, charts, graphs, line drawings, maps, and other illustrative materials. For discussion purposes, these media will be called figures.

Figures should be presented inline with the text.

Format figures so that the figure, number, and caption are placed on the same page. **Figures must fit within the required margins** ("General Guidelines," above) either vertically (portrait) or horizontally (landscape). If a figure is too large to fit on one page, it may be divided or folded using one of the methods described below. In all cases, page numbers must be placed on figure pages to

be consistent with page number placement in the rest of the report.

Numeration for Figures
All figures must be numbered consecutively throughout the entire report. You may follow a straight sequence (1, 2, 3, 4, etc.) or use a decimal system (1.1, 1.2, 1.3, 2.1, 2.2, etc., where the first digit corresponds to the chapter number and the digit after the decimal point is the figure number).

Captions for Figures

Each figure must have a caption. Single-spacing within captions is acceptable, and often helps the reader distinguish between text and caption. Some students prefer to use a slightly smaller font size for captions, and this is acceptable, provided it is consistently used for all captions and easily legible. Captions should appear on the same page as the figure to which they refer. They may appear either above or below a figure, as long as they are consistent. If a figure is rotated, the corresponding caption must also be rotated, but not the page number.

Rotating Figures

Figures may be presented horizontally (i.e., using the landscape setting on the printer). When placing horizontal figures within the document, the top of the figure should be placed toward the binding (left) edge. When a figure is rotated, its caption must also be rotated, **but not** the page number. If a heading is needed on a page with a rotated figure, the heading should not be rotated.

Oversized Figures

If reducing a figure to fit on a single page would jeopardize its legibility, the following options are generally acceptable:

1. Continuing a figure on more than one page. It may be possible to split the figure and have it continue on the following page(s). In this case, each page after the first **must include** at least the figure number and an indication that it is a continuation, such as "Figure 1, cont." It is important to be consistent. Remember to number each page consecutively.

2. Using an oversized folded page. When it is not suitable to split a figure onto more than one page, the figure may be placed on an oversized piece of paper that is folded accordion style to fit within the report while still leaving sufficient room (at least 1.5 inches) for binding. In this case, the page number must appear in a manner consistent with the rest of the document.

White Space

Avoid large blank areas without text or figures. In general, do not allow more than one-quarter of the page to be blank. Grouping figures or tables together on the same page can often be used to minimize white space. Chapter or section titles should not appear by themselves on an otherwise blank page.

Table 2. Back Matter

SECTION	REQUIRED	OPTIONAL	PAGINATION
Bibliography or List of References	*		Continue numbering in Arabic numbers following the text.
Appendix or Appendices	*		Continue numbering.

Note: the bibliography may appear either before or after the appendices. If the appendices cite sources reported in the bibliography, however, the appendices should appear before the bibliography.

Bibliography or List of References

All theses must have a bibliography or list of references, and the documentation style should be appropriate to the discipline of study. If only the works referred to in the text are included in the list, then the title "Works Cited," "Literature Cited," or "References" should be used. If the list is more comprehensive and includes sources consulted for research and preparation, then it should be titled "Bibliography." References must be in the same font style and size as the rest of the report. Reference lists are commonly single-spaced within and double-space between each listing. When placed at the end of the document, the **reference section** is not considered a chapter and, therefore, **should not** have a chapter number, however, the heading should be formatted in the same way as the chapters**.**

Avoid having a page break in the middle of a citation; instead, arrange page breaks to fall between citations.

Appendix or Appendices

Authors may wish to include additional supporting materials at the end of their theses. This information should be organized into an appendix or series of appendices. Appendix material may include tables, figures, maps, photographs, raw data, computer programs, musical scores, interview questions, sample questionnaires, CDs, and many other types of material. Appendices are placed only at the end of the report text: **they may not appear at the end of a chapter**. Any headings or subheadings used in an appendix that also appear in the table of contents must correspond in font style and size with headings and subheadings used elsewhere in the report. The font style and size of the materials in the body of the appendix, however, do not have to correspond with those used in the body of the report. Similarly, material in an appendix may be single-spaced. If there is more than one appendix, they should be numbered as A, B, C, etc.
Pre-rendered material included in an appendix, such as scanned images of questionnaires or release forms, should be reduced in size in order to allow for a heading that is formatted the same as similar headings elsewhere in the report. See the section entitled "CDs and Other Non-print Media" in Chapter III, Section 2, for additional information.