

Appendix E – Suggested Thesis Formatting

1. Organization of Thesis

Additional Statement: A list of abbreviations may be included after the “List of Figures”.

2. Chapters in Thesis

Chapters in the thesis are included, as discussed in Graduate Handbook. The chapter heads and subheads are organized numerically, using the following as an example:

1.0 Literature Review (Chapter head: Bold, size 12, centered on a separate page from text, Paragraph spacing: after = 6pt; before = 0pt)

1.1. Maternal Diabetes in Pregnancy (Subhead 1: Bold, size 12, aligned left, included with text, Paragraph spacing: after = 6pt; before = 0pt)

1.1.2. Gestational Diabetes Mellitus (Subhead 2: Italics, size 12, aligned left, included with text, Paragraph spacing: after = 6pt; before = 0pt)

1.1.2.1. Diagnostic Criteria (Subhead 3: Italics, size 12, aligned left, included with text, Paragraph spacing: after = 6pt; before = 0pt)

3. Page Numbers

Page numbering begins on the “Acknowledgement” section and is continuous throughout the document to the end of the Appendices.

Page numbers are placed in the bottom right corner of the page and are formatted as “1, 2, 3, ...”.

4. Spacing

The preferred spacing for the thesis document is 1.5. The abstract and footnotes for tables and figures are to be single-spaced. The acknowledgement section may be single-spaced depending on the length of text.

5. Font

The font styles for the thesis are either Times New Roman or Cambria.

Font sizes are as follows:

Body of text: Size 12

Footnotes: Size 10

Tables/Figures: Size 12 (minimum size 11)

6. Tables

Tables are labelled numerically and presented in a chronological order as they appear in text (e.g. Table 1., Table 2., Table 3., etc.). All tables are included in a separate Table of Contents, “List of Tables”, as described above.

The table title is placed above the table and is formatted as follows:

Table 1. Bold the title and format as lowercase

The preferred font size for a table is size 12, and the minimum is size 11. Spacing within tables is 1.15.

Each table should stand on its own and abbreviations are to be included underneath the table in footnotes. Superscripts are used to refer the reader to significance values and other footnotes. The superscript * is used to refer to significance values (p-values), while other footnotes are labelled using alphabetical superscripts (e.g. ^a). See pg. 3 for example table.

7. Figures

Figures are labelled numerically and presented in a chronological order as they appear in text (e.g. Figure 1., Figure 2., Figure 3., etc.). All figures are included in a separate Table of Contents, “List of Figures”, as described above.

The figure title is placed below the figure and is titled as follows:

Figure 1. Bold the title and format as lowercase

The preferred font size for a figure is size 12, and the minimum is size 11.

Each figure should stand on its own and abbreviations are to be included underneath the title of the figure. Superscripts are used to refer the reader to significance values and other footnotes. The superscript * is used to refer to significance values (p-values), while other footnotes are labelled using alphabetical superscripts (e.g. ^a). See pg. 3 for example figure.

Example Table

Table 1. Title of table

<u>Heading</u>	<u>Column 1^a</u>	<u>Column 2^b</u>	<i>p</i> [*]
Category 1			
Subcategory	x/y (%)	x/y (%)	.00
Subcategory	x/y (%)	x/y (%)	.00
Category 2			
Subcategory	x/y (%)	x/y (%)	.00
Subcategory	x/y (%)	x/y (%)	.00
Category 3			
	x/y (%)	x/y (%)	.00
Category 4			
	x/y (%)	x/y (%)	.00

^{*}*p* < .05

^a*n* = 60

^b*n* = 80

Example Figure:

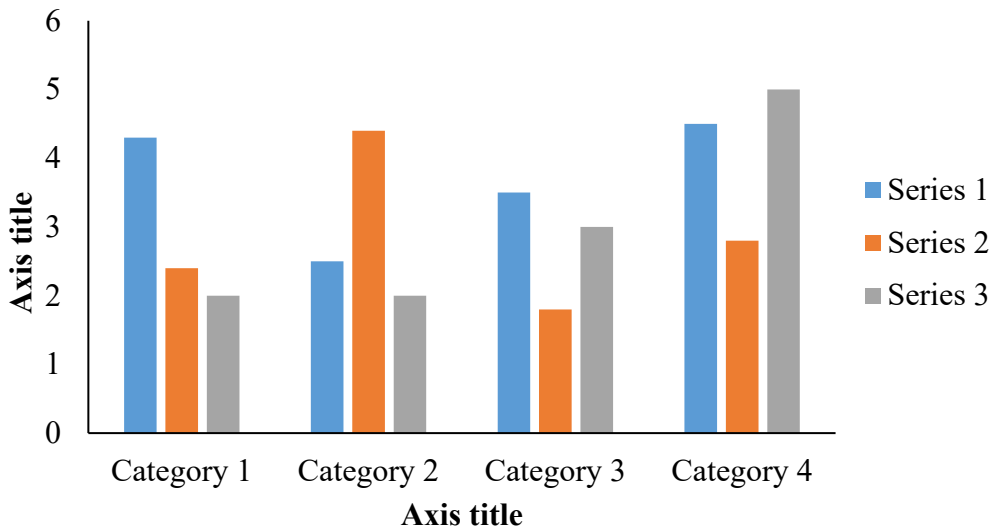


Figure 5. Type of category by series