

Thesis Manual

A handbook containing requirements for format and arrangement



Office of Research and Graduate Studies
3201 Arch Street
Suite 100

Revised April 2000

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Because Drexel Thesis Format procedures change from year to year, be sure you use the most recent version of the Thesis Manual to format your thesis/ dissertation. Do not use previously submitted theses or dissertations as formatting guidelines.

Introduction

This manual explains the format and arrangement requirements for your thesis or dissertation as established by the Office of Research and Graduate Studies and the Serials Department of the Hagerty Library at Drexel University.

Note: It is important that you understand and follow these requirements to minimize the need for corrections after your first format review meeting. If any questions arise as you read this manual, please either call the Office of Research and Graduate Studies at 215-895-2498 or e-mail the Thesis Format Reviewer at qthesis@drexel.edu for assistance.

1. General Information

The first part of General Information explains the difference between a Masters and a Doctoral Thesis (or Dissertation) and then covers miscellaneous issues that may arise as you write your thesis.



All theses/dissertations submitted in partial fulfillment for an advanced degree become the permanent property of Drexel University.

1.1. Thesis Types

Doctoral Thesis

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

Masters Thesis

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

1.2. Special Thesis/Dissertation Issues

Copyright

Competent legal opinion dictates that depositing a dissertation or a thesis in the library almost certainly constitutes publication. If the work does not then bear the statutory copyright notice, it will constitute a dedication to public use. Drexel University assumes no responsibility for copyrighting thesis material.



You must apply for copyright when you send your dissertation to Bell and Howell. Copyright cannot be added after Bell and Howell receive the dissertation.

Doctoral Thesis: To copyright a doctoral dissertation, fill out the middle section on the back of the Bell and Howell (University Microfilms, Inc.) Agreement Form. You must include a cashier's check, money order or certified check (cost includes fees for microfilming and binding) when you deliver the final copies of your dissertation to Hagerty Library.

Masters Thesis: To copyright a masters thesis, obtain a government copyright application form in Room 112 Hagerty Library.

If you apply for copyright, you must add a copyright notice to your thesis/dissertation. For details about what to include on the copyright page, see Section 3.2., *Copyright or Blank Page*, on page 10.

Plagiarism

If you include copyrighted material in your thesis/dissertation manuscript, you are responsible for obtaining written permission from the owner. Drexel University takes no responsibility for damages that may arise from copyright violations by a degree candidate.

Confidential or Secret Theses

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

Multiple-Volume Theses

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

Contact the Thesis Format Reviewer for help in arranging and formatting multiple-volume theses.

Style

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

- The Chicago manual of style. Chicago: University of Chicago Press, 1993.
Hagerty call number Z253.U69 1993
 - Publication Manual of the American Psychological Association, Fourth Edition. 1994.
 - Turabian, Kate L. Student's guide for writing college papers/Kate L. Turabian. Chicago: University of Chicago Press, 1976.
Hagerty call number LB2369.T82 1976
-

1.3. Thesis Format Approval Process

This portion of the General Information section explains the process for Thesis Format approval.



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



Although the Reviewer does not sign the T-1 form, he/she must see the completed, signed T-1 form before approving a final thesis/dissertation.

1. **At least 4 weeks prior to your defense**, drop off a draft of your thesis/dissertation in the Thesis Format Reviewer mailbox (5057 MacAlister). Leave an e-mail address and/or phone number so the Thesis Format Reviewer can contact you.
2. The Thesis Format Reviewer takes about one week to review your thesis/dissertation and then contacts you to schedule a review appointment. Review meetings take about half an hour.
3. During the first review meeting (held in MacAlister 5038), the Reviewer discusses any format changes that are needed and gives you the paperwork you will need for graduation.
4. After you make the necessary format changes, re-submit your thesis/dissertation. The Reviewer contacts you to schedule additional review meetings as needed.
5. After you defend, make all content changes as required by your defense committee.
6. Obtain all required departmental signatures, then schedule a final review meeting with the Reviewer. Bring your final thesis/dissertation and all signed paperwork. If your final thesis/dissertation is correct, the Reviewer signs the Completion Form for final format approval.
Note: This final version for the Reviewer must be complete, with all figures included and all necessary changes made.
7. Take all forms and all required copies of your thesis/dissertation to Hagerty Library. You must submit a total of three copies of your thesis/dissertation to Hagerty after the Reviewer approves it. One copy must be on 100% cotton 20–24 lb. bond paper. The other two copies can be on regular copy paper.

1.4. Approval Form Requirements

All candidates must fill out two basic forms for Thesis Format Approval: the Thesis Approval Form (Form T-1) and the Completion Form. Doctoral candidates must also fill out the Bell and Howell (UMI) Dissertation Agreement Form.

The Thesis Format Reviewer will give you these forms at the first review meeting.



Although the Reviewer does not sign the T-1 form, he/she must see the completed, signed T-1 form before approving a final thesis/dissertation.

Thesis Approval Form (Form T-1)

Hagerty Library binds one copy of this form with each copy of your thesis/dissertation.

1. Print or type the title of your thesis/dissertation and your full name on the form.
2. Obtain the appropriate signatures as listed on the form.
3. Bring this form to the Thesis Format Reviewer after your defense. The Reviewer will check that you have the appropriate signatures.

Note: See page 14 for a sample Thesis Approval Form.

Completion Form

The Thesis Format Reviewer “signs off” on this form when he/she approves your thesis or dissertation.

1. Print or type your personal information and the title of your thesis/dissertation on the form.
2. Obtain the signatures of your supervising professor and graduate advisor as listed on the form.
3. Bring this form to the Thesis Format Reviewer after your defense. The Reviewer will check that you have the appropriate signatures and will sign the form.
4. Bring the form to the Library with the final copies of your thesis. The Library Thesis Reviewer will sign the form.
5. Take the signed Completion Form to the Office of Research and Graduate Studies (3201 Arch Street, Suite 100) for final degree clearance.

Note: See page 15 for a sample Completion Form.

Bell and Howell (UMI) Agreement Form (Ph.D. candidates only)

Before submitting your final dissertation, complete fully the Bell and Howell (formerly UMI) agreement form. The form allows for the publication of the manuscript and specifies the conditions of the agreement.

If you decide to obtain copyright and/or reprints of abstracts, you must indicate this on the agreement form. You must include a **cashier’s check, money order, or certified check** made payable to “Bell and Howell.”

1.5. Final Submission Information

Printing

For thesis format approval, follow carefully the guidelines discussed in Sections 3.1. through 3.14. All copies must be:

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

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

Offset, letterpress, or laser printing is acceptable but the pages must conform to good printing standards throughout. The page size must be 8½" x 11". Mimeographed theses and similar processes are not acceptable. Any work prepared by offset should be typed on a word processing or desktop publishing system that meets typescript standards.

Binding

Hagerty Library sends your thesis/dissertation for binding after you submit all final copies. (If you are a Ph.D. candidate, the Library also sends a copy of your dissertation to Bell and Howell for microfilming.)

The binding process takes 4–6 weeks. After binding, the Library files the original and one photocopy of your thesis/dissertation in its archives. The Library delivers the other copy to your supervising professor.

Microfilming (Doctoral Dissertations only)

Before binding, Hagerty Library sends the 100% cotton copy of all doctoral dissertations to Bell and Howell (formerly UMI) for microfilming. Bell and Howell maintains a negative copy of the film will be maintained in its files at University Microfilms so interested scholars can purchase microfilm copies or photocopies at any time.

Final Degree Clearance

After you submit all materials to Hagerty Library and obtain the Library's signature on the Completion Form, take the signed form to the Graduate Studies Office (3201 Arch Street, Suite 100) for final degree clearance.

1.7. Graduating in Absentia

If you are living and/or working out of town while you are completing your thesis/dissertation, contact the Thesis Format Reviewer as soon as possible to discuss your situation. In most cases, the Reviewer can review your drafts and send corrections through mail, fax, or e-mail.



You will not get any of these bound copies back. If you want any bound copies for yourself, you must submit extra copies to Hagerty and pay an extra binding fee.

1.8. Submission Deadlines

You must submit the signed Completion Form to the Office of Research and Graduate Studies (3201 Arch Street, Suite 100) no later than the first day of final exam week in the term you intend to graduate. For specific deadline dates, contact the Graduate Studies Coordinator at 215-895-2498.

2. Thesis Format and Appearance

Methods of Production

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

2.1. Typed or Computer-Generated Originals

- One copy must be on quality white opaque paper, 20–24 lb. bond, 100% cotton, 8½" x 11" sheets. The watermark will say "100% cotton copy." This paper may be purchased at any stationery or office supply store.
- Other copies, including drafts submitted to the Thesis Format Reviewer, may be on any good quality white paper and may be photocopied.

2.2. Computer Print-Outs (Non-Standard Paper Size)

- Photocopy non-standard printouts on 100% cotton bond for the final version.
- Include captions on the photocopied pages.
- If possible, reduce oversized printouts to 8½" x 11" size.

2.3. General Formatting Guidelines

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

Type

- Font size must range from 9 to 12 points.
 - Print must be legible and readable.
 - No specific font is required; however, traditional serif fonts such as Times or Palatino are encouraged. Fonts must be consistent throughout the document (e.g., if captions are 10-point Times in chapter 1, they must be 10-point Times in all other chapters).
 - Where hand work is required, use black India ink. Characters not available in type should be lettered using lettering guides where possible.
-

Margins

- The left margin must be at least 1½" (1.5 inches) throughout the document.
- All other margins (top, bottom, and right) must be at least 1".
- Headings and subheadings must have at least two full lines of body text below them. If only one line of text fits below a heading, move the heading to the next page.

Pagination

- Number all pages consecutively.
- Place page numbers in the upper right-hand corner of the page, ¾" from the top.
- Use lowercase Roman numerals for preliminary pages.
- Use Arabic numbers for the text, references, appendices, bibliography, and all other pages including photographs, illustrations, and drawings.

Note: Begin these numbers on the first page of the text and continue in consecutive order until the end of the dissertation or thesis.

- Do not use a period after the page number.
- Do not number the title page even though it is counted as "i."
- Do not insert lettered page numbers such as 10a, 10b, 10c, etc.

Spacing

- Double space general text material.
- Insert at least 3 line spaces above and below figures, tables, and other graphics.
- Single space footnotes and long quotations.
- Single space bibliographic entries, **but** double space **between** each bibliographic entry.

Footnotes

- Separate footnotes from the text with a solid line across the page and leave two spaces between the line and the footnote.
-

Tables and Figures

- For both tables and figures, use a word processor or black india ink and a lettering guide for captions, numerals, symbols and characters.
- If you use external tables or figures, prepare all tables and figures (including graphs) on 100% cotton bond or 100% cotton tracing paper. Acceptable tracing paper examples are: clear print #16 stock, Post 175H vellum, or Albanene 105351 100% rag. Alternative processes include duplication by photocopy on 100% bond or for photographs, lightweight photographic paper.
- If graphs include a detailed grid, you may need to prepare an original on 100% bond by duplication using a photocopier. Green lines duplicate best for all processes.
- Document margin limitations apply to tables and figures. Tables and figures **cannot** extend into any of the margins.
- Insert at least 3 line spaces above and below figures, tables, and other graphics.
- Place figure captions below figures. Place table captions above tables.
- Tables and figures can be grouped in a separate chapter in the text or as an appendix.

Illustrative Materials

- Make sure all illustrative materials conform to permanent record standards and are as close as possible to the same size and margins as the text.
- If you must use larger illustrative material, fold it with a minimum number of folds so that it falls within the margins of a normal text page (8½" x 11").

Note: Since binding of a thesis requires edge trimming, illustrative material too close to the sewing or trimming edges will be defaced during the binding process. Also, large illustrative material may be impossible to microfilm.

- If a diagram, photograph, or similar material is smaller than thesis page size (8½" x 11"), mount it with a high-quality permanent adhesive. Do not use glue, mounting tape or rubber cement. Instead, use permanent archival adhesive such as dry mounting tissue, library paste or spray-on adhesive.
 - Where possible, print photographs on 8½" x 11" single weight photographic paper. Include and number the sheets as a part of the text.
 - Use India ink to add labels and captions on photographs.
 - You must obtain prior approval from the Thesis Format Reviewer before attaching any other materials to your thesis/dissertation.
-

3. Thesis Arrangement

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

Quick Guide to Arranging Your Thesis

1. Title page
2. Blank (or copyright) page
3. Dedications (**optional**)
4. Acknowledgments (**optional**)
5. Table of Contents
6. List of Tables
7. List of Figures
8. Abstract
9. Blank page
10. Text
11. Bibliography (or List of References)
12. Appendices
13. Vita (**Ph.D. only**)
14. Blank page

3.1. Title Page

- The title page should look exactly like the sample on page 16.
 - Use your full name, including your middle initial or name.
 - Write out the name of the degree for which you are a candidate. All Ph.D. candidates must use Doctor of Philosophy. All Masters Degree candidates should use the precise degree name (e.g., Master of Science in Mechanical Engineering).
 - Use the month and year in which you defend your thesis or dissertation.
 - This page is counted but not numbered (it counts as page i but should not have a page number).
-

3.2. Copyright or Blank Page

- If you copyright your dissertation or thesis, include a copyright page with the following information: a copyright notice, full legal name of author, and date of publication on file. Center the information on the page as shown:

© Copyright 2000
Jane S. Jones. All Rights Reserved.

- If your dissertation or thesis is not copyrighted, include a blank page (with no page number).
- In either situation, the page is neither counted nor numbered.

3.3. Dedications

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

3.4. Acknowledgments

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

3.5. Table of Contents

- The Table of Contents should follow closely the sample on page 17.
 - The heading **Table of Contents** must appear at the top of the first page. The heading must be bold, centered, and without punctuation.
 - Do not list any sections that precede the Table of Contents (e.g., Dedications, Acknowledgments). Do not list the Table of Contents itself.
 - List chapter titles and at least the first or second order subdivisions. Make sure that chapter and section titles are worded exactly as they appear in the body of the thesis.
 - Separate titles from page numbers with right-justified tabs and dot leaders. **Do not use periods to separate titles and page numbers.**
 - These pages are counted and numbered in lowercase Roman numerals.
-

3.6. List of Tables

- The List of Tables should follow closely the sample on page 18.
- The heading **List of Tables** must appear at the top of the first page. The heading must be bold, centered, and without punctuation.
- List table captions exactly as they appear **above** the tables in the text.
- Separate table captions from page numbers with right-justified tabs and dot leaders. Do not use periods to separate captions and page numbers.
- These pages are counted and numbered in lowercase Roman numerals.

3.7. List of Figures

- The List of Figures should follow closely the sample on page 19.
- The heading **List of Figures** must appear at the top of the first page. The heading must be bold, centered, and without punctuation.
- List figure captions exactly as they appear below the figures in the text.
- Separate figure captions from page numbers with right-justified tabs and dot leaders. Do not use periods to separate captions and page numbers.
- These pages are counted and numbered in lowercase Roman numerals.

3.8. Abstract

- The Abstract should follow closely the sample on page 20.
- The abstract is a summary that allows readers to determine the value of reading the full thesis. It should include a statement of the problem, an outline of procedures or methods, and a summary of results and conclusions.
- Masters thesis abstracts must be 600 words or less.
- Ph.D. dissertation abstracts must be 350 words or less because of Bell and Howell microfilming limitations.

Note: If a dissertation/abstract cannot be reduced to 350 words, contact the Thesis Format Reviewer for special abstract procedures.

- The following heading must be centered at the top of the first page:

Abstract
Full Title of Dissertation or Thesis
Author's Name as it appears on the Dissertation or Thesis
Supervisor's Name

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

3.9. Blank Page

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

3.10. Text

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

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

- The pages are counted and numbered in Arabic numerals.

Footnotes (optional)

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

3.11. Bibliography (or List of References)

- The Bibliography (or List of References) should follow closely the sample on page 21.
 - The heading **Bibliography** (or **List of References**) must appear at the top of the first page. The heading must be bold, centered, and without punctuation.
 - Begin the list of sources four spaces below the heading.
 - Single space within each entry, and double space between entries.
 - Do not split entries over two pages. If an entire entry does not fit on one page, place the entire entry on the next page.
 - Entries may be in any consistent arrangement (e.g., alphabetical by author, numerical, or chronological) as specified by professional journals standard in your discipline.
 - These pages are counted and numbered in Arabic numerals.
-

3.12. Appendices

- If supplementary original data, illustrative material, a detailed derivation of equations, an extensive proof of a theorem, or a quotation too extensive for the body of the thesis are included, they may be presented in appendices. Similar material should be gathered in a single appendix.

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

- Number the appendices consecutively either alphabetically or numerically (**Appendix A**, **Appendix B...** or **Appendix 1**, **Appendix 2...**).
- The heading **Appendix A** (or **B, C, 1, 2**) and the title of the material must appear at least 2" from the top of the page. The heading must be bold, centered, and without punctuation.
- The appendix material should begin four spaces below the heading.
- List each appendix and its title separately in the Table of Contents.
- The pages are counted and numbered in Arabic numerals.

3.13. Vita (Ph.D. only)

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

3.14. Blank Page

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

Sample A—Thesis Approval Form (T-1)

Hagerty Library will bind a copy of this form with each copy of your thesis/dissertation.

Thesis Approval Form
(For Masters and Doctoral Students)

This thesis, entitled _____

_____ and authored

by _____, is hereby accepted and approved.

Signatures:

Chairman, Examining Committee:

Supervising Professor:

Committee Members:

Program Advisor:

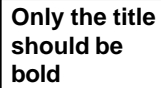
Department Head:



Sample C—Title Page Format

Center vertically and horizontally (remember to adhere to the 1½" left margin).

Only the title
should be
bold



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

A Thesis

Submitted to the Faculty

of

Drexel University

by

Steven Anthony Siano

in partial fulfillment of the

requirements for the degree

of

Doctor of Philosophy

June 2000

Sample D - Table of Contents

These pages are numbered using lowercase Roman numerals.

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Use dot leaders,
not periods

Use tabs to
right-align all
page numbers

Sample E - List of Tables

These pages are numbered using lowercase Roman numerals.

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7. Analysis of Variance of Frequency of Pango Responses on Compounding Task (Exp. Group 1)	56
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Use dot leaders,
not periods

Use tabs to
right-align all
page numbers

Sample F - List of Figures

This page begins 2" below the top of the page (additional pages begin at the 1" top margin) and is numbered using lower case Roman numerals.

List of Figures

Use dot leaders,
not periods

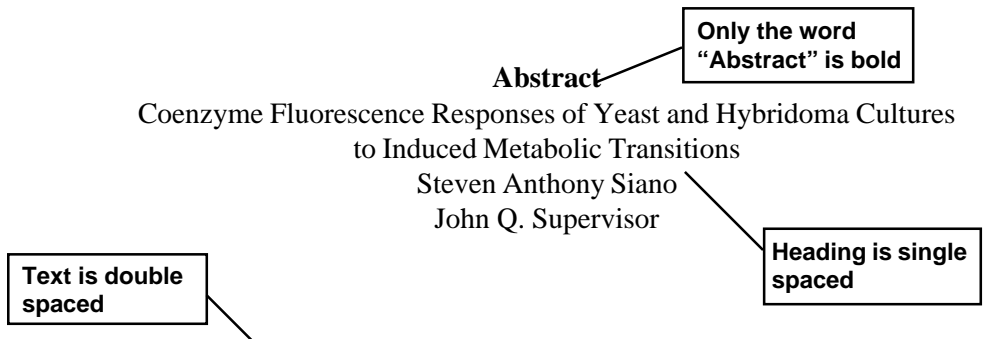
Use tabs to
right-align all
page numbers

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Sample G—Abstract

These pages are numbered using lowercase Roman numerals.

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



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Sample H—List of References

These pages are numbered using Arabic numerals. Use any consistent arrangement (e.g., alphabetical by author, numerical, or chronological) as specified by professional journals standard in your discipline.

Do not split entries over two pages. If an entire entry does not fit on one page, move it to the next page.

List of References

Single space within each entry and double space between entries

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4. Falk RJ, Jennette JC. Anti-neutrophil cytoplasmic autoantibodies with specificity for myeloperoxidase in patients with systemic vasculitis and idiopathic necrotizing and crescentic glomerulonephritis. *N Engl J Med* 1988;318:1651–57.
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13. Newburger J, Takahashi M, Burns J, et al. Kawasaki syndrome with intravenous gammaglobulin. *N Engl J Med* 1986;315:341–7.

