

Kettering University

THESIS FORMATTING SPECIFICATIONS

1. Paper Specifications

Theses will be submitted on square-cornered, unpunched, 8½ x 11” white paper, printing only on one side of each page.

2. Font and Type Quality

All type must be in the font Times New Roman, 12-point.

3. Margins

Top Margin: All pages must have a 1” top margin except for the following pages must have a 2” inch top margin:

- a. DISCLAIMER page
- b. PREFACE page
- c. First page (only) of the TABLE OF CONTENTS
- d. First page (only) of the LIST OF ILLUSTRATIONS (if needed)
- e. First page of each chapter
- f. First page (only) of NOTES (if needed) at the end of a chapter
- g. All APPENDIX title pages

Bottom Margin: 1”

Right Margin: 1” and unjustified

Left Margin: 1 ½” to allow for trimming during the binding process.

4. Headings

- a. Each chapter of the text is assigned a roman numeral and is on a new page.
- b. The heading must be bolded and in all capitals, but not underlined.
- c. Chapter headings should be placed two inches below the top edge of the page. Leave three blank lines (two double-space returns) below all chapter headings.
- d. The heading for the chapter title is centered between the side margins. The side ends of a title must have a least a 2½-inch left margin and a 2-inch right margin.
- e. If more than one line is needed for the title, single-space between the lines. The top line portion of the title wording must be wider than the length of any lower line wording. That lower wording must not be extremely shorter than the top line, such as just one word.

5. Subheadings

Margin-flush Subheadings

- a. Are capitalized headline style.
- b. Margin-flush subheadings must be underlined and in bold, without a period.
- c. Leave one blank line (one double space return) below all margin-flush subheadings.

- d. Each margin-flush heading must appear on the same page with at least two lines of subsequent paragraph text. To meet that requirement on some pages, it may be necessary to leave a larger than usual bottom margin by placing a heading (or possibly two headings) at the top of the next page, so it can appear above the first two lines of a paragraph.
- e. A margin-flush subheading should extend no more than about two-thirds of the width of the text from the left margin. If two lines are needed, the heading should be roughly divided in half, with the longer half as the top line; single spacing between the lines is required.

Indented subheadings

- a. Are capitalized sentence style.
- b. Indented subheadings must be underlined and in bold, without a period.
- c. Leave one blank line (one double space return) below all indented subheadings.
- d. Each indented subheading must appear on the same page with at least two lines of subsequent paragraph text. To meet that requirement on some pages, it may be necessary to leave a larger than usual bottom margin by placing a heading (or possibly two headings) at the top of the next page, so it can appear above the first two lines of a paragraph.
- e. An indented subheading should extend no more than about two-thirds of the width of the text from the left indentation. If two lines are needed, the heading should be roughly divided in half, with the longer half as the top line; single spacing between the lines is required.

6. Page Numbering

Do not place page numbers in parentheses, and do not include any kind of punctuation with page number. The required format for page numbers is as follows:

- a. No page number is to appear on the Title Page.
- b. Number the Disclaimer page lower case roman numeral ii. This number is centered between the side margins and is placed ½ inch from the bottom of the page, as are all other page numbers throughout the thesis.
- c. Number the next Prefatory pages in lower case roman numerals, starting with roman numeral iii for the Preface.
- d. Number pages of text in arabic figures (e.g., 1, 2, 3). No roman numerals are used after the Prefatory pages.
- e. All pages containing full-page figures and tables must have page numbers in the usual position ½ inch from the bottom edge of the page, even if those graphics are turned sideways in “landscape” position.
- f. Appendix title pages, as well as the pages within each appendix, should be numbered by continuing, without break, the sequence of numbers used for the chapters and References list.
- g. All page numbers must be in the same font and font size: Times New Roman, 12-point.

7. Basic Spacing

- a. A thesis is presented to Kettering University as a manuscript, typed on one side only.

- b. No blank pages are permissible.
- c. The typing should be double-spaced, except for the following:
 - 1. informational chapter endnotes
 - 2. entries in a References list
 - 3. items in a numbered or bulleted list
 These three elements are single-spaced within items and double-spaced between items.
- d. Paragraphs must be indented one-half inch, but all References entries must use hanging indentation.
- e. Widow and orphan lines are to be avoided.
- f. Traditional typing practice is to double space after periods. However, it is also acceptable to single space after a period. One or the other post-sentence spacing methods must be followed consistently throughout the thesis. (Exception: A single space after all periods in all entries of the References list. In that list this requirement must be followed, even if the double-space method is used throughout the rest of the thesis.)

8. Citation of References

- a. All sources cited in the References list must also be cited within a chapter at least once as the origin of the specific information presented.
- b. All such in-chapter citations must conform to the relevant format details set forth in the examples below.
- c. If an identified source contains page numbers, the citation must also include in its parenthesis the specific page number(s) from which the thesis author obtained the data presented.

. . . According to Johnson and Bates in their landmark study (1992, p. 104), the primary ergonomic effect of . . .

. . . That effect has occurred in 72% of such cases (Johnson and Bates, 1992, pp. 47-48).

- d. When information has been gained orally from an individual through personal communication, it should not be cited in parenthesis as such if the means of obtaining the data is obvious in context, for example:

. . . In a recent discussion early last May with Plant Manager James Black, the author learned that the equipment is to be sold. . . .

. . . James Black, plant manager, has indicated that the equipment is to be sold (personal communication, c. May 5, 1998).

- e. For all other citations, please refer to the APA manual for correct formatting.

9. Figures, Tables & Equations

Figures created by student

- a. Figures are centered between the left (1 ½") and right (1") margin.
- b. Figures are consecutively numbered in separate sequences than that of tables.

- c. All figures are to be labeled with the word Figure and the corresponding number followed by a period and completely underlined. This is followed by two spaces and the title of the Figure in sentence style ending with a period.
- d. Figure spacing is as follows: from the text to the figure there are two double spaces, from the figure to the figure number/title is one double space and from the figure number/title back to the text are two double spaces.
- e. Figures which are discussed in the body of the text must be placed in the body of the text, not in the Appendix. Each figure must be placed shortly after the paragraph text containing the first reference to it. The figure must appear on the same page with that first text citation if there is enough room without violating the bottom margin. Otherwise, the figure must appear at the top of the next page, or may even appear as all of the next page, if very large. A large figure may need to be turned sideways in "landscape" position, with the identifications and any notation in their proper locations in regard to the top and bottom of the figure, not the page. If a figure cannot fit on the same page with the paragraph that first cites it, that passage must be immediately followed by the text of the next paragraph. Thus unnecessary blocks of vacant space above the page number will be avoided. No blank white space on the page, must meet bottom margin requirement. Only exception is if it is the end of the chapter, plus a new paragraph requires two lines on the page.

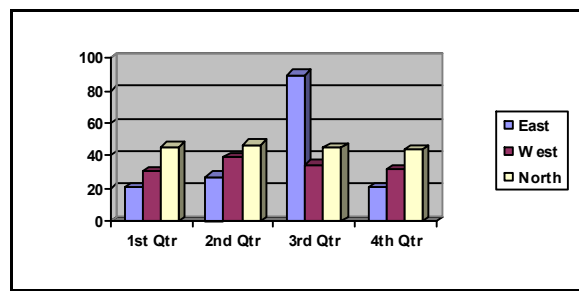


Figure 1. Figure example.

Figures with a source citation

Illustrated below is an example of a figure with a source citation. In addition to the above stated formatting requirements, all figures with a source citation must meet the following criteria. When source information is needed for a figure not created by the writer, it must appear below a margin-to-margin divider line with one blank space below it. Notice that all titles must be capitalized in headline style in all graphics source citations, which is not the case for citations on a References list. Do not precede a figure's source information with "Note".

The source of a figure must be acknowledged in a note below it, if it was not created by the student writer. If the writer plans to commercially publish the thesis, a copyright permission statement must be included at the end of the note, plus an identification of the copyright holder. Without the word "Adapted," a graphic not created by the writer must

include every original detail, including the original caption. (Exception: The label number may be different.)



Figure 3. Kettering University seal. Note. From Kettering University website (www.kettering.edu). Printed by permission from the University Advancement Department, Kettering University, Flint, MI.

Figure 2. Figure example with a source citation.

Tables created by student

- a. Tables are centered between the left (1 ½”) and right (1”) margin.
- b. Tables are consecutively numbered in separate sequences than that of figures.
- c. All tables are to be labeled with the word Table and the corresponding number at the top left corner above the actual table followed by a double space. The title is positioned beneath the table number and is underlined followed by a double space down to the actual table.
- d. Table spacing is as follows: from the text to the table number there are two double spaces, from the table number to the table title is one double space and from the table title to the actual table is one double space. The table back to the text is two double spaces.
- e. Tables which are discussed in the body of the text must be placed in the body of the text, not in the Appendix. Each table must be placed shortly after the paragraph text containing the first reference to it. The table must appear on the same page with that first text citation if there is enough room without violating the bottom margin. Otherwise, the table must appear at the top of the next page, or may even appear as all of the next page, if very large. A large table may need to be turned sideways in "landscape" position, with the identifications and any notation in their proper locations in regard to the top and bottom of the table, not the page. If a table cannot fit on the same page with the paragraph that first cites it, that passage must be immediately followed by the text of the next paragraph. Thus unnecessary blocks of vacant space above the page number will be avoided. No blank white space on the page, must meet bottom margin requirement. Only exception is if it is the end of the chapter, plus a new paragraph requires two lines on the page.

Table 1

Table Title

East	West	North
1	2	3

Tables with a source citation

When source information is necessary for a table, a notation is placed at the bottom of a table beginning at the table's left edge and below a divider line that is the width of the table. Unlike the format for under a figure, the entire first line under a table always begins with the word "Note" (format: Note). That word may be followed by any necessary explanation about the table's source citation. A source citation is followed by any explanatory note that is directly referenced by asterisk(s) to an item within the table. All lines of a table's notation should normally extend no further than the width of the table.

The source of a table must be acknowledged in a note below it, if it was not created by the student writer. If the writer plans to commercially publish the thesis, a copyright permission statement must be included at the end of the note, plus an identification of the copyright holder. Without the word "Adapted," a graphic not created by the writer must include every original detail, including the original caption. (Exception: The label number may be different.)

Table 2

Table Example with a Source Citation

Part No.	July 14	Aug. 15	Sept. 16	Oct. 17
Part#11-234	220	220	221	250
Part#11-235	135	134	145	160
Part#11-236	140	140	150	144
Part#11-237	720	720	718	755
Part#11-238	711	711	711	755

Note. From Engineering report (No. 71-103) (p.7), by Toyoda Machine Works, Ltd., 1995, n.p.: Author.

Equation example

Short and simple equations are to be placed inside the line of text (i.e., $b = 125$). However, in cases where equations must be numbered for later reference or are complex equations, they become displayed equations. Displayed equations are centered on a new line with two double spaces from the text to the equation and two double spaces from the

equation back to the text. Displayed equations are to be consecutively numbered, with the number in parentheses near the right margin of the page.

$$\pi\Delta P^2 = 125 \quad (1)$$

Placement and numbering of figures and tables in the appendices

All the above placement requirements also apply to figures and tables included in the Appendices. An exception is made for appendices that contain photocopies from sources that have applied a format style that is not in compliance with Kettering's format specifications. All photocopies must be scanned into the electronic document. It is not necessary to reformat these pages; however, the margin requirements for the thesis document must be met for all pages including those in the appendix.

Figures and tables are numbered separately in the Appendices from the body of the text. Figures and tables are identified first by the appendix letter followed by the number of figure or table within that appendix. As well, figures and tables are numbered separately within the appendix. For example, a figure within Appendix A should be labeled as A-1, followed by A-2 for the next figure. A table within the same appendix will first be numbered A-1, followed by A-2 for the table. Also, second pages or more of the same figure or table need to be labeled with "(cont.)" behind the last word of the title.

Reproduction

Original figures and tables must be electronically embedded into the document. Non-electronic images must be scanned into the document. The entire document will be stored in the Thesis Digital Archive.

Oversized material

All figures and tables must fit within the margin requirements specified previously. They cannot be folded to page size. If a figure or table cannot be reduced electronically and still have clarity, or cannot be bound in the thesis, it can be described and then referred to as "being on file with the employer."

10. Assembly of the Thesis

PLEASE NOTE: Refer to the Word Template for proper assembly and content information. The additional information below may be helpful.

Disclaimer

- a. Must be worded and formatted exactly as shown in the Word Template.
- b. Thus only one degree designation will be included, except if both a Bachelor and a Masters degree is to be awarded.

Preface

- a. Accomplishes three primary tasks:
 1. acknowledges the thesis as fulfilling the thesis project requirement for the appropriate degree
 2. identifies the project and thesis as the culmination of the cooperative program with appropriate references made to academic courses and projects, as well as to work experience assignments

3. details the assistance of others to the thesis project.
- b. The acknowledgements of what others have contributed must not be written in such a way as to suggest or indicate that any employee of the employer has endorsed or approved the conclusions or opinions expressed in the thesis.
- c. Acknowledgements of support should be limited to expressing appreciation to the employer for the opportunity presented, and to thanking those people who provided data and made themselves available for interviews in connection with the preparation of the thesis.
- d. Appreciation should be expressed for appropriate specific contributions by the employer advisor and the faculty advisor. Individuals' formal names and titles must be identified.
- e. It may be desirable to incorporate very brief information to familiarize the reader with the thesis project.
- f. A good Preface can be written in a maximum of two pages.
- g. If desired, first-person pronouns may be used in a preface.

Appendix

- a. If only one appendix is required, it should be separated from the body of the thesis by a division page labeled "APPENDIX."
- b. If there is more than one appendix, a division page entitled "APPENDIXES" should be placed first. Each individual appendix provided must be preceded by its own title page, with a letter of the alphabet included with the appendix heading to indicate the sequence of the appendix. If only one appendix is provided, do not add "A" after the appendix heading.
- c. Each Appendix provided must be cited at least once in the text of one of the thesis chapters, with brief wording to indicate what kind of information the appendix provides; its title may suffice.
- d. If the content of an appendix is photocopied material not created or adapted (revised) by the thesis writer, its format need not be altered to match the formatting requirements. However, all the elements of the appendix document must appear within the required margin limits; photocopy reduction or scanning followed by reduction may be necessary.
- e. In any case, the origin of the document, or single graphic, must be identified below it.
- f. If the appendix content does not contain a title, one must be provided for it on its preceding title page. Sometimes the writer must provide a title there that differs from the original title page, if the latter does not suit the logic of the purpose of the appendix.
- g. The last appendix must address the Program Outcomes of the student's degree program. Program Outcomes for each degree program are provided in the Word Template. Students are to write the questions and answer appropriately. If the question doesn't apply to their thesis, then the reason why the question is non-applicable is required.