

# Thesis/Dissertation Formatting Workshop

## Formatting Your Document

Fall 2023

Al Gerheim, PhD ([gerheim@uri.edu](mailto:gerheim@uri.edu))

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# Formatting Requirements: Motivation

- Your thesis will represent you for the rest of your life. It will also represent URI.

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- Formatting the thesis is an important element in the presentation of research. This is an important “collateral skill”.

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- Formatting the thesis is an important element in the presentation of research. This is an important “collateral skill”.
- We want you to think of us as a **resource** for advice and help formatting your thesis.

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# Formatting Requirements: Motivation

- Your thesis will represent you for the rest of your life. It will also represent URI.
- Fall, 2015 theses and dissertations:
  - 1/5 had grammar errors in the Acknowledgments section.
  - 1/20 had unexplained acronyms in their title.
  - 1 had a misspelled title.

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# Formatting Requirements: Motivation

- Your thesis will represent you for the rest of your life. It will also represent URI.
- Correct grammar and spelling is primarily the responsibility of the author, assisted by the major professor and committee.
- These errors will haunt you for the rest of your life.
- In this frequency, they reflect poorly on the university as a whole.

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# Formatting Requirements: Motivation

- Your thesis will represent you for the rest of your life. It will also represent URI.
- Possible corrective action:
  - Authors might hire a proofreader, at least for the preliminary pages.
  - Contact the Graduate Writing Center for help: <https://web.uri.edu/graduate-writing-center/>

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# Manuscript vs. Standard Format

- A dissertation in Manuscript Format contains one or more themes which, when taken together, constitute a body of work which fulfills the thesis requirement.



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# Manuscript Format (continued)

- The Preface should indicate that Manuscript Format is in use.

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- The “main” abstract should summarize the entire body of work but should not replace the abstracts of the individual manuscripts.

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- Each manuscript may have its own abstract, according to the journal's requirements.
- The “main” abstract should summarize the entire body of work but should not replace the abstracts of the individual manuscripts.
- The Graduate School does not require a Bibliography for dissertations in Manuscript Format.

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# Manuscript Format (continued)

## Special Warning:

If you are using Manuscript Format, retain access to the original .doc or .docx files of the articles.

You will probably need to make minor edits, and you can't do this from the .pdf file.

If you are not the corresponding author, at least retain readonly access to the files.

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# Standard Format

- One font throughout
- Appendices are discouraged (there are exceptions)
- A Bibliography is required.

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- Preliminary Material:
  - Title Page \*
  - Approval Page (online version: typed names, Digitally signed version\* for final submission)
  - Abstract
  - Acknowledgments (**Required!**)
  - Dedication (optional)
  - Preface (optional in Standard Format)
  - Table of Contents
  - List of Figures
  - List of Tables
- \* Templates available on our website

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- Main Text

- Text
- List of References (optional)
- Appendices (optional)
- Bibliography (not required for Manuscript Format)

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- Description of elements
  - One Approval Page. It appears 2 places in 2 forms. The online version will have the typed names of the core committee and the Dean. The digitally signed form will be forwarded to me.

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  - The Abstract describes the problem, the methods used to solve it, and a summary of the findings.

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  - Acknowledgements: You are required to mention your Major Professor.

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  - The Abstract describes the problem, the methods used to solve it, and a summary of the findings.
  - Acknowledgements: You are required to mention your Major Professor.
  - A Bibliography is required by the Graduate School only for Standard Format. It should list all material contributing to the thesis, whether explicitly cited or not.

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- Physical Specifications (Standard Format):
  - **Font:** at least 10 point. We recommend 12 point. One font to be used throughout, except for math/scientific notation, figures, graphs, and charts.

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- Physical Specifications (Standard Format):
  - **Font:** at least 10 point. We recommend 12 point. One font to be used throughout, except for math/scientific notation, figures, graphs, and charts.
  - **Double Spaced**, except for figure text, captions, long quotations and footnotes. References and bibliography entries may be single-spaced within the entry but double-spaced between entries.

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  - **Major Sections** (chapter, appendices) begin on new page
  - **Margins** 1" on right, top and bottom. At least 1.5" on left (1.7" is recommended).

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- Physical specifications (Standard Format continued):
  - **Page Numbering:**
    - Preliminary pages (lower case Roman):
      - Counted but not numbered: Title Page, Abstract (page ii in the Table of Contents)
      - First numbered page will be the first Acknowledgments Page.
    - Main Text (Arabic):
      - Continuous from first page of text to last page of Bibliography.



- Physical specifications (Standard Format, continued):

## –Page numbers

- Preliminary pages centered,  $\frac{1}{2}$ " from the bottom.
- Main Text, either at least  $\frac{1}{2}$ " from the top and at least 1" from the right edge or centered at least  $\frac{1}{2}$ " from the bottom. Must be consistent throughout, even when landscape pages are used.
- No dashes around the page numbers.

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- Physical Specifications (Manuscript Format)
  - Font, headings, and spacing should follow the format required by the journal to which they may be submitted, or to which they have already been submitted.

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  - Each chapter may have its own Abstract and Reference Section.
  - Page numbering to follow Standard Format

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  - Font, headings, and spacing should follow the format required by the journal to which they may be submitted, or to which they have already been submitted.
  - Each chapter may have its own Abstract and Reference Section.
  - Page numbering to follow Standard Format
  - Only one page number per page.

# Proper Landscape Pagination:

24

Table 1: Effect of vitamin E on immune response of ruminants

Species	Supplementation	Effect	Response	Reference
Sheep	272 IU/ month	Increase	weaning rate	Kott et al. 1983
Sheep	330 IU/ day	Increase	lamb survival	Kott et al. 1998
Cows	2700 IU/ 3 weeks	Increase	IgM, IgG1, IgG2	Hidiroglou et al. 1992
Sheep	330 IU/day	No Effect	IgM, IgG1, IgG2	Hatfield et al. 2002
Sheep	400 IU/day	No Effect	IgM, IgG1, IgG2	Daniels et al. 2000
Cows	285, 570, 1140 IU/day	Increase	anti-ovalbumin IgG	Rivera et al. 2002
Calves	1400, 2800 IU/week	No Effect	Lymphocyte proliferation	Reddy et al. 1986
		No Effect	IgG1, IgG2	
	2800 IU/week	Increase	IgM	
Calves	125, 250, 500 IU/day	Increase	Blastogenesis	Reddy et al. 1987
		No Effect	anti-BHV IgG	
	125 IU/week	Increase	IgG	
Calves	1000 IU/day	Increase	IgG1, IgG2, IgM	Cipriano et al. 1982
Sheep	300 IU	Increase	anti- Brucella ovis Igs	Afzal et al. 1984
Lambs	20 IU/kg diet	No effect	anti-Parainfluenza 3 IgG	Reffett et al. 1988
Cows	3000 IU	No effect	peripartum disease	LeBlanc et al. 2002
Cows	3000 IU/day	Increase	macrophage IL-1	Politis et al. 1995
		Increase	macrophage MHC	
		Increase	neutrophil superoxide	

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	3000 IU	Increase	peripartum disease	Leblanc et al. 2002
	3000 IU/day	Increase	macrophage IL-1	Poltis et al. 1995
		Increase	neutrophil superoxide	

# Manuscript Introduction Page Example

Chapter 1

## **“Empirical Relationship between Strength and Geophysical Properties for Weakly Cemented Formations”**

by

M.S. Ravi Sharma<sup>1</sup>; Matt O Regan<sup>2</sup>; Christopher D.P. Baxter<sup>3</sup>; Kathryn Moran, P.E.<sup>4</sup>;  
Hans Vaziri<sup>5</sup>; Raja Narayanasamy<sup>6</sup>

is submitted to Journal of Petroleum Science and Engineering

---

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<sup>6</sup> BP Exploration Operating Company Limited, Chertsey Road, Sunbury-on-Thames, Middlesex, TW16 7LN, UK. Email: Raja.Narayanasamy@uk.bp.com

# Thesis Template

FULL TITLE HERE IN ALL CAPS IN A FORMAT  
THAT RESEMBLES THIS LAYOUT HERE SO IT  
LOOKS LIKE THIS

BY  
YOUR NAME HERE IN ALL CAPS

A DISSERTATION SUBMITTED IN PARTIAL FULFILLMENT OF THE  
REQUIREMENTS FOR THE DEGREE OF  
DOCTOR OF PHILOSOPHY  
IN  
MECHANICAL ENGINEERING AND APPLIED MECHANICS

UNIVERSITY OF RHODE ISLAND  
YEAR

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# Thesis Template

## No Library Rights Statement

MASTER OF YOUR DEGREE THESIS

OF

YOUR NAME

APPROVED:

Thesis Committee:

Major Professor <Advisor>

<Member 1>

<Member 2>

<Member 3>

Nasser H. Zawia  
DEAN OF THE GRADUATE SCHOOL

UNIVERSITY OF RHODE ISLAND  
YOUR YEAR OF GRADUATION(e.g 2007)

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MASTER OF ARTS

OF

YOUR NAME

*It finally  
happened!*

APPROVED:

Thesis Committee:

Major Professor      Susana de los Heros

Rosaria Pisa

Giuseppe Balirano

Mario Trubiano

Nasser H. Zawia

DEAN OF THE GRADUATE SCHOOL

UNIVERSITY OF RHODE ISLAND  
2019

# Thesis Template

## ABSTRACT

Immediately following the approval sheet, each copy of the thesis must contain an abstract which will contain: a) a definite statement of the problem involved in the thesis, b) a description of the methods used in the development of the thesis, c) a summary of the results of the findings reported in the thesis. All the pages have been formatted in the accepted font and margin alignment. This is a simple thesis template that can be used for directly typing in your content. However, if you paste your text into the document, do so with caution as pasting could produce varying results. When directly typing into the title page and signature page, the appropriate information should be filled in the required fonts.

Once you have the correct amount of content on the first page, you can then move your cursor onto following page of the template and add the rest of the content of the section by either typing or copying and pasting. Remember to apply these rules throughout the rest of the document as the breaks have to be preserved to ensure proper formatting.

Continue your Abstract here if you need more than one page.

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# Thesis Template

## ACKNOWLEDGMENTS

The Acknowledgments section is optional. This template is best used for directly typing in your content. However, you can paste text into the document, but use caution as pasting can produce varying results. Remember to apply these rules throughout the rest of the document as the breaks have to be preserved to ensure proper formatting.

iv

Continue your Acknowledgments here if you need more than one page.

v

# Thesis Template

## PREFACE

The PREFACE is optional, but if MANUSCRIPT FORM is used, there should be a preface to alert the reader to the format being used. All the pages have been formatted in the accepted font and margin alignment. This is a simple thesis template that can be used for directly typing in your content. However, if you paste your text into the document, do so with caution as pasting could produce varying results. When directly typing into the title page and signature page, the appropriate information should be filled in the required fonts.

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Continue your Preface here if you need more than one page.

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# Thesis Template

## TABLE OF CONTENTS

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## LIST OF TABLES

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Table 2. The caption of the table is to be typed here and if it is long caption it can be continued to the second line .....	11
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# Thesis Template

TABLE

PAGE

Continue your List of Tables here if you need more than one page. If you do not need more than one page, place your cursor on the previous page after the last typed word and press delete until you see the List of Figures page directly below. Make sure the List of Figures page below has a 2" margin before continuing.

This template is best used for directly typing in your content. However, you can paste text into the document, but use caution as pasting can produce varying results.

LIST OF FIGURES

FIGURE

PAGE

Figure 1. The caption of the figure is to be typed here. .... 1

Figure 2. The caption of the table is to be typed here and if it is long caption it can be continued to the second line. .... 13

Figure 3. .... 19

Figure 4. .... 21

Figure 5. .... 34

# Thesis Template

Figure

Page

Continue your List of Figures here if you need more than one page. If you do not need more than one page, place your cursor on the previous page after the last typed word and press delete until you see the Chapter 1 page directly below. Make sure the Chapter 1 page below has a 2" margin before continuing.

This template is best used for directly typing in your content. However, you can paste text into the document, but use caution as pasting can produce varying results.

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## CHAPTER 1

### INTRODUCTION

These pages are where you type in the title of your chapter and add the body (text, images, etc.) of your thesis. To best preserve the proper formatting and margin alignment, you should do this one chapter at a time. On the title page of the chapter, you can type in the title of your chapter over the placeholder text if necessary. Then, directly under the chapter title, you can begin either typing in or pasting the body of your first chapter.

Once you have the correct amount of content on the first page, you can then move your cursor onto page 2 of the template and add the rest of the content of chapter one by either typing or copying and pasting.

1

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# Thesis Template

Begin typing or pasting the rest of your chapter 1 text here. This template is best used for directly typing in your content. However, you can paste text into the document, but use caution as pasting can produce varying results.

2

## CHAPTER 2

### REVIEW OF LITERATURE

These pages are where you type in the title of your chapter and add the body (text, images, etc.) of your thesis. To best preserve the proper formatting and margin alignment, you should do this one chapter at a time. On the title page of the chapter, you can type in the title of your chapter over the placeholder text if necessary. Then, directly under the chapter title, you can begin either typing in or pasting the body of your first chapter.

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3

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# ONLINE RESOURCES

- **URI Graduate School:**
  - <http://web.uri.edu/graduate-school/thesis-dissertation/>
    - Checklist and Instruction
    - Defense Instruction
    - Format Guidelines
    - (MS Word) Thesis Template
  - <http://web.uri.edu/graduate-school/formatting/>
    - Library Rights Statement
    - Sample Title Pages
    - Sample Approval Pages

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# ONLINE RESOURCES

- **URI ELE Department:**

- <http://www.ele.uri.edu/info/thesis/guide/>
  - (LaTeX– IEEE format)

- **ProQuest:**

Electronic submission:

<http://www.etdadmin.com/uri>

- **Survey of Earned Doctorates:**

<https://sed-nces.org>

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