

Style Guidelines for Theses and Dissertations
Revised 17 July 2008

Graduate School Guidelines

The format requirements given in this document supplement those specified by the Graduate School (see <http://www.siu.edu/gradschl/dtrguide.htm>). All theses must conform to Graduate School specifications EXACTLY. This is especially critical for the title, abstract, and vita pages, as well as organizational format, margins, and table-figure guidelines. Pay particular attention to the requirements for Electronic Theses/Dissertations (ETD); all theses must be submitted to the Graduate School in electronic form, and proper submission is the responsibility of the student.

Introductory Pages

Note that as currently specified by the Graduate School, each thesis MUST contain (in order) a title page, approval page, abstract, table of contents, list of tables with page references, and list of figures with page references. An acknowledgment page is optional; if included, it follows the abstract. Each section following the abstract is identified with a primary heading (see below).

In preparing the lists of tables and figures, left-justify the number, indent the caption *from the left and right*, and right-justify the page number. Make sure the text of the caption is right-indented one tab from the page number position. Example:

<u>Table</u>	<u>Page</u>
1. Primer sequences used in this study. L and H in primer names refer to the light and heavy strands, respectively, of mtDNA. Primer numbers indicate the position of each primer's 3' base in the human mtDNA genome.....	39

Headings in the Table of Contents, as well as captions in the tables and figures lists, MUST match those in the text EXACTLY (word for word, in their entirety). For this reason, do NOT use footnotes in table or figure captions.

Page Numbers

ALL page numbers are placed bottom-center. Introductory pages (abstract, acknowledgements, table of contents, list of tables, list of figures) are given lower-case Roman numerals. All subsequent text pages are given Arabic numerals. If a figure or table appears on a page in landscape orientation, the page number goes bottom-center in that orientation. All pages must be numbered, except the Appendix slip page (if there are appendices).

Headings

Four levels of headings are permitted and must be properly nested.

PRIMARY HEADINGS ARE IN ALL-CAPS AND CENTERED

SECONDARY HEADINGS ARE IN ALL-CAPS AND LEFT-JUSTIFIED

Tertiary Headings Are In Upper-Lower Case and Left-Justified

Quaternary Headings. Quaternary headings are in upper-lower case, underlined or italicized, and indented as the first words of a paragraph.

The use of headings for single paragraphs is discouraged. The use of headings for single sentences is forbidden.

Only primary headings are preceded by a hard page (i.e., do NOT start a new page for a secondary, tertiary, or quaternary heading). Headings preceded by a text paragraph should be separated from that text by a single (double-spaced) blank line.

For theses organized into chapters, the chapter number and title constitute a primary heading; chapter sections such as Introduction, Methods, etc., are given secondary headings.

Spacing

Text and headings are double-spaced. Table and figure captions are single-spaced. Data within tables are double-spaced unless the position of each entry within a row and column is clearly discernable. References within the Literature Cited are single-spaced; each reference is separated from adjacent references by a single blank line.

Fonts

Avoid unusual fonts. Bold is acceptable for headings if it is used consistently and moderately. Italics may substitute for underlining in headings and in genus & species names, but do NOT use italics and underlining in the same document.

Literature Cited

Format requirements for the Literature Cited section are given at the end of this document and must be followed EXACTLY.

References cited in the text must use author-year format as specified by Krajewski (2008). Citation lists must be in INCREASING CHRONOLOGICAL order (McPherson 1912, Muhlach 2004). Multiple citations from the same year within a list should be in alphabetical order (Burr 2002, Whiles 2002, Anderson 2003).

Tables

Table numbers and captions are printed above tables, left-justified, and single-spaced. The word “Table” followed by a number and period begin the caption; text of the caption follows on the same line and is separated from the table by a single blank line. Captions and their corresponding tables must have the SAME LEFT-RIGHT MARGINS. For tables that continue vertically over multiple pages, the caption on subsequent pages is “Table []. Continued.” For tables that extend horizontally over multiple pages, the caption on subsequent pages is “Table []. Extended.” Column headings should be duplicated on “continued” tables; row headings should be duplicated on “extended” tables.

Tables include horizontal but NOT vertical lines. Do not generate lines by using the “dash” (--) or “underscore” (__) keyboard character; use a graphics line. Use as few lines as possible to organize the table, preferably just three: one to separate the table from its caption, one to separate column headings from cell entries, and one to mark the end of the table (only on the last page for tables that continue over multiple pages). Cell entries are right-justified within cells; numbers within cells are aligned on the decimal point (whether explicit or implicit).

Footnotes should be used only when absolutely necessary. Superscripts flagging footnotes may appear within the table, but NEVER in the caption. Footnotes are given in order below the table, separated from the table by a single blank line.

Table 2. Number of beverages in each of five categories selected by individuals in two groups.

Group	Water	Soda	Iced Tea	Coffee	Milk*
Teachers	1	2	1	6	0
Students	2	5	0	2	1

*Trials were conducted with 2% milk.

Figures

Reference to figures in the text is made by referring to Figure 1 (for example) or by inserting the figure number in parentheses (Figure 2). Do NOT use the abbreviation “Fig.” Figure numbers and captions are printed below figures. The word “Figure” followed by a number and a period begin the caption; text of the caption follows on the same line. Figure captions are left-justified and single-spaced. Figures must have publication-quality graphics.

Quotations

Quotations >40 words are separated from the surrounding text by single blank lines above and below, left-indented 1 tab relative to surrounding text, and single-spaced.

Literature Cited Format for Theses and Dissertations (8 April 2009)

The following examples show the required format for citing standard types of scholarly works. For other literature, see: http://joomla.wildlife.org/documents/manuscript_guidelines_2008.pdf

Books: standard format

Feldhamer, G. A., L. C. Drickamer, S. H. Vessey, J. F. Merritt, and C. Krajewski. 2007. Mammalogy: Adaptation, diversity, ecology. Third edition. Johns Hopkins University Press, Baltimore, Maryland, USA.

Books: editors as authors

Barrett, G. W. and G. A. Feldhamer, editors. 2008. The golden mouse: Ecology and conservation. Springer Publishing, New York, New York, USA.

Book Chapters

Servello, F. A., E. C. Hellgren, and S. R. McWilliams. 2005. Techniques for wildlife nutritional ecology. Pages 554-590 *in* C. Braun, editor. Research and management techniques for wildlife and habitats. The Wildlife Society, Bethesda, Maryland, USA.

Foreign Language Publication

Cabrera, J. R. *Akodon molinae* una nueva especie de raton de campo del sur de la Provincia de Buenos Aires. *Zoología Platense* 1: 9-12. [In Spanish.]

Government Publication

Carter, D. S., M. J. Lydy, and C. G. Crawford. 1994. Water-quality assessments of the White River Basin, Indiana: Analysis of available information on pesticides, 1972-1992. U.S. Geological Survey Water-Resources Investigation Report, Washington, D.C., USA.

Government Publication: Agency as Author

United States Department of Agriculture Soil Conservation Service. 1992. Soil survey laboratory methods manual. Soil Survey Investigations Report 42, Washington, D.C., USA.

Journal Articles (include issue number only if issues are separately paginated)

Anderson, F. E. 2007. Population genetics of the carinate pillsnail, *Euchemotrema hubrichti*: genetic structure on a small spatial scale. *Conservation Genetics* 8:965-975.

Buitrago-Suarez U. A., and B.M. Burr. 2007. Taxonomy of the catfish genus *Pseudoplatystoma* Bleeker (Siluriformes: Pimelodidae) with recognition of eight species. *Zootaxa* 512:1-38.

Journal Articles in Press (give year and volume if known)

Genoways, H. H., M. J. Hamilton, D. S. Bell, R. R. Chambers, and R. D. Bradley. In press. Hybrid zones, genetic isolation, and systematics of pocket gophers (genus *Geomys*) in Nebraska. *Journal of Mammalogy*.

Ryan, M. J., K. R. Lips, and M. W. Eichholz. 2008. Decline and extirpation of an endangered Panamanian stream frog population (*Craugastor punctariolus*) due to an outbreak of chytridiomycosis. *Biological Conservation* 141:in press.

Multiple Citation by Same Author (alpha by authors)

Krajewski, C. 1989. Comparative DNA reassociation kinetics of cranes. *Biochemical Genetics* 27:131-136.

Krajewski, C. 1994. Phylogenetic measures of biodiversity: a comparison and critique. *Biological Conservation* 69:33-39.

Krajewski, C., and A.W. Dickerman. 1990. Bootstrap analysis of phylogenetic trees derived from DNA hybridization distances. *Systematic Zoology* 39:383-390.

Newsletter, Newspaper, and Magazine Articles

Associated Press. 2008. Pandas evacuated from earthquake area. *Daily Egyptian*. 25 June 2008; 4.

Hammock, E. A. D., and D. G. King. 2006. Genes and neuroethology: How can evolution adjust behavior? *International Society for Neuroethology Newsletter*. November 2006; 4-7.

Software

SAS Institute, Inc. 2003. *SAS/STAT user's guide*. Release 9.1. SAS Institute, Cary, North Carolina, USA.

Theses and Dissertations

Armstrong, L. A. 1997. A multigene assessment of phylogenetic relationships in *Antechinus* (Marsupialia: Dasyuridae). Thesis, Southern Illinois University, Carbondale, Illinois, USA.

Buckley, L. J. 1997. Phylogeny and evolution of the genus *Ctenosaura* (Squamata: Iguanidae). Dissertation, Southern Illinois University, Carbondale, Illinois, USA.

Web Citation: Government Publication or Professional Site

Pew Oceans Commission. 2003. America's living oceans: Charting a course for sea change. <<http://www.pewtrust.org>>. Accessed 4 April 2008.