TITLE OF YOUR THESIS/DISSERTATION – ALL CAPS AND ARRANGED IN THE

SHAPE OF AN INVERTED PYRAMID

By

FULL NAME [ALL CAPS, as it appears on your transcript]

A [thesis/dissertation] submitted in partial fulfillment of

the requirements for the degree of

DEGREE NAME [All caps, e.g., MASTER OF ARTS IN HISTORY]

WASHINGTON STATE UNIVERSITY

Official Name of Department [e.g., Department of History]

MONTH YEAR [e.g., MAY 2022]

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<Please delete these comments before routing to anyone>

<A note: **Enter** **vs a Page Break vs Section Break (Next Page)**

In this dissertation we use Section Break (Next Page) in the Front Matter, Landscape Page example and the Cover Page example. These beginning & ending breaks tell the document you are breaking the normal formatting to do something else. e.g. Roman numerals in the front matter, changing the layout from Portrait to Landscape in the case of a table, or cover pages that do no have their counted page number printed/showing on them.

We use Regular Page Breaks between chapters and anywhere the next page requires the header to be at the top of a page. This type of page break continues the formatting as the same. e.g. all Arabic numerals in the body of your work.

If you are still using Enter to get to the next chapter, I implore you to learn at least regular page breaks to simplify editing.

All and more types of breaks may be found under the Layout Tab > Breaks (dialog box)

One last item – the Show/Hide button is your friend, please use it to see your hidden formatting notations. Have fun writing – we look forward to your work.>

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To the Faculty of Washington State University:

The members of the Committee appointed to examine the [thesis/dissertation] of FULL NAME [ALL CAPS, must match title page exactly] find it satisfactory and recommend that it be accepted.

Committee Chair Full Name, Ph.D., Chair

Committee Member Full Name, Ph.D.

Committee Member Full Name, Ph.D.

Committee Member Full Name, Ph.D.

Committee Member Full Name, Ph.D.

*<Delete these comments>*

*<Be sure you use your committee members full names, Thomas, not Tom; Matthew, not Matt>*

*<If you have co-chairs, use “Co-Chair” instead of “Chair” for both individuals>*

*<Delete any unnecessary committee entries.>*

*<PLEASE DO NOT ACCIDENTALLY DELETE THE PAGE BREAK that follows this highlighted statement>*

# ACKNOWLEDGMENT

This section should be used if the author wishes to acknowledge assistance they received. Like the rest of the dissertation, this section must be left justified and double-spaced. There is no limit to the number of pages in this section.

TITLE OF YOUR THESIS/DISSERTATION – ALL CAPS AND ARRANGED IN THE

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<Title must match title page exactly, even down to the words at the beginning/end of each line>

Abstract

by Your Full Name, degree abrv. [e.g., Jane Doe, M.A.]

Washington State University

Month Year [e.g., May 2022]

Chair: Committee Chair Full Name [no degree titles]

Please place the body text of the abstract here. The abstract should be left justified and double-spaced. Care must be taken in the preparation of the abstract since ProQuest will publish this without further editing or revision. No footnotes, references, or unexplained abbreviations are to be used in an abstract. This document must be sufficient to convey a concise and accurate synopsis of significant elements within the manuscript. Theses and dissertations will be kept digitally in their entirety by the WSU Libraries, in the WSU Research Exchange, and are available via ProQuest according to the publication and distribution options you selected while uploading your thesis or dissertation draft.

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***YOU MUST USE WORD STYLE HEADERS TO MAKE THIS WORK –*** If you have manually bolded, indented, italicized, etc., your headers this autogenerated function will not work*)>*

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**Dedication**

Insert your dedication here.

Double space if longer than one line.

<Do not accidentally delete the Section Break (Next Page) break>

# CHAPTER ONE: INTRODUCTION (Header 1)

Begin the body of your first chapter here. There is a variety of methods for dividing your dissertation. You might use chapters, sections, or manuscript numbers. Please work in close consultation with your committee chair to determine the most appropriate means of organizing your dissertation for your discipline. The most important thing to remember is to be consistent. Below please find a series of subsections detailing the Graduate School’s formatting requirements for various aspects of the dissertation.

## Graduate School Formatting Requirements (Header 2)

Thesis and dissertation authors must follow Graduate School formatting requirements exactly. This is particularly true of the title page, abstract, signature page, and table of contents. There is no allowance for creativity or deviation on these pages and the Graduate School will not approve theses or dissertations that deviate from the required formatting.

## More on Formatting the Title Page (Header 2)

The degree name is strictly “DOCTOR OF PHILOSOPHY” for all Ph.D. graduates and “DOCTOR OF EDUCATION” for all Ed.D. graduates. Only masters’ graduates include the field of study, such as “MASTER OF ARTS IN HISTORY” or “MASTER OF SCIENCE IN CHEMISTRY”.

You must use your full, official name of record on file at Washington State University in all places that require your name. This name appears on your unofficial transcripts (available at no cost via myWSU). If you wish to use a different name, you must provide the necessary legal documentation to WSU’s Payroll Office.

The “Department Name” field must include the official unit name that is granting the degree. Some examples are “Department of History,” “School of Engineering and Computer Science”, and “Department of Criminal Justice and Criminology.” If you are not sure of your department’s official name, contact your department or gradschool@wsu.edu for assistance.

## Final Document Submission (Header 2)

Following your successful defense, you must upload a PDF into myWSU containing your correctly formatted title page, abstract page(s), and signature page. myWSU electronically routes your submission to your department and each member of the committee. Your faculty must approve these pages within myWSU and have the document delivered to the Graduate School (within myWSU) within 5 business days of your final exam. You must also submit a signed Hold Harmless/Copyright Acknowledgment Form. Doctoral students are also responsible for completing the Survey of Earned Doctorates (SED).

# CHAPTER TWO: METHODOLOGY (Header 1)

Chapter Headings (Header 2)

The Graduate School requires that new chapters always begin at the top of a new page within the thesis or dissertation, regardless of where text ends on the previous page.

Professionalism and Consistency (Header 3)

Authors should use the formatting and citation style guide that is appropriate for their discipline for the body of the thesis or dissertation. Whenever there is a formatting conflict between Graduate School requirements and a style guide, authors must adhere to the Graduate School’s requirements. In the body of the thesis or dissertation, there are two primary formatting considerations to keep in mind: professionalism and consistency. For example, it is perfectly acceptable to bold your subheadings (as in this template) if you treat all subheadings in the entire dissertation in the same manner. You cannot bold or underline some subheadings and not others. In all cases, be certain that your formatting decisions convey a sense of professionalism and always be consistent in how you apply your decisions.

Page Margins (Header 3)

All pages must have at least a 1” margin with a 1.3” margin on the bottom of the page. The larger bottom margin allows you to have ½” of clear space above and below the page number. This is mandatory – please ensure that no text, charts, graphs, images, etc. infringe upon your document’s margins.

#### Font Requirements (Header 4 with Style Separator).

The Graduate School requires that dissertations bear a professional appearance to the reader. While we do not enforce a set font or font size requirement, your choices must align with the following principles:

1. You must use ONE font in your dissertation. Wherever possible, use the same font in your graphs, tables, and charts, but there is some leeway given if this is not possible.
2. Your font and font size choices must look professional. The Graduate School will instruct students to change their font or font size if the reviewer feels these elements are not in keeping with the professional appearance requirement. In all cases, dissertations must be in black font.
3. You must be consistent. Should you decide to increase the font size of your chapter headings from 12 (the setting in this template) to 14, you must be sure to do so for ALL chapter headings in the dissertation. This principle applies to the use of font effects (**bold**, underlining, *italics*, etc.) as well.

##### Page Numbers. (Header 5 with Style Separator)

This template is designed to help you with the most challenging aspects of pagination. Please do not edit these settings. If you need to adjust the pagination, keep the following requirements in mind. Page numbers must have at least ½” of cleared space on all sides of the number. Page numbers must either be centered at the bottom of the page or in the upper right-hand corner. If you decide to move your page numbers to the upper right hand corner in this template, you need to reduce the bottom margin back to 1” and increase the top margin to 1.2” to allow for enough space around your page numbers.

Page numbers must be in the same font as the rest of your dissertation. You may edit the font size to be slightly smaller if desired. Each page must be assigned a page number with the exceptions of a half-title page (see an example half-title page later in this template). Half-title pages have a number counted for them; however, the number is not visible to the reader. Front matter pages (signature page, abstract, table of contents, etc.) must be numbered using lower case roman numerals (ii, iii, iv) whereas all body pages, beginning with the first page of the introduction, must be numbered with Arabic numerals (1, 2, 3).

## Blank Pages and Running Headers

The Graduate School does not permit students to have blank pages or running headers within their dissertation. Please ensure that you do not include these in your document.

## Block Quotes:

Use a single or double-space for block quotes. Remember; always be consistent with your formatting choices throughout your thesis or dissertation!

Handwriting**:**

Handwriting is not acceptable within a thesis or dissertation. Any graphics, drawings, figure labels, etc. must be generated by computer, typewriter, Kroy lettering, or a professional draftsperson.

Hyperlinks**:**

Anytime you include a website, such as www.gradschool.wsu.edu, or an email address (gradstudies@wsu.edu), you need to deactivate the hyperlinks in your text. Your dissertation needs to be viewable today, next month, next year, in fifty years, and beyond. In the long term, hyperlinks will no longer point to anything and will not provide much meaning for readers. The Graduate School *suggests* you incorporate any such referenced material into the body of your dissertation, but we *require* that you deactivate the hyperlink. In Word, right-click the link and select “Remove Hyperlink”.

Example Image**:**

Images, charts, and graphs must not enter the mandatory 1” margins. Captions for these elements may be either single or double-spaced so long as you are consistent. Additionally, be sure that your reader can easily tell the difference between your caption and the body text of your dissertation.

**Figure 1.**

*Picture of Cougar attacking a Viking*



Example caption: Captions for figures and charts may be single or double-spaced. Remember, be consistent and format all captions in the same manner.

# CHAPTER THREE: ANALYSIS

Landscape Pages**:**

Sometimes, it becomes preferential to insert a landscape page into your dissertation. In these cases, the page number must be reoriented so, when printed, it appears in the same location as the rest of your page numbers. For instructions on how to make this change, please proceed to the next page.

## Additional Resources

For additional help with thesis and dissertation formatting, please see the Graduate School’s forms website, available at www.gradschool.wsu.edu/forms.

If you need help with content, clarity, form, flow, organization, or writing, contact the Graduate Professional Writing Center at gpwc@wsu.edu. If you need help with grammar, proofreading, or copy editing, contact the Professional Editing and Service Center at prof.edit@wsu.edu. Finally, feel free to direct any questions regarding formatting to gradschool@wsu.edu.

This is a pre-formatted, example landscape page. There is a variety of ways to format these page numbers. This template used the directions found here (<http://guides.lib.umich.edu/c.php?g=283073&p=1886009>) to create this example, but if you are having difficulty, you could also use <http://support.microsoft.com/?kbid=211930>. Regardless of the method used to create your landscape pages, they must follow this example in formatting.

<If you are not going to use a landscape page, be sure to remove the previous page break & this page break (Section Break (Next Page)) so that the remaining page numbers work properly throughout your entire thesis or dissertation.>

**Table 1.**

*Example of a Table*

|  |  |  |  |  |  |
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| I will let you do your own table with appropriate columns, data, etc. | | | | | |
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# CHAPTER FOUR: RESULTS

## The Alternative Format

In addition to the standard format described above, graduate students may use the “alternative format” for their thesis/dissertation. This format uses articles and/or book chapters – either already published or written with an intent to publish – in place of standard chapters. Below are details regarding how to use this additional formatting option.

1. The alternative format allows students to use pieces of writing based upon research conducted at WSU which is either previously published or intended for submission for publication. These pieces of writing are referred to as “*manuscripts*” in this document.
2. The alternative format for theses/dissertation shall consist of at least one manuscript for a masters thesis or at least two manuscripts for a doctoral dissertation. A dissertation with only one manuscript must include additional chapters of original material to constitute enough work for a dissertation.
3. The thesis/dissertation must include a title page, signature page, abstract, and table of contents. These elements must follow WSU’s formatting requirements.
4. The graduate student must preface the manuscript with a manuscript title page, formatted according to WSU’s requirements (see the example below). If submitted for publication, the title page must indicate the journal/s to which it is intended for submission. If the manuscript was previously published, the manuscript title page must include a full citation.
5. The graduate student must be the major contributor and writer of the manuscript, usually represented as the sole author. For any manuscript which includes multiple authorship, the manuscript’s title page must include an attribution section describing the contributions made by each author (see the example below).
6. The graduate student must provide the Graduate School with a letter of copyright release for all previously published material. If your work is published under an open access license, send that information for your copyright release. Email your release to gradschool@wsu.edu with your name and WSU ID number.
7. All manuscripts shall be formatted to fit within the margins required by WSU’s formatting requirements, and pages shall be renumbered and paginated consecutively as a cohesive part of the thesis/dissertation.
8. In the case of a thesis/dissertation composed of multiple manuscripts, the student must include additional materials which integrate the presentation of these manuscripts into a single body of research. This could include a General Introduction chapter, or a Discussion/Conclusion chapter, or both. Furthermore, the student must create a single title and a single abstract for the thesis/dissertation as a whole. If the manuscript topics are so disparate as to make this unfeasible, the student may not use the alternative format.
9. Manuscripts may appear as they were originally formatted for publication or submission. In this case, the student must explain this to the reader on the manuscript’s title page. Statements such as, “Originally published in the *Journal Name* and reproduced here in its original format” or “Written for submission to the *Journal Name* and reproduced here in its original format” are sufficient. The manuscripts may then be presented in their original formatting, except in regard to margins and page numbers as explained above.
10. Students may not alter manuscripts nor combine multiple manuscripts together into chapters. Each manuscript – if provided in its original format – must constitute one chapter and be presented exactly as it was for publication. If a student wishes to alter a manuscript, the entire manuscript must be reformatted to meet WSU’s formatting requirements.

The next chapters provide examples of how a previously published manuscript should be presented as part of a thesis/dissertation. Chapter 5 is left in its original format while Chapter 6 is reformatted to meet WSU’s requirements. Appendix A includes a screenshot of how the article originally appeared when published.

# CHAPTER FIVE: DISCUSSION

A TIME TRAVELLER’S TAKE ON PRESIDENTIAL SPEECHES

Cougar, Butch T., and E.L. Brown, “Warped History: A Time Traveler’s Take on Presidential Speeches.” *Fake Journal of History* 54, no. 4 (2022): 106-118. doi: 314159265358979323

Originally published in the *Fake Journal of History* and reproduced here in its original format.

**Attributions:**

Butch Cougar used the experimental equipment to travel to Philadelphia, Pennsylvania on September 19, 1796, and acquired an original copy of the *Philadelphia Daily American Advertiser* containing George Washington’s farewell address. He interviewed several Philadelphians, compiled data, and wrote the text of this article.

E.L. Brown developed the equipment specifically for this research, namely the flux capacitor, and completed conversion of an automobile into a functional chronological distortion device. He also assisted in calculations of data points.

WARPED HISTORY: A TIME TRAVELER’S TAKE

ON PRESIDENTIAL SPEECHES

Friends and Fellow Citizens:

The period for a new election of a citizen to administer the executive government of the United States being not far distant, and the time actually arrived when your thoughts must be employed in designating the person who is to be clothed with that important trust, it appears to me proper, especially as it may conduce to a more distinct expression of the public voice, that I should now apprise you of the resolution I have formed, to decline being considered among the number of those out of whom a choice is to be made.

I beg you, at the same time, to do me the justice to be assured that this resolution has not been taken without a strict regard to all the considerations appertaining to the relation which binds a dutiful citizen to his country; and that in withdrawing the tender of service, which silence in my situation might imply, I am influenced by no diminution of zeal for your future interest, no deficiency of grateful respect for your past kindness, but am supported by a full conviction that the step is compatible with both.

The acceptance of, and continuance hitherto in, the office to which your suffrages have twice called me have been a uniform sacrifice of inclination to the opinion of duty and to a deference for what appeared to be your desire. I constantly hoped that it would have been much earlier in my power, consistently with motives which I was not at liberty to disregard, to return to that retirement from which I had been reluctantly drawn. The strength of my inclination to do this, previous to the last election, had even led to the preparation of an address to declare it to you; but mature reflection on the then perplexed and critical posture of our affairs with foreign nations, and the unanimous advice of persons entitled to my confidence, impelled me to abandon.

# REFERENCES

<Example of single spaced reference with a double space between the next reference.>

Authors may use whichever style guide is appropriate for their field. Remember to be consistent and use the same citation style throughout the dissertation. Additionally, you may either place references at the end of each chapter or at the end of the document. In all cases, references pages always start at the top of their own page and the page heading must be formatted in the same manner as a chapter title.

Additional Resources: For additional help with thesis and dissertation formatting, please see the Graduate School’s forms website, available at https://gradschool.wsu.edu/facultystaff-resources/18-2/. The “Thesis and Dissertation Formatting and Submission Requirements” provides more in-depth explanations of thesis/dissertation formatting as well as instructions and checklists to help you through your final semester at WSU.

<You may use the above type of Reference single spaced with a double space between the references or a double spaced the entire reference page, both are acceptable for WSU thesis and Dissertations, just choose one style and stick to it.>

<Example of an all Double Spaced Reference>

If you need help with content, clarity, form, flow, organization, or writing, contact the Graduate Professional Writing Center at gpwc@wsu.edu. If you need help with grammar, proofreading, or copy editing, contact the Professional Editing and Service Center at prof.edit@wsu.edu. Finally, feel free to direct any questions regarding formatting to gradschool@wsu.edu.

# APPENDIX

<*This is a sample half-title page – this is now required if you have any appendixes>*

APPENDIX A: Appendix name

Text, picture, survey goes here, note page break if you have more than one Appendix.

APPENDIX B: ADDITIONAL RESOURCES

Read the instructions contained in this guide and follow them carefully while formatting your thesis/dissertation. Graduate School staff are happy to answer any questions you have about your formatting; however, *we cannot assist with questions about how to use your specific word processing program*.

The Graduate School worked with GPSA and a student contractor to create a LaTeX template in 2018. Our staff are not trained in LaTeX so this template has not been updated to match our latest formatting requirements. If you choose to use LaTeX, it is still your responsibility to follow all current WSU formatting requirements, regardless of the state of this template. Do not reply on the template to do your formatting work for you.

You may purchase physical copies of your thesis/dissertation from ProQuest, or take your files to any local printing/binding shop to order copies. WSU imposes no limitations on where you can obtain physical copies of your work.

**Additional Resources:**

* Graduate and Professional Writing Center: [gpwc@wsu.edu](mailto:gpwc@wsu.edu)
  + Content, clarify, form, flow, organization, writing, etc.
* Professional Editing and Service Center: [prof.edit@wsu.edu](mailto:prof.edit@wsu.edu)
  + Though offered by WSU, this is a pay service requiring written permission from your committee chair. Offers help with grammar, proofreading, copy editing, etc.
* ProQuest/ETD: <https://support.proquest.com/s/article/Submitting-your-ETD>
  + Questions regarding ProQuest services (copyright, publishing, etc.), ordering physical copies, troubleshooting using the ProQuest site.
* Graduate School Forms Website: [gradschool@wsu.edu/forms/](mailto:gradschool@wsu.edu/forms/)
  + All thesis/dissertation formatting information is available at this website, including this guide, a Word template, a dated LaTeX template, checklists, etc.
* Graduate School Programs and Graduations Staff: [gradschool@wsu.edu](mailto:gradschool@wsu.edu)
  + Clarifications, unusual problems, deadlines, weird questions, etc.