

TABLE OF CONTENTS

	Page
INTRODUCTION.....	3
Style.....	3
Composition and Structure.....	3
Acknowledgement of Support.....	4
Abstract.....	4
MANUSCRIPT PREPARATION.....	4
Paper and Duplication.....	4
Printing.....	4
Font.....	4
Margins.....	4
Pagination.....	5
Spacing.....	5
Numbering Schemes.....	5
Division.....	5
Body of Manuscript.....	5
Words and Sentences.....	5
Headings and Subheadings.....	6
Tables and Figures.....	6
Table of Contents Preparation Hint.....	6
GENERAL INFORMATION.....	7
Language Other Than English.....	7
Foldout Pages.....	7
Pockets.....	7
Multi-Volume Manuscripts.....	7
Multi-Part and Journal Article Format.....	7
FINAL INSTRUCTIONS.....	8
MANUSCRIPT SUBMISSION.....	8
Master's Thesis.....	8
Ph.D. Dissertation.....	8
ProQuest Information and Learning.....	8
Copyright.....	8
Survey of Earned Doctorates.....	8
Exit Survey for Graduating Students.....	9
Permission to Use Copyrighted Material.....	9
ELECTRONIC SUBMISSION.....	9
EXTRA COPIES.....	9

CHECKLIST AND FEES	10
INSTRUCTIONAL AND SAMPLE PAGES.....	11
Margin Template.....	11
Abstract Instructions	12
Thesis Abstract.....	13
Dissertation Abstract	14
Dissertation Title Page Template	15
Thesis Title Page.....	16
Dissertation Title Page	17
Copyright Page.....	18
Dedication	19
Acknowledgements	20
Table of Contents Template	21
Table of Contents Sample	22
List of Tables	24
List of Figures	25
Spacing Template (Chapter One, Page 1).....	26
Chapter One, Page 1 Sample	27
Continuation Page (with quotation and footnotes)	28
Continuation Page (with table and first-level headings).....	29
References Page Sample.....	30
Title Page, Revised for Electronic Submission.....	31
DEPARTMENT NAMES AND MAJORS	32