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RCRS TRAINING

All PhD students and Master’s students* who are writing a thesis must successfully complete the Responsible Conduct in Research and Scholarship training as part of the degree requirements. It is strongly recommended that students complete this two-day training before beginning the dissertation/thesis stage of the program.

More information can be found here: [http://www.luc.edu/ors/RCRHome.shtml](http://www.luc.edu/ors/RCRHome.shtml)

*Education and Nursing students receive separate RCRS training

IRB APPROVAL (if applicable)

All research involving human subjects that is carried out by Loyola lakeside personnel must be submitted to the Lakeside IRB for review. All research projects which will involve human subjects, whether funded or unfunded, must be submitted to the IRB for review. Research conducted by an investigator affiliated with Loyola at an off-campus site(s) or in collaboration with an investigator at another institution must still be submitted to the Lakeside IRB.

More information can be found here: [http://www.luc.edu/irb/](http://www.luc.edu/irb/)

GSPS APPROVAL

All students writing a dissertation or thesis must create a committee and have it approved through the Graduate Student Progress System (GSPS) before a proposal can be approved. Once a proposal has been written and successfully defended, the student must start the proposal page in GSPS. Approval requests will automatically be sent out to the committee members and Graduate Program Director. Once the Graduate School approves the proposal, the student can conduct the research.

ORAL DEFENSE

A public oral defense is required of all dissertations and most theses (see individual programs’ requirements). The results of the committee’s evaluation of the text and oral defense are noted on the [APPROVAL BALLOT FOR TEXT AND ORAL DEFENSE OF A THESIS/DISSertation](http://www.luc.edu/ors/), which will be signed by the student’s committee members and uploaded to GSPS by the student’s Graduate Program Director as soon as possible after the defense.
FORMAT CHECK

Before submitting a final copy of a dissertation or thesis, every student will electronically deliver a correctly formatted copy of the manuscript to the Graduate School, where it will be checked by the format check administrator. The format check may be completed before or after the oral defense but the manuscript must be submitted on or before the published deadline for format check in the semester in which you wish your degree to be conferred.

The format check deadlines will fall as follows:

May degree conferral: March 1
August degree conferral: June 1
December degree conferral: October 1

FINAL COPIES

Your final copy submission will be electronic. The final copies deadlines are as follows (if a final copy deadline falls on a weekend, final copies will be due by 5 pm on the Friday before the deadline or, if Friday is a holiday, by 5pm on the Thursday before the deadline):

May degree conferral: April 1
August degree conferral: July 1
December degree conferral: November 1

If your materials are incomplete or inaccurate, the Graduate School will notify you. If the required corrections are extensive or take too long to complete, you may not be permitted to graduate and the Graduate School will not confer your degree.

APPROVAL SHEET

Final approval of the text of a thesis or dissertation occurs after all required changes have been made to the text, at which point the director of the thesis or dissertation will sign the THESIS/DISSERTATION APPROVAL SHEET. The Approval Sheet is a form made by the student, signed only by the committee chair, and submitted with the final copy of the thesis or dissertation.

This manual will guide you through the format check and final copy process.
INTRODUCTION

This manual will explain the formatting requirements for final copies of dissertations and theses submitted to the Graduate School at Loyola University Chicago. Dissertations and theses must follow every one of these formatting rules; final copies that do not meet the requirements established by this manual will not be accepted, and students whose manuscripts do not meet the formatting requirements will not be permitted to graduate. Proper formatting can take a great deal of time; we recommend you begin formatting as soon as you begin writing in order to save yourself time and effort later.

This manual generally follows the Chicago Manual of Style but offers flexibility for disciplinary differences. When the rules in your style manual conflict with the rules established by this manual, this formatting manual will supersede yours.

Format Check Deadlines

Before submitting a final copy of a dissertation or thesis, every student will electronically deliver a correctly formatted copy of the manuscript to the Graduate School, where it will be checked by the format check administrator. You must electronically deliver your manuscript to the Graduate School via the ProQuest ETD site ON OR BEFORE the published format check deadline for the term in which you expect to receive your degree. If you do not complete every step for electronic submission in the ETD site, your manuscript will not be received by the Graduate School and you will risk missing the deadline.

The format check deadlines will fall as follows:
- May degree conferral: March 1
- August degree conferral: June 1
- December degree conferral: October 1

Format checking is done only through ETD. Manuscripts submitted as email attachments or in hard copy will NOT be accepted. The ONLY way to submit a manuscript to the Graduate School for the format check requirement is to upload it as a PDF to ProQuest’s Electronic Thesis/Dissertation (ETD) administrator:

http://www.etdadmin.com/luc

Any and all successive versions of your thesis/diss. must be uploaded through your same account.

Format Check Correspondence

After you submit your manuscript to the Graduate School via the ETD site, you will not receive email confirmation of your submission. If you have concerns about whether you completed the process correctly, you may email the format check administrator at the address below. After your format check is completed, a worksheet detailing the corrections you must make will be sent to the email address you used to create your ETD account.

There is only one format check administrator, and there is often a queue of manuscripts to be checked. If you have submitted a manuscript for a format check and have not received feedback within two weeks, you may send an email to formathelp@luc.edu to make sure your submission was received.

If you choose (or are more than likely required) to submit a revised manuscript for a second format check, you may do so by uploading a revision in your existing ETD account (do not create a new account).
Please be aware that ETD does not generate notifications when you upload a revision; to ensure that your revision is seen by the format check administrator, email formathelp@luc.edu.
THE PARTS OF A DISSERTATION

A dissertation has three main parts: the front matter, the text and the back matter. The following is a list of all of the possible elements of a dissertation in the order in which they appear. Some of these are optional and may not be appropriate to your project. Required elements are given in **bold** type; if any of these required elements is not included in your manuscript or is missing essential information, such as page numbers, you will be required to submit for a second format check:

Front Matter:
- **Title page**
- **Copyright page**
- Acknowledgments
- Dedication
- Epigraph
- Preface
- **Table of Contents**
- **List of Tables (required if you have tables)**
- **List of Figures (required if you have figures)**
- List of Abbreviations
- Glossary
- Abstract

Text:
- The text of your dissertation or thesis

Back Matter:
- **Appendix/Appendices**
- **Bibliography, Works Cited, or Reference List**
- Vita
- Approval Sheet
- Blank Sheet of paper

Examples of each section of the thesis/dissertation may be found at this address. They should be used as guides, not as templates, as their margins are not necessarily accurate for printing:

[http://www.luc.edu/gradschool/academics_examples.shtml](http://www.luc.edu/gradschool/academics_examples.shtml)

**Thesis Writers**

The formatting requirements are the same for theses as for dissertations. If you are convinced that your thesis is clearer without chapters or a table of contents, please email your concerns to formathelp@luc.edu and we can discuss the best, clearest formatting options for your thesis.

**Approval Sheet for Format Check**

The Approval Sheet is different from the Approval Ballot (see page 20 for more information). The Approval Sheet will not be a part of the final electronic manuscript, but it **must** be included at the time of the format check submission so I can approve its formatting before you get it signed. Format check submissions that do not include an approval sheet **will be rejected**.
GENERAL FORMATTING REQUIREMENTS AND GUIDELINES

Margins
Every page of your dissertation or thesis must have the following margins:

- Bottom margin: 1 inch
- Right margin: 1 inch
- Left margin: 1 inch
- Top margin: 1 inch except where otherwise indicated. See Table 2 for a list of top margin values

A 1-inch margin means 1 inch of measured space from the edge of the page to the edge of text or page number, if the page number is closer to the edge than the text.

The easiest way to achieve the correct margins is to set them correctly in your word processor. NB: I do not check the settings you use; I physically measure the space created. So if you set a 1 inch top margin but add a line or two of space after the margin or your page numbers fall within the margin space, your margin will be considered incorrect.

Spacing
- Double-spacing is required throughout the text, with the following exceptions:
  - Block quotes will be single-spaced.
  - Footnotes will be single-spaced within the note and double-spaced between footnotes.
  - Bibliographic material will be single-spaced with a double-space between entries.
  - There must be no extra space between paragraphs or before/after subheadings (except when a subheading would end a page).
- All text will be aligned to the left margin to produce a ragged right edge. Do not justify the text left-right or expand the character spacing.

Divisions and Subdivisions
- Chapters will be formatted according to the rules set in this manual.
- If you further divide your chapters by subheadings, you must follow the heading hierarchy established by the style manual appropriate to your discipline or choose one of the examples given in this manual (see Appendix C), if your field does not have conventions for subheadings.

Typeface/Font
- You may use any standard, serif or non-serif 12-point typeface or its equivalent.
- The typeface you use must be able to be embedded when you convert to PDF format.
- You may set footnotes in a size 1 or 2 points lower than that used for the text. E.g., if you use Times 12 for your text, you may use Times 10 or 11 for your notes.
- You must use the same typeface throughout your entire dissertation or thesis. This means that the typeface you use for your text must be used for all front/back matter, all footnotes or citations, all titles, all figure and table text, and all page numbers.
- Block quotes will be set in the same size font as the rest of the text.
PAGE NUMBERING AND PLACEMENT

Every dissertation has three parts: front matter, text, and back matter. The front matter comprises every section that appears before the first page of text. The sections in the front matter provide the reader with a map of your project: how your project is structured as well as where to find all of your chapters, tables, figures, and illustrations. If you include acknowledgments, your reader learns a little about the communities that made your project possible. If you include an epigraph, preface, or abstract, your reader learns about the major themes, questions, and problems around which your project is oriented. These pages, while important to your work in its totality, are not the project itself and will take roman numerals.

The rest of your manuscript—the text of your dissertation and your back matter—will take arabic numerals.

Front Matter

- Front matter includes all the pages that precede the text of the dissertation or thesis.
- Pages that do not take page numbers still count in the pagination of your manuscript. So, the title page is page i, even though it will not display a page number.
- The title page, copyright page, dedication, and epigraph will not bear page numbers but still count in the pagination of your manuscript.
- All other front matter pages will display page numbers.
- All front matter pages that display page numbers will be paginated with lowercase roman numerals centered in the bottom of the page.
- The page number must be 1 inch from the bottom of the page. This means that the bottom of the page number will be 1 inch from the bottom of the page.
- If you choose to include an acknowledgments page, it will begin on p iii.

Text and Back Matter

- Count and number all pages.
- The first page of text must be numbered 1. This will be either the first page of the introduction or the first page of chapter one.
- Arabic numerals will be used consecutively from the first page of text to the last page of your vita.
- On the first pages of major divisions, the page number will be placed at the bottom of the page, centered, 1 inch from the bottom edge of the page. This applies to the first page of every chapter, every appendix cover page, the first page of your bibliography, and the first page of your vita.
- All other page numbers in the text and back matter must be placed in the top right corner, 1 inch from the top of the page and 1 inch from the right edge.
- The approval sheet does not count in the pagination and will not have a page number.

Every page of your dissertation or thesis has a page number, but not every page will show one, and some will be located in different places. Front matter will be paginated with lowercase roman numerals at the bottom center of the page. The text and back matter will be paginated with arabic numerals. Table 1 displays pagination requirements in a quick-reference guide.
## Table 1. Pagination

<table>
<thead>
<tr>
<th>Front Matter</th>
<th>Type of numeral</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Page</td>
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<td>Do not display</td>
</tr>
<tr>
<td>Copyright Page</td>
<td></td>
<td>Do not display</td>
</tr>
<tr>
<td>Acknowledgments</td>
<td>lower case roman numerals</td>
<td>Bottom center</td>
</tr>
<tr>
<td>Dedication</td>
<td></td>
<td>Do not display</td>
</tr>
<tr>
<td>Epigraph</td>
<td></td>
<td>Do not display</td>
</tr>
<tr>
<td>Preface</td>
<td></td>
<td>Bottom center</td>
</tr>
<tr>
<td>Table of Contents</td>
<td></td>
<td>Bottom center</td>
</tr>
<tr>
<td>List of Tables</td>
<td></td>
<td>Bottom center</td>
</tr>
<tr>
<td>List of Figures</td>
<td></td>
<td>Bottom center</td>
</tr>
<tr>
<td>Any other list</td>
<td></td>
<td>Bottom center</td>
</tr>
<tr>
<td>Abstract</td>
<td></td>
<td>Bottom center</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Text</th>
<th>Type of numeral</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st page of each chapter</td>
<td>arabic numerals starting with 1 on page 1 of text</td>
<td>Bottom center</td>
</tr>
<tr>
<td>Chapter pages 2–n</td>
<td></td>
<td>Top right</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Back Matter</th>
<th>Type of numeral</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix cover pages</td>
<td></td>
<td>Bottom center</td>
</tr>
<tr>
<td>Appendix materials</td>
<td>arabic numerals</td>
<td>Top right</td>
</tr>
<tr>
<td>First page of References</td>
<td>continuing from text</td>
<td>Bottom center</td>
</tr>
<tr>
<td>References pages 2–n</td>
<td></td>
<td>Top right</td>
</tr>
<tr>
<td>First page of Vita</td>
<td></td>
<td>Bottom center</td>
</tr>
<tr>
<td>Vita pages 2–n</td>
<td>do not count</td>
<td>Top right</td>
</tr>
<tr>
<td>Approval Sheet</td>
<td>do not count</td>
<td>no page number</td>
</tr>
</tbody>
</table>
MARGIN REQUIREMENTS

Every page of your dissertation or thesis will require a left margin of 1 inches, a right margin of 1 inch and a bottom margin of 1 inch. Most pages will require a top margin of 1 inch as well. Some pages, however, require a top margin of 2 inches. Finally, there are a few pages on which the text must be centered top to bottom.

Table 2. Top Margin Requirements

<table>
<thead>
<tr>
<th>Front Matter</th>
<th>Top Margin Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Page</td>
<td>center text top to bottom</td>
</tr>
<tr>
<td>Copyright Page</td>
<td>center text top to bottom</td>
</tr>
<tr>
<td>Acknowledgments, first page</td>
<td>2 inches</td>
</tr>
<tr>
<td>Acknowledgments, pages 2–n</td>
<td>1 inch</td>
</tr>
<tr>
<td>Dedication</td>
<td>center text top to bottom</td>
</tr>
<tr>
<td>Epigraph</td>
<td>center text top to bottom</td>
</tr>
<tr>
<td>Preface, first page</td>
<td>2 inches</td>
</tr>
<tr>
<td>Preface, pages 2–n</td>
<td>1 inch</td>
</tr>
<tr>
<td>Table of contents (all pages)</td>
<td>1 inch</td>
</tr>
<tr>
<td>List of tables, first page</td>
<td>2 inches</td>
</tr>
<tr>
<td>List of tables, pages 2–n</td>
<td>1 inch</td>
</tr>
<tr>
<td>List of figures, first page</td>
<td>2 inches</td>
</tr>
<tr>
<td>List of figures, pages 2–n</td>
<td>1 inch</td>
</tr>
<tr>
<td>Any other lists, first page</td>
<td>2 inches</td>
</tr>
<tr>
<td>Any other lists, pages 2–n</td>
<td>1 inch</td>
</tr>
<tr>
<td>Abstract, first page</td>
<td>2 inches</td>
</tr>
<tr>
<td>Abstract, pages 2–n</td>
<td>1 inch</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Text</th>
<th>Top Margin Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st page of each chapter</td>
<td>2 inches</td>
</tr>
<tr>
<td>Pages 2–n of each chapter</td>
<td>1 inch</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Back Matter</th>
<th>Top Margin Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix cover pages</td>
<td>Center title top to bottom</td>
</tr>
<tr>
<td>Appendix materials</td>
<td>1 inch</td>
</tr>
<tr>
<td>First page of references</td>
<td>2 inches</td>
</tr>
<tr>
<td>Subsequent pages of references</td>
<td>1 inch</td>
</tr>
<tr>
<td>First page of vita</td>
<td>2 inches</td>
</tr>
<tr>
<td>Subsequent pages of vita</td>
<td>1 inch</td>
</tr>
<tr>
<td>Approval Sheet</td>
<td>1 inch</td>
</tr>
</tbody>
</table>
FORMATTING FRONT MATTER

Everything in your dissertation up to the beginning of the text is considered front matter. Each element of front matter has specific formatting rules. All headings, where they appear, will be set in CAPITAL LETTERS.

1. Title Page

- Only CAPITAL LETTERS may appear on this page
- All of the text should be centered. Set the left margin to 1 inch and the right margin to 1 inch before centering the text right to left.
- This page will be double-spaced
- There are five elements to the title page. These must be kept distinct:
  - (1) The name of the university: LOYOLA UNIVERSITY CHICAGO
  - (2) The official TITLE of your dissertation or thesis;
  - (3) A CANDIDACY STATEMENT which must be formatted precisely as shown. You may not alter the wording, spacing, or distribution of this statement:

    A DISSERTATION SUBMITTED TO

    THE FACULTY OF THE GRADUATE SCHOOL

    IN CANDIDACY FOR THE DEGREE OF

    DOCTOR OF PHILOSOPHY

  - Thesis students will substitute THESIS for dissertation and MASTER OF ARTS or MASTER OF SCIENCE for Doctor of Philosophy
  - (4) The name of your program: PROGRAM IN […]
  - (5) Author information on four lines, including the month (MAY, AUGUST, or DECEMBER) and year of conferral:

    BY

    YOUR NAME HERE

    CHICAGO, IL

    MAY 2017

2. Copyright Page

- Copyright vests with you, as the author of your work, whether or not you include a copyright page. Most authors choose to indicate copyright ownership by including a copyright page.
- The copyright page will always be page ii of your thesis or dissertation
- If you choose not to include copyright information in your dissertation or thesis, you must substitute a blank page for the copyright page.
- This page will be page ii and will not show a page number
- If you choose to include copyright information, you will type, in the center of the page, single-spaced:

    Copyright by [Your Name], 2017
    All rights reserved.

  - The year, as on the title page, will be the year of degree conferral. Do not give the month.
  - Do not set your name in upper case letters
  - Do not set this page in bold type
  - Do not include any other information on this page.

- Included in the materials you will receive after you submit your thesis or dissertation for a format check is a page about copyright policy and how it affects you. Additionally, Loyola librarians are well-versed in copyright procedures. For more information, see page 7 of the following electronically available copyright publication:

  http://www.copyright.gov/circs/circ1.pdf
# Acknowledgments (Optional)

This is the place to thank institutions, funding sources, libraries, archives, any readers or editors, mentors, colleagues, family, and friends. The acknowledgments, though personal, are still formal. For guidance, consult academic style manuals or books published in your field, or ask your faculty mentors.

- The heading on this page will be ACKNOWLEDGMENTS. ACKNOWLEDGEMENTS is also acceptable, but the spelling must be the same here and in the TOC.
- Like all main sections, this heading will be in capital letters and centered right to left.
- The top of the heading must be 2 inches from the top of the page.
- Pages 2–n of this section will have a 1 inch top margin.
- This is the first page that will show a page number. The first page of the acknowledgments will be page iii.
- Acknowledgments must be written in narrative form using complete sentences.
- Double-space text, but do not insert an extra space between the heading and text.
- Indent the first line of every new paragraph.

# Dedication (Optional)

If you choose to dedicate your work to a specific person or persons, this is the place to do so.

- The text on this page will be simple and short, comprising, at most, one or two lines:
  
  To Lydia
  
or,
  
  For my children, Prudence and Patience
  
- No heading may appear on this page.
- No page number may appear on this page.
- The dedication must be centered top to bottom and right to left.
- This is not a space for thanks or acknowledgments.

# Epigraph (Optional)

An epigraph is a short quote that establishes the theme of your project.

- There will be no heading on this page.
- You may not include any explanation or clarification of the quotation on this page. You do not have to make a case for your epigraph; its content is self-justificatory. If you believe you must make a case for the quote you’ve selected for an epigraph, use it within the argument of your project, not as an epigraph.
- Do not set an epigraph in quotation marks.
- If the quotation you select as an epigraph is very well known, you may choose to refrain from providing a source.
- If you choose to provide the source, the author’s name and the text from which the quotation are taken are the only source materials you are required to include.
- The author’s name, if included, must appear on the line(s) below the quotation, aligned to the right margin. A preceding em-dash (—) is optional.
- Center the epigraph right to left and top to bottom in this page.

# Preface (Optional)

A preface contains material that introduces the project but which is not part of the argument or claims that the project establishes or investigates. A preface might, for example, briefly describe the process whereby you arrived at your thesis question or statement.

- Set a top margin of 2 inches for the first page; 1 inch for any subsequent pages.
- You must include the heading PREFACE on this page.
- The heading will appear 2 inches below the top edge of the page, centered right to left.
- Page numbers will appear bottom center in lower-case roman numerals.
7. Table of Contents (TOC)

Every dissertation will be organized into chapters and will include a properly organized table of contents (hereafter TOC). If you create chapters, you must create a TOC.

- The heading TABLE OF CONTENTS will appear ONE inch below the top edge of the page, centered right to left.
- The heading must be TABLE OF CONTENTS.
- Each page of the TOC will have a 1 inch top margin.
- Each page of the TOC will display a page number (in lower case roman numerals) in the bottom center of each page.
- The order in which you list each item is determined by the order established by this manual.
- Front matter, chapter titles and back matter will appear in UPPER CASE letters in the TOC.
- Every chapter will have a generic heading (CHAPTER ONE) as well as a descriptive title (IN WHICH …).
- The generic heading and the descriptive title must be set on the same line. Separate them with a colon. For example:

  CHAPTER ONE: IN WHICH A PROBLEM ARISES

- The numeral (ONE, 1, or I) used for chapter headings must match that which appears in the text.
- Front matter entries, chapter titles and back matter entries will be aligned with the left margin (1 inch from the left edge of the page). You may not indent these items.
- Allow chapter titles to wrap naturally. Do not use a hard return in the chapter title unless a word would otherwise extend into the page number column.
- Run-over lines of all entries will be indented by 3 character spaces.
- You must include page numbers for every TOC entry.

- These page numbers must be aligned with the right margin: set a right-aligned tab stop of 6.5” Ellipses connecting each entry to its corresponding page number are not required.
- When an entry runs over to multiple lines, the page number will be aligned with the last line of the entry.
- One line of space will separate each major TOC entry from the ones that come before and after it.
- If you include subheadings in your TOC, you must indicate their status by indenting them.
  - Level I subheadings will be indented 3 character spaces more deeply than chapter titles.
  - Level II subheadings will be indented 6 character spaces more deeply than chapter titles.
  - All subheading entries will be single-spaced.

What to include in the TOC:

You MUST list:
- Acknowledgments (if included)
- Preface (if included)
- All lists (figures, tables, abbreviations, glossary, etc.)
- Abstract (if included)
- Every chapter (generic heading and descriptive title)
- Appendices (if used)
- Bibliography or reference list
- Vita

You MAY list:
- Major subdivisions (Be consistent. If you list any level I subheadings, you must list them all.)

You MAY NOT list:
- Title page
- Copyright page
- Dedication
- Epigraph
- Table of contents
- Approval sheet
8. Preliminary Lists

If you have figures or tables, you must create a list of figures and/or a list of tables. If you have a list of terms, a glossary, or a list of abbreviations, it will go after any lists of tables or figures.

- The first page of any list will have a 2 inch top margin.
- Subsequent pages (if any) will have a 1 inch top margin.
- Every page of lists will display a page number. This page number will appear bottom center, in roman numerals, 1 inch from the bottom edge of the page.
- The first page of every list will bear a heading. This heading will appear precisely 2 inches from the top edge of the page and be centered left to right.
- The heading for a list of figures will be LIST OF FIGURES; for a list of tables: LIST OF TABLES.
- The heading for a glossary will be GLOSSARY; for a list of abbreviations: LIST OF ABBREVIATIONS.
- Lists of figures and tables will give the number and title for each figure and/or table.
- Each figure/table entry will be single-spaced. Double-space between entries
- For lists of abbreviations, set a tab stop so that the first letters/characters of the column of abbreviated terms are perfectly aligned.
- For glossaries, you may follow the guidelines established by the style manual your discipline follows.
- The material on all lists must be flush with the left margin (1 inch), that is, you may not indent a left column more deeply than the 1 inch left margin.
- You must include a page number for each entry in a list of tables or list of figures.

9. Abstract (Optional)

An abstract is a short description of your entire project. It offers information about your research question(s) and hypotheses, your methods, results, and conclusions, and it gives some indication of possibilities for further research or study. The abstract is a place where you can gesture toward your position in your field of study.

You are not required to include an abstract in the front matter of your thesis or dissertation. However, you will be required to provide an abstract to ProQuest when you submit your final electronic copy and you are required to provide a pdf copy of this abstract to the Graduate School when you submit your final electronic copy.

If you choose to include an abstract in your manuscript, you must follow the following formatting rules:

- Your abstract will have a 2 inch top margin.
- Your abstract should only be 1 page long. If, however, your abstract extends to a second page, the second page will have a 1 inch top margin.
- The heading ABSTRACT will appear 2 inches from the top edge of the page. It will be centered left to right.
- The abstract page will display a page number, bottom center, in roman numerals.
- Text must be double-spaced. Every paragraph must be indented.
- The abstract is the last possible item of front matter before your text begins.

Note: This abstract must be formatted according to front matter rules. The extra abstract you will submit with your final copy materials will be formatted differently.
10. Chapters

The text of your thesis or dissertation produces and conveys the argument or claims that make up your project. In a dissertation, this text must be divided into chapters that will organize your text thematically and will support your argument or claims when arranged in a logical fashion.

Thesis writers whose theses are fewer than 75 pages (including all front and back matter) may consider chapter divisions optional. If the text is not divided into chapters, it is not necessary to have a table of contents. For long theses, chapters and a table of contents can help to organize your material and to facilitate reader comprehension. For short theses with a lot of front and back matter, a table of contents that lists the body text by its title in a single entry is recommended.

Chapters must be formatted in the following manner:

- The first page of the text of the dissertation or thesis will be page 1. This page will display a page number one inch from the bottom of the page. This page number will be centered left to right.
- Subsequent pages (pages 2–n) of every chapter will be paginated in the upper right corner of the page, 1 inch from the top and right edges of the page.
- The first page of every chapter will have a 2 inch top margin.
- The first page of every chapter will display a chapter title composed of two parts: the generic heading and the descriptive title.
- The generic heading will give the chapter number. The word CHAPTER will be followed by the number in one of three ways: typed out (ONE), arabic numerals (1) or roman numerals (I).
- The numeral used in the text must match that given in the Table of Contents (TOC).
- The descriptive title will match the descriptive title given in the TOC.
- The generic heading will appear above the descriptive title. It will begin 2 inches below the top edge of the page.
- Chapter titles—generic and descriptive—will appear in UPPER CASE LETTERS.
- There should be one line of space between every element of the title, like this:

  CHAPTER ONE
  WHEREIN A PROBLEM
  ARISES

- Your text will begin immediately below the title, with only one line of space separating the two.
- The first line of a new paragraph will be indented.
- There will be no additional space separating paragraphs: use standard double-spacing with no extra space before or after lines or paragraphs.

Subheadings

You may choose to organize each chapter into smaller divisions by using subheadings.

- Follow the heading hierarchy established by the style manual appropriate to your discipline.
- Subheadings may not appear in UPPER CASE letters.
- Level I (or A-level) subheads must be centered right to left.
- You must use the same heading hierarchy for your entire project.
- You may not add extra space after a subheading.
- No page of text may end with a subheading.
- You may not add extra space before a subheading except when that subheading would otherwise end a page of text.
- Do not add page or section breaks between the subdivisions of your chapters.
- See Appendix C of this manual for a visual guide to the heading hierarchies.
11. Tables and Figures

For some projects, the addition of visual aids such as tables and/or figures can facilitate the reader’s understanding of your method, the organization and synthesis of your data, or your results. This material, however useful, is not a substitute for the argument or claims your project establishes; these visual aids only support and supplement your argument.

- Each table, figure, chart, graph etc. will have a number.
- These numbers will be whole numbers: 1, 2, 3, etc. You may not use decimal points in your numbering: 1.3, 2.3.1, etc.
- Tables will be numbered 1–n, graphs will be numbered 1–n, etc.
- In addition to the number (Table 1), each table (etc.) will also have a descriptive name or title. This title will appear alongside the number of the table, like so:

Table 2. Top Margin Requirements

- Titles and descriptive matter for all tables (etc.) will be single-spaced.
- Do not end a page with a table title. If necessary, move the number and title to the next page.
- Keep all of the material for an image (title, number, the image, descriptive matter) on the same page whenever possible.
- Do not split a table between the title and the first part of a table.
- Tables (etc.) should be placed within the text of your thesis or dissertation as close as possible to the part of the text they supplement.
  - Most of your readers will view your thesis or dissertation as an electronic file. Keeping images in the body of the text near your discussion of the material they contain will help readers to synthesize your work more efficiently.
  - For images that you do not directly discuss in your text but may nevertheless be useful for reader comprehension, you may consider creating an appendix for the reader to consult.
- Whenever possible, format the text and any figures such that you avoid including large amounts of blank space.
- Do not insert tables or figures in the middle of sentences.
- When scaling images to meet the margin requirements, remember that most viewers will read your manuscript electronically and will be able to adjust the size to their liking.
- Figures should not have embedded titles; they will only be labeled with the number and title you give them.

Landscaped Pages

Some tables or charts are too large to fit within the margins required for a dissertation/thesis when the page is set to portrait orientation (the orientation used for text documents). For such figures you may select to lay out certain pages in landscape orientation.

Landscaped pages must be set so that, when collated, page numbers appear in the same place as they do on portrait-oriented pages.

- The top edge of a landscaped page must be set at 1 inch. This is the edge that will become the left margin when the copy is collated.
- In landscape view, the page number will appear in the bottom right corner, perpendicular to the text. When the copy is collated and the page is rotated, the page number will appear in precisely the same place as on portrait pages.
- The top of the graph, chart, table, etc. will appear at the top of the landscaped page: along what will become the left margin.
- There are examples of properly formatted landscaped pages in Appendix D and on the Graduate School’s formatting webpage.

12. Sources and Citations
General Requirements

- You must cite the sources you use in your dissertation/thesis.
- You may use any style manual appropriate to your discipline.
- You must use the same style for your entire project.
- If asked, you should be able to identify the style manual you are using.
- When the rules in your style manual conflict with the rules established by this manual, this formatting manual will supersede yours.
- If you have any questions about the citation style used in your field, we recommend consulting your advisor or the University Writing Center.

Quotations

- Use a block format for long quotations (prose extracts).
- What counts as a “long” quotation may vary according to style manual.
- Block quotations will not take quotation marks.
- Use the correct punctuation before a block quote.
- Block quotations will be set in the same size type as the rest of your text, but they will be single-spaced.
- Block quotations will not be set in italics unless they appear in italic type in the source you are citing.

Citations and Notes

- You may use footnotes if they are appropriate to your discipline.
- You may not use endnotes.
- The Graduate School does not restrict the length of footnotes. If you have concerns, discuss them with your dissertation director.
- Footnotes may be set in a size 1 or 2 points smaller than that used for the rest of the text.
- Use the same typeface in your footnotes as you use in your text.
- Footnotes must be single-spaced.
- Double-space between footnotes.
- Footnotes should begin with ‘1’ for each chapter. The easiest way to do this is to create different Word files for each chapter. Save each chapter as a PDF and then combine each PDF into one complete document when you’ve finished.

Style Manuals

- Select the style manual most appropriate to your discipline or sub-discipline.
- When your formatting question does not appear to be addressed in your manual or in this manual, the online Q&A sections maintained by some style manuals can be helpful.
- The format check administrator is available to answer questions about style and structure. Email formathelp@luc.edu.

Editing Help

- It is in your best interest to involve several readers when editing and formatting your project.
- You are welcome to hire someone to format and/or copyedit your dissertation or thesis.
- If you do hire someone to format your work, that person must follow the guidelines established by this manual.
- Structure and grammar are not separable from meaning and content. The wrong preposition can undermine your project. Inconsistent heading hierarchies can mislead your reader.
- Editing—proofreading, rewriting, formatting—can take quite a bit of time. Seek help early and budget time after you’ve finished your project for editing.
13. Appendices

Material necessary for understanding your work must be placed within your text. Appendices contain material that further clarifies or explains elements of your project but is not necessary for understanding your argument or claims.

Appropriate appendix material might include, but is not limited to, the following: raw data, letters of permission, survey questionnaires, and translations of primary material not published elsewhere. Consult your committee and authorities within your field for guidelines regarding appendices.

Appendix Cover Pages:
- Every appendix will have a cover page with a generic heading and descriptive title.
- The generic heading will appear above the descriptive title just like chapter titles:

  APPENDIX B
  COOKBOOKS USED WHILE DISSERTATING
- The heading and title will be centered left to right and top to bottom
- Appendices will take designating letters (A, B, C) and not numbers.
- The page number on every title page will appear in the bottom center of the page

Appendix Material
- All the material that follows the cover page will be paginated in the upper right corner of the page, 1 inch from the right and top edges. It must respect margin requirements.
- If the appendix material has its own page numbers (e.g., a scanned brochure), place your page numbers in brackets if the pagination would be otherwise confusing
- Appendix material must be legible; use the cleanest scans possible when reproducing materials.
- You may not add a heading to the appendix material; the cover page is sufficient and allows you to reproduce the material with minimal modification.

14. Bibliography or Reference List

This is the section which will list all works, primary and secondary, that you consulted while preparing your study. If you are using reference list style, then only the works you actually cite should appear in the reference list. If you are using bibliographic style, then works consulted but not specifically cited in the text of your project should be listed. You should format this list according to the guidelines endorsed by the style manual appropriate to your discipline, making any necessary amendments to meet the requirements of the Graduate School. The format you choose must be compatible with the citation format used within the text of your project.
- The heading BIBLIOGRAPHY or REFERENCE LIST will be centered, in capital letters, 2 inches from the top of the page.
- If you use reference list style, the heading will be REFERENCE LIST. If you use bibliographic style, the heading will be BIBLIOGRAPHY
- If you are not sure whether you are using reference list or bibliographic style, email me at formathelp@luc.edu.
- The first page of the bibliography will have a 2 inch top margin. Subsequent pages will have a 1 inch top margin and page numbers will appear in the top right corner of the page, 1 inch from the top and right edges of the page.
- Single space within each entry; double space between entries.
- Use a hanging indent if appropriate (many projects in the sciences will use numbers and not a hanging indent).
- Use the hanging indent function of your word processor to create your hanging indent. Do not use the space or tab key as a substitute.
- Every entry should include as much information as is available and as is appropriate to your field. If in doubt, more information will always be preferred to less information.
15. Vita

The vita is an account of your academic and scholarly life. It is not appropriate to include a c.v. or resume. You must write your vita in narrative form using complete sentences and refer to yourself by full name and/or last name.

The vita need should not be long or personal. It will tell readers something about your training and/or professional background, your education, and the work you finished and how it relates to your current or future work.

- The heading VITA will appear centered and 2 inches below the top edge of the page.
- A page number will appear in the bottom center of the page.
- If your vita extends to a second page, this (and any subsequent) page will have a 1 inch top margin and page numbers will appear in the upper right corner, 1 inch from the top and right edges of the page.
- The text on this page will be double-spaced.
- Indent the first line of new paragraphs.

16. Approval Sheets

You must prepare an approval sheet for your dissertation or thesis director to sign and date. A pdf will be submitted at the same time as your final electronic copy.

- Both of these sheets must bear your director’s original signature. You may not fax, photocop, or otherwise reproduce these pages or the signature on them.
- These pages will not be listed in your TOC. Do not place a number on these pages.
- Examples can be found on the Graduate School’s formatting webpage and in Appendix B of this manual.
- For your format check, one unsigned, correctly formatted Approval Sheet is required. It can be removed from the electronic copy of your manuscript after it has been approved by the format check administrator.

The Dissertation/Thesis Approval Sheets are NOT equivalent to or interchangeable with the Approval Ballot for Text and Oral Defense.

The Approval Ballot (of which you need one) confirms that the text and oral defense have fulfilled the requirements detailed by your department in conjunction with the Graduate School, and that you are eligible therefore to graduate with the degree you are pursuing. Every member of your committee and your Graduate Program Director must sign and date this form, which is available on the “Forms” page of the website. It will be uploaded to GSPS by your GPD.

The Dissertation/Thesis Approval Sheet is a separate document that you must create. This is not a form. This is not available on the “Forms” page. You must format your Approval Sheet by copying the example available pages 31-32 of this manual.

The Approval Sheet (of which you need two) confirms that the text you are submitting as a final copy to the Graduate School is the final text, incorporating any changes, revisions, or additions required by your committee at the time of your oral defense. Only your director signs this sheet. Once your director signs this sheet, you may not make any further changes to the content of your manuscript without the consent and approval of your director.

Only the Approval Sheets will be submitted to the Format Check Administrator with the final electronic copy. DO NOT submit the Approval Ballot with the final copy of the thesis/dissertation.

One of your approval sheets will be bound with your dissertation or thesis. For this reason, the approval sheets must have a 1 inch left margin. Moreover, they must be printed on the same paper on which you printed your manuscript, and they must be received by me in pristine condition: they may not be folded, creased, wrinkled, stained, stapled, clipped, torn, or otherwise damaged.
Punctuation

In your manuscript, punctuation should be used to clarify your meaning. While it is outside the scope of the role of the format check administrator to check your punctuation line by line, sometimes punctuation inconsistencies may be noted. See chapter 6 of the 16th edition of the Chicago Manual of Style.

Dashes
There are three kinds of dashes, the hyphen (–), the en dash (—), and the em dash (——). These are not interchangeable. See CMOS 6.75–6.91 for an explanation of the functions of these dashes.

Ellipses
You will get a cleaner presentation if you use the shortcuts/command functions to create ellipses. Ellipses should not be run over to a second line.

Colons
With few exceptions, the material that precedes a colon should be able to stand alone as a complete sentence. When the colon is used within a sentence, the first letter of the next word should be in lowercase; when the colon introduces two or more sentences, the first word after the colon should be capitalized (CMOS 6.59–6.65).

Spacing
Only 1 character space should appear after periods, colons, semicolons, question marks, exclamation points. No spaces will appear around dashes.

Lists
Lists that you create will not be indented. Run-in lists will take full parentheses: (1) is the first item, (2) is the second, etc. Vertical lists will be aligned to the left margin. If you cite a list indent it as you would a block quote.

Typefaces
You may use any typeface you prefer as long as it meets the following conditions:

- It must be the same size as Times New Roman 12 pt.
- It must be a true-type font (you must be able to embed the font when you convert to PDF)
- It must be professional in appearance

Fonts like italic, bold, SMALL CAPS, and the like should be used sparingly within your text. All text should appear in the same size font. If you choose to set your titles in bold type, you must set all titles in bold type. Quotations may not be set in italic type unless that is the way they appear in the source from which you are quoting. When you italicize quoted material for emphasis, you should indicate this.

Grammar

As with punctuation, it is outside the scope of the role of the format check administrator to check your grammar. Occasionally grammatical inconsistencies may be noted, and suggestions for improvement may be offered to help you to maintain a professional tone throughout your project.

Suggestions for self-editing

Self-editing is not easy. Moreover, the process of correcting mistakes and smoothing rough writing can introduce new mistakes into the writing. Self-editing is not impossible, of course. Reading sections aloud can help you to notice small errors that the eye might overlook. Keeping a style sheet can help as well.

Using a Style sheet

Using a style sheet to track important words and phrases and formatting rules can help you to edit your own document. Keeping track of decisions in one place can help you to be consistent and may help you to edit more quickly. See appendix E for an annotated style sheet and a blank style sheet you may print and use.
SUBMITTING THE FINAL COPIES

After your dissertation or thesis has been successfully defended, correctly formatted, and approved (with all revisions) by your director, you will deliver to the Graduate School, on or before the submission deadlines, one electronic copy of your manuscript (uploaded through ETD Proquest), and some supplementary materials which are listed and explained below.

All elements of your final submission must be received by the Graduate School ON OR BEFORE the published final copies deadline for the term in which you expect to receive your degree. These deadlines may be found here: http://www.luc.edu/gradschool/key_dates.shtml. These deadlines are non-negotiable. The final copies deadlines are as follows:

- May degree conferral: April 1
- August degree conferral: July 1
- December degree conferral: November 1

If your materials are incomplete or inaccurate, the Graduate School will notify you. If the required corrections are extensive or take too long to complete, you may not be permitted to graduate and the Graduate School will not confer your degree.

The manuscript you submit for a format check must be formatted according to the guidelines established in this manual. Your final copy submission must include or address all of the corrections required by the Graduate School in the format check worksheet. Take care to submit the most recent, correct final electronic copy to the Graduate School on or before the final copies deadline. Have all supplementary materials prepared in advance of the deadline. Finally, remember that the dissertation or thesis is only one of the requirements for degree completion and that the Graduate School will not confer your degree unless you meet all of these requirements.

On or before the final copy deadline, please submit the following to the Graduate School:

- Upload a PDF of your final, formatted, approved manuscript to the ETD Administrator. (http://www.etdadmin.com/luc)
- Email as PDF attachments one extra title page and one extra abstract, formatted as in the examples on pages 27-28, to formathelp@luc.edu
- (For doctoral candidates only): email as a PDF attachment the certification of completion of the Survey of Earned Doctorates (SED) to formathelp@luc.edu. (https://sed.norc.org/survey).

On or before the final copies deadline, please submit the following to the Graduate School:

- One copy of your completed, formatted, approved manuscript. Uploaded via ETD.
- One approval sheet with your director’s signature. Scanned & emailed in PDF format.
- One extra title page, formatted as in the example on page 28 of this manual. Emailed PDF.
SPECIFIC FORMATTING REQUIREMENTS FOR THE FINAL COPY

Digital Manuscript

Students will submit a final version of the completed, defended, and approved manuscript electronically through the ETD Proquest system.

Extra Title Page

The extra title page, submitted electronically, will be formatted in precisely the same way as the title page you created for your manuscript except that you will add your director’s name between your name and the place of degree conferral. See the examples provided in Appendix A.

Extra Abstract

This abstract, along with one approval sheet and extra title page, becomes part of the Graduate School’s alumni files.

- Dissertation abstracts will not exceed 350 words
- Thesis abstracts will not exceed 150 words
- The text of the abstract will be double-spaced
- The text of this abstract will match that submitted to ProQuest when uploading your final electronic copy
- This abstract will have a top, bottom, left and right margin of 1 inch.
- The heading will include your name, the name of the university and the title of your dissertation or thesis at the top. An example is available in Appendix A as well as on the Graduate School’s formatting webpage.
- Do not include the heading “Abstract” on this page
- Do not include a page number
- Submit the extra abstract as a PDF attachment to formathelp@luc.edu.

Approval Sheet

The approval sheet will be delivered electronically with your final, approved copy. All margins must be 1 inch. You must include a formatted example of the approval sheet in your initial submission to receive credit for the format-check. Afterward it will be removed from the final digital manuscript you upload to ETD.

Submission Complete

Please remember that every edit returned is a gift, as you are responsible for formatting correctly to all specifications as listed in this manual. Your submission will be complete when the digital manuscript meets all specifications and when all supplemental materials that are listed on this page have been received.
GUIDE TO ELECTRONIC SUBMISSION OF THE FINAL COPY

Every dissertation and thesis will be electronically delivered to the ProQuest ETD Administrator. This is part of the final copy submission process. The electronic copy and any supplemental electronic materials must be delivered at the same time as the hard copy elements. Failure to deliver all elements by the deadline may delay degree conferral. The information on this page is intended to guide you through the submission process to the ETD site for both format check and final copies, as well as to explain the NORC Survey of Earned Doctorates.

Publishing Options
The Graduate School encourages you to choose “Traditional Publishing” for the electronic publication of your dissertation or thesis. This is the least expensive option (there is no cost for Traditional Publishing). Your work will be made available through the LUC library within UMI’s ProQuest portal. The library also has an institutional repository where all dissertations and theses can be made available in an open access format. You may, of course, choose the publishing option you wish.

Dissertation/Thesis Details
Here you will supply the title of your dissertation or thesis, the names of your committee members, up to six keywords that describe the subject matter of your project, and the electronic text of your abstract.

The title you give in your ETD account must match the title you give on the title pages of your dissertation or thesis.

PDF Conversion
You must submit a complete PDF of your dissertation or thesis to the ETD site. The ETD Administrator offers a help section explaining how to convert Word files to PDF. For further guidance, you may request help contacting either formathelp@luc.edu or digitalmedialab@luc.edu.

Register US Copyright
Copyright registration is optional. If you choose to have ProQuest register a claim of copyright on your behalf, you will need to make a credit card payment to ProQuest in the amount of $65.

As the author of your project, copyright vests with you automatically. Copyright registration provides an additional safeguard in the event that you file a lawsuit for copyright infringement.

Ordering bound copies from ProQuest
You may order bound copies (for a charge) through ProQuest via the ETD Administrator. You may also deliver unbound copies to the LUC library’s bindery and pay them to bind your manuscript. Information and forms available at: http://libraries.luc.edu/bindery.

NORC Survey of Earned Doctorates
This survey is part of a large-scale data collection undertaken by NORC, with whom we cooperate. If you are submitting a dissertation, you are required to complete this survey as well.

This survey must be completed electronically. The Graduate School will not accept paper surveys. The link to the survey will be given in the materials I send at the time of your format check.

Having completed the survey, email the certificate of completion as a PDF to formathelp@luc.edu. DO NOT submit a hard copy of this certificate to the Graduate School.

You can learn more about the survey, confidentiality and use of information here: http://www.norc.uchicago.edu/issues/docdata.htm
APPENDIX A

EXTRA ABSTRACT AND EXTRA TITLE PAGES
EXTRA ABSTRACT

Robert L. Smith
Loyola University Chicago

THE FORGOTTEN WAR: THE PACIFIC THEATER OF WORLD WAR II
IN AMERICAN POPULAR MEMORY

The war fought by the United States from 1942 until 1945 in the countries within and surrounding the Pacific Ocean has often been misunderstood and sometimes been neglected in American popular memory. This dissertation attempts to trace the effects of this armed conflict in American popular culture, beginning with war movies made during the war, and continuing through the end of the Cold War. Many salient themes are present in this study: violence, race, nationalism, and the filter of popular media. I argue that interpretations of the war have been influenced by the shifting position of the media in American popular culture, and by new attitudes toward violence, race, and nationalism within the American populace.
LOYOLA UNIVERSITY CHICAGO

THE FORGOTTEN WAR:
THE PACIFIC THEATER OF WORLD WAR II IN
AMERICAN POPULAR MEMORY

A DISSERTATION SUBMITTED TO
THE FACULTY OF THE GRADUATE SCHOOL
IN CANDIDACY FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY

PROGRAM IN HISTORY

BY
ROBERT L. SMITH
DIRECTOR: RHODA LEYRER, PH.D.
CHICAGO, IL
MAY 2008
LOYOLA UNIVERSITY CHICAGO

THE FORGOTTEN WAR:
THE PACIFIC THEATER OF WORLD WAR II IN
AMERICAN POPULAR MEMORY
VOLUME ONE

A DISSERTATION SUBMITTED TO
THE FACULTY OF THE GRADUATE SCHOOL
IN CANDIDACY FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY

PROGRAM IN HISTORY

BY

ROBERT L. SMITH
DIRECTOR: RHODA LEYRER, PH.D.

CHICAGO, IL

MAY 2008
APPENDIX B

APPROVAL SHEETS
DISSEbATION APPROVAL SHEET

The dissertation submitted by Robert L. Smith has been read and approved by the following committee:

Rhoda Leyrer, Ph.D., Director
Professor of History
Loyola University Chicago

Wayne Oliver, Ph.D.
Professor of History
Loyola University Chicago

Victoria Meers-Weeks, Ph.D.
Professor of History
Loyola University Chicago

The final copies have been examined by the director of the dissertation and the signature that appears below verifies the fact that any necessary changes have been incorporated and that the dissertation is now given final approval by the committee with reference to content and form.

The dissertation is therefore accepted in partial fulfillment of the requirements for the degree of Doctor of Philosophy.

__________________________________
Date

__________________________________
Director’s Signature
THESIS APPROVAL SHEET

The thesis submitted by Robert L. Smith has been read and approved by the following committee:

Rhoda Leyrer, Ph.D., Director  
Professor of History  
Loyola University Chicago

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The final copies have been examined by the director of the thesis and the signature that appears below verifies the fact that any necessary changes have been incorporated and that the thesis is now given final approval by the committee with reference to content and form.

The thesis is therefore accepted in partial fulfillment of the requirements for the degree of Master of Arts.

__________________________________  ______________________________
Date  Director’s Signature
APPENDIX C

HEADING HIERARCHIES FOR MAJOR STYLE MANUALS
CHAPTER I*

APA HEADING HIERARCHY

This is a Level I Subheading

Level I subheadings will be centered, set in bold type, and will take Headline Style Capitalization. Do not press the “Tab” key before or after centering the heading: that will result in an off-center heading. It is acceptable to left-align the first line of a paragraph that follows a level I subhead (or a chapter title) so long as you are consistent.

This is a Level II Subheading.

Level II subheadings will be left-aligned, set in bold type, and will take Headline Style Capitalization. They will stand out more if you indent the first line of the paragraph that follows. Level II subheadings will start immediately at the left margin—do not indent them at all.

This is a level III subheading. Level III subheads will be run into the paragraph they precede. Levels I–IV will be set in bold type.

This is a level IV subheading. Also run-in. Levels III, IV, and V will take Sentence style capitalization (only the first word will be capitalized.

This is a level V subheading. Make sure that you end run-in subheads with a period. Subheads that are not run into the body of the text will not take terminal periods. No extra space will intervene before or after subheadings unless the subheading would otherwise end the page.

*I am giving chapter headings to show the distinction between headings (like chapter titles) and subheading levels.
CHAPTER II

TURABIAN HEADING HIERARCHY

This is a Level I Subheading

Level I subheadings will be centered, set in bold or italic type, and will take Headline Style Capitalization. Do not press the “Tab” key before or after centering the heading: that will result in an off-center heading. It is acceptable to left-align the first line of a paragraph that follows a level I subhead (or a chapter title) so long as you are consistent.

This is a Level II Subheading

Level II subheadings will be centered, set in roman type, and will take Headline Style Capitalization. They will stand out more if you indent the first line of the paragraph that follows; for long level II subheads, you may break them into two lines so that they do look like the first line of a paragraph.

This is a Level III Subheading

Level III subheads will be left-aligned, set in bold or italic type, and will take Headline Style Capitalization.

This is a level IV subheading.

Also left-aligned. Set in Sentence style capitalization (only the first word will be capitalized), unlike the first three levels.

This is a level V subheading. It can be set in bold or italic type. It will be run into the paragraph text. It will take a terminal period (no other subhead level in Turabian style will take a terminal period.)
CHAPTER III

SBL HEADING HIERARCHY

This is a Level I Subheading

Level I subheadings will be centered, set in bold or italic type, and will take Headline Style Capitalization. Do not press the “Tab” key before or after centering the heading: that will result in an off-center heading. It is acceptable to left-align the first line of a paragraph that follows a level I subhead (or a chapter title) so long as you are consistent.

This is a Level II Subheading

Level II subheadings will be centered, set in roman type, and will take Headline Style Capitalization. They will stand out more if you indent the first line of the paragraph that follows; for long level II subheads, you may break them into two lines so that they do look like the first line of a paragraph.

This is a Level III Subheading

Level III subheads will be left-aligned, set in bold and italic type, and will take Headline Style Capitalization.

This is a Level IV Subheading

Also left-aligned. Set in Headline Style Capitalization. The SBL student supplement does not offer guidelines for a fifth level of subheading; if you need them, follow Turabian. Note the absence of numbers in the subheadings.
CHAPTER IV

ASA HEADING HIERARCHY

This is a Modified Level I Subheading

You may not follow ASA and set your first level of subhead in UPPER CASE LETTERS; Bold type and Headline Style Capitalization will make your subhead level stand out.

This is a Level II Subheading

Level II subheadings will be left-aligned, set italic type, and will take Headline Style Capitalization.

This is a level III subheading. Level III subheadings will be run into the paragraph they precede. They will be indented (as for a new paragraph) and will be set in italic type with Sentence style capitalization. If you require more levels for your project, follow APA instead.
CSE, MLA, and CHICAGO STYLE SERIATION

If the style manual adopted by your discipline does not describe a preferred heading hierarchy, you have several options:

1. Consult the major journal(s) in your discipline (PMLA, Proceedings and Addresses of the American Philosophical Association, Science Editor, etc.) to find if the journal put out by the discipline has guidelines for seriation.

2. Follow one of the above hierarchies, choosing the one most appropriate to your discipline and project.

3. If you have a compelling reason to do so, you may (with the approval of the format check administrator) create your own heading hierarchy.
APPENDIX D
LANDSCAPED TABLE WITH PAGE NUMBER
LANDSCAPED TABLE

Table 4. Table of Results and Calculations

<p>| | | | |</p>
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The top margin of a landscaped page, like the left margin of a portrait pages, must be 1 inch to allow room for binding. Page numbers on landscaped pages must be oriented so that they appear in the correct position when the document is collated.
APPENDIX E

STYLE SHEETS
This is the page on which you can record words, names, and phrases. If your discussion uses non-English words, non-standard spellings, archaic words or spellings, words or phrases in foreign languages, pseudonyms or other variant names, or subject-specific terms or acronyms, you might find it helpful to record them here as a reference so you can maintain consistency across your chapters and throughout your manuscript.
The second page of the style sheet maintains a record of your formatting and typographical choices. For example, since this student has decided s/he will use the serial comma, whenever s/he notices a list of items that does not include a serial comma, s/he will know to add one based on the style sheet.
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<th>C/D</th>
<th>E/F</th>
<th>G/H</th>
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<td>L/M</td>
<td>N/O</td>
<td>P/Q</td>
</tr>
<tr>
<td>R/S</td>
<td>T/U</td>
<td>V/W</td>
<td>X/Y/Z</td>
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## Style Sheet

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<th>Bibliography/footnotes</th>
<th>Capitalization</th>
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<td>URLs</td>
<td>Misc.</td>
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</table>
BIBLIOGRAPHY and RESOURCES


