

## SEQUENCE OF PARTS

- 1. Title Page.** (*no page number*) The title page templates show the recommended form and spacing. Alter your font and typeface choices to conform to the rest of your document. The page is counted, but the number is not printed.
- 2. Signature Page.** (*page ii*) The signature page templates show the recommended form and spacing. Alter your font and typeface choices to conform to the rest of your document. The name of each member of the committee is included with department or discipline identification; the chairman is always listed first. Make sure the form of your name is consistent with what appears on the title page. In the date area, indicate the semester & year submitted. Be sure the signature pages are on the correct
- 3. Acknowledgement Page.** (*page iii*) An acknowledgement page is optional and should be decided between the candidate and their major professor.
- 4. Abstract** (*page iii, iv, etc.*) An abstract is required and should be at least 250 words.
- 5. Table of Contents** (*page iv, v, etc.*) Required. The template is an example of one format, but you may use other formats as recommended by your committee.  
***Check for correct page numbers before final review and submission.***
- 6. List of Tables.** (*if any, continue with Roman Numerals*) Separate page, following the table of contents.
- 7. List of Figures.** (*if any, continue with Roman Numerals*) Separate page, following the list of tables, or if no list of tables, following the table of contents.
- 8. Text** (*Arabic numerals 1, 2, 3, etc.*) The student's thesis/project adviser will specify which style manual (citation) is to be followed. It is the responsibility of the student's thesis/project committee to see that proper bibliographic forms are followed. When the thesis/project is presented to the format library reviewer for approval, you must identify the style manual used.
- 9. Bibliography / References.** Use a style manual (citation) to construct your bibliography or list of references. Check with your advisor or department for the recommended style manual for your subject area. ***Complete citations are required.***
- 10. Appendices.** (*if any*) Provide numbering for all pages and list appendices in the table of contents. Proper margin requirements still apply.