CIT Thesis and Directed Project Formatting Checklist
Version 2016-17a
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This checklist has been developed to help you avoid formatting errors that can result in the Graduate School's rejection of your thesis for final deposit. Effective Fall semester 2016, several significant changes to format are required. For your convenience, these changes are identified using **red font** and underlined text.

CIT publishes its own version of a Word template that conforms to university and CIT standards. This template may not yet (or ever) be available via the Graduate School's web site, but it is available via the M.S. in CIT website at www.polytechnic.purdue.edu/citgrad.

CIT will eventually publish a LaTeX template that conforms to new university and CIT standards. Professor Whitten is looking for an experienced graduate student willing to create the new template. In the meantime, LaTeX users will need to adapt the older template to the new standards. Be aware that the University is making available a free LaTeX authoring tool that simplifies LaTeX formatting. It is called Overleaf and is available at www.overleaf.com//edu/purdue.

THE CORRECT SEQUENCE OF SECTIONS
IN YOUR THESIS OR DIRECTED PROJECT REPORT

For CIT theses and directed projects, the sequence of pages must be:
1. Front matter sections
   a. TITLE page – required
   b. **NEW –** COMMITTEE MEMBER page – required
   c. Dedication page – optional, but common
   d. ACKNOWLEDGEMENTS page – optional, but common
   e. TABLE OF CONTENTS page(s) – required
   f. LIST OF TABLES page(s) – required if document has tables
   g. LIST OF FIGURES page(s) – required if document has figures
   h. LIST OF ABBREVIATIONS page(s) – required in CIT for acronyms
   i. GLOSSARY – required in CIT for definitions; move from Chapter 1 if you previously recorded them there during TECH 646
   j. ABSTRACT page(s) – required
2. Main body of your thesis or report
   a. CHAPTERS – each one starting on a new page
3. Back matter sections
   a. REFERENCES cover page
   b. REFERENCES

c. APPENDIX or APPENDICES cover page
d. APPENDIX or APPENDICES – each one starting on a new page
e. PUBLICATIONS cover page – if you have a published paper(s) related to your thesis
f. PUBLISHED PAPERS – if you have published paper(s) related to your thesis

When you have your deposit meeting in the Graduate School Thesis Office, the document should be printed on one side of the paper and NOT permanently bound.

FORMATTING RULES THAT APPLY TO YOUR ENTIRE THESIS OR REPORT

❑ Your printed thesis must use 8 ½ inch X 11 inch white paper.

❑ You must use one and only one of the following fonts for the entire thesis:
   o Times New Roman,
   o Arial,
   o Calibri, or

❑ Only black font is allowed. Font size must be 12 points for all text, page numbers, table numbers and captions, figure numbers and captions and references. The only exceptions are scientific or mathematical symbols and notation.

❑ With the exception of the **ABTRACT** paragraph, indent the first sentence of every paragraph ½ inch.

❑ Do NOT use underlining, **bolding**, *italicizing*, or color for emphasis in your sentences.

❑ **NEW –** Use black, boldface for major section headings, chapter headings.

❑ **CLARIFIED –** CIT prefers spacing between lines to be 1.5 lines, throughout the thesis or report. Single-spacing is restricted to long quotations, subsection headings, figure captions and table captions.

❑ **CLARIFIED –** Special line spacing after selected elements:
   o After major section names, and new chapter headings, skip 36 pts = 3 lines before typing anything else
   o After figure and table captions, skip 24 pts = 2 lines before typing anything else
   o After 1st and 2nd level subheadings, skip 18 pts = 1.5 lines before typing anything else
   o After 3rd and 4th level subheadings, skip 12 pts = 1 line before typing anything else

   The above spacing will make your thesis much easier to read.

❑ **SIMPLIFIED -** The margins for every page of your thesis is as follows:
   o Top = 1 inch
   o Bottom = 1 inch
   o Left = 1 ½ inches
   o Right = 1 inch inches (on a major heading or new chapter page)

- ❑ Avoid "widows and orphans" Include at least 2 lines of a paragraph at the top and bottom of chapter pages.
  - o If you have a single line at the top of a page, bring down the last line from the previous page using Section Break: Next Page or the Enter button (if using MS Word).
  - o If you have a single line at the bottom of a page, move the line to the top of the next page using Section Break: Next Page or the Enter button (if using MS Word).

- ❑ Except for the TITLE PAGE, all pages containing text, figures, or tables must be numbered.
  - o Front matter pages must be numbered using Roman numerals, and the first page after the TITLE PAGE should be number ii.
  - o Main body and back matter pages must be numbered using Arabic numbers, and the first page of Chapter 1 is number 1.
  - o All page numbers must be placed in the upper right corner, ½ inch below the top edge of the page. The last digit of the page number must be even with the right margin of the page.
  - o Do not add the word "page" before the page number.
  - o All page numbers must be in the same font and font size as the entire thesis.

- ❑ All major sections and all chapters must start on a new page. The first page of the new section or chapter must be centered horizontally on the page and typed in ALL CAPITAL LETTERS. There must 3 single-spaced blank lines (=36 pts) after the title.

FORMATTING RULES THAT APPLY TO THE FRONT MATTER SECTIONS

The following rules apply to front matter sections (listed on page 1 of this checklist document).

TITLE page

- ❑ The TITLE page must start on a new page.

- ❑ The title page is NOT numbered, but it counts as page "I" of your front matter sections.

- ❑ **NEW –** The title page in the new Purdue University and CIT thesis template must be used. The biggest change is that the formatting requirements now include the use of the Purdue Griffin, the official University Seal that cannot be altered in any way.

- ❑ **CHANGED –** The TITLE of your thesis or directed project must be **boldfaced** and in **ALL CAPS**.

- ❑ **CHANGED –** Your name must now be **boldfaced**. You must record your full name as it appears in Purdue University records. Your name must be in mixed-case (= upper and lower case)

- ❑ You must choose the correct manuscript type on the title page ("Thesis" or "Directed Project")

- ❑ **CLARIFIED –** For "Graduation Term", the date must be the <u>month and year your degree is actually awarded (not your defense or deposit date, even if you are registered for "Exam Only" or "Degree Only")</u>.

- ❑ You must specify the West Lafayette campus.

NEW - THE PURDUE UNIVERSITY GRADUATE SCHOOL STATEMENT OF THESIS APPROVAL page

- ❑ **NEW -** This is a new REQUIRED section, effective Fall 2016.

- ❑ The section must start on a new page.

- ❑ **NEW -** The centered, boldfaced and all caps heading **THE PURDUE UNIVERSITY GRADUATE SCHOOL STATEMENT OF THESIS APPROVAL** must be at the top of the page.

- ❑ **NEW -** This page should be numbered "ii", but should NOT be listed in your TABLE OF CONTENTS.

- ❑ **NEW -** You must include all members of your committee. Your chair or co-chairs must be listed first. CIT theses and directed projects require a minimum of three members (including the chairs). Delete any placeholders not used.

- ❑ **NEW -** Under "Approved by:" insert "Jeffrey L. Whitten" as the head of your program.

DEDICATION page

- ❑ This is an optional section, but common. It should be brief, such as:

To my family, Deborah, Raven and Timothy

- ❑ A dedication must be on a new page.

- ❑ Note that this is the only section in the front matter for which there is <u>no</u> heading. In other words, do NOT type the word "Dedication."

- ❑ The content is centered <u>both</u> horizontally and vertically on the page – in other words, in the center of the physical page.

ACKNOWLEDGEMENTS page(s)

- ❑ An **ACKNOWLEDGEMENTS** page(s) is optional, but common. It is used to provide brief statements of appreciation or recognition to those who provided mentoring or special assistance with the research and report.

- ❑ **ACKNOWLEDGEMENTS** must start on a new page with a Roman numeral page number.

- ❑ This section is NOT included in your TABLE OF CONTENTS section.

- ❑ **CHANGED –** There must be a <u>one</u>-inch top margin before heading

- ❑ **CHANGED –** The section begins with the heading, **ACKNOWLEDGEMENTS**, in ALL CAPS, **<u>boldfaced</u>**, and centered at the top of the page.

❑ Line-spacing for the content of the **ACKNOWLEDGEMENTS** should be 1.5 lines.

TABLE OF CONTENTS page(s)

❑ The **TABLE OF CONTENTS** section is required in all theses and directed project reports.

❑ The **TABLE OF CONTENTS** section must start on a new page with a Roman numeral page number.

❑ **CHANGED –** There must be a <u>one</u>-inch top margin before heading

❑ **CHANGED –** The section begins with the heading, **TABLE OF CONTENTS**, in ALL CAPS, **<u>boldfaced</u>**, and centered at the top of the page.

❑ **CLARIFIED –** The line-spacing within the **TABLE OF CONTENTS** should be <u>1.5 lines</u>.

❑ All sections and chapters following the **TABLE OF CONTENTS** must be listed. No preceding sections should be included. All levels of subheadings within chapters must be included, and must be worded exactly as they appear in the body of the thesis or report.

❑ Dotted leaders are required between entries and the page numbers.

❑ **CHANGED –** <u>The word "Page" is no longer recorded above the page numbers</u>.

LIST OF TABLES page(s)

❑ Most theses include tables. The **LIST OF TABLES** section must be included if your thesis has one or more tables.

❑ The **LIST OF TABLES** section must start on a new page with a Roman numeral page number.

❑ **CHANGED –** There must be a <u>one</u>-inch top margin before heading

❑ **CHANGED –** The section begins with the heading, **LIST OF TABLES**, in ALL CAPS, **<u>boldfaced</u>**, and centered at the top of the page.

❑ **CLARIFIED –** The line-spacing within the **LIST OF TABLES** should be <u>1.5 lines</u>.

❑ Each entry must include the table number and its caption, worded exactly as it appears in the thesis or report.

❑ Entries must include tables that appear in both the chapters and appendices.

❑ Dotted leaders are required between entries and the page numbers.

❑ **CHANGED –** <u>The word "Page" is no longer recorded above the page numbers</u>.

LIST OF FIGURES page(s)

❑ Most theses include figures. The **LIST OF FIGURES** section must be included if your thesis has one or more figures.

❑ The **LIST OF FIGURES** section must start on a new page with a Roman numeral page number.

- ❑ **CHANGED –** There must be a <u>one</u>-inch top margin before heading

- ❑ **CHANGED –** The section begins with the heading, **LIST OF FIGURES**, in ALL CAPS, **<u>boldfaced</u>**, and centered at the top of the page.

- ❑ **CLARIFIED –** The line-spacing within the **LIST OF FIGURES** should be <u>1.5 lines</u>.

- ❑ Each entry must include the figure number and its caption, worded exactly as it appears in the thesis or report.

- ❑ Entries must include figures that appear in both the chapters and appendices.

- ❑ Dotted leaders are required between entries and the page numbers.

- ❑ **CHANGED –** <u>The word "Page" is no longer recorded above the page numbers</u>.

LIST OF ABBREVIATIONS page(s)

- ❑ **This section is required in all CIT theses and direct project reports because our industry uses many acronyms.**

- ❑ The **LIST OF ABBREVIATIONS** section must start on a new page with a Roman numeral page number.

- ❑ **CHANGED –** There must be a <u>one</u>-inch top margin before heading

- ❑ **CHANGED –** The section begins with the heading, **LIST OF ABBREVIATIONS**, in ALL CAPS, **<u>boldfaced</u>**, and centered at the top of the page.

- ❑ **CLARIFIED –** The line-spacing within the **LIST OF ABBREVIATIONS** should be <u>1.5 lines</u>.

- ❑ Entries must be alphabetized.

- ❑ Each entry must include the acronym and then the spelled out terms – <u>no definitions</u>. Definitions, if needed, go in the GLOSSARY section.

GLOSSARY page(s)

- ❑ The **GLOSSARY** section is required in all CIT theses and direct project reports. TECH 64600 may have taught that these definitions be placed in Chapter 1; however, CIT requires they be moved to this **GLOSSARY** section.

- ❑ The **GLOSSARY** section must start on a new page with a Roman numeral page number.

- ❑ **CHANGED –** There must be a <u>one</u>-inch top margin before heading

- ❑ **CHANGED –** The section begins with the heading, **GLOSSARY**, in ALL CAPS, **<u>boldfaced</u>**, and centered at the top of the page.

- ❑ **CHANGED –** The line-spacing within the **GLOSSARY** has been changed to <u>1.5 lines</u>.

- ❑ Entries must be alphabetized.

❑ The first line of each entry should be reversed indented by ½ inch compared to any subsequent lines in the definition. There should be 1 blank line (= 12 pts) between definitions. Each entry must include the term and then the definition. Definitions can include citations that point to the **REFERENCES** section.

ABSTRACT page(s)

❑ An **ABSTRACT** section is required in all theses and directed project reports.

❑ The **ABSTRACT** section must start on a new page with a Roman numeral page number.

❑ **CHANGED –** There must be a <u>one</u>-inch top margin before heading

❑ **CHANGED –** The section begins with the heading, **ABSTRACT**, in ALL CAPS, **<u>boldfaced</u>**, and centered at the top of the page.

❑ The first paragraph of the ABSTRACT section is single-spaced and begins at the left margin. It must include the following:

> Author: Last name, First name, Middle initial(s). Degree
> Institution: Purdue University
> Degree Received: Semester and year
> Title: Must match title page, but not in all caps. If title is longer than one line, additional lines must be indented ½ inch.

❑ **CLARIFIED –** the next paragraph is the actual **ABSTRACT** and should include a statement of the problem, a brief exposition of the research and/or development performed, and a condensed summary of your findings. This should all be limited to a single paragraph. Do not include formulas, diagrams, or other illustrative materials in your abstract.

❑ **CHANGED –** Line spacing for the second paragraph should be <u>1.5 lines</u>.

FORMATTING RULES THAT APPLY TO THE MAIN BODY OF THE REPORT

The main body of the report is comprised of the CHAPTERs.

Formatting subheadings within the chapters. CIT uses the standard formats used in the university template.

CHAPTER headings

❑ All chapters start on a new page.

❑ **REMINDER –** As stated earlier, the new top margin size for the first page has been reduced from 2 inches to <u>1 inch</u>. In other words, all pages now have the same top margin size.

- ❑ **CHANGED –** Chapter headings must be numbered, centered, **boldfaced** and ALL CAPS

First Level subheadings within a chapter

- ❑ Do NOT start on a new page.
- ❑ First-level subheadings must written in mixed case, numbered #.#, centered and underlined.

Second Level subheadings within a chapter

- ❑ Do NOT start on a new page
- ❑ Second-level subheadings must written in mixed case, numbered #.#.#, centered, but NOT underlined.

Third level subheadings within a chapter

- ❑ Do NOT start on a new page
- ❑ Third-level subheadings must be written in mixed case, numbered #.#.#.#, left-justified, and underlined.

Fourth level subheadings within a chapter

- ❑ Do NOT start on a new page
- ❑ Numbered #.#.#.#, left-justified, NOT underlined, mixed case

Important requirement for CHAPTER 1 (INTRODUCTION) and CHAPTER 3 (METHODOLOGY)

- ❑ Select portions of CHAPTER 1 INTRODUCTION from your original thesis or directed project proposal must be converted to past tense to reflect that your research or project has now been completed.
- ❑ Almost all of CHAPTER 3 METHODOLOGY from your original thesis or directed project proposal must be converted to past tense to reflect that your research or project has now been completed. Also, don't forget to explain any deviations in methodology from the original proposal.

In-text citations for references (APA or IEEE).

In-line references are similar to footnotes, except that they are recorded directly in the text paragraphs as opposed to at the bottom of the page. See APA or IEEE publication standards for the correct format and style to be used.

- ❑ If following APA (as taught in TECH 64600) – in line references should use the APA parenthetical citation format as implemented by the university as the format for theses.

❑ If following IEEE – in-line references use the IEEE <u>parenthetical</u> format of sequential numbers that ultimately must match to same numbers in **REFERENCES** section.

❑ There is an APA style for in-line references to conversations, instructional materials, and other unpublished works. However, such citations do NOT subsequently get included in the **REFERENCES** section.

Figures and their Captions

❑ Figures must be numbered sequentially within chapter numbers
(e.g. Chapter 2 figures would be numbered 2.1, .2.2, 2.3, etc.)

❑ Figure numbers and captions are centered <u>beneath</u> the actual figure.

❑ The number must be preceded by the word "Table"

❑ The number must be followed by a title/caption

❑ The word, *Figure*, and the *number* are *italicized*.

❑ The title of the figure is <u>NOT</u> italicized.

❑ The figure should always be located AFTER its first mention in the body of the text, as close to that mention as possible.

❑ If the figure exceeds one page, each new page of the figure must include the figure number, caption, and the parenthetical "continued."

Tables and their Captions

❑ Tables must be numbered sequentially within chapters
(e.g. Chapter 4 tables would be numbered 4.1, 4.2, 4.3, etc.)

❑ Table numbers and captions are centered <u>above</u> actual table

❑ The number must be preceded by the word "Table"

❑ The number must be followed by table title/caption

❑ The word, *Table*, and the *number* are *italicized*.

❑ The title or caption must NOT be italicized.

❑ There can be no vertical interior or exterior lines inside tables.
See your APA manual for examples.

❑ There should be a horizontal line before and after the actual table.

❑ There should be a horizontal line between the headings and start of data.

❑ The table should always be placed AFTER its first mention in the body of the text.

❑ If the table exceeds one page, each new page of the table must include the figure number, caption, and the parenthetical "continued."

FORMATTING RULES THAT APPLY TO YOUR BACK MATTER SECTIONS

The following rules apply to back matter sections.

Page Headers/Footers

❑ Page numbers in back matter sections should continue with numbers from the chapters and use Arabic numerals – do not write the word "page" in front of actual page number.

REFERENCES COVER PAGE

❑ **DELETED –** Based on the new university template, it would appear that the requirement for a **REFERENCES** cover sheet has been eliminated.

REFERENCES

❑ The **REFERENCES** section is required in all CIT theses and direct project reports. It must contain all sources of previously published works that were cited or consulted during the course of your research.

❑ The **REFERENCES** section must start on a new page with a Roman numeral page number.

❑ **CHANGED –** There must be a <u>one</u>-inch top margin before heading

❑ **CHANGED –** The section begins with the heading, **REFERENCES**, in ALL CAPS, **<u>boldfaced</u>**, and centered at the top of the page.

❑ **CHANGED –** The line-spacing within the **GLOSSARY** has been changed to <u>1.5 lines</u>.

❑ The first line of each entry should be reversed indented by ½ inch compared to any subsequent lines in the definition. There should be 1 blank line (= 12 pts) between definitions. Each entry must include the term and then the definition. Definitions can include citations that point to the REFERENCES section.

❑ For CIT students, full citations in must be in either APA (preferred) or IEEE format. To help with citations, consider using the "Son of Citation Machine" on the web.

   o APA style citations should be sequenced alphabetically by first author name (see APA manual for special situations)

   o IEEE style citations should be sequenced according to their in-line citation numbers.

❑ The second and subsequent lines of each citation are indented 0.5 inches.

❑ **CHANGED –** <u>There no longer a blank line between entries</u>.

❑ Do not split a citation across two pages.

❑ NO conversations or unpublished instructional materials should ever be cited in the REFERENCES section. Those only have in-line citations in the body of your report. Use either APA (preferred) or IEEE style.

❑ For APA citation style, consider using the *Citation Machine* web app (or equivalent): http://www.citationmachine.net

But be aware that such apps rarely get the capitalization of publication titles completely correct with respect to use of upper and lower case. They know to capitalize only the first word of title and subtitle. But they do not recognize proper nouns and acronyms that should be capitalized

❑ Another useful tool for APA citation style is *Google Scholar*: https://scholar.google.com

Google Scholar is a useful search engine that you can use for your literature review. What is not always known is that every search result include a "Cite" link beneath the result. It provides properly formatted citations in multiple styles, including APA. And the publication titles are properly capitalized.

Examples of properly formatted reference follow:

APA format

Applewood, John (2015, December 17). How to Format a Purdue Thesis. Retrieved from
      http://www.purdue.edu/gradschool/research/thesis/index.html
Brownstone, Daniel (2015, January 24). Sample Thesis Pages. Retrieved from
      http://www.purdue.edu/gradschool/research/thesis/index.html

IEEE format

[1] Brownstone, Daniel (2015, January 24). Sample Thesis Pages. Retrieved from
      http://www.purdue.edu/gradschool/research/thesis/index.html
[2] Applewood, John (2015, December 17). How to Format a Purdue Thesis. Retrieved from
      http://www.purdue.edu/gradschool/research/thesis/index.html

APPENDIX or APPENDICES COVER PAGE

❑ **DELETED –** Based on the new template, it would appear that the requirement for a **APPENDIX or APPENDICES** cover sheet has been eliminated.

APPENDICES

❑ APPENDICES are common, but not required. They are included to provide supplemental illustrative material, original data sets, computer program sources code, survey instruments, IRB approvals, and other supporting material not suitable for inclusion in the body of your thesis.

❑ **CHANGE –** If you have a single appendix, it must start on new page with a centered and **boldfaced** single-line title. For example:

APPENDIX: SURVEY INSTRUMENT

❑ **CHANGE –** If you have multiple appendices, each must start on new page with a centered and **boldfaced** single-line title. For example:

APPENDIX A: SURVEY INSTRUMENT

❑ Figures inside an appendix must be numbered sequentially within appendix identifier (e.g. APPENDIX C figures would be numbered C.1, .C.2, C.3, etc.)

❑ Tables inside an appendix must be numbered sequentially within appendix identifier (e.g. Chapter B tables would be numbered B.1, B.2, B.3, etc.)

❑ All other formatting rules for figures and tables apply in appendices as well.

PUBLICATIONS

Students are asked to include copies of their published papers (or papers submitted for publication) if those papers are related to their thesis in any way.

❑ Publications should be included in published format, or as submitted to the publisher or conference. They need not be converted to the thesis format.

GETTING FORMATTING ADVICE

Every graduate program at Purdue has an appointed thesis format advisor. In CIT, this format advisor also assists with directed project reports. If you have any questions about formatting your thesis, dissertation, or report, please feel free to contact your thesis/directed project format advisors:

Professor Jeff Whitten in KNOY 245 or at jwhitten@purdue.edu

You can schedule appointments with Prof. Whitten through either of his assistants, Stacy Lane or Cindy Salazar.