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North Carolina Agricultural and Technical State  
University

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# Thesis and Dissertation Digital Handbook

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This style guide outlines the thesis/dissertation formatting requirements at NC A&T.

The Graduate College  
*(revised May 2018)*

**\*\*\*Refer to the thesis/dissertation  
website for deadlines and  
submission details\*\*\***

**Go to:**

**[http://www.ncat.edu/tgc/continuing/  
thesis/](http://www.ncat.edu/tgc/continuing/thesis/)**

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## Formatting Overview

- IT IS HIGHLY RECOMMENDED THAT YOU USE NC A&T'S THESIS/DISSERTATION TEMPLATE TO HELP FORMAT YOUR DOCUMENT.
- We recommend APA citation style, but other accepted styles can be used as well, so long as you are consistent and accurate in your citations. .
- The top, left, right, and bottom margins should be 1" for all document pages.
- Double space; leave no extra space between paragraphs.
- Indent 10 spaces for new paragraph or tab once (0.5").
- All text, page numbers, and captions should be in Times New Roman and 12 point font.

Pagination and Sequencing Table

<b>SEQUENCE</b>	<b>STATUS</b>	<b>PAGINATION</b>	<b>PAGE NUMBER PLACEMENT</b>	<b>LISTED IN TABLE OF CONTENTS</b>
<b>Preliminary Pages</b>	<b>Required</b>	<b>Small Roman Numerals</b>	<b>Location</b>	<b>Yes/No</b>
Title Page	Required	Count/Do not number	None	No
Signature Page	Required	Count/Number	Top/Right	No
Copyright Notice	Required	Count/Number	Top/Right	No
Biographical Sketch	Required	Count/Number	Top/Right	No
Dedication	Optional	Count/Number	Top/Right	No
Acknowledgments	Optional	Count/Number	Top/Right	No
Table of Contents	Required	Count/Number	Top/Right	No
List of Figures	Required	Count/Number	Top/Right	Yes
List of Tables	Required	Count/Number	Top/Right	Yes
Key to Symbols or Abbreviations	Required	Count/Number	Top/Right	Yes
<b>Main Text</b>	<b>Required</b>	<b>Arabic Numbers Starting at 1 (Abstract Page)</b>	<b>Location</b>	<b>Yes/No</b>
Abstract	Required	Count/Number	Top/Right	Yes
Introduction	Required	Count/Number	Top/Right	Yes
Body of Thesis/Dissertation	Required	Count/Number	Top/Right	Yes
Summary or Conclusion	Required	Count/Number	Top/Right	Yes
References	Required	Count/Number	Top/Right	Yes
Appendices	Optional	Count/Number	Top/Right	Yes



## Title Page

Your title page **does not have a page number**. However, the title page is the implied page i (hence, the Signature Page is page ii). Start your **title centered at the top of the page**, and be **sure all required information appears as outlined in the example**. Use your legal name as reported to the University. Be sure **everywhere your name appears in your thesis/dissertation document matches the title page exactly**.

Title must be centered and appear in the upper top half of the page.

Development of a Benchmark Model for the Design and Analysis of a Tip-to-Tail Ramjet-  
Scramjet Propulsion System

Mookesh Dhanasar Name must appear the same as on permanent record

Include university affiliation. North Carolina A&T State University

4 double spaces

Include the all information in the demonstrated format: the degree title, department, major, and major professor/thesis director, city and state, and the year the document was completed.

A thesis submitted to the graduate faculty  
in partial fulfillment of the requirements for the degree of

MASTER OF SCIENCE

Department: Mechanical & Chemical Engineering

Major: Mechanical Engineering

Major Professor: Dr. Frederick Ferguson

Greensboro, North Carolina

2009

## Signature Page

Your Signature Page will contain signature from your major professors, committee members, department chair, and Interim Graduate College Dean (Dr. Gloster). Your signature page should be numbered with a Roman numeral ii. All information as seen on the example is required. Please replace the parentheses with the applicable content and remove extra entries if they are not needed. You can also move Dr. Gloster's entry if you have an even number of entries.

The Graduate College  
North Carolina Agricultural and Technical State University

This is to certify that the [Master's Thesis OR Doctoral Dissertation] of

[Your name exactly as it appears on the title page]

has met the [thesis OR dissertation] requirements of  
North Carolina Agricultural and Technical State University

Greensboro, North Carolina  
[Year]

Approved by:

\_\_\_\_\_  
[Type Name & delete brackets]  
Major Professor

\_\_\_\_\_  
[Type Name...]  
Committee Member

\_\_\_\_\_  
[Type Name...]  
Committee Member

\_\_\_\_\_  
[Type Name...]  
Committee Member

\_\_\_\_\_  
[Type Name...]  
Committee Member

\_\_\_\_\_  
[Type Name...]  
Department Chair

\_\_\_\_\_  
Dr. Clay S. Gloster, Jr.  
Interim Dean, The Graduate College

## Copyright Page

The copyright page **is mandatory** for all theses and dissertations. It will be the page **after your signature page**.

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© Copyright by

(Your name here exactly as it appears on your title page)

(Year)

## Biographical Sketch

The Biographical Sketch is **required**. It provides personal information about the author of the thesis/dissertation. Write your Biographical Sketch in the THIRD PERSON. Try to keep your Biographical Sketch to about one page. **Your name should appear exactly as it appears on your title page.**

iv

### Biographical Sketch

This page is required and should appear in paragraph form. Your name should appear here exactly as it appears on your title page. The rest of the text on this page is “dummy” text. Torquent et euismod Lobortis Quam facilisi interdum vulputate erat donec fames. At sit massa vehicula mattis vel hac potenti imperdiet porta tempor. Nunc eros lectus, semper lectus fusce et in fringilla habitant et neque. Penatibus id. Id curae; eu lectus. Rutrum semper aliquet lobortis nibh commodo risus sagittis rutrum. Massa. Feugiat augue felis varius posuere eleifend enim non varius pretium luctus integer. Velit vitae. Suscipit curabitur rhoncus. Senectus Conubia feugiat interdum quisque hymenaeos porta nulla morbi malesuada faucibus laoreet turpis eget tortor rutrum blandit integer sit, est felis tempor class venenatis dui nam dictum sociosqu facilisis nostra. Aptent facilisis. Faucibus nam pellentesque hac primis class platea.

Fames blandit at convallis non at dictum proin habitant maecenas lacinia sed suspendisse euismod velit sem, mi varius et blandit. Elementum faucibus egestas lacinia lectus molestie amet elit habitant tellus magnis torquent vulputate mollis luctus sociis leo lectus urna lectus. Quis tempor semper nulla sem parturient fringilla. Sagittis cubilia accumsan sem vulputate est scelerisque montes nunc risus scelerisque fusce montes habitasse laoreet placerat eleifend dolor lobortis hendrerit mauris conubia. Felis et sapien id tincidunt nunc potenti pretium integer felis cubilia Nascetur fringilla nisi neque vulputate eleifend cursus curae; dignissim a rutrum pellentesque quis sit.



### **Dedication Page (Optional)**

If there is anyone that you would like to dedicate your thesis/dissertation to, you may write honor them on your dedication page. The page must meet all margin and formatting requirements. It must have the title “Dedication” written in standard 12 point Times New Roman font, and centered at the top of the page. It must be numbered with a Roman numeral.

### **Acknowledgments Page (Optional)**

If you would like to acknowledge the contributions of other who made your thesis/dissertation possible you may write sentences describing this on the Acknowledgments page. Acknowledgments are also optional. If you wish to include an acknowledgment, insert it after the Biographical Sketch and before the Table of Contents. This page should be numbered with a Roman numeral. It must meet all of the formatting requirements (1” margin all around, centered title, double space, 12 point Times New Roman font).

## Table of Contents

Information listed in the table of contents **must match exactly the capitalization and wording of titles for chapters and subheadings used in the thesis/dissertation itself**. Arabic numerals start with 1 on the Abstract page. Only the sections AFTER the Table of Contents are listed. For additional information on how to format a table of contents page see the examples below (note that either “Sentence case capitalization” or “Title Case Capitalization” can be used for heading Levels 3, 4, and 5; see pgs. 17-18). You may reference page 23 of this manual for information about creating leader lines and tabs (the Template has them built-in).

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Headings with 2 or more lines are also doubled spaced and aligned.

## List of Figures

Your List of Figures page comes after your Table of Contents. **All figures should be numbered** in text and on this page. You may use either continuous numbering throughout the document (1, 2, 3, 4, 5, etc.) or chapter-based numbering (1.1, 1.2, 2.1, etc).. **Be sure your numbering system is consistent.**

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## List of Tables

Your List of Tables page comes after your List of Figures. **All tables should be numbered** in the text and on this page. You should use either continuous numbering or chapter-based numbering throughout the document. **Be sure your numbering system is consistent.**

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## Abstract

**An abstract is required.** It is a brief, comprehensive summary of the contents of the thesis / dissertation. The abstract should include a statement of the problem or issue, a brief description of the research method and design, major findings and their significance, and conclusions. It allows readers to survey the contents of the thesis/dissertation quickly and it will be immediately visible to online readers who browse your work. **An abstract of a thesis/dissertation should be approximately 250-350 words (roughly one page, though two pages is fine).**



## Organization of Chapters

The exact content of each chapter (and the exact chapter titles) may vary slightly, but most documents (particularly in STEM fields) will need to follow the framework below:

### -CHAPTER 1 Introduction

Your introduction should address the following points, as needed (you may wish to use some of these as distinctive subsections): Purpose of Research, Research Questions or Hypotheses, Scope and Significance of Research, Summary of Conceptual Framework and Methodology, Potential Limitations or Constraints, and Definition of Terms.

### -CHAPTER 2 Literature Review

Here, you will explore the previous scholarly work on the subject, addressing the following issues: significant conceptual frameworks in the field, background information on research methodologies, areas of inquiry that have been treated thoroughly, and areas that require further investigation or refinement.

### -CHAPTER 3 Methodology

Your chapter (or chapters) on Methodology should address the following areas, as necessary: Rationale for Methodology, Conceptual Approach, Data Gathering Methods, and Validity and Limitations of Data.

### -CHAPTER 4 Results and Analysis

In this chapter, you will present the data acquired through your research methods, and provide analysis of significant findings and observations.

### -CHAPTER 5 Discussion and Future Research

In your final chapter, you will tie together the various strands of your research by linking your findings to past research, exploring the significance of your results, and envisioning the application of your work to future research objectives and practices.

## Figures and Tables

A table generally refers to numerical data or textual information presented in a column format. All graphs, charts, line drawings, maps, photographs, plates, or other graphic representations are considered figures and are all labeled as “Figures.” All figures and tables must be clear and legible.

### General Requirements for Figure and Table Captions

Use consistent capitalization and spacing for captions and consistent punctuation after figure or table numbers and at the end of captions.

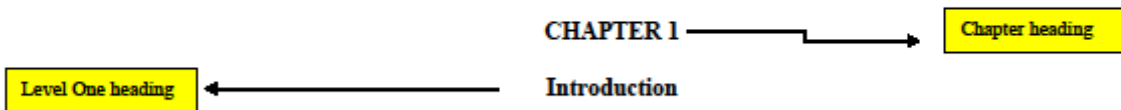
If a caption is longer than one line, the subsequent lines should be flushed to the left margin.

You should number figures and tables in separate but continuous series throughout the text (e.g., 1, 2, 3, etc.) or by chapter (e.g. 1.1, 1.2, 2.1, 2.2, etc.).

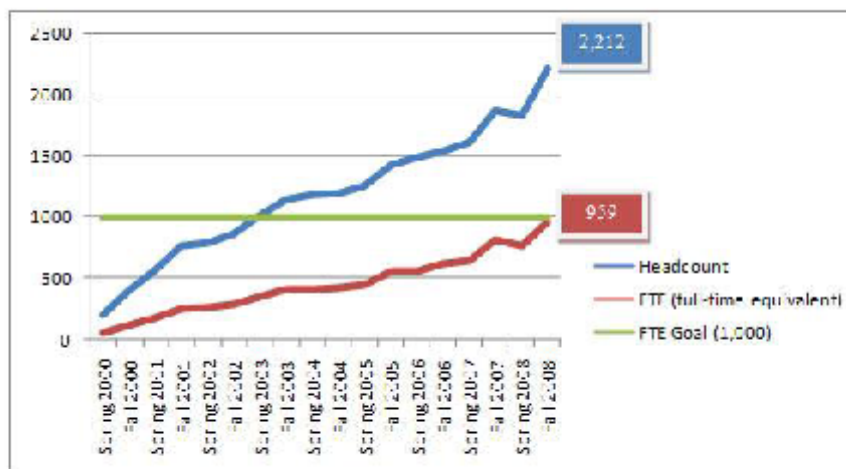
For Tables that are split across pages, on subsequent pages use the abbreviation “cont.” in place of the main caption.

## Figures in Text

[NOTE: the style described below comes from APA 6<sup>th</sup> edition. Other caption styles may be acceptable, so long as you are consistent throughout the entire document.] The **actual figure is centered** in the text. Below the figure is the figure number (with a period at the end), one space, and a figure description. **The word “Figure” and the figure number (ex. Figure 2.2) is italicized.** The figure description is not italicized. All of the information below the picture/figure is flushed to the left.



Graduate enrollment continues to be disproportionate across all the colleges of the university. The School of Education accounts for the largest share of graduate students with 38.6 percent of the total graduate population. The College of Engineering has the second highest enrollment with 30.8 percent of the total graduate student head-count. The College of Arts and Sciences has 11.8 percent while the School of Agriculture and the School of Technology have the lowest graduate enrollment. The number of graduates enrolling in all departments, however, has remained relatively constant. Figure 1 shows the enrollment figures of graduates in departments across a single academic year.



*Figure 3.* Enrollment figures of graduates in departments across a single academic year.

There must be a double space between text, before, and after figure placement.

Figure must be centered and figure title must italicize, flushed left, ending with a period. After the figure title and number, the figure description is not italicized.

## Tables in Text

[NOTE: the style described below comes from APA 6<sup>th</sup> edition. Other caption styles may be acceptable, so long as you are consistent throughout the entire document.] When inserting a table in the text of your paper follow the formatting below. Remember that a table should follow the point of reference in the paper. Also keep in mind that the table number (not italicized) is doubled spaced and the table description below it is italicized.

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The film thicknesses, measured using an optical profilometer, ranged from 150 to 200 nm.

Samples were prepared for transmission electron microscopic analysis. Study of a thin film composite indicated that the Ni particle remains crystalline in the matrix with all Ni particles having a uniform size and distribution.

Mechanical properties like hardness, elastic modulus and fracture toughness are measured using depth-sensing nanoindentation technique. Nanoindenter XP is used for these measurements.

Continuous stiffness measurement (CSM) option is chosen for the mechanical properties.

Indentations are carried out to a depth of 750 nm.

Table 1

*Graduate Enrollment*

School/College	Fall 2000	Spring 2001
Agriculture	79	76
Arts and Science	102	102
Education	333	333
Engineering	267	266
Technology	82	82

Double space  
between the table  
number, the title,  
and the table.  
Italicize the table  
description

Main  
headings  
should be  
centered.

Secondary  
headings are  
flushed left

Numbers are centered

*Note. Table must  
extend to the margins*

## Headings

[NOTE: the style described below comes from APA 6<sup>th</sup> edition. Other variants in heading style may be acceptable, so long as they come from a standard style guide and so long as you are consistent throughout the entire document.]

There are up to five levels of headings that can be used in your document. *Please note that your in-text headings must exactly match the punctuation, spelling and capitalization in the Table of Contents.* Your headings should appear as described and shown below (with the caveat that your subheadings may also have numbering associated with them, such as 1.1, 1.2, etc.). For more information, consult an APA handbook on heading levels.

**Level 1 (Chapter headings):** Centered, in bold face type, capitalize the first letter of all significant words (this is known as “Title Case Capitalization”).

**Level 2:** Flush left in bold face type, upper and lower case letters (Title Case Capitalization)

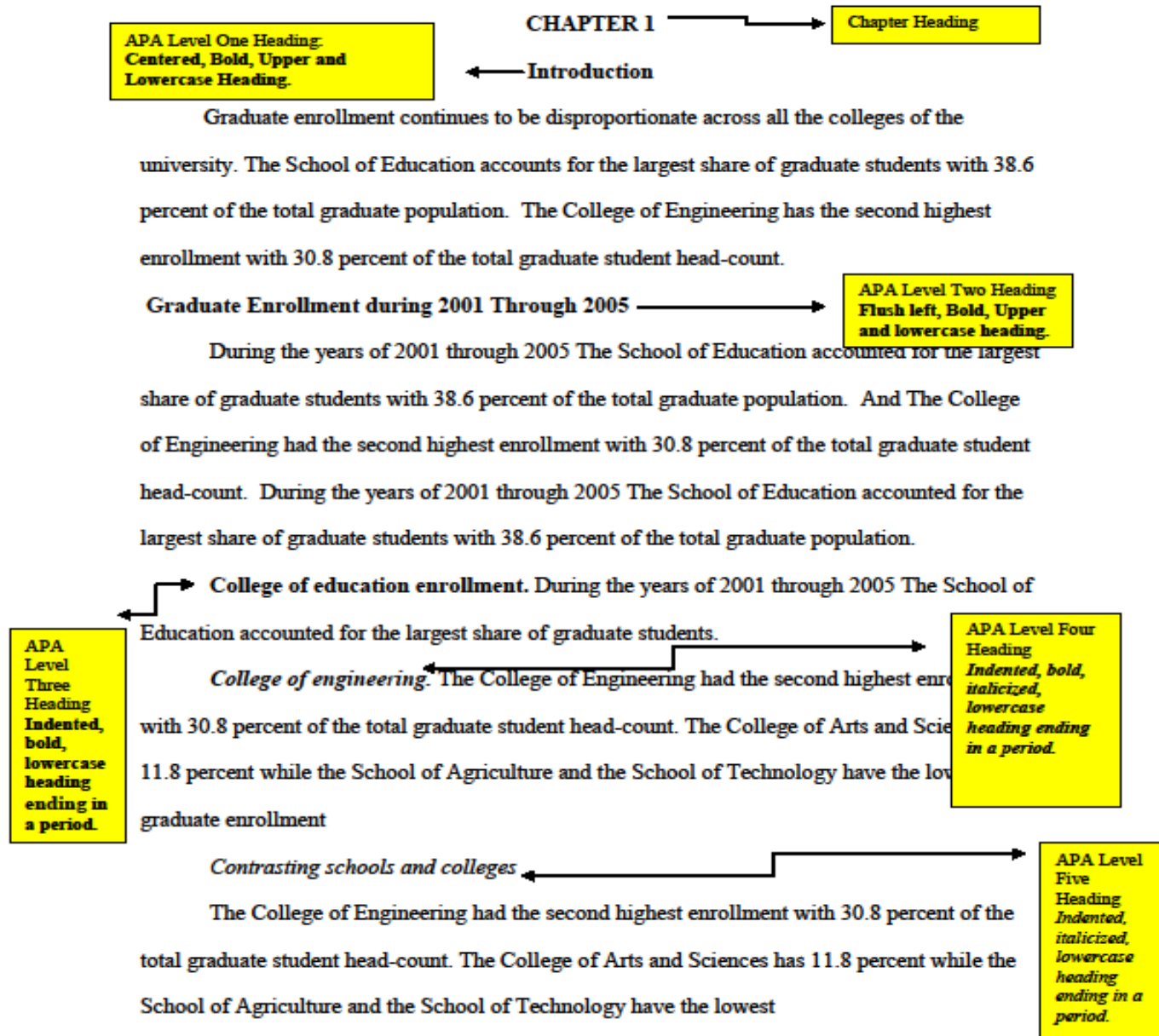
**Level 3:** Indented in bold face type, capitalize only the first word and any proper nouns (this is known as “Sentence case capitalization”). End level 3 heading with a period. Notice that the paragraph text begins on the same line (same for Levels 4 and 5 as well).

**Level 4:** Italicized, indented in bold face type, with only the first letter of the heading in uppercase lettering (Sentence case capitalization). End level 4 headings with a period.

**Level 5:** Not in bold face type; indented with only the first letter of the heading in uppercase lettering (Sentence case capitalization). End level 5 headings with a period.

**SEE THE EXAMPLES ON THE NEXT PAGE**





## Partially Blank Pages

Every page that contains text **should be completely (or at least nearly) filled** with the exception of the following instances:

- When the page in question is the last page of the chapter.
- When a heading plus two lines of text will not fit at the bottom of the page (note that Microsoft Word generally handles this automatically as you type).

**When inserting a figure or table, please try and fill in any gaps with text wherever possible.**

*Note: Figures and tables should be displayed in close proximity to their first point of reference.*

## References

The References section displays information for all the sources you cited in your thesis/dissertation. **The examples below are formatted in APA 6<sup>th</sup> edition style. Entries in your References section must adhere to APA 6<sup>th</sup> edition guidelines (or another accepted style used in your discipline).** Be sure that you are consistent in your citation style throughout the entire document. For assistance with APA formatting, see the official APA Manual or this site from the Purdue OWL: (<http://owl.english.purdue.edu/owl/resource/560/02/>). Information on other citation styles is also readily available online. EndNote citation management software is available through Bluford Library.

### References

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- Cummins, S., & Macintyre, S. (2005). Food environments and obesity--neighbourhood or nation? *International Journal of Epidemiology*, 35(1), 100-104. doi: 10.1093/ije/dyi276
- Firesheets, T. (2012, January 12). Save-A-Lot scraps plan to open store in Bessemer center. *News-record.com*. Retrieved April 7, 2012, from [http://www.news-record.com/content/2012/01/11/article/save\\_a\\_lot\\_scraps\\_plan\\_to\\_open\\_store\\_in\\_bessemer\\_center](http://www.news-record.com/content/2012/01/11/article/save_a_lot_scraps_plan_to_open_store_in_bessemer_center)
- Governor's Task Force for Healthy Carolinians. *Healthy Carolinians 2010: North Carolina's Plan for Health and Safety*.

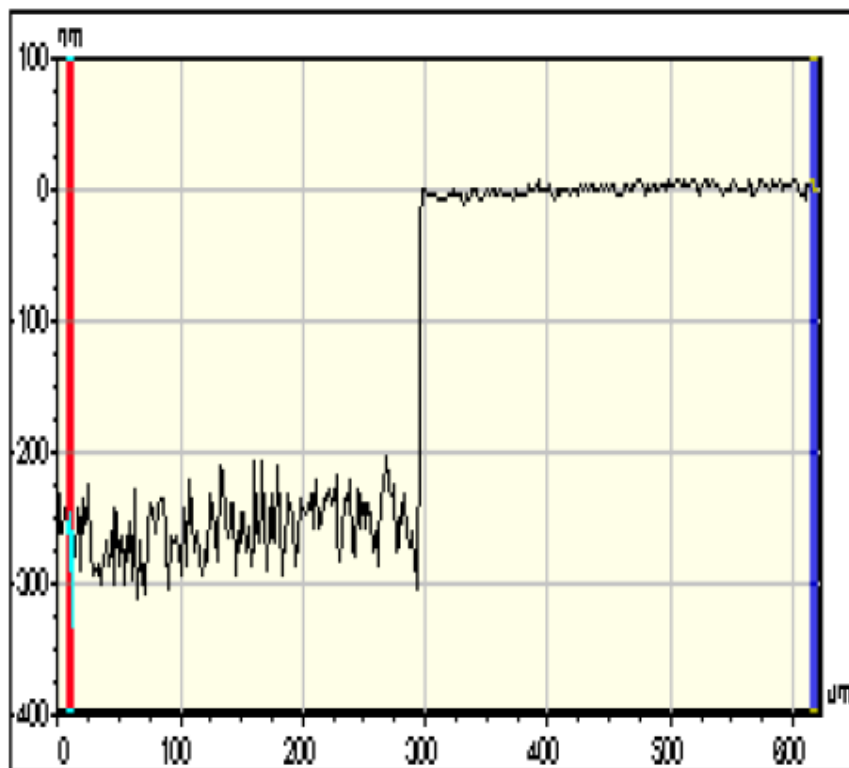
## Appendices

An appendix is located at the very end of your thesis/dissertation **after your reference page**. If you have one appendix, it should have a title **centered and italicized at the top of a new page**. The title should read, “**Appendix**”. If you want the appendix to have a specific title/description, put that on the line below “Appendix,” also centered and italicized.

If you have multiple images, charts, or tables that constantly interrupt the flow of your text, you should have multiple appendices at the end of your thesis/dissertation. In this case, **the title of each appendix will have a capital letter, starting with the letter A** (e.g. Appendix A). You may wish to label Figures and Tables with “A-#” (e.g. Figure A-1, Figure A-2, etc.)

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### *Appendix*



*Figure* Thickness profile, surface image, and three-dimensional view of film with Alumina and 50 sec Nickel deposited on Silicon (100) at 500 °C.

## Bound Copies of Thesis/Dissertation & Archived CD Copy

If desired, personal bound copies (or bound copies for Major Professor/department) of the final thesis/dissertation manuscript can be purchased via UMI/ProQuest. Note that you must choose this option and pay **during the first upload on UMI/ProQuest**. Otherwise, you will need to submit a paper form or call UMI/ProQuest directly. Note that neither the electronically-published version of the document nor the bound copies ordered through UMI/ProQuest will contain the Signature Page with actual signatures.

## Help with Section Breaks

In the event you choose not to use the Thesis/Dissertation template provided, section breaks need to be created to make sure your pages are numbered correctly.

Since your title page should not have a page number, there should be a **section break between the title page and the preliminaries section** of your thesis/dissertation.

Your preliminaries section comes after your title page and **must be numbered with roman numerals**. When you are done typing your preliminaries (*everything from your signature page to your list of tables and list of figures*) you need to insert **another section break before you move on to your abstract**.

**The body of your paper requires digits for your page numbers.** The body of your thesis/dissertation is *everything from the abstract to the reference page (or appendix if you have one)*.

Additional information can be found by following these links:

**Word 2010:** <http://office.microsoft.com/en-us/word-help/insert-a-section-break-HA010368780.aspx?CTT=1>

**Word 2007:** <http://office.microsoft.com/en-us/word-help/insert-a-section-break-HA010031073.aspx?CTT=1>

**Word 2003:** <http://office.microsoft.com/en-us/word-help/insert-a-section-break-HP005189550.aspx?CTT=1>



## Help with Leader Lines

Leader lines will help guide all readers' eyes from a title to the page number. It is also helpful in making sure your page numbers are properly aligned to the right. This formatting tip is useful for making your Table of Contents page, your List of Figures page, and your List of Tables page.

Additional information can be found by following these links:

**Word 2010:** <http://office.microsoft.com/en-us/word-help/set-tab-stops-or-clear-them-HA101854821.aspx?CTT=1>

**Word 2007:** <http://office.microsoft.com/en-us/word-help/set-edit-or-clear-tabs-in-word-2007-HA010034129.aspx?CTT=1>

**Word 2003:** <http://office.microsoft.com/en-us/word-help/add-dot-leaders-to-a-table-of-contents-in-word-2003-HA102322993.aspx?CTT=1>