

This sample thesis illustrates the Kathrine G. McGovern College of the Arts formatting standards. Use this sample to help organize or format your document, essay, or thesis. (In the interest of clarity, the document, essay, or thesis will be collectively referred to as "thesis" throughout this document.)

(Copyright Page – assigned page number but not shown)

Copyright

by

First Last Name

Month YYYY

----- Page Break -----

Commented [JSS1]: For any printed copies that you make for binding, the complete text should be preceded and followed by blank, unnumbered flyleaf pages (on the same paper type as the thesis itself). It's easiest if you manually insert these pages when you give the thesis to the binder (i.e., don't include them in the electronic files).

Commented [JSS2]: Required font: Times New Roman, 12 point
Required page size and margins:
US Letter size
Left: 1.5 inches
Top, Bottom, Right: 1 inch
Headers and Footers: .5 inches from edge
Except when indicated, all text should be double spaced.

Commented [JSS3]: Double spaced, centered.

Commented [JSS4]: Month and year of graduation; no comma after the month

Commented [JSS5]: No page numbers for these first few pages (although they do get counted).

Commented [JSS6]: It's better to use a Page Break when you want to jump to the start of a new page rather than adding a bunch of carriage returns. It prevents problems when you turn the document into a PDF.

Unless otherwise noted, all of the front matter pages end with a page break.

Another good tip: you can see all the page breaks, carriage returns, tabs, etc. in your document by selecting the ¶ icon in the home menu.

| ←1.5" left margin → |

(Title Page– assigned page number but not shown)

TITLE OF DOCUMENT/ESSAY/THESIS GOES HERE

Commented [JSS7]: All caps. SINGLE spaced, centered. All remaining items on this page should be DOUBLE spaced.

A Document/Essay/Thesis

Presented to the Faculty of the

Moore School of Music/School of Theatre and Dance/School of Art

Kathrine G. McGovern College of the Arts

Commented [JSS8]: Note spelling of Kathrine.

University of Houston

Commented [JSS9]: The goal in formatting this page is to have the title on top, date on the bottom, and everything else (including these dividers) evenly distributed.

In Partial Fulfillment

of the Requirements for the Degree of

Doctor of Musical Arts/Master of [degree field] in [area]

by

First Last Name

Month YYYY

Commented [JSS10]: Month and year of graduation (no comma after the month)

| ←1.5" left margin → |

(Approval Page with Original Signatures– assigned page number but not shown)

TITLE OF DOCUMENT/ESSAY/THESIS GOES HERE

Commented [JSS11]: All caps. Single spaced, centered.

Student name

Commented [JSS12]: Set the Paragraph allignment to flush right for all of the signature lines and names (except the dean's at the end).

Commented [JSS13]: All names on this page are first name last name.

APPROVED:

Faculty Name, terminal degree
Committee Chair

Commented [JSS14]: Ph.D., D.M.A., M.A., M.M., M.F.A., etc.

Faculty Name, terminal degree

Faculty Name, terminal degree

Faculty Name, terminal degree

Commented [JSS15]: If you have a committee member from outside UH, put them here and indicate the university with which they are affiliated underneath (still flush right). For example:
Homer J. Simpson, Ph.D.
Springfield University

Andrew Davis, Ph.D.

Dean, Kathrine G. McGovern College of the Arts

Commented [JSS16]: Note the spelling of Kathrine.

| ←1.5" left margin → |

(Abstract Title Page– assigned page number but not shown)

TITLE OF DOCUMENT/ESSAY/THESIS GOES HERE

An Abstract of a[n] Document/Essay/Thesis

Commented [JSS17]: With the exception of this, this page should look EXACTLY like your title page.

Presented to the Faculty of the

Moore School of Music/School of Theatre and Dance/School of Art

Kathrine G. McGovern College of the Arts

University of Houston

| ←1.5" left margin → |

In Partial Fulfillment

of the Requirements for the Degree of

Doctor of Musical Arts/Master of [degree field] in [area]

by

First Last Name

Month YYYY

..... Section Break (Next Page)

Commented [JSS18]: Insert a "Section Break (Next Page)" here so that you can have the page numbers start appearing on the next page. (Note that this is not the same as a regular "Page Break" like those used above.)

(Abstract Page– assigned page number v. Master’s theses may not exceed 150 words, doctoral not more than 350 words.)

Abstract

←1.5" left margin → | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sollicitudin nec nisl ultrices venenatis. Phasellus vestibulum lacus sit amet ipsum maximus vestibulum. Maecenas pulvinar sem quis eros eleifend hendrerit. Sed hendrerit est vitae tortor semper ullamcorper. Morbi massa nisl, suscipit at metus id, ultrices sagittis massa. Morbi accumsan ullamcorper dolor ut porta. Sed interdum nulla vitae eros lacinia, sit amet facilisis lacus dignissim. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam faucibus ante odio, at dapibus leo cursus a. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Etiam pellentesque et velit sit amet varius. Suspendisse in egestas magna, at consectetur eros. Donec hendrerit nunc hendrerit nulla hendrerit dapibus. Donec eu justo et risus varius varius a sed orci. Duis rhoncus hendrerit ligula, non fringilla eros viverra nec. Maecenas luctus, lectus nec suscipit blandit, erat lorem ultricies ex, vel rutrum tellus ante et augue. Nunc mauris sapien, facilisis et ornare rutrum, imperdiet non risus. Nam non fermentum turpis. Morbi luctus porta semper. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Integer laoreet nisi et volutpat placerat. Curabitur vitae ante efficitur turpis bibendum viverra. Suspendisse pretium fringilla ipsum nec malesuada. Praesent eget vestibulum arcu.

Commented [JSS19]: Under Insert/Page Numbers, select “Format Page numbers.” Choose lower-case roman numerals. If all goes well, the page number at the bottom will be “v”. Make sure page numbers are centered and are the same font and size as the body text. If the page number appears on just one page and not any others or if numbers start to appear on the previous pages, go into the footer and make sure that both “Different First Page” and “Link to Previous” are NOT selected.

Commented [JSS20]: Double spaced, centered, bold, followed by one blank double-spaced line.

Commented [JSS21]: Throughout the thesis, text should be flush left.

(Optional Acknowledgement Page(s) – numbered with lower case roman numerals)

Acknowledgments

←1.5" left margin → | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla tempor tempor diam, convallis feugiat turpis mattis vitae. Phasellus non scelerisque nunc. Vivamus luctus tellus eget tellus aliquet venenatis et lacinia risus. Maecenas hendrerit rutrum scelerisque. Fusce vitae massa lorem. Nam et ipsum sed turpis dapibus varius. In ac metus massa, eget dapibus mauris. Quisque turpis velit, blandit in tempus sed, consequat vel mauris. Sed augue ligula, egestas nec rutrum feugiat, vulputate non ligula. Ut sit amet nulla eu enim feugiat ultrices ac vitae leo. Donec commodo viverra nibh a luctus. Nam elementum accumsan purus ut auctor. Maecenas nec felis justo, a gravida lorem. Aenean adipiscing ligula sit amet lectus pulvinar fringilla. Donec eleifend, elit at sollicitudin tristique, nisl massa euismod ligula, id lobortis velit ligula ut sapien. Proin erat sapien, venenatis in volutpat non, dignissim id sem. Nam sed enim arcu. Sed id velit eros.

Suspendisse nibh orci, cursus eget molestie et, lacinia et odio. Etiam egestas tortor erat, id facilisis nibh. Donec neque lacus, congue a pellentesque quis, tristique a tellus. In ipsum ante, tincidunt non malesuada quis, pellentesque in tortor. Praesent porttitor pellentesque quam, et consequat quam placerat sed. Suspendisse mattis, odio at ornare pretium, arcu sem suscipit nibh, sagittis feugiat turpis urna eget nulla. Aenean at lobortis mauris. Donec congue mauris eu ipsum elementum ultricies. In enim leo, tempor eu commodo vitae, pellentesque vitae nunc. Donec tincidunt bibendum neque, vel eleifend orci cursus eu. Integer ac tortor turpis.

Commented [JSS22]: Double spaced, centered, bold, followed by one blank double-spaced line.

While acknowledgements are not required, they are recommended. Be sure to thank your committee and any libraries and/or individuals that provided you with materials or help.

(Table of Contents Page– assigned page numbers with lower case roman numerals)

Table of Contents

Abstract.....	v
Acknowledgements	vi
List of Tables	viii
List of Figures	ix
List of Musical Examples.....	x
Dedication	xi
Epigraph.....	xii
Introduction.....	xiii
[Chapter/Section Title].....	1
[Subsection (if applicable)].....	[page no.]
[Subsection (if applicable)].....	[page no.]
[Chapter/Section Title].....	[page no.]
[Subsection (if applicable)].....	[page no.]
[Subsection (if applicable)].....	[page no.]
Appendix.....	[page no.]
Glossary	[page no.]
Bibliography.....	[page no.]

Commented [JSS23]: Double spaced, Title Case, centered, bold, followed by one blank double-spaced line.

Commented [JSS24]: The page numbers need to be flush right. To set this up (and have the dots appear automatically), go to the layout ribbon, click on the box on the lower right of "Paragraph," and click on "Tabs." Set a left tab at .5 inches. Then set a right aligned tab at 6 inches, and set its leader for "....." The first tab will allow you to list subsections for each chapter (see below). The second will allow you to hit tab after each title and it will automatically create the dots leading to the page number, which will be flush right.

Commented [JSS25]: As needed.

Commented [JSS26]: Optional components

Commented [JSS27]: Depending on the structure of your thesis, the introduction can either be page 1 or continue the lower-case roman numeral series, as indicated here.

Commented [JSS28]: Use Title Case for all chapter, section, and subsection titles.

Commented [JSS29]: Optional components

| ←1.5" left margin → |

(List of Tables Page – assigned page numbers with lower case roman numerals)

List of Tables

1. [table title] 5
2. [table title] 7
3. [table title] 23

Commented [JSS30]: Double spaced, Title Case, centered, bold, followed by one blank double-spaced line.

Commented [JSS31]: These without chapters should number tables, examples, and figures consecutively (1, 2, 3...). Those with chapters should make the chapter number part of the table or figure number (1.1, 1.2, 2.1, 2.2, etc.).

| ←1.5" left margin → |

(List of Figures Page – assigned page numbers with lower case roman numerals)

List of Figures

1. [figure title]	5
2. [figure title]	7
3. [figure title]	23

Commented [JSS32]: Double spaced, Title Case, centered, bold, followed by one blank double-spaced line.

Commented [JSS33]: These without chapters should number tables, examples, and figures consecutively (1, 2, 3...). Those with chapters should make the chapter number part of the table or figure number (1.1, 1.2, 2.1, 2.2, etc.).

| ←1.5" left margin → |

(If applicable: List of Musical Examples Page – assigned page numbers with lower case roman numerals)

List of Musical Examples

1. [example title] 5
2. [example title] 7
3. [example title] 23

| ←1.5" left margin → |

||

..... Section Break (Next Page)

Commented [JSS34]: Double spaced, Title Case, centered, bold, followed by one blank double-spaced line.

Commented [JSS35]: These without chapters should number tables, examples, and figures consecutively (1, 2, 3...). Those with chapters should make the chapter number part of the table or figure number (1.1, 1.2, 2.1, 2.2, etc.).

Commented [JSS36]: After the lists of tables, etc., and before the beginning of your thesis, you can, if you wish, include a dedication and/or an epigraph (in that order, and each on its own page). The formatting for both are flexible, but should blend well with the rest of the thesis.

Also at this point (and after the dedication and/or epigraph), you can include an introduction (your thesis committee may require that you include this). It should be formatted like the main body text (see below), but the pages should continue to have lower-case roman numerals.

Commented [JSS37]: Insert a "Section Break (Next Page)" after the last list or the final optional section (see the preceding comment). This will allow you to shift from roman to Arabic numerals and start the count over at 1 on the next page.

(Text / Chapters Page – assigned page numbers with Arabic numerals.)

[Chapter or Section Title]

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce tortor massa, mattis

sed lobortis ac, posuere a nulla. Mauris odio leo, lacinia at iaculis et, aliquam quis velit.

Maecenas gravida sem est, in facilisis tortor. Lorem ipsum dolor sit amet, consectetur

adipiscing elit. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur

ridiculus mus. Fusce vel lacus vel odio molestie sagittis. Sed tincidunt auctor lobortis.

Aliquam id convallis ipsum. Pellentesque habitant morbi tristique senectus et netus et

malesuada fames ac turpis egestas.

Vivamus vehicula iaculis bibendum. Nulla interdum, urna vel sollicitudin

euismod, ligula sapien placerat erat, vel vehicula ipsum metus quis tortor. Sed sit amet

erat in enim auctor dictum eget vel justo. Integer quis erat nec orci molestie sagittis nec

quis dui. Cras cursus faucibus tortor eget adipiscing. Vivamus et nibh orci, pellentesque

dictum nisi. Curabitur condimentum ante a purus imperdiet ac ornare velit tristique. Sed

ut nunc augue.

[Subsection Heading]

Pellentesque sollicitudin vestibulum nibh ut placerat. Donec eu felis dolor, at

pulvinar ante. Vestibulum vel quam est, in vulputate arcu. Aliquam eleifend congue tellus

eget vulputate. Cras vehicula suscipit arcu, sit amet consequat nulla sodales eget. Proin

vitae ornare justo. Pellentesque quis mauris quis ipsum eleifend rutrum eu eget nisl. Nam

imperdiet libero id odio placerat sit amet porta diam rhoncus. Cum sociis natoque

penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nulla velit libero,

Commented [JSS38]: Using the same procedure as for the roman numeral page numbers, insert Arabic page numbers at the bottom of the page (centered), starting at 1. Make sure the font and size are the same as the body text.

Commented [JSS39]: Times New Roman, 12 pt, bold, centered, Title Case, followed by one blank double-spaced line. If this is a chapter title, start with “Chapter 1:” or put “Chapter 1” on a separate line above the title. Each new chapter should start at the top of a new page.

Commented [JSS40]: Body of the thesis must be flush left, double spaced, Times New Roman, 12pt. Each new paragraph must be indented .5 inches. There should not be additional space between paragraphs.

Commented [JSS41]: Times New Roman, 12pt, bold, flush left, Title Case. Put one double-spaced blank line before each new section.

pellentesque non sagittis rutrum, tincidunt nec odio. Sed ac tincidunt magna. Etiam sed metus ante. Fusce fermentum volutpat auctor.

Table 1: Title and/or description of table goes here.

Stubhead	Column head	Column head
Row 1	123	234
Row 2	456	567

Note. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Commented [JSS42]: Put "Table" and its number in boldface. Do not use bold for title or description.

Commented [JSS43]: Single space title or description if it falls in two lines. Keep the font and size the same as the body text. Precede and follow tables, figures, and examples with a blank double-space line.

Commented [JSS44]: Table data can be single spaced to allow it to fit on a page. Tables should not be split between two pages.

Commented [JSS45]: Single space if note falls in two lines.

| ←1.5" left margin → |

Suspendisse nibh orci, cursus eget molestie et, lacinia et odio. Etiam egestas tortor erat, id facilisis nibh. Donec neque lacus, congue a pellentesque quis, tristique a tellus. In ipsum ante, tincidunt non malesuada quis, pellentesque in tortor.¹ Praesent porttitor pellentesque quam, et consequat quam placerat sed. Suspendisse mattis, odio at ornare pretium, arcu sem suscipit nibh, sagittis feugiat turpis urna eget nulla. Aenean at lobortis mauris. Donec congue mauris eu ipsum elementum ultricies. In enim leo, tempor eu commodo vitae, pellentesque vitae nunc. Donec tincidunt bibendum neque, vel eleifend orci cursus eu. Integer ac tortor turpis. Curabitur porttitor felis vitae leo fermentum vitae semper magna vehicula. Morbi vitae purus nunc. Pellentesque quis purus leo, eget venenatis eros. Aliquam tortor nunc, tempor ut iaculis nec, venenatis ut tortor. Mauris dapibus, risus at malesuada dapibus, mauris enim suscipit lorem, id dignissim massa leo

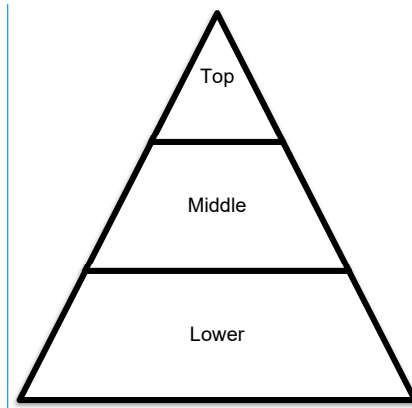
Commented [JSS46]: Note that the footnote number follows the period without a space in between.

See footnote for more specifics on footnote formatting.

¹ Footnote numbers and text should be in the same font as the body text. They may either be the same size and line spacing as the body text, or smaller (10 point) and single spaced as appears here. Footnotes should be flush left, with the number superscripted and with space between the number and the text (as is done here). All citations should be in the format associated with your discipline (usually Chicago Manual of Style/Turabian).

nec risus. Sed eget lorem non felis mollis posuere eu ac elit. In ante lorem, egestas sed mattis eget, luctus eu urna. Aenean viverra aliquet pharetra. Fusce ipsum dolor, luctus convallis consectetur id, molestie quis ligula. Vestibulum laoreet blandit nisi sit amet placerat. Morbi scelerisque semper nunc, non condimentum nisl faucibus sit amet. Praesent lacinia rhoncus ipsum, nec ultrices neque iaculis rutrum.

Figure 1: Title and/or description of figure goes here.



| ←1.5" left margin → |

Commented [JSS47]: Put "Figure" and its number in boldface. Do not use bold for title or description.

Commented [JSS48]: Single space title or description if it falls in two lines. Precede and follow tables, figures, and examples with a blank double-space line.

Commented [JSS49]: Figures should be centered on the page and must not exceed the margins. The text in a figure may be in a sans serif font (such as Helvetica, Arial, or Futura) if desired. The font size must be between eight and fourteen point.

Once you insert a graphic or image into the text, select it, and under the Format menu, set both "Position" and "Word Wrap" to "In line with text."

All scanned images must be sharp, so make sure you scan them at a high enough resolution (600 dpi for black and white line images or music, 300 dpi for grayscale or color).

In lieu of imbedded figures, they may be put in an appendix (upon approval of the thesis advisor).

Vivamus quis dolor lectus. Pellentesque a orci porttitor nulla auctor viverra. Vestibulum rhoncus tellus eget nisi commodo convallis. Nullam feugiat lobortis semper. Nunc sit amet volutpat metus. Ut urna turpis, malesuada tempor scelerisque in, dictum eget libero. Phasellus blandit sapien a ligula tincidunt nec pulvinar velit ullamcorper. Suspendisse aliquet vulputate justo at placerat. Sed eget lorem non felis mollis posuere eu ac elit. In ante lorem, egestas sed mattis eget, luctus eu urna. Aenean viverra aliquet pharetra. Fusce ipsum dolor, luctus convallis consectetur id, molestie quis ligula. Vestibulum laoreet blandit nisi sit amet placerat. Morbi scelerisque semper nunc, non

condimentum nisl faucibus sit amet. Praesent lacinia rhoncus ipsum, nec ultrices neque iaculis rutrum.²

[Subsection Heading]

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla tempor tempor diam, convallis feugiat turpis mattis vitae. Phasellus non scelerisque nunc. Vivamus luctus tellus eget tellus aliquet venenatis et lacinia risus. Maecenas hendrerit rutrum scelerisque. Fusce vitae massa lorem. Nam et ipsum sed turpis dapibus varius. In ac metus massa, eget dapibus mauris. Quisque turpis velit, blandit in tempus sed, consequat vel mauris.

Example 1: Title and/or description of figure goes here.

The image shows a musical score for a piece titled "Allegro ma non troppo". The score is arranged in a system with seven staves. From top to bottom, the staves are for Violin 1 (Vln. 1), Violin 2 (Vln. 2), Viola (Vla.), Soprano (S.), Alto (A.), Tenor (T.), and Bass (B.). Below the vocal staves, there is an Organ (Org.) part. The lyrics for the vocal parts are: "Mi-se-re-re me-i, De-us: se-cun-dum ma-gnum mi-se-ri-cor-di-am tu". The score includes various musical notations such as notes, rests, and dynamics like *ff*. At the bottom of the page, there are some small numbers: 7, 6, 5, 4, 3, 2, 1, 4, 3, 2, 1, 6, 5, 4, 3, 2, 1.

Commented [JSS50]: Put "Example" and its number in boldface. Do not use bold for title or description.

Commented [JSS51]: Single space title or description if it falls in two lines. Precede and follow tables, figures, and examples with a blank double-space line.

Musical examples should be centered in the page. Scanned examples should be in black and white (not grey or color), and must be sharp (scan at 600dpi), straight, and free from stray marks and handwriting. Typesetting the examples in Sibelius or Finale is recommended.

Once you insert a graphic or image into the text, select it, and under the Format menu, set both "Position" and "Word Wrap" to "In line with text."

In lieu of imbedded examples, they may be put in an appendix (upon approval of the thesis advisor).

² A note about "Ibid.": it always has a period after it, even when it's followed by a page number (Ibid., 35.).

Sed augue ligula, egestas nec rutrum feugiat, vulputate non ligula. Ut sit amet nulla eu enim feugiat ultrices ac vitae leo. Donec commodo viverra nibh a luctus. Nam elementum accumsan purus ut auctor. Maecenas nec felis justo, a gravida lorem. Aenean adipiscing ligula sit amet lectus pulvinar fringilla. Donec eleifend, elit at sollicitudin tristique, nisl massa euismod ligula, id lobortis velit ligula ut sapien. Proin erat sapien, venenatis in volutpat non, dignissim id sem. Nam sed enim arcu. Sed id velit eros.

Example 2: The first phrase of of the chorale “Wir gläuben all’ an einen Gott” as it appears in the *Neu Leipziger Gesangbuch* (1682) and as Hiller simplified it in 1790.³

Luther:



Hiller:



Sub-Subsection heading title. Suspendisse nibh orci, cursus eget molestie et,

lacinia et odio. Etiam egestas tortor erat, id facilisis nibh. Donec neque lacus, congue a pellentesque quis, tristique a tellus. In ipsum ante, tincidunt non malesuada quis, pellentesque in tortor.

³ Gottfried Vopelius, *Neu Leipziger Gesangbuch: Von den schönsten und besten Liedern verfasset*

(Leipzig: Gallus Niemann, 1682), 501; Johann Adam Hiller, *Drey Melodien zu Wir gläuben all' an einen Gott: zwo neue, und die alte verbessert* (Leipzig: Adam Friedrich Böhme, 1790), 6.

Commented [JSS52]: A typical musical example. Note that the caption explains the content (if it were from the middle of a piece, measure numbers would be included), and that the example is very focused (no more parts or music are included than necessary to make the author's point).

Commented [JSS53]: Should you find the need to break down subsections even further (not recommended), the sub-subsection headings would formatted like this (indented and bold).

Commented [JSS54]: Chapters may be followed by appendices and/or a glossary before continuing on to the bibliography (works cited). Each of these should be formatted like the chapters, with each starting on a fresh page.

Bibliography

Beachy, Robert. *The Soul of Commerce: Credit, Property, and Politics in Leipzig, 1750-1840*. Leiden: Brill, 2005.

Becker, Carl Ferdinand. "Nekrolog." *Neue Zeitschrift für Musik* 18, no. 24 (23 Mar. 1843): 98.

Böhm, Claudius. "Ohne Universität kein Gewandhausorchester." In *600 Jahre Musik an der Universität Leipzig: Studien anlässlich des Jubiläums*, edited by Eszter Fontana, 197-202. Wettin: Janos Stekovics, 2010.

Bonds, Mark Evan. *After Beethoven: Imperatives of Originality in the Symphony*. Cambridge, MA: Harvard University Press, 1996.

Bonds, Mark Evan. "Idealism and the Aesthetics of Instrumental Music at the Turn of the Nineteenth Century." *Journal of the American Musicological Society* 50, no. 2-3 (Summer-Autumn 1997): 387-420.

Brecht, Martin. "Philipp Jakob Spener, sein Programm und dessen Auswirkungen." In *Geschichte des Pietismus*, edited by Martin Brecht, 281-389. Göttingen: Vandenhoeck & Ruprecht, 1993.

Brodbeck, David. "A Winter of Discontent: Mendelssohn and the *Berliner Domchor*." In *Mendelssohn Studies*, edited by R. Larry Todd, 1-32. Cambridge: Cambridge University Press, 1992.

Brown, Clive. *A Portrait of Mendelssohn*. New Haven: Yale University Press, 2003.

Commented [JSS55]: Double spaced, Title Case, centered, bold, followed by one blank double-spaced line.

Only sources cited elsewhere in the thesis should appear on this list.

Commented [JSS56]: Each bibliography entry should have a .5 inch hanging indent (go to the Paragraph box to set this), and should be single spaced. There should be a blank single-spaced line between each entry. All entries must match the style sheet associated with your discipline (usually Chicago Manual of Style).

Commented [JSS57]: Both here and throughout the thesis, make sure the quotation marks "curl" (i.e., they don't look like this: ").

| ←1.5" left margin → |

(Our thanks to Velvette Laurence and the UH College of Education for allowing us to build upon their sample thesis model in creating this document.)