

The Old Dominion University Guide for Preparation of Theses and Dissertations



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GENERAL INFORMATION

Introduction

Old Dominion University requires a dissertation or record of study from all doctoral candidates and a thesis from all thesis option master's candidates. The thesis/dissertation/record of study should be presented in a scholarly, well-integrated, properly documented manner, which reports the original work done by the student under the supervision of the advisory committee.

This *Guide for Preparation of Theses and Dissertations* has been authorized by the Graduate Administrators Council of Old Dominion University to assist graduate students and their committee members in the preparation of theses, dissertations, and records of study. The primary purpose of this manual is to provide certain uniform standards regarding style and format and to allow enough flexibility to satisfy the acceptable practices of each academic discipline. The word thesis will be used in reference to general instructions equally applicable to all theses, dissertations, and records of study. Journal Model will also be used in reference to general style instructions.

Presentation of Material

The finished work must reflect a comprehensive understanding of the pertinent literature and express in clear and legible English the method, significance, and results of the student's research. Full documentation and appropriate tabular and/or graphic presentation are especially important. The completed manuscript should be no longer than is necessary to present all pertinent information. The length will vary widely according to research topic, academic discipline, and the degree sought.

The thesis should be presented as a single unit; continuity from chapter to chapter is important. Several studies or experiments may be presented in separate chapters or major sections. Continuity in the thesis is provided by common Abstract, Introduction, Conclusion, and Reference sections. Each study or experiment may have subdivisions such as Introduction, Materials and Methods, Discussion, and Summary. The thesis may have only one Abstract and one Reference section; a study or experiment cannot have a separate Abstract or Reference section. The Reference section of the thesis will be an integrated list, not a series of lists.

Style

Each graduate program maintains an approved list of journal styles and/or accepted style manuals. The style specifications for the thesis should be approved during the preparation of the research proposal and the appropriate instructions should be cited in the graduate student's permanent file.

The journal will be followed for:

- placement of table titles
- placement of figure titles
- reference format

Whenever there are differences in format and layout between the specifications of this *Guide for Preparation of Theses and Dissertations* and the journal model, this guide overrules the journal. Consistency of style and form should be the rule throughout the manuscript. The thesis is not

expected to duplicate a published journal in typographic arrangement and display. The more sophisticated publication and layout practices of some journals (such as the use of double columns on a text page, etc.) are not to be followed. A journal's "Instructions to Contributors" are not to be followed exactly when writing a thesis. These instructions are for the convenience of the editors and printers of a journal and do not necessarily apply to the format of a thesis.

Check with the graduate program director in your department for further style instructions.

Publication of Research

Graduate students may publish material that subsequently will be used as part of the thesis provided that the student's graduate committee is notified at the time the student submits the paper for publication.

In addition, students should be aware of the agreement that is signed when a journal accepts an article for publication. At that time, the student assigns rights to the journal as publisher and the student may no longer possess rights. See Copyright section for more information.

Copyright

Copyright protection extends for a statutory period on creative, original works of authorship fixed in a tangible medium. Since a thesis is legally classified as a literary work, care must be taken not to violate copyright laws. If the manuscript contains any material (figures, tables, text, etc.) taken from other sources, the student has the responsibility to determine if a license or a letter of permission from the copyright holder is needed. This is true even if the student is an author of the other source -- a letter of permission from the publisher may still be needed should the publisher own the copyright. Note: A work need not bear the copyright symbol in order to be protected under copyright law. If a letter is needed, it must be included in a separate appendix. In addition, an extra copy of the letter must be provided to the Office of the Registrar.

Doctoral candidates who wish to register their work may do so through the ProQuest UMI Dissertation Publishing program. Copyright arrangements and payment must be made at the time the manuscript is submitted to the Office of the Registrar. If you wish ProQuest UMI to act as your agent in securing the copyright, you must indicate this on the agreement form and pay a fee that includes the copyright registration fee. Master's degree candidates should contact the Office of the Registrar for information on procedures for registering a copyright. Registration offers certain advantages to the copyright holder in the event of infringement.

Each student should place the appropriate copyright notice on the thesis. The copyright notice must be placed on a separate page immediately after the Abstract Page. Refer to the sample pages in this manual for specific directions. A copyright notice should also appear on all material in non-paper formats included in a thesis (e.g., audiotape, videotape, cds, dvds).

Submission to ProQuest UMI

The manuscripts of all doctoral candidates are scanned by ProQuest UMI from print copies. Agreement forms concerning the scanning arrangements are available from the Office of the Registrar and must be completed when the manuscripts are submitted. A non-refundable fee is charged for submission to the ProQuest UMI Dissertation Publishing program. Publication of the thesis is optional at an additional fee. One of the extra copies of the Title/Approval Page and Abstract is forwarded to ProQuest UMI for inclusion in Dissertation Abstracts.

Submission of Theses or Dissertations

INITIAL CREATION/REVISIONS

The student and her/his committee ensure quality of content and correctness of form of the thesis/dissertation. The student may be given ongoing evaluations by the committee, but final approval may be given only on the completed document. The student must apply for graduation prior to the semester of graduation and be enrolled in the University.



SUBMISSION TO THESIS/DISSERTATION COMMITTEE

The finalized document must be submitted to the thesis or dissertation director a minimum of two weeks prior to the oral defense. If the director, committee, and graduate program director agree that the document is in acceptable form for presentation at an oral defense, announcements will be published and distributed.



THESIS/DISSERTATION DEFENSE

Theses/dissertations must be defended in front of designated examining committees. The decision as to whether a student has passed or failed the examination rests with the committee, but it shall take into account the opinions of other participating faculty members. A majority of the committee, including a majority of those from the student's major department, must approve the thesis or dissertation. A unanimous decision is not necessary.



COMMITTEE RECOMMENDATIONS

Immediately following the examination, the chair of the committee shall communicate the results to the student. In some cases, further revision of the document may be required. The Thesis/Dissertation Acceptance form and the thesis or dissertation should be transmitted to the graduate program director for review and approval.



REVIEW BY DEAN'S OFFICE

The Dean's Office shall review the thesis or dissertation for compliance with this guide and shall return it for correction if necessary. The manuscript must be corrected and resubmitted as a new document, and the entire review process begins anew. All original submission deadlines must be met during the re-submission process in order to graduate that semester. The student should not make final copies of the thesis or dissertation until it has been approved by the Dean's Office. Note: Graduation will be postponed if corrections are not made on time.



BINDING FEE

Students pay a fee to the Office of Finance for binding of the first 5 copies. Additional copies and manuscripts thicker than three inches require an additional fee.



FINAL COPIES TO REGISTRAR

A final, error free original and 4 copies (more are required by some programs) of the document, binding fee receipt, Thesis/Dissertation Acceptance form, Results of the Comprehensive Examination form, and Thesis/Dissertation Delivery form must be received by the Office of the Registrar. The Office of the Registrar binds and distributes the completed thesis/dissertation.

Human Subjects Research and Research Involving Animals, Hazardous Chemicals, Biohazardous Materials, Radioactive Materials

Any proposal for research involving human subjects must be reviewed and approved according to the ODU Procedures for Review of Human Subjects Research. The process and approval must be cited in the text of the thesis or dissertation.

All thesis or dissertation research involving human subjects, and certain human cultured cell lines, must conform to Federal, State, and University policies providing for the protection of human subjects. While some forms of research may be classified by Federal and State regulations as being exempt (i.e., survey research involving standard educational testing materials), all student research must first be reviewed and approved. An investigator determines whether or not the project should qualify as exempt from Institutional Review Board (IRB) review. If the investigator believes it to be exempt and the study does not have a federal funding source, it can be submitted to the College Human Subjects Review Committee (HSRC) for review. If the College committee approves the project, the process stops there. If the College committee believes the project to be non-exempt, the project is forwarded to the IRB for review. The exception to this process is that federally funded exempt research needs to be reviewed by the IRB. These projects bypass college committees.

The student will receive an approval number that must be cited in the thesis or dissertation.

Any proposal for thesis or dissertation research involving vertebrate animal subjects, hazardous chemicals, biohazardous materials, or radioactive materials and/or radiation producing machines must be reviewed and approved according to the guidelines established by the appropriate committee. The process and approval must be cited in the text of the thesis or dissertation.

	Guidelines Established By:
Human subjects	IRB
Animal research	Institutional Animal Care and Use Committee
Hazardous chemicals	Environmental Health and Safety Office
Biohazardous materials	Institutional Biosafety Committee
Radioactive materials	Radiation Safety Committee

Additional questions regarding the review and approval processes outlined here should be directed to the University Research Compliance Officer. More information and appropriate forms can be found at <http://www.odu.edu/ao/research/compliance/index.shtml>.

GENERAL SPECIFICATIONS

Paper

First Copy

One original copy of the thesis submitted to the Registrar's Office must be on one side of white, acid free (alkaline pH) 100 percent cotton fiber paper, available from the Old Dominion University Bookstore. This paper must be used for all pages except those requiring special photographic paper or fold-out pages. Any figures or tables on those pages must conform to the margins.

The paper *must have a watermark* that confirms that the paper is one of the [exact] brands listed below or that it is acid-neutral OR 100% rag content. To find the manufacturer's watermark, hold the paper up to the light. The following 20-lb. watermarked acid-neutral papers are acceptable:

- Crane's Thesis Paper (strongly recommended)
- Hammermill Bond
- Strathmore Bond
- Hollinger Acid-Free Bond
- Xerox Image Elite or Archival Bond
- Permalife
- Trojan Bond Technaclear

Subsequent Copies

While the acid-neutral papers are also suggested for subsequent copies, a good quality bond paper containing 25% rag (cotton content) is acceptable. The following are not acceptable for either copy:

- recycled paper
- erasable paper
- regular paper from copy machines

Digitized Reproductions

Digitized reproductions of photographs are acceptable (and scan better when submitted to ProQuest UMI) if there is enough resolution and contrast for viewing. If photographs are used, they must be securely and permanently fastened to the paper. The use of color digitized reproductions is discouraged unless color is essential for the presentation of research. Consult with your graduate program director about the use of color photographs.

Tables and Figures

General

All figures and tables should be sharp black and white, clearly legible, and of professional quality. Hand-drawn material must be of publishable quality. Color is not acceptable when scanned by ProQuest UMI because colors will appear as nearly identical shades of gray. Thus, use of color in figures is limited to cases where it is

necessary for a specific discipline. Approval must be granted by the Graduate Program Director.

Titles Each table and figure in the text must have a unique title. If a figure or table is reduced in size, the title must remain normal size (10-12 point or 12-14 point). Ensure consistent formatting of table/figure titles – capitalization, placement, use of a period at the end.

Numbering Each table and figure in the text must have a unique number. Figures and tables are numbered consecutively throughout the text, and each table or figure must be mentioned by number in the text. When possible, first mention of each table or figure must be either within 1.5 pages before the table/figure or on the page immediately following the table/figure. Exceptions must be approved, in advance, by the Dean of the College.

Size The minimum font size within a table or figure is 10 point.

Placement Tables and figures may be included on a page with text or they may appear on separate pages. If a table or figure is placed on a page with other material, the table or figure should be separated from the text (or other materials) by a minimum of a triple space (3 single spaces) at the top and bottom.

Placement of titles on tables and figures (above or below) is determined by the style format chosen as a model. If the table or figure is placed lengthwise (landscape position), the top of the table or figure must be at the left-hand, binding side of the page. The caption is placed in the same direction as the figure or table. The page number stays in regular (portrait) position.

Oversized Tables and Figures Tables or figures longer than one page in length must have the complete title and number of the table/figure on the first page only. Subsequent pages have the table or figure number and the word "Continued" and necessary column headings for ease of reading. The end line of a table appears only on the last page of the table.

Captions Captions or titles on a facing page are to be used only when absolutely necessary. Facing page captions may be used for figures only, never tables. This format applies only when the caption cannot be placed directly onto the page on which the figure appears. If a facing page caption is necessary, the facing page must face in the normal manner. The caption page comes first with only the page number on the front side of the page; (facing page is blank) the caption is placed on the back side of the page in the same direction as the figure. The facing page with the caption and the page with the figure are both numbered consecutively, with the page numbers in the standard position. The number of the page on which the figure itself appears is the only one recorded in the List of Figures.

MANUSCRIPT DETAILS

Font Face The entire thesis must be of uniform font or typeface. Do not attempt to replicate a journal's use of varying sizes and styles of typeface or font. Any standard bookface font may be used. The Graduate Program Director will make the final decision regarding the legibility and acceptability of fonts. Acceptable printers will produce solid, unbroken lines of type. Consult with your graduate program director if there is doubt about the acceptability of a printed document.

Italics or boldface print (in the same point size as the text) may be used for major headings, subheadings and for emphasis. Underlining is an acceptable alternative to italics, but do not use underlining and bold together.

Exceptions: tables, figures, and material in appendices may be in different fonts.

Font Size The thesis must be of uniform font size (10 point minimum – 12 point maximum).

Exceptions:

- Tables, figures, and appendix material can vary in point size.
- Major headings may be up to two point sizes larger than the text (maximum suggested size is 14 point). If this option is chosen, it must be used for all headings throughout the entire manuscript.
- Point size reduction may be made in narrative text footnotes, tables, figures and appendix material only. The minimum size for numbers and upper-case letters is 1.5 millimeters; symbols must be large enough to remain legible after scanning to pdf. The font of the preliminary pages, narrative text, endnotes, reference section, and vita may not be reduced.

Margins Margins are 1.50" on the left side, 1.0" on the right, top, and bottom. All typing except page numbers must be within the 9"x 6" area defined by the margins. It is advised to set margins at least two characters inside the margin to account for printing variations.

Justified right-hand margins may be used in theses only with the approval of the Graduate Program Director.

Pagination Every page in the thesis except the Title/Approval Page and the Abstract must be numbered. Preliminary pages are numbered with lower-case Roman numerals beginning with the Title/Approval Page, understood to be i (no page number appears on this page), and the Abstract, understood to be ii (no page number appears on this page). The text and supplementary pages are

numbered with Arabic numerals beginning with the first page of text (numbered 1). Every page following will have a page number. The Vita is the last numbered page.

Page numbers are placed in the upper right-hand corner of the page, approximately one-half inch below the top edge of the paper and one inch from the right-hand edge.

Major Headings

All headings must be consistent regarding point size and the use of bold type. All major headings must be centered at the top of a new page in all capital letters. Point size may be the same size as the body text: 12 point if text is 10 point or 14 point if text is 12 point.

Spacing

The manuscript may be double spaced or one and one-half spaced. Mixing of spacing in the text is unacceptable. Single spacing is used only for long, blocked, and inset quotations; footnotes; endnotes; and itemized or tabular material.

Content Order

The following table lists the contents in the proper order of presentation. All sections *in italics* are optional.

Preliminary Pages (with Roman numeral page numbers)
Title/Approval Page (no page number)
Abstract (no page number)
<i>Copyright Notice</i>
<i>Dedication</i>
<i>Acknowledgments</i>
<i>Nomenclature</i>
Table of Contents
List of Tables (if two or more tables appear in the text)
List of Figures (if two or more figures appear in the text)
List of Graphs (if two or more graphs appear in the text)
List of Plates (if two or more plates appear in the text)
Text (with Arabic numeral page numbers)
Introduction (as first chapter or section)
Main body of text divided into various chapters or sections
Summary or Conclusion (as last chapter or section)
References and Supplemental Sections
Reference section
<i>Appendix material (i.e. copyrights)</i>
Vita

Text

The following general rules must be followed in the body of the document:

1. Divide the body into chapters.
2. Use Roman numerals in chapter titles and any reference to chapters.
3. Do not use underlining and bold together.
4. Each text page needs at least 4.5 inches of text on it unless the page contains a table or a figure or the next text begins a new chapter or major section.
5. Numbering of equations must be consecutive. No two equations may be numbered the same unless identical term for term.
6. Do not use double columns in text.

Major Headings and Subheadings

The requirements for major headings and subheadings are as follows:

1. Major headings in the text are bold if other major headings are bold. Boldface or italics may be used for subheadings.
2. Each new chapter begins on a new page.
3. The chapter designation (CHAPTER I) is upper-case and centered at the top of the page. The chapter title is also upper-case and centered at least one double-space (no more than two double-spaces) below chapter designation.
4. Titles and subheadings more than one line in length must be double-spaced.
5. There is no punctuation after a heading or subheading that is on a line by itself.
6. Only major headings may be centered and in all capital letters. First level subheadings may be typed in all capital letters provided they are placed flush left.
7. Spacing before/after headings and subheadings must be consistent throughout.
8. The style used for subheadings must clearly show their various levels and must be consistent from chapter to chapter.
9. Subheadings do not begin on a new page. Text continues within a chapter or section.
10. A subheading at the bottom of a page must be followed by at least one line of text.

References

All theses and dissertations must include a references section. The requirements for the section are as follows:

1. The title is the same heading used in the journal model (REFERENCES, WORKS CITED, BIBLIOGRAPHY). The heading is in all capital letters and bold if major headings are bold.
2. The reference list must be consistent, accurate and complete.
3. A journal article or accepted style guide approved by the Graduate Program Director is used as a model for the reference list. Capitalization, punctuation and ordering (alphabetized, or alphabetized and numbered, or non alphabetized and numbered) of information must follow this model.
4. The use of italics (or quotation marks) for book titles, journal names and article titles and the use of bold type must match the journal model.
5. In an alphabetized list, the system of ordering multiple entries must be consistent.

6. Citations should contain: volume number and page range for journal articles; publisher and city for books; city for universities, laboratories or corporations.
7. Unpublished material must contain sufficient information for retrieval.
8. Designation of state names (abbreviated or not) should be consistent.
9. Single space within citations and between citations or use the spacing of text throughout the entire section.
10. All references must be cited in the text and all textual citations must be referenced. All textual citations must be from sources the student has actually used.
11. General references consulted and used as background study may be listed under a separate subdivision of the reference section. A subheading such as "Supplemental Sources Consulted" should be added at the end of the sources cited section. Follow the same style used in the reference section.

Appendices

Appendices are used for supplementary material. The requirements for appendices are as follows:

1. Heading(s) is/are bold if major headings are in bold.
2. Appendix headings may either be on a separate cover sheet before appendix material or at the top of the first page of each appendix. Be consistent from appendix to appendix.
3. Appendix headings are centered. Appendix titles are centered, in all capital letters and appear at least one double space below heading.
4. Page numbering is continued from the last page of references.
5. All material must be within margins.
6. Tables and figures in appendices may be numbered consecutively following the text, or they may be numbered with an appendix designation. If numbered consecutively from the text, they must be included in the List of Tables or List of Figures
7. Material may be reduced but must conform to minimum size and legibility requirements.
8. Material may have mixed fonts and point sizes and may be single spaced.

Vita

The requirements for the vita section are as follows:

1. The heading (VITA) is in bold if major headings are in bold.
2. Wording of the student's name must agree with the name on the first three thesis pages.
3. The vita should contain the address for department of study and a brief biographical sketch listing educational background (including background for all previous degrees: degree, major subject, university and date of graduation).
4. Other information is optional but encouraged: professional experience, publications, business or academic information.
5. Name of the word processor may be stated at the bottom of the page. (Example, The word processor for this thesis was Mary Jones.)
6. The vita is limited to one page.
7. Use either paragraph style with same spacing as text or resume style.

DEAN'S OFFICE CHECKLIST

Theses and dissertations submitted to the Dean's Office will be reviewed for acceptable execution of the following requirements:

- ✓ General neatness and legibility.
- ✓ Quality of duplication or reproduction.
- ✓ Consistency in style and format.
- ✓ Title/Approval Page and Abstract must match the format of samples in this guide.
- ✓ Correspondence between titles and page numbers in the text and in the Table of Contents, List of Tables, and List of Figures.
- ✓ Journal model or style guide formatting for Tables, Figures and References.
- ✓ Each major heading is centered, in all capital letters, and at the top of a new page.
- ✓ Major headings and first level subheadings appear in the Table of Contents.
- ✓ Formatting and legibility of figures and tables should follow Thesis Manual requirements.
- ✓ Consecutive numbering of tables and figures throughout the body of the thesis.
- ✓ Use only page numbers outside the margins.
- ✓ No liquid paper or visible corrections.
- ✓ Documents should begin with the Title/Approval Page and end with the Vita.
- ✓ Inclusion of a major introductory chapter or section and a major concluding chapter or section.
- ✓ Consistent subheading formatting throughout.

GUIDE FOR PREPARATION OF THESES AND DISSERTATIONS: SAMPLE PAGES

On the following pages callout boxes such as this one are used for instructional purposes only. They are not a part of the page itself.

Please also note that the following samples are *not* scaled to size. Samples are framed (with the frame indicating the page edges) to illustrate how text will appear on the page *generally*, so, for example, the margins of sample pages do not measure exactly 1.5 inches on the left and 1.0 inch on all other sides. Sample pages are intended to be used as a guide – not as a template.

Use all capital letters for the title, centered. Double space if more than one line. No period appears at the end of the title.

No bold on this page. Exception: title is bold if major headings are bold.

No page number appears (understood to be i).

**ANIMAL IMAGERY IN THE COMIC WORKS OF
RICHARD B. SHERIDAN AND WILLIAM CONGREVE**

by

Name should appear in upper and lower-case letters and must be the same as in official records of the University.

If the degree was awarded in a country other than the U.S., designate the university and country all on one line as follows:
B.A. August 2003, University of Pune, India

Jane Ann Doe
B.A. August 2003, State University of New York
M.A. May 2005, University of Indiana
(Degrees held, with dates conferred, and Institutions)

Capitalize the A and the D in Dissertation (or the T in Thesis or the R and S in Record of Study). Use single space.

Degree is in all capital letters. Full name of the degree is to be used; check catalog for correct wording of degree. Double space before degree.

A Dissertation (or Thesis) Submitted to the Faculty of
Old Dominion University in Partial Fulfillment of the
Requirements for the Degree of

**DOCTOR OF PHILOSOPHY
(MASTER OF ARTS)**

Full name of degree should be used and must match the degree listed in the University Catalog. Use all capital letters. Double space before and after subject.

ENGLISH

Write out the month (May, August, or December). Do not place a comma between month and year.

OLD DOMINION UNIVERSITY
May 2010
(May or August or December 2010)

Spacing must match this sample page.

Signatures of thesis/dissertation director and committee members are required. No substitute signatures may be used. Signatures must be in ink.

Names do not include Dr., Prof., or Ph.D. title.

Names and director/member designations are single-spaced and under the line.

If there is a co-director, put Co-Director of Committee (instead of Director) under both co-directors' names.

Approved by:

John T. Jones (Director)

Anne Dailey (Member)

David R. Smith (Member)

William Coza (Member)

Title of manuscript is single spaced and appears in upper case letters; wording must match title on the Title/Approval Page.

ABSTRACT

Do not use bold on this page; exception: heading (ABSTRACT) is bold if major headings are bold.

No page number appears on this page (understood to be ii).

ANIMAL IMAGERY IN THE COMIC WORKS OF
RICHARD B. SHERIDAN AND WILLIAM CONGREVE

Place graduation year after institution.

Name must be the same as on the first two pages. Type in upper and lower case letters.

Place Dr. before director's name (if director does not have a Ph.D., use the title Prof.).

John Eugene Doe
Old Dominion University, 1997
Director: Dr. John T. Jones

If there are co-directors, the last preliminary lines should look like:
Co-Directors: Dr. Charles Doakes
Dr. Harold B. Morton

The text of the Abstract starts one triple-space below the heading, with a paragraph indentation. The text of Abstract is typed double-spaced or one-and-a-half spaces according to the spacing style followed in the narrative text; it must not exceed 350 words in length. Any term (or numeral) with a space on either side of it will be counted as a word.

The Abstract contains a statement of the problem, procedure or methods, results, and conclusions. All explanatory matter and opinion should be omitted.

(Abstract may continue on second page)

No page
number appears
on this page
(understood to
be iii).

(Sample)
(If you wish to copyright your document)

Copyright, 2010, by Jane Smith Doe, All Rights Reserved.

The copyright notice consists of four elements:

1. © symbol and/or the word "copyright"
2. year of publication
3. name of the copyright owner
4. "All rights reserved." (This may assist in protection against infringement in other countries.)

Other examples:
Student is copyright owner:
©1996 Joe Smith. All rights reserved.

Old Dominion is copyright owner:
©1996 Old Dominion University. All rights reserved.

There is no heading on this page.

This thesis is dedicated to the proposition that the harder you work, the luckier you get.

The Dedication page may not exceed one page.

Headings are 1 inch from top of page

ACKNOWLEDGMENTS

Heading is bold if major headings are bold.

There are many people who have contributed to the successful

completion of this dissertation. I extend many, many thanks to my

committee members for their patience and hours of guidance on my research

and editing of this manuscript. The untiring efforts of my major advisor

deserve special recognition.

All pages have a 1.5 inch left margin.

All pages have a 1.0 inch right margin.

Spacing is the same as used in text.

Heading is bold if
major headings
are bold.

NOMENCLATURE

<i>A</i>	Amplitude Ratio, (No Units)
<i>C</i>	Centroid of pipe, inches
<i>Do</i>	Outside Diameter of Pipe, inches
<i>E</i>	Modulus of Elasticity, lb/in ²
<i>EH</i>	Elastic Modulus at Operating Temperature, lb/in ²
<i>f</i>	Stress-Range Reduction Factor, (No Units)
<i>F</i>	Force, lbs
<i>I</i>	Moment of Inertia of Pipe, in ⁴
<i>N</i>	Number of Cycles, cycles
<i>P</i>	Pressure, lb/in ²
<i>R</i>	Stress Ratio, (No Units)
<i>Sa</i>	<i>Sh</i> = Allowable Static Stress, lb/in ²
<i>Sc</i>	Allowable stress at Minimum Temperature (70°), lb/in ²
<i>Se</i>	Endurance Limit, lb/in ²
<i>SY</i>	Yield Strength, lb/in ²
<i>V</i>	Shear, lbs
<i>ZNom</i>	Section Modulus, in ³

The Nomenclature page is optional. If included it may appear immediately before the Table of Contents, before the reference section, or in the Appendix.

Do not use bold on this page. Exception: heading is bold if major headings are bold.

TABLE OF CONTENTS
(Sample 1)

“Page” should appear above page number column.

Page

LIST OF TABLES viii

LIST OF FIGURES ix

INTRODUCTION 1

TITLE OF CHAPTER 14

 SUBHEADING 17

 SUBHEADING 19

 SUBHEADING 20

TITLE OF CHAPTER 22

 SUBHEADING 25

 SUBHEADING 29

 SUBHEADING 31

 SUBHEADING 34

TITLE OF CHAPTER 35

 SUBHEADING 36

 SUBHEADING 39

 SUBHEADING 44

TITLE OF CHAPTER 51

 SUBHEADING 53

 SUBHEADING 56

 SUBHEADING 58

TITLE OF CHAPTER 62

 SUBHEADING 63

 SUBHEADING 67

 SUBHEADING 72

CONCLUSIONS 75

 SUBHEADING 78

 SUBHEADING 80

 SUBHEADING 81

List major headings in all capital letters.

The first major heading of text contains the word INTRODUCTION.

The last major heading contains the word SUMMARY or CONCLUSIONS.

If there is more than one page, place the "Page" heading at the top of subsequent pages. (If using the chapter method, also include "Chapter" heading on subsequent pages).

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Appendix titles are optional, but if listed they are in all capital letters.

Use dot leaders between listings and page numbers.

Do not use italics on the Table of Contents (except Latin terms and titles of works).

Check against text for agreement of:

1. page numbers
2. levels and styles of headings/subheadings
3. wording/spelling of headings/subheadings
4. consistent capitalization of headings/subheadings

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