

**Guidelines for the Structure and Format of
a Thesis or Applied Project**

Western Illinois University

Department of Geography

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WESTERN
ILLINOIS
UNIVERSITY

FORMAT

A thesis is usually composed of three main parts: *preliminaries*, *text*, and *references*. Preliminaries are paged with small Roman numerals. Text and references are paged with Arabic numerals.

Preliminaries

Title Page of Abstract	not numbered
Abstract	not numbered
Approval Page	not numbered
Title Page of Thesis	page i (but is not shown)
Acknowledgments	pg ii
Table of Contents (including appendices) with page references	Pagination follows consecutively in small Roman numerals
List of Tables with page references	Pagination follows consecutively in small Roman numerals
List of Figures with page references	Pagination follows consecutively in small Roman numerals

Note: Only the title page is needed for the thesis or project proposal. The rest of the preliminary material is used only in the full thesis or proposal.

Text

The Introduction starts on with page 1.

Reference Topics

Bibliography of Literature cited (continue with Arabic pagination)

Appendices

STYLE

Theses and Applied Projects in the Geography Department will use the style detailed in *The Chicago Manual of Style*, 14th edition, Chapter 16, style “B.” Do not use numbered footnotes. All works cited in a paper should be listed in the bibliography alphabetically by author (multiple works by the same author are listed chronologically). Although Style B often uses initials for an author’s given name, you should spell out the name. The bibliography is to be double-spaced, and should include the author’s last and first names.

Citations in the Text

Up to Three Authors

Do not separate the name and date by a comma. When including a specific page in the citation, it follows the date, preceded by a comma.

Please note that all of the examples provided in this document are contained in a box so you can easily distinguish the text from the example.

(Knox 1994)
(Short and Kim 1999, 128)
(Dempsey, Goetz, and Szliowicz 1997)

More Than Three Authors

Use the name of the first author followed by “et al.”

(Salter et al. 2000)

Two or More References Given Together

Separate the references chronologically using a semicolon.

(White 1988; Hamilton 1989; Cropper and Gordon 1991)

Two or More References by the Same Author

Cite by date only and separate using commas.

(Giuliano 1986, 1995)
(Payne-Maxie Consultants 1980a, 1980b, 1980c)

Author of a Chapter in an Edited Book

If the author of a book chapter is known, cite the author, not the editor(s) of the book.

(Livingstone 1992, 31)

Bibliographic Entries

Books

The items that are to be included for a book are:

- Name of author(s), editor(s), or institution responsible for writing the book
- Year of publication
- The full title of the book (including the subtitle)
- The title of series (if any) and the volume or number in the series
- Volume number or total number of volumes of a multivolume work
- Edition (if not the original)
- City of publication
- Publisher's name

In Chicago B, bibliographic entries are indented in the *second* and subsequent lines.

One author

The title of the book is italicized. When giving the place of publication, give the first city if two or more cities are listed with the publisher's name. If the place of publication is not widely known, the abbreviation of the state (or country) should follow it, preceded by a comma.

Knox, Paul. 1994. *Urbanization: An Introduction to Urban Geography*. Englewood Cliffs, NJ: Prentice-Hall.

Two or more authors

The name of the first author is reversed and the following names are not reversed with all names separated by commas.

Dempsey, Paul Steven, Andrew R. Goetz, and Joseph S. Szyliowicz. 1997. *Denver International Airport: Lessons Learned*. New York: McGraw-Hill.

Chapter from a book

Titles of the chapter are given followed by “In” and the title of the book in italics. Inclusive page numbers may be given if desired and should follow the reference to the book’s editor.

Livingstone, David N. 1992. A Brief History of Geography. In *The Student’s Companion to Geography*, edited by Alisdair Rogers, Heather Viles, and Andrew Goudie, 27-35. Oxford: Blackwell Publishers.

Journal Articles

Chicago Style B uses no quotation marks for the article title, italicizing the journal title. The volume number follows the journal title with no punctuation separating them. Inclusive page numbers are included following the volume. A colon separates the volume number and page numbers, with no space following the colon (e.g., 24:255-78). Note that “vol.” and “pp.” are omitted. The items that are to be included for an article are:

- Name of author(s), editor(s), or institution responsible for writing the book
- Year of publication

- The title of the article
- The title of periodical
- Volume number
- Pages occupied by the article

The naming convention described earlier for books applies to articles as well.

Sutton, Christopher J. 1999. Land Use Change Along Denver's I-225 Beltway. *Journal of Transport Geography* 7:31-41.

Goetz, Andrew R. and Christopher J. Sutton. 1997. The Geography of Deregulation in the U.S. Airline Industry. *Annals of the Association of American Geographers* 87:238-63.

ABBREVIATIONS

Using “i.e.” and “e.g.” When using “i.e.” (an abbreviation for id est “that is”) or e.g. (an abbreviation for *exempli gratia* “for example”) in a sentence, always follow the abbreviation with a comma. The common abbreviations etc., e.g., and i.e. are used almost exclusively in parenthetical references.

All urban land is affected to varying degrees by business cycles and land ownership (e.g., numbers of owners, type of land).

Most of the zoning changed from a more restrictive use to less-restrictive, higher-intensity uses (i.e., permissible building heights were increased and commercial zoning replaced residential zoning).

TABLES AND FIGURES

Spell out the label (e.g., Figure 1). Figure captions appear *below* the figure and table captions appear *above* the table (see later).

Referencing Tables and Figures

Every table is to be numbered and is cited in the text by that number. Do not reference using “Figure 1 shows ...” or “Table 3 proves ...” instead describe the information that you are referring to in the figure or table and use a parenthetical citation to direct the reader to the figure or table. When referring to multiple figures or tables, do not repeat “Figure” or “Table” in the citation.

For the portion of the corridor inward of I-225, at no time were densities high enough to accept the research hypothesis (Table 19).

As with the I-225 corridor, the C-470 corridor includes land within one mile of the route (Figures 3 and 4)

HEADINGS & SUBHEADINGS

Major chapter or section headings are in all capital letters. Chapter headings are always two inches from the top of the page and centered. The title of the chapter is centered two lines below the chapter identifier. For example:

CHAPTER 1

INTRODUCTION

All subsequent headings and subheadings are presented in “heading case” (or “title case”) wherein the first letter of each word is capitalized, the rest are lower case *except* for short articles, prepositions, and conjunctions.

With the exception of a fifth-level subheading (described below), have **three lines** of space prior to a subheading, **two lines** after a subheading.

First level subheadings shall be heading case, centered and boldface.

First Level Subheading

Second level subheadings shall be heading case, centered, italicized or underlined.

Second Level Subheading

Third level subheadings shall be heading case, flush left, boldface.

Third Level Subheading

Fourth level subheadings be heading case, flush left, and italics or underlined.

Fourth Level Subheading

Fifth level subheadings shall be sentence case (only the first word and proper nouns are capitalized), boldface, and in the first line of the paragraph.

Fifth level subheading. The first sentence of the subheading paragraph follows.

PAPER

The size of the paper to be used is 8 ½ x 11 inches. The original copy of the thesis must be typewritten on white acid-free paper (also called "ph neutral" or "archival quality"). This paper must be minimum 20-pound weight. This acid-free paper is available in the University Union Bookstore and Chapman's Book and Office Supply. If you have difficulty finding suitable paper, contact the Archives for additional information, such as brand names, etc.

TYPE

Times New Roman typeface is preferred. For running text, you should not use a sans serif typeface (e.g., Arial).

A thesis should be typed on an electric typewriter or printed from a computer. Whichever method is used for printing, the original copy must be of letter-quality with an evenly dense and dark print line. Laser printers are preferred, however, other printers are acceptable as long as the print produced is an even line density. If in doubt, bring an example to the Archives prior to the final printing. Print composed of uneven line density reproduces poorly and is not acceptable. Whether typed with a typewriter or a computer, the original must be on the paper specified above and not on regular computer paper.

MARGINS

Leave a **1 ½ inch** margin on the left side and a **1 inch** margin at the right side, the top and the bottom. The following pages should have a **2 inch** margin at the top of the page:

- Table of Contents (first page only)
- List of Figures (first page only)
- List of Tables (first page only)
- Acknowledgements
- The first page of each thesis chapter

NUMBERING OF PAGES

Number each page except the title page. Place the number in the upper right-hand corner, 3/4 inch below the top and 1 inch from the right side. The first page of each chapter and section is numbered at the bottom of the page, 1 inch from the bottom edge and centered on the page. Preliminary pages are numbered with small Roman numerals, and centered at the bottom of each page. See also "Format" on page 1 of this document.

TABLES

Place the label above the table. Tables that are not as wide as the paragraphs should be centered horizontally in the document. The table label should be centered with lines above and below the column headers and at the bottom of the table (the table label and title **should not** have a line above the text). All tables are to be labeled with the word Table followed by a sequential Arabic number (start with 1). The word Table and the number should be in bold followed by a period, a space. Place one line of space between the table title and the line above the column headers. Columns can be center justified but the following justifications are recommended: the leftmost column is left-justified, text in columns is left-justified, and numerical values are right-justified.

Table 1. Development in the I-99 Corridor, Square Feet

Year	Residential	Commercial	Office	Total
1960	311,624	329,436	26,351	667,411
1970	1,214,088	956,435	693,841	2,864,364
1980	3,346,967	8,455,377	4,860,087	16,662,431
1990	4,339,900	12,745,003	10,684,039	27,768,942

ILLUSTRATIONS

Oversized illustrations, such as maps, tables, etc. may be photographically reduced to fit the 8 ½ x 11 inch sheet. The Copy Centers (in Stipes Hall or the Union) are equipped to reduce or enlarge images and make clear photocopies, but the student must provide the thesis-quality paper.

All charts, graphs, diagrams and drawings must be in black ink or other media that will reproduce well. If an illustration must be turned on the page, the top must be on the left. *All figures*

on 8 ½ x 11 inch thesis paper must be placed within the margins (1 ½ inches along the binding edge, 1 inches for all other margins) and the pages are to be numbered.

Photographs may be mounted on regular pages of the thesis using the "dry mounting process," or they may be printed on 8 ½ x 11 inch thesis photograph paper. In cases where theses contain mounted photographs, colored pages, or materials in pockets which cannot be duplicated by regular photocopying, the student will provide sufficient finished copies of such pages to be included in the required number of copies.

FOLDED PAGES

Folded pages are discouraged, however, maps, drawings, and tables may be folded if they cannot be presented on regular-size pages. Approval for this must be obtained from the Departmental Graduate Committee. Students planning to include folded pages are reminded that the bindery trims the edges of pages as part of the binding process. The creased edge of the folded page must lie at least $\frac{1}{4}$ inch short of the outside margin of the regular thesis page. The end of the folded page must not extend more than 1 inch short of the binding edge of the thesis page.

COMPUTER PRINTOUTS

If computer printouts are part of the thesis or applied project, they must be photocopied on thesis-quality paper.

NUMBER OF COPIES

Students are required to provide the University Archives with the original copy of their thesis with the approval page *signed and dated by the members of the thesis committee*. Prior to accepting the thesis, the Archives personnel will check the thesis for compliance with these instructions. Additional copies of the thesis can be photocopied by the Archives at the student's ex-

pense. Provisions for such additional copies and binding can be made with the Archives. The original copy is always placed in the collection of the Archives Department. *One additional copy of the abstract is required.* This copy is forwarded by the Archives Department to the Office of Graduate Studies upon receipt of payment for the processing of the thesis.

PREPARATION OF ABSTRACT

The major purpose of the abstract is to give information which will enable the scholar to decide whether to read the complete work. The following information is generally included:

- A brief description of the problem
- A description of the methods, techniques, and data used
- The major finding of the study
- The abstract should not exceed 600 words. The word "Abstract" should appear at the beginning of the abstract text.

CHECKING THE MANUSCRIPT

The content, research quality, grammatical style, and spelling of the thesis are the responsibility of the department. The Archives, however, reserves the right to reject original copies of the thesis which contain gross examples of the following problems:

- Missing pages or appendices
- Misnumbered pages, or pages without numbers
- Strikeovers
- Text widows and orphans
- Smearred or soiled pages
- Margins narrower than specified herein
- Paper other than specified on page 6 of this document
- WIU theses reflect on the student, the department and the University. They circulate throughout the United States, via interlibrary loan. It is in all our interests that they are of the highest quality and format.

CAPITALIZATION & TOPONYMS

Note: the following material comes from Wikipedia (<http://en.wikipedia.org/>). The capitalization of toponyms (place names) in English text generally depends on whether the author perceives the term as a proper noun, in which case it is capitalized, or as a combination of an established proper noun with a normal adjective or noun, in which case the latter are not capitalized. There are no universally agreed lists of which English geographic terms are considered proper nouns but the following are examples of rules that some publishers have established in style guides for their authors:

- In general, the first letter is capitalized for well-defined places (Central Asia)
- This general rule also applies to zones of the Earth's surface (North Temperate Zone, the Equator)
- In general, do not capitalize the points of the compass (north China, southeast London) or any adjectives (western Arizona, central New Mexico, upper Yangtze, lower Rio Grande)
- Capitalize generic geographic terms that are part of a proper noun (Atlantic Ocean, Mt. Muztagata)
- Do not capitalize a generic term that follows a capitalized generic term (Yangtze River valley)
- Use lower case for plurals (Gobi and Taklamakan deserts)
- Only capitalize 'the' if it is part of the formal place name (The Bahamas and The Gambia vs. the Netherlands and the Philippines)