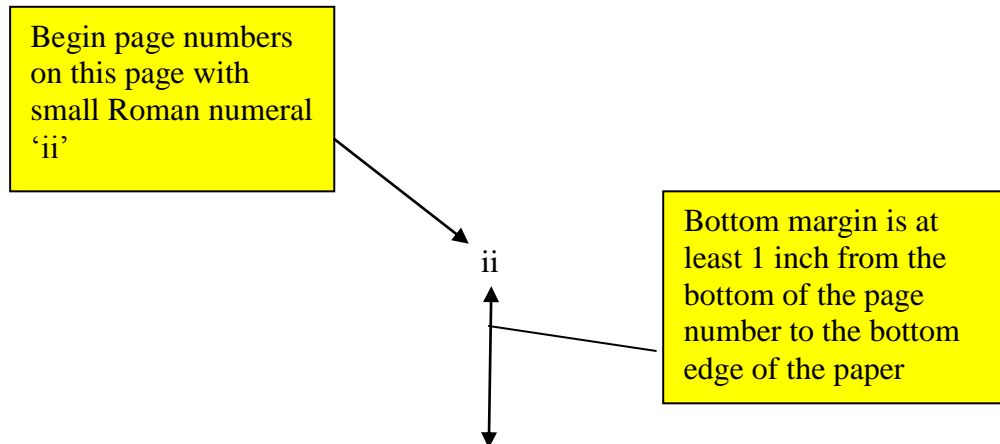
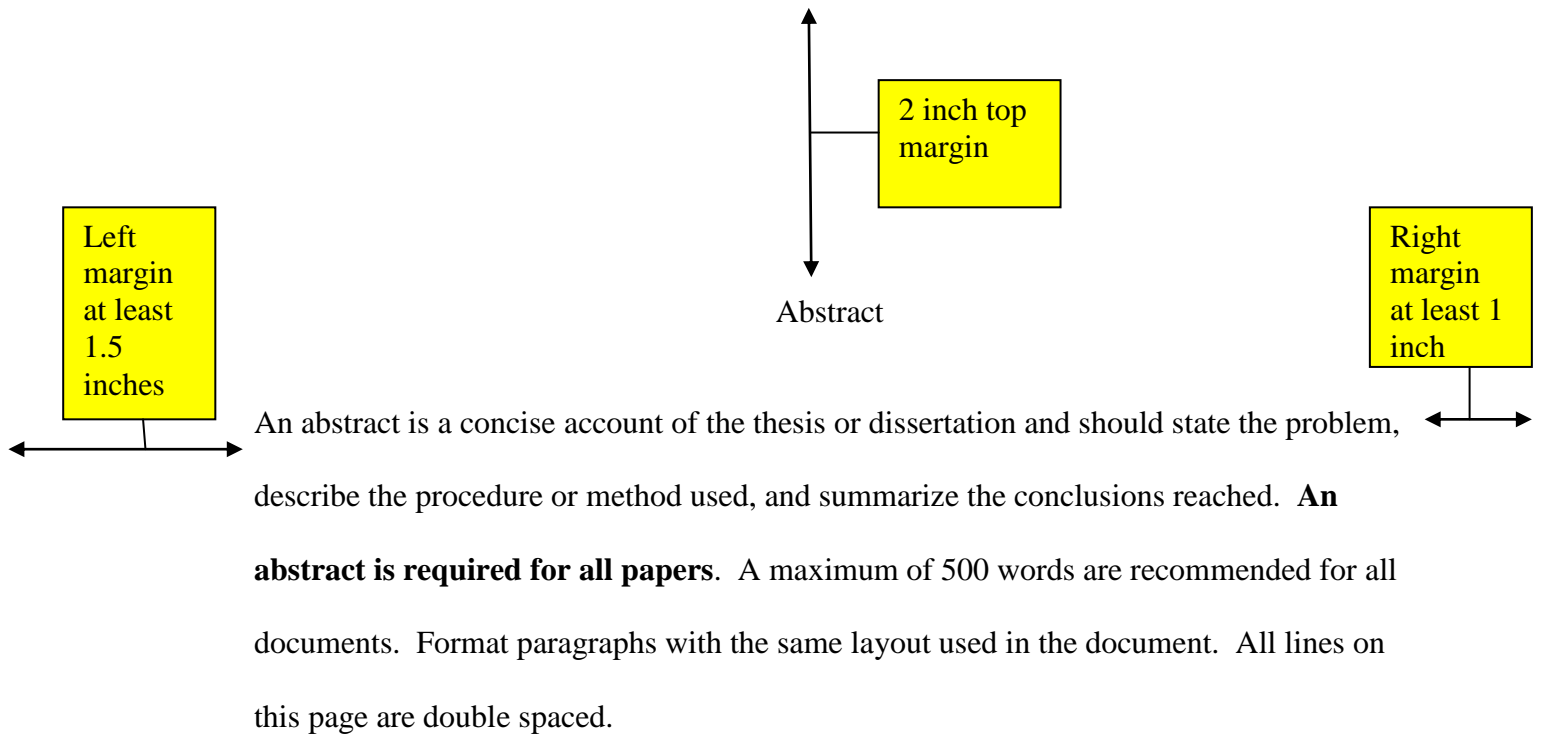
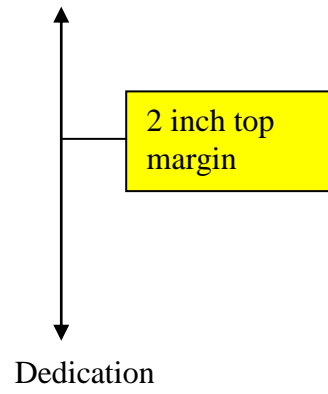


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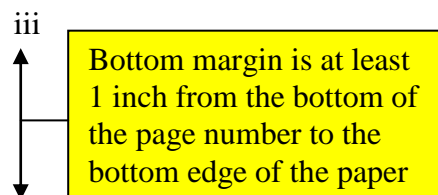
Copyright by
Terry Lynn Somebody
2010

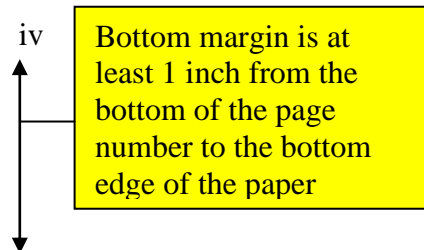
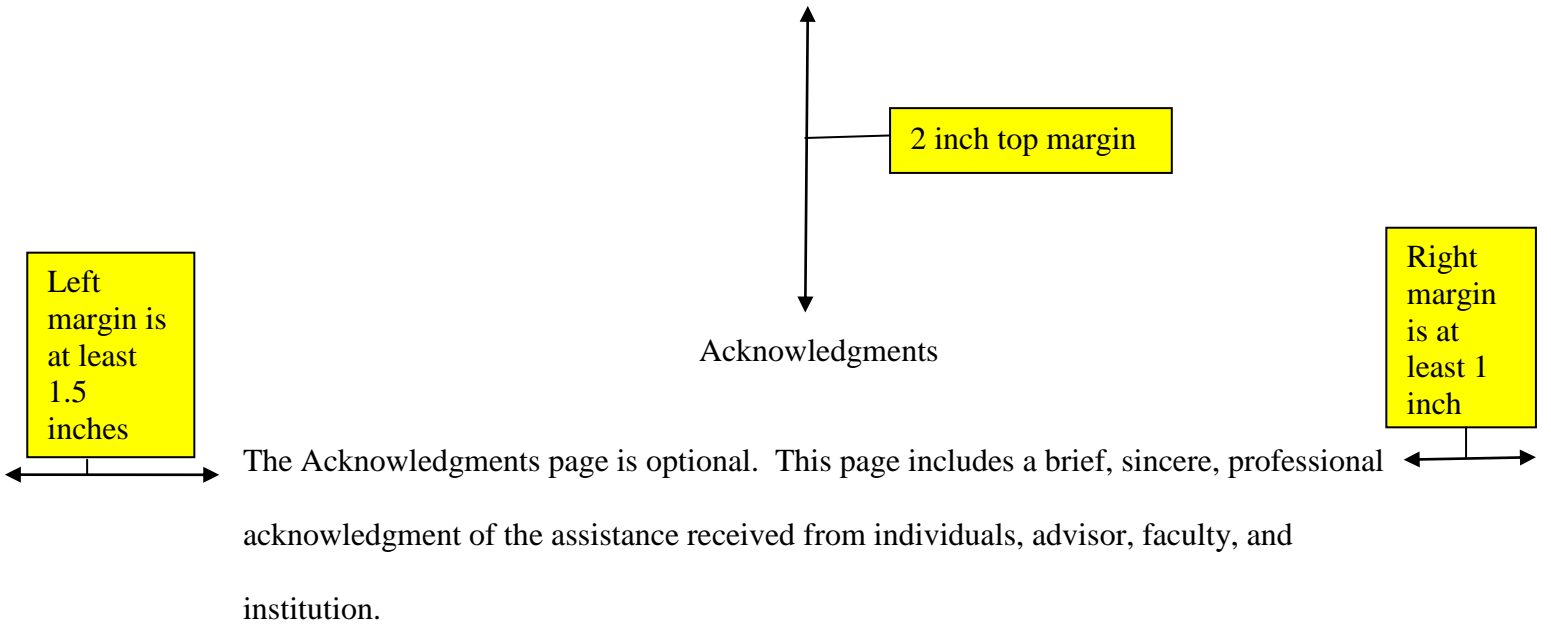
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Dedicated to the students at The Ohio State University





Left margin is at least 1.5 inches

2 inch top margin on the first page

Right margin is at least 1 inch

Vita

March 1900Moscow Jr. High

1950.....B.S. Chemistry, Idaho State University

1970.....M.A. History, Boise State University

1980 to presentGraduate Teaching Associate, Department
of Physics, The Ohio State University

This section contains personal information, previous education, and work experience. You may also include awards and/or exhibitions and performances

Publications

Use standard citation format. Items listed here are only those actually published in a book or a journal. Items submitted or accepted but not yet published are not allowed. If you have no published items, leave this entire section blank, including the heading.

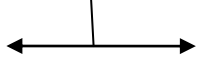
Fields of Study

Major Field: Social Work

The major field must match the official name of your graduate program as listed on the title page.

Bottom margin is at least 1 inch from the bottom of the page number to bottom edge of the paper

Left margin is at least 1.5 inches



2 inch top margin on the first page



Leader dots are required

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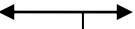
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Right margin is at least 1 inch



Bottom margin is at least 1 inch from the bottom of the page number to the bottom edge of the paper

Left margin is at least 1.5 inches

2 inch top margin on first page

Right margin is at least 1 inch

List of Tables

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Leader dots are required

Bottom margin is at least 1 inch from the bottom of the page number to the bottom edge of the paper

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Leader dots are required

viii

Bottom margin is at least 1 inch from the bottom of the page number to the bottom edge of the paper

2 inch top margin

Left margin must be at least 1.5 inches even with illustrations

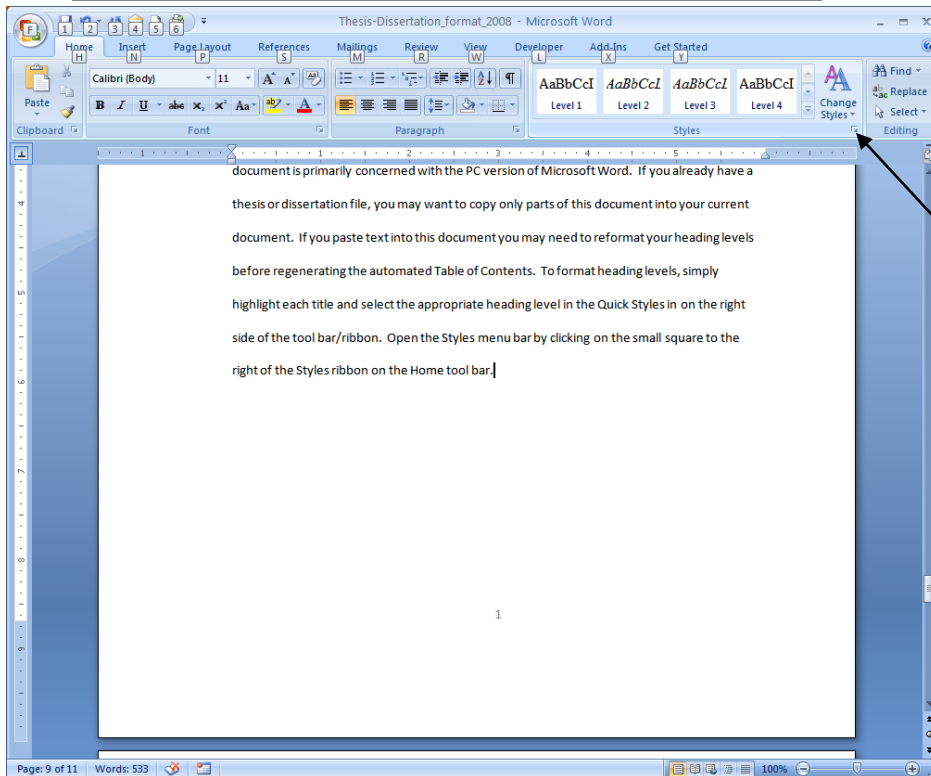
Chapter 1: What Are Sample Pages?

The Sample Pages presented in this document are to help clarify questions which arise concerning format requirements for dissertations, theses and D.M.A. documents.

These pages are to be used in conjunction with the guidelines provided by the Graduate School to help make the formatting and submission of your document as smooth as possible.

3 single spaces or 2 double spaces between text and the top or bottom of an illustration

Right margin is at least 1 inch even with illustrations



Click on box in this corner to open the Styles menu frame

Figure 1. Opening the Style menu

Figure captions /titles go below the figure

Page numbers are now Arabic, beginning with "1"

Bottom margin is at least 1 inch from the bottom of the page number to the bottom edge of the paper

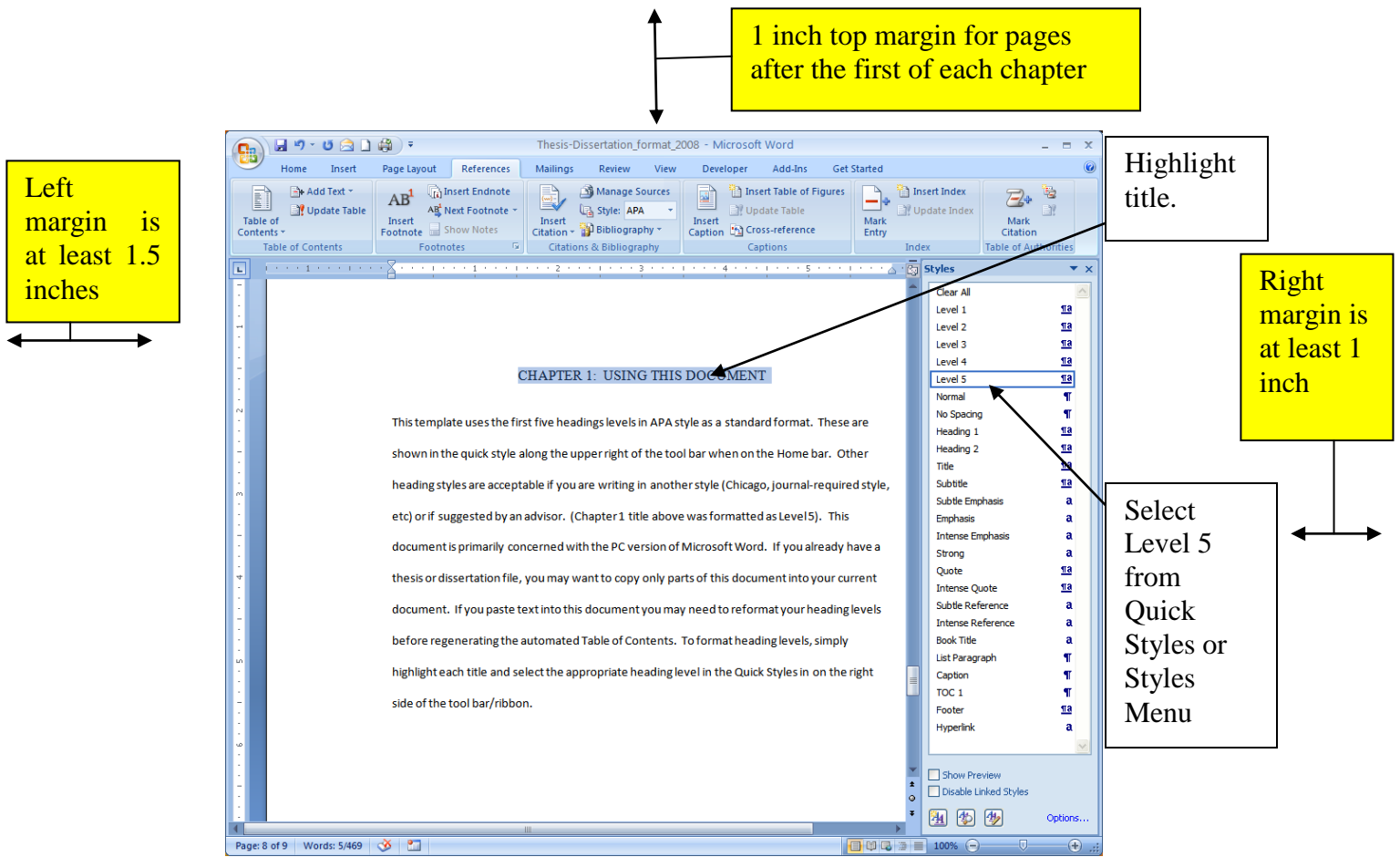


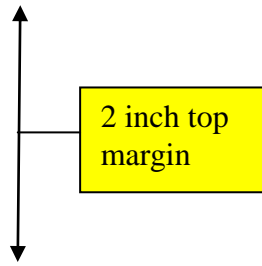
Figure 2. Formatting title to Level 5 through Quick Styles

3 single spaces or 2 double spaces between text and the top and bottom of illustrations

While this document does not indent the first line of each paragraph, it is perfectly acceptable to do so – just be consistent. If you start indenting then all paragraphs must have the first line indent. If the *Guidelines for Formatting Thesis, Dissertation and DMA Documents* does not specify a format, then select a format that is agreeable to you and your committee. You must be consistent in the format style once begun.

2

Bottom margin is at least 1 inch from the bottom of the page number to the bottom edge of the paper

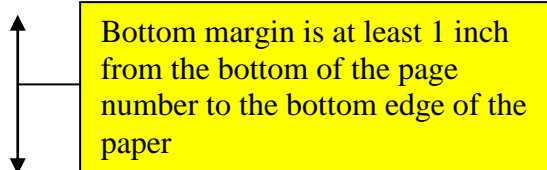


Chapter 2: Additional Help with Formatting Your Document

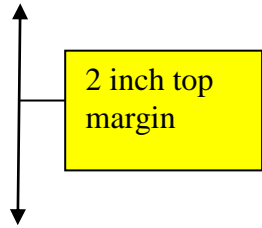
Left margin is at least 1.5 inches

Right margin is at least 1 inch

These sample pages are designed to provide a visual aid to go with the *Guidelines for Formatting Thesis, Dissertation and DMA Documents* and we strongly recommend that the Guidelines be read in addition to looking at these pages. The guidelines can be found on the Graduate School web page (www.gradsch.osu.edu) under the Forms and Publications heading. Graduation Services personal are available to review your document format at any time. Format reviews are done on hard copies not electronically. No appointments are necessary, but allow at least 15 minutes for the review. The Graduate School has made a Word 2007 template available on the Graduate School webpage. The template includes all the information contained in these sample pages as well as instructions on how to achieve certain results. These include automatic generation of the Table of Contents with leaderdots, landscaping figures and tables, and automatic generation of the List of Figures and the List of Tables.



Left margin is at least 1.5 inches



References

Sample references with hanging indent:

Wilson, Harold, Jr. Buckeye Olympians. New York, NY: Penguin Publishing, 2008.

McCaffrey, Anne. Pegasus in Space. New York, NY: Del Rey, the Ballantine Publishing Group, 2000.

Sayers, Dorothy L. Lord Peter: A Collection of all the Lord Peter Wimsey Stories. New York, NY: Avon Books, Arper & Row, Publishers, Inc., 1972.

Right margin is at least 1"



Sample references without hanging indent:

Wilson, Harold, Jr. Buckeye Olympians. New York, NY: Penguin Publishing, 2008.

McCaffrey, Anne. Pegasus in Space. New York, NY: Del Rey, the Ballantine Publishing Group, 2000.

Sayers, Dorothy L. Lord Peter: A Collection of all the Lord Peter Wimsey Stories. New York, NY: Avon Books, Arper & Row, Publishers, Inc., 1972.

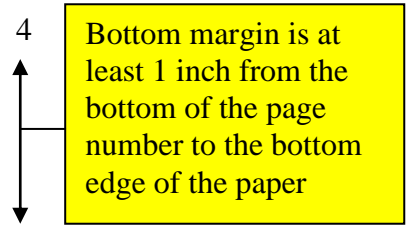
Sample references with first line indent:

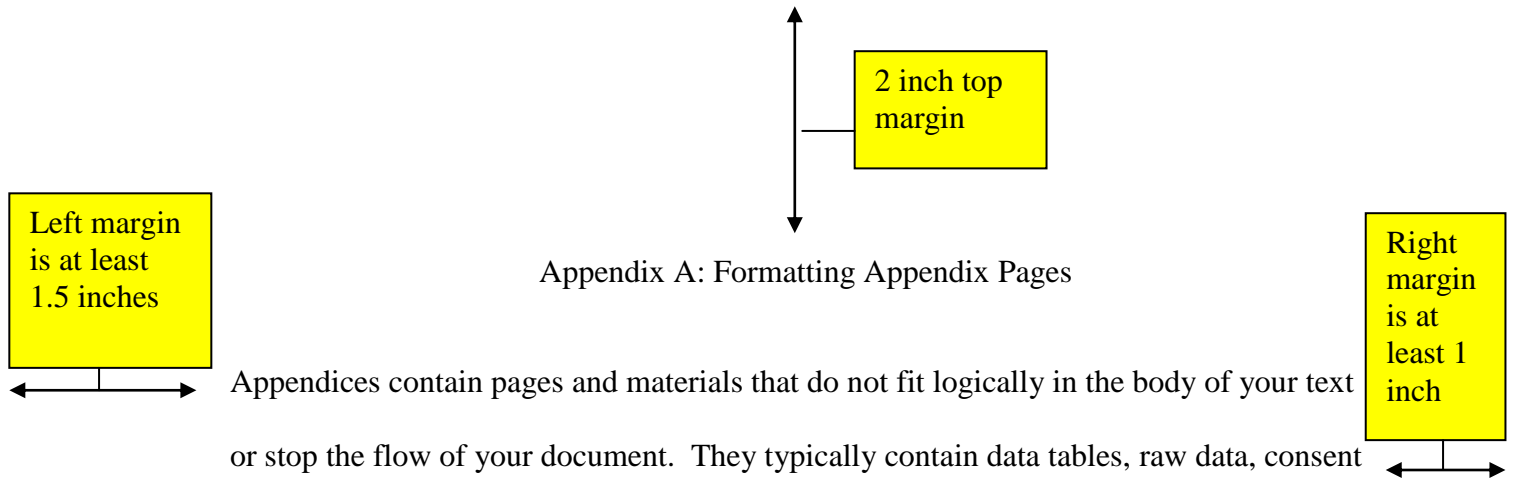
Wilson, Harold, Jr. Buckeye Olympians. New York, NY: Penguin Publishing, 2008.

McCaffrey, Anne. Pegasus in Space. New York, NY: Del Rey, the Ballantine Publishing Group, 2000.

Sayers, Dorothy L. Lord Peter: A Collection of all the Lord Peter Wimsey Stories. New York, NY: Avon Books, Arper & Row, Publishers, Inc., 1972.

Any of these formats are acceptable so long as you are consistent.

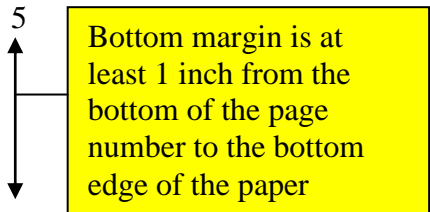




Appendix A: Formatting Appendix Pages

Appendices contain pages and materials that do not fit logically in the body of your text or stop the flow of your document. They typically contain data tables, raw data, consent forms, programming codes, permission to use copyrighted materials, etc. Any font and text size can be used in appendix so long as it remains legible. Rules that must be followed are: 1). the word “Appendix” and a title need to appear at the top of the first page of each appendix, centered on the line, two inches down from the top edge of the paper edge, and 2). the margin requirements must be maintained with the pagination continuing unbroken. If you have multiple appendices use the following label format at the top of the first page of each appendix: Appendix A: Title, Appendix B: Title, Appendix C: Title, Appendix D: Title, etc. Label each in the order they physically appear in the document. Each appendix should be listed in the Table of Contents along with the title. Any Tables or Figures contained in the appendices must appear in the appropriate List of Tables or List of Figures.

If the use of a two inch top margin on the first page of the appendix will interfere with the formatting of the contents of that appendix, the use of a ½ Title Page as the initial appendix page is allowed. This page would appear at the beginning of the related appendix, is paginated in sequence, and contains the correct appendix identifiers (see Figure 10 below).



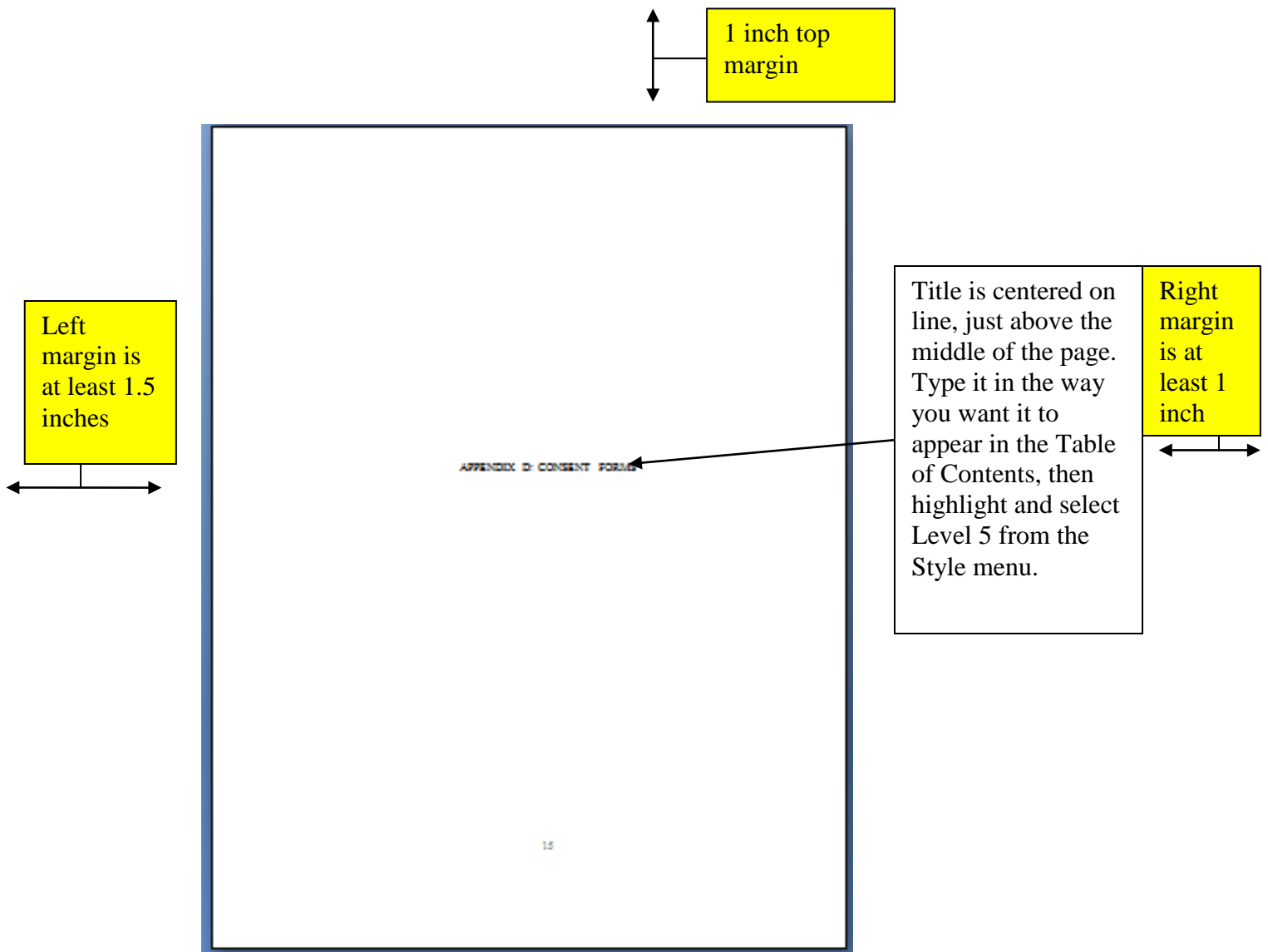
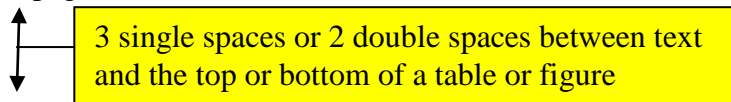
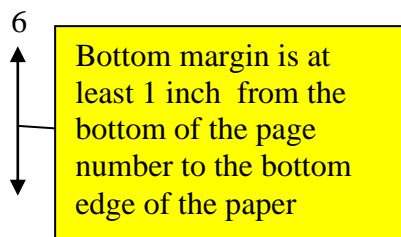


Figure 3. Sample 1/2 title page



It is recommended that 9-point be the smallest size type used in the appendices, due to readability. However, if a smaller font size is required, and the text remains legible and readable, it will not be rejected on those grounds.



Title is placed slight above the middle of the page. It is centered on the line

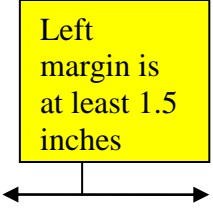
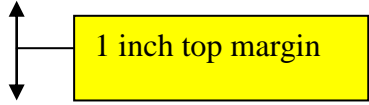
Appendix B: Additional Sample Pages



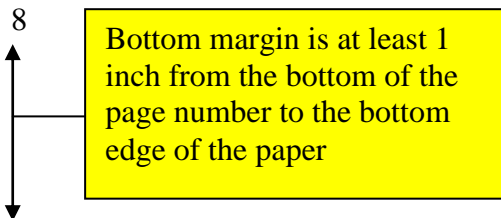
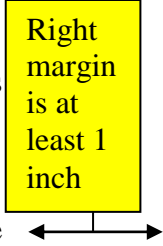
7



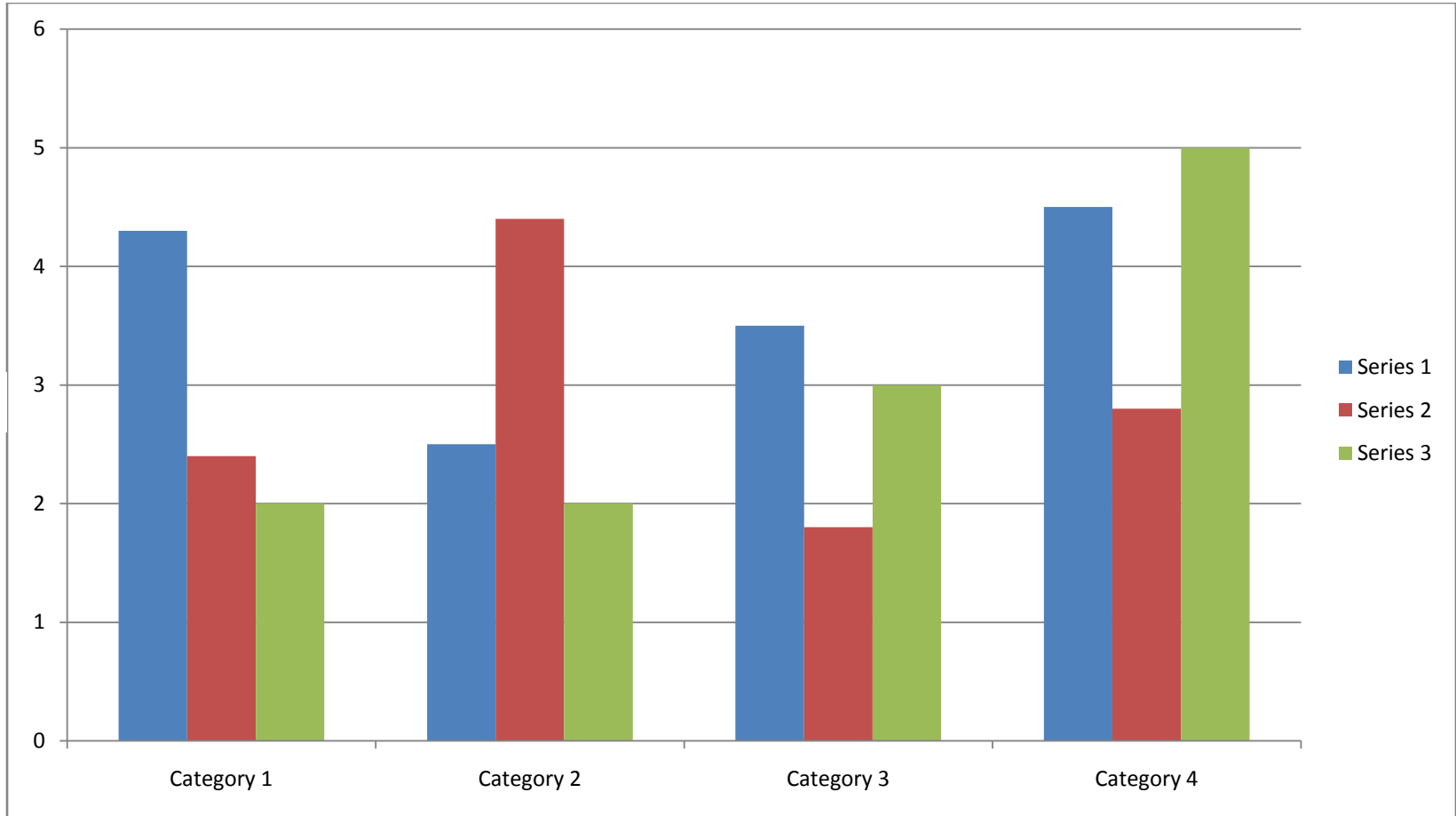
Bottom margin is at least 1 inch from the bottom of the page number to the bottom edge of the paper



While we have tried to include samples and formats for a variety of circumstances, these sample pages are not all inclusive. With large charts and wide or long tables, some items will not fit on a standard portrait page. Landscaped pages in your document have the same margin requirements, rotated 90 degrees. The binding edge will be at the top of the illustration and remains 1.5 inches, the page number remains bottom center but in the portrait position with a one inch margin between the bottom of the page number and the left edge of the page. The other two margins remain at least one inch. The caption of the landscaped illustration is also landscaped. Please see the sample on the next page.



The binding edge margin, left margin in portrait format, must be at least 1.5 inches at all times



There must be at least 1 inch between this edge and the page number

10

The page number must be formatted to a portrait orientation

This margin must be at least 1 inch

Figure 4. Sample Landscaped Figure

There must be at least 1 inch between this edge of the paper and the bottom of the illustration caption/title

3 single spaces or 2 double spaces between text and the top or bottom of figure or table.

1 inch top margin

Two sample tables follow. The first is a simple table. It fits on a single page and within the standard portrait margins so it is not necessary to continue or landscape the page.

Type	Number of Birds	Number of Fish	Total -
Ordered from Supplier	385	91	476
Cooked	202	87	289
Totals	587	178	765

Table 1. Bird and Fish pieces ordered vs. Cooked

3 single spaces or 2 double spaces between

The next table is a sample of a continued table. The format requirements are the same for a figure or any other type of illustration. Note that the continued table does NOT begin on this page – it begins at the top of a new page to keep the number of needed pages to a minimum and make it easier to follow for the reader.

Right margin must be at least 1 inch

Left margin must be at least 1.5 inches

Any illustration can be continued in this manner, table or figure, landscaped or portrait.

Figures which have multiple parts are continued in this manner with the entire caption at the bottom of the first page, only designators (A, B, C etc) appear by the separate parts.

There can be NO text between the parts of a continued table or figure. If the parts cannot be encompassed under a single title, then treat each part as a separate illustration. Color is welcome in documents, but make sure they can be understood in black and white as they are still microfilmed.

10

Bottom margin is at least 1 inch from the bottom of the page number to the bottom edge of the paper

1 inch top margin

Left margin must be at least 1.5 inches

Turn Around Time	Days in Advance
42	5
42	7
15	27
19	38
37	7
37	7
34	13
45	14
59	22
33	8
27	8
27	1
23	8
22	8
27	22
23	56
15	7
2	23
20	11
14	7
14	7
20	7
6	7
15	4
13	8
9	17

Continued

Right margin is at least 1 inch

Table 2. Time from Order Received Date to shipped and number of days before required by purchaser

11 Bottom margin is at least 1 inch from the bottom or the page number to the bottom edge of the paper

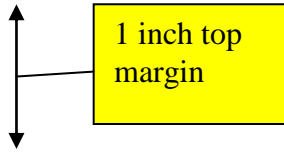
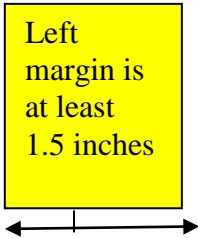
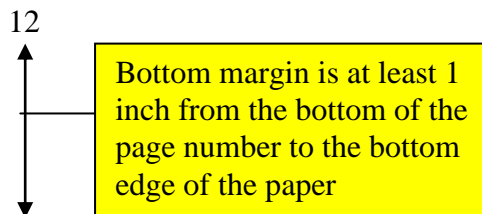


Table 2 continued



Turn Around Tim	Days in Advance
9	19
12	22
16	28
19	64
7	8
7	21
7	28
20	14
20	14
16	9
8	7
29	26
5	8
5	9
12	10
12	13
12	19
12	22
12	29
40	26
2	7
2	12
9	8
22	29
6	9
6	9

Continued



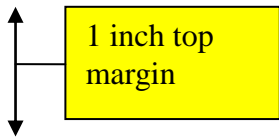
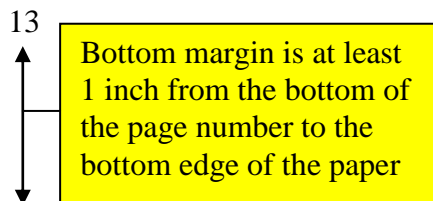
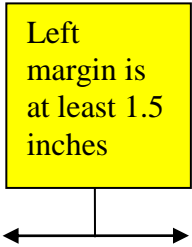
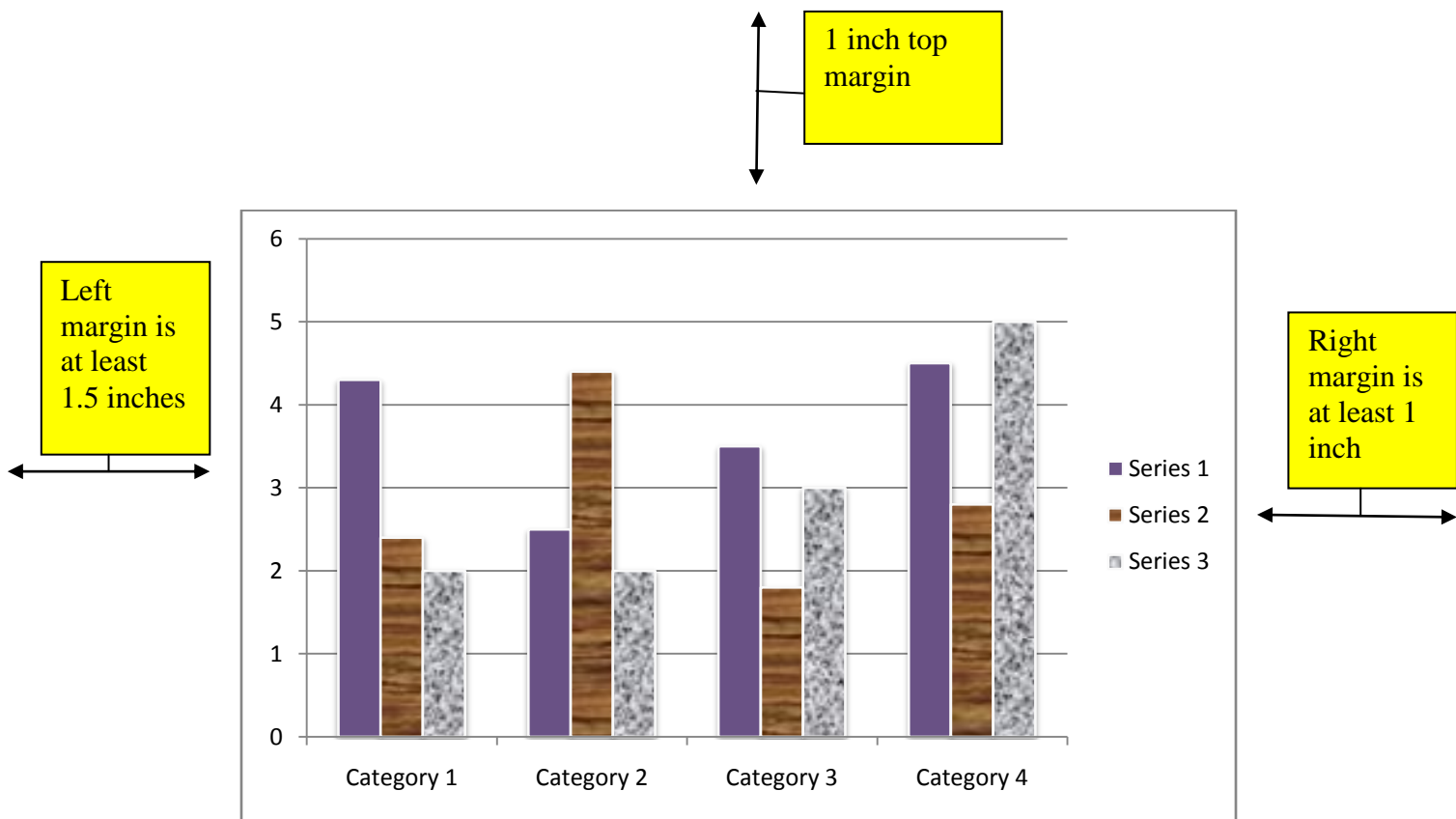


Table 2 continued

Turn Around Time	Days in Advance
7	19
9	40
3	9
1	12
1	13
3	26
2	13
8	21
8	21
8	28
8	33
1	4
6	11
3	15

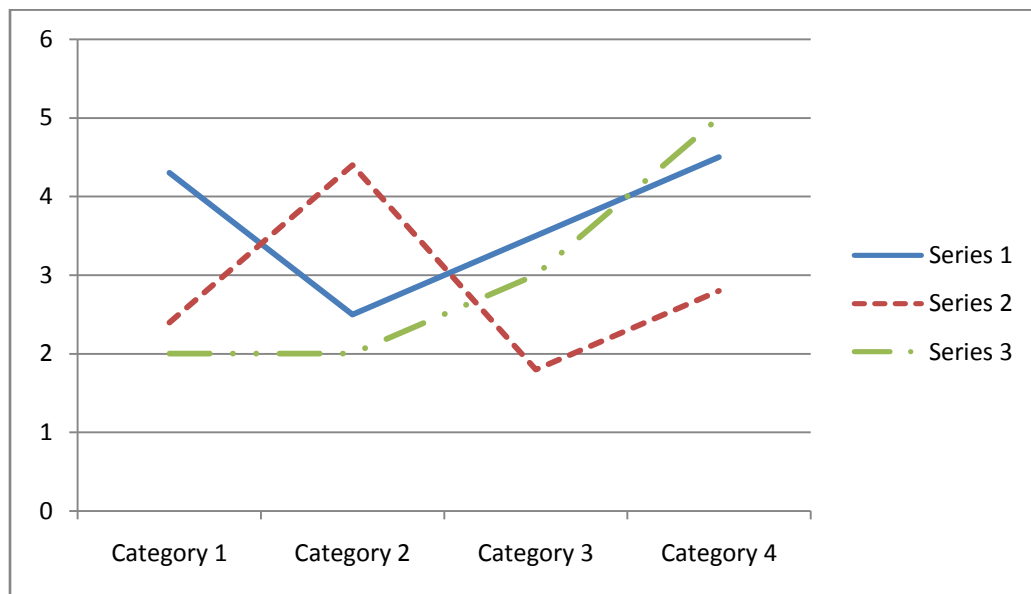


Bottom margin is at least 1 inch from the bottom of the page number to the bottom edge of the paper



3 single spaces or 2 double spaces between multiple figures or tables on the same page

A



B

continued

Figure 5. Sample multiple part figure: A bar graph, B line graph, C pie graph

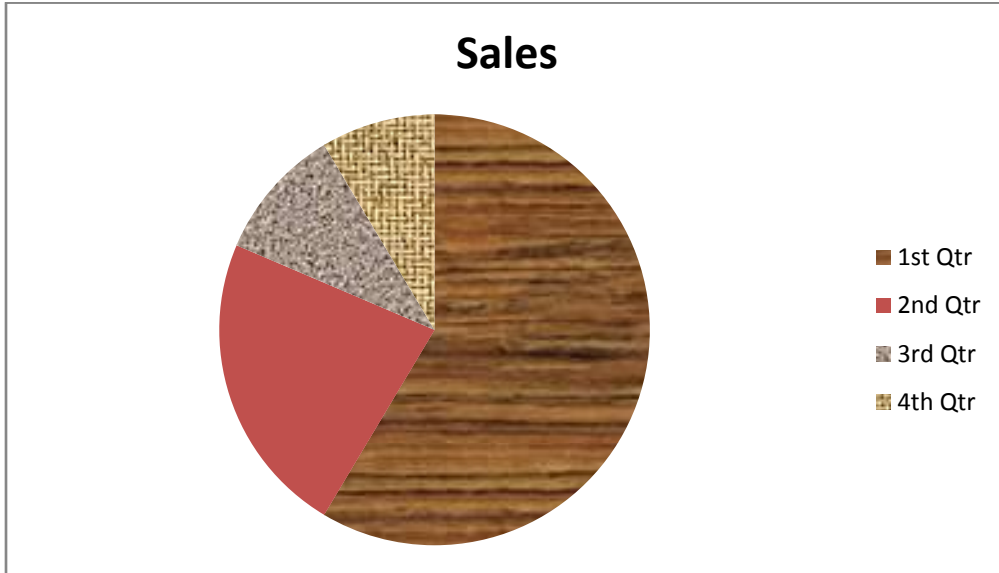
14

Bottom margin is at least 1 inch from the bottom of the page number to the bottom edge of the paper

Figure 5 continued

1 inch top margin

Left margin is at least 1.5 inches



Right margin is at least 1 inch

C

15

Bottom margin is at least 1 inch from the bottom of the page number to the bottom edge of the paper