

**New Mexico State University Graduate School
Las Cruces, NM**



Guidelines for Preparing a Thesis or Dissertation--Table of Contents

I don't want to read through the table of contents--just give me the condensed version
[Checklist for Forms \(required paperwork\) and Format.](#)

TABLE OF CONTENTS

SECTION ONE: OVERVIEW AND GENERAL INFORMATION

[Thesis Time Schedule](#)

[Dissertation Time Schedule](#)

[Scope of the Manual](#)

[Responsibility for Format](#)

[Suggested Styleguides](#)

[Preparing Dissertation/Thesis for Publication](#)

[Access to Information](#)

[Type Size Requirements](#)

[Using Copyrighted Materials](#)

[Obtaining Copyright](#)

[Preparing the Abstract](#)

[Illustrative Material](#)

[Thesis Publication and Copyright](#)

[University Statistics Center Services](#)

SECTION TWO: PARTS OF THE THESIS/DISSERTATION

[Preliminary Pages](#)

[Title Page](#)

[Approval Page](#)

[Dedication Page](#)

[Acknowledgment Page](#)

[Vita](#)

[Abstract](#)

[Table of Contents](#)

[List of Tables \(and/or Figures\)](#)

[List of Appendix Tables \(and/or Appendix Figures\)](#)

[Text Pages](#)

[Headings](#)

[Tables](#)

[Figures](#)

[Table and Figure Placement](#)

[Direct Quotes](#)

[Citations](#)

[Units of Measure](#)

[Numbers](#)

[Statistical Symbols](#)

[Notes and Footnotes](#)

[Fair Use of Copyrighted Material](#)

[Spelling and Punctuation](#)

[Latin Abbreviations](#)

[Afterparts](#)

[Bibliography](#)

[References](#)

[Literature Cited; References Cited](#)

[Appendix](#)

[Exceptions for Creative Works in Spanish Program and English Dept](#)

SECTION THREE: BASIC DIRECTIONS FOR LAYING OUT THE TEXT

[Margins](#)

Requirements

Justification

[Indentation](#)

Paragraph

Block Quotes

[Spacing Between Lines](#)

[Pagination](#)

Preliminary Pages

Text and Other Pages

[Headings--Chapter Titles and Subheadings](#)

[Paper](#)

[Typing Services](#)

SECTION FOUR: FINAL REQUIREMENTS BEFORE COMPLETION

[Enrollment & Diploma Application](#)

[Binding Fees](#)

[Signatures and Forms](#)

[Library Business Hours](#)

[Pertinent Duties of Library Binding Section](#)

[Disposition of Bound Copies](#)

[Last-Minute Problems?](#)

[Corrections to Bound Work](#)

[Corrections to Unbound Work](#)

[Certificate of Completion](#)

[A Note about Honesty and Plagiarism](#)

[Checklist for Forms \(required paperwork\) and Format](#)

[\[Graduate School Home\]](#)

Last modified: Wednesday, February 19, 1997

New Mexico State University Graduate School Las Cruces



Guidelines for Preparing a Thesis or Dissertation

Dissertation Time Schedule

Submit results of any psychometric test scores required by department prior to or during the first semester of registration.

Satisfy any language/research tool requirement.

File *Program of Study and Committee for Doctoral Students* after successfully passing the Qualifying Examination given by your department. By filing an approved program of study, you are admitted to further work toward the doctorate. This program may be amended as necessary by a memorandum initiated by you and signed by you, your adviser, and department head.

File *Application of Committee for Comprehensive Exam* during the appropriate semester. After successfully passing the comprehensive exam, register for doctoral dissertation during the appropriate semesters. Access the electronic version of *Guidelines for Preparing a Thesis or Dissertation* available at <http://www.nmsu.edu/~gradcolg/Guidelines/> and download/print/read the publication.

File *Application for Diploma* (see current Academic Calendar for deadlines). See also the electronic calendar available at the Graduate School website (<http://www.nmsu.edu/~gradcolg/>). Late fees are assessed for students filing after the deadlines. If you fail to complete all requirements by the deadline specified on the *Application for Diploma*, you may forfeit any fees paid and you must reapply and pay all required fees.

During the last semester of work, make arrangements with your major department to schedule the final examination. File *Application of Committee for Final Exam* with Graduate School **at least ten (10) working days prior to the date of the examination.**

Not later than seven (7) working days before the date of the final examination, the student must personally deliver a final copy of the dissertation to each member of the examining committee.

Check with the editor at the Graduate School prior to the final typing of the dissertation (call 646-

1432 or write to barvia@nmsu.edu). All dissertations must be completed in accordance with the format described in *Guidelines for Preparing a Thesis or Dissertation*. The draft copy of the dissertation may be checked by the editor, and suggested changes will be discussed with you for incorporation into the dissertation.

Following the final examination and approval of committee, an **unbound** copy of the dissertation (with all committee changes made) is presented to the Graduate Editor for final editing in accordance with the schedule published in the current Graduate School Catalog (inside back cover) or refer to electronic graduate academic calendar. A list of changes, if any, will be returned to you for incorporation into the dissertation. After approval by editor (which will be indicated on the corrections list in the field called STATUS), three (3) unbound copies (on 25% white cotton bond, 20-lb. weight paper) signed by adviser and College of Education Dean (if applicable) will be presented to the Graduate School Dean for his signature. The Graduate Dean will also affix the date. Four copies are required for molecular biology majors. At this time, the following forms must be submitted to The Graduate School: ***Survey of Earned Doctorates, Doctoral Dissertation Agreement Form*** (both given to student by editor after the final edit of dissertation), ***Binding Slip*** (the Binding Slip will be sent by FAX to committee chair (adviser) who will give to you at the time of your final defense), and the **binding fee receipt** (issued to student by the Business Office after binding/microfilming fee has been paid). These 3 (or 4 for molecular biology majors) signed copies (with an abstract of not more than 350 words) along with the Doctoral Dissertation Agreement Form, Binding Slip, and receipt for binding/microfilming fee will be deposited with the Branson Hall librarian in accordance with the schedule published by the Graduate School. (The Graduate School keeps the ***Survey of Earned Doctorates*** form.) The entire dissertation will be microfilmed and the abstract published by University Microfilms International in Dissertation Abstracts. (See also *The Graduate Procedure Handbook* available in all department heads' offices or in the Graduate School.)

Required forms: ***Program of Study and Committee for Doctoral Students; Application of Committee for Comprehensive Examination; Application for Diploma (\$30 filing fee and \$25 late fee); Application of Committee for Final Examination; Binding Slip (\$61 [or \$71 for molecular biology majors] required fee, includes microfilming charge, payable at Business Office); Survey of Earned Doctorates; Doctoral Dissertation Agreement Form (UMI Form); and the fee receipt issued by Business Office.***

Questions pertaining to these forms may be addressed to Ms. Jimi Ickes (call her at 646-2737 or write to jiickes@nmsu.edu). Refer to the [Checklist](#) for forms and format requirements summary.

DOCTORAL PRELIMINARY EXAMS

In all cases there must be one semester or 16 weeks between the comprehensive and final oral examinations.

[\[Table of Contents\]](#)

Last Modified: Wednesday, January 22, 1997

barvia@nmsu.edu

New Mexico State University Graduate School

Guidelines for Preparing a Thesis or Dissertation



Scope of the Manual

This manual sets the standards for format and style that must be met in order to secure the approval for theses and dissertations by the Graduate School at New Mexico State University.

[Return to Table of Contents](#)

Last update: Mon, Oct 7, 1996

barvia@nmsu.edu

NMSU Graduate School

Guidelines for Preparing a Thesis or Dissertation



Responsibility for Format

Responsibility for the writing and preliminary editing of the thesis or dissertation is the student's. Matters of content, arrangement of content, and length are decided by the student, advisor (committee chair), and committee. The thesis/dissertation is a scholarly work, which calls for clear and concise writing. Correct grammar, punctuation, and spelling should always be used. Similarly, standard typing practices should be employed in preparing the final typescript of the work. All references and documentation are to be complete. The Graduate School reserves the right to refuse any thesis or dissertation that does not observe the aforementioned fundamentals, that is not neat, legible, and in the appropriate format.

If you have any questions, please consult with Ms. Bobbie Via, Graduate School Editor, either by phone (646-1432 with voice mail) or by e-mail (barvia@nmsu.edu) or by scheduling an appointment. Office hours are between 10:30 A.M. and 3:30 P.M., Monday through Friday.

[Return to Table of Contents](#)

Last Modified: Wednesday, January 22, 1997

New Mexico State University Graduate School Las Cruces



Guidelines for Preparing a Thesis or Dissertation

Suggested Style Guides

It is appropriate to consult one of the style manuals published by professional societies in your field. If points differ from those stated in this guide, Graduate School requirements take precedence.

For amplification of points in this guide, you may wish to consult one of the following published style manuals. Some departments may require use of a particular manual.

1. Slade. 1997. *Form and Style: Research Papers, Reports, Theses*. (10th ed.). Houghton Mifflin Co.: Boston, Mass. (One of the most definitive style manuals geared specifically toward writing a thesis or dissertation. Contains up-to-date info on MLA, APA, and Chicago Manual of Style documentation.)
2. Gibaldi. 1995. *MLA Handbook for Writers of Research Papers* (4th ed.). The Modern Language Association of America: New York, NY. (Used widely in the humanities.)
3. *Publication Manual of the American Psychological Association*. 1994. (4th ed.). American Psychological Association: Washington, D.C. (Used in psychology and education, although researchers in all fields should find the section, APA Editorial Style, very informative.)
4. Turabian. *Manual for Writers of Term Papers, Theses, and Dissertations*. (6th ed.). University of Chicago Press: Chicago, IL.

Do not let another thesis or dissertation be your model. Avoid compounding possible errors of the past!

Please check with the Graduate Editor, Ms. Bobbie Via, as your paper begins to take shape and don't hesitate to call 646-1432 (or write to barvia@nmsu.edu) anytime thereafter.

When the thesis or dissertation is submitted for editing, inform the editor of the style manual being followed by completing the editing intake form at the front reception counter.

A copy, not the original, incorporating any corrections or changes required by the committee and signed by the adviser to verify that those changes have been made, must be submitted to the Graduate Editor (or front reception counter of Graduate School) in accordance with the schedule published in the current Graduate School Catalog (inside back cover). See also the electronic calendar available at <http://www.nmsu.edu/~gradcolg/>.

The editor's copy should be in a folder or clipped--not bound in any way.

[\[Table of Contents\]](#)

Last Modified: Wednesday, January 22, 1997

NMSU Graduate School

Guidelines for Preparing a Thesis or Dissertation



Preparing Dissertation/Thesis for Publication

Access to Information. Only dissertations are published through University Microfilms, Inc., one of the largest and most widely used bibliographic information systems in the world. Access to your dissertation by other researchers is obtained through The Dissertation Database, Dissertation Abstracts International, Dissertation Abstracts Online, Dissertation Abstracts Ondisc, Comprehensive Dissertation Index, and American Doctoral Dissertations. All theses' titles are sent to Research Publications which publishes annually Master's Theses in Education, Master's Theses in the Arts and Social Sciences, and Master's Theses in the Natural and Technical Sciences. All theses listed in these directories circulate on Interlibrary Loan.

Type Size Requirements. Dissertations are published exactly as they are submitted to UMI by our library binding section. They are neither edited, retyped, nor typeset. Type size should be a large pica type, 10-point or larger or 10-12 characters per inch on some printers. Because the dissertation will be reduced 75% in size on microfilm, the larger pica type (or comparable type size) is recommended. Print should be laser print (or at least letter quality), but never dot matrix. Double space all lines except block quotations. Remember that photocopies made from poor quality originals cannot be reproduced properly in microfilm. These poor quality originals tend to occur most frequently in appendices. Correction fluid or tape should never be used to cover errors, because they tend to bleed and flake away from the paper, exposing the uncorrected type. Also, small-type computer printouts may be illegible in microfilm.

Using Copyrighted Materials. As the author of the dissertation, you will be asked to certify that any previously copyrighted material used in your work, beyond "fair use," is with the written permission of the copyright owner (and not necessarily the author). UMI will not be held responsible for any damages which may arise from copyright violation (see the Chicago Manual of Style, 14th ed., for an explanation of "fair use.") One rule of thumb is that up to 150 words from a source, or two lines of poetry, can be quoted for critical or evaluative purposes without permission from the copyright holder, which in most cases is the publisher. When a quotation, even if less than 150 words, comprises a substantial proportion of the source, permission is needed (Slade, Form and Style, 1997, 10th edition, p. 40). If you are in any doubt, consult the publisher. Any permissions that you receive should be entered in the acknowledgements. An excellent short analysis of the 1976 Copyright Law and practical guide to its application is The Copyright Book, by William S. Strong. Copies of permission

letters from copyright owners must be attached to the UMI Agreement Form that you, as author, will complete and submit to the library along with the three copies of the dissertation. These permission letters must state that the copyright owner is aware that UMI may supply single copies of the dissertation upon demand. If permissions are not supplied to UMI, copyrighted materials will not be microfilmed.

Obtaining Copyright. If you wish to register your copyright but prefer not to handle the details yourself, UMI will act as your agent with the Library of Congress Copyright Office. This includes preparation of the application (in your name), submission of the application fee (\$35), and submission of required deposit copy(ies) of your work. You will receive your certificate of the copyright registration from the Copyright Office approximately three to four months after your abstract appears in Dissertation Abstracts International. Thesis students may call the Copyright Office in Washington, D.C., and request packet #109 by leaving a name and mailing address after the recorded message (refer to *Thesis Publication and Copyright*)

Preparing the Abstract. The abstract will be used by researchers to determine whether or not they wish to access your complete dissertation. It should provide a succinct, descriptive account of your work:

- A brief statement of the problem
- A brief exposition of methods and procedures
- A brief summary of the findings

Because it will also appear online, it must not exceed 350 words. Double space all lines and include all pertinent place names and other proper nouns, which are very useful in automated retrieval. Do not include tables or figures in the abstract. A useful guide for writing abstracts is the American National Standards Institute Standard for Writing Abstracts (ANSI Z339.14-1979). This 15-page document can be obtained by contacting the following: Sales Department, American National Standards Institute, 1430 Broadway, New York, NY 10018.

Illustrative Material. Microfilming is a black and white photographic process. For this reason, colors will appear as varying shades of gray.

- Lines on a graph should be identified by labels or symbols rather than by colors.
- Shaded areas--such as countries on a map-- will have better contrast if cross-hatching is used instead of color.
- Photographs should be professional quality black and white. Color photographs should be reprinted in black and white by a photo lab. Most photographs will reproduce acceptably on positive microfilm or microfiche but will lack clarity on xerographic (e.g., Xerox) copies made from the microfilm. Dry mount all photos onto the white 25% cotton bond paper before submitting dissertation of thesis to library for binding (use dry-mount tissue with heat to fuse paper and photo. Take care! Check with camera shop technicians for proper technique. A less permanent method uses rubber cement. Brush cement onto back of photo and onto paper, allow to dry until tacky---then press them together and allow to cure for 24 hours. It's a good idea to place the mounted photo between two pieces of paper and then set a heavy book on top during

this 24-hour curing period.)

- Tables, figures, and maps that are larger than the standard 8.5" by 11" page size may be used as fold-out pages, or, if they are too large, may be rolled and placed in a mailing tube. In addition to being filmed as 8.5" by 11" sections, each oversize item will be filmed as one exposure at the end of the dissertation, reduced and reproduced by xerographic process, and inserted at the back of the dissertation paper copies. Be aware that this applies to paper copies purchased through UMI, and not to the 3 (4) copies sent to the book bindery by the NMSU library and subsequently housed in the NMSU library. For these required copies, oversize items are placed in a back pocket inside the back cover of each bound dissertation. (Also see *Figures*.)

[\[Table of Contents\]](#)

Last Modified: Tuesday, January 21, 1997

[\[Comments\]](#) [\[Grad School Home\]](#) [\[NMSU Home\]](#)

NMSU Graduate School

Guidelines for Preparing a Thesis or Dissertation



Thesis Publication and Copyright

NMSU does not require theses to be published using UMI services. However, the same standards are expected to be maintained and the requirements are the same for all theses submitted to the NMSU library for binding. All theses' titles are sent to Research Publications which publishes annually the following three directories that circulate on Interlibrary Loan: Master's Theses in Education, Master's Theses in the Arts and Social Sciences, and Master's Theses in the Natural and Technical Sciences. Students may choose to obtain copyright by contacting the Copyright Office at (202) 707-9100 (Forms and Circulars Hotline) and requesting packet #109. The \$20 fee and copy(ies) of the thesis are sent directly to the Copyright Office with the completed application form. Within 16 weeks of submission you can expect to receive a certificate of registration. If you feel you need to talk to a person instead of a pre-recorded message, you may call (202) 707- 3000 (Public Information) to ask questions. Students may also seek copyright via UMI. Call 1-800-521-0600, extension 433, for the forms and more information. **REMEMBER, THIS TAKES TIME!**

gradcolg@nmsu.edu

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NMSU Graduate School

Guidelines for Preparing a Thesis or Dissertation



University Statistics Center Services

Many students are not aware that NMSU provides competent and timely statistical assistance, in the form of data processing and statistical design and analysis, to all members of the NMSU community upon request. The following information has been part of the Graduate Catalog for years. The University Statistics Center has been providing service since 1969, when the center was founded, and is usually cost free; however, if the work is directly related to a project funded through external funds, it is customary for the center to recover its expenses from these funds. This cost-recovery policy does NOT apply to service provided to graduate students in their master's or doctoral research, or to other research that is directly funded only through internal sources. Appointments can be made by calling 646-2936 or by visiting the Statistics Center office in Room 138, Gerald Thomas Hall (the old Agriculture Building). All ten members of the center's faculty hold joint appointments in the Department of Experimental Statistics.

barvia@nmsu.edu

New Mexico State University Graduate School Las Cruces



Guidelines for Preparing a Thesis or Dissertation

Preliminary Pages

For all final copies, a front flyleaf and back flyleaf (white cotton bond paper--blank) are used. No page numbers are assigned to these pages.

Lowercase roman numerals are used for page numbers for each of the following:

- i Title Page (numeral i is assigned but not shown on the page)
 - * Copyright notice (if used) is placed at bottom of title page
- ii Approval Page (also known as the signature page)
- iii Dedication Page (optional)
- iv Acknowledgment Page (optional)
- v Vita
- vi Abstract
- vii Table of Contents
- viii * List of Tables
- ix * List of Appendix Tables
- x * List of Figures
- xi * List of Appendix Figures
- xii * List of Abbreviations (or Nomenclature or List of Symbols)

(* Note: not all theses/dissertations will have copyright notice, tables, figures, or special nomenclature)

Title Page. The title page will show the title (in uppercase letters--200 spaces or less--do not use symbols to replace words), student's full legal name (as listed in Office of the Registrar: name changes must be processed through registrar), title of degree (as shown on page 2 of Graduate Catalog), major subject, minor subject (if appropriate), university name, city, state, and date thesis/dissertation is submitted to library (there are four dates used: May 1997 for spring, July 1997 for summer I, August 1997 for summer II, and December 1997 for fall). If you copyright your work, place the word "Copyright" or the international symbol, the year of publication, and your full legal name all on the next double spaced line after the date line (Copyright [or symbol] 1997 by Jane Anne Doe). The title page is assigned numeral i, but it does not appear on the page (this is called a blind folio).

Approval Page (Signature Page). Start at 1.25" from top of page and give title of work in upper- and lowercase letters; give full legal name; and degree title, double spacing all lines. Be sure to use first names, middle initials, and last names of all committee members, using the abbreviation "Dr." (not Doctor) if he/she so be. If a committee member does not have a doctoral degree, use the courtesy title of Mr. or Ms., full legal name followed by the degree abbreviation (e.g., Ms. Jane Y. Smith, M.S.W.). The members are listed in alphabetical order, by last name, after the chair (advisor), and are double spaced. After final editing, the chair, Dean of the College of Education (if appropriate) and the Dean of the Graduate School will sign on the lines you provide. The Graduate Dean will affix the date on the date line. All signatures for all three copies of the thesis/dissertation must be original and cannot be duplicated in any form.

Dedication Page. This page is optional. Type the word DEDICATION 1.25" from top of page, insert two double spaced blank lines and start text--double spacing all lines.

Acknowledgment Page. This page is optional. Type the word ACKNOWLEDGMENTS 1.25" from top of page, insert two double-spaced blank lines and start text--double spacing all lines. This is the place to give thanks, if you choose to professors, friends, parents, spouses, children-- anybody! It is also the place to acknowledge any financial support, special research materials given you, and any borrowing of text with a statement that (1) permission has been granted for use of tables, tests, or whatever and (2) gives the source of the permission.

Vita. Type the word VITA 1.25" from top of page, insert two double-spaced lines and begin. This is a vita--a simple biographical sketch--not a curriculum vitae. Use a simple chronological order.

Abstract. The abstract page has the word ABSTRACT typed 1.25 " from the top of page and shows the title in uppercase letters (200 spaces max and no symbols in lieu of words), student's full legal name, title of degree, name of university, city, state, year, and name of advisor (chair). All lines should be double spaced.

The abstract consists of a (1) statement of the problem, (2) exposition of methods and procedures, and (3) summary of the findings.

Length should not exceed 350 words (in an average abstract there will be about 70 characters per line with a maximum of 35 lines). University Microfilms Incorporated (UMI) publishes each dissertation abstract in Dissertation Abstracts International and recommends limiting abstract length based on the following consideration. Every word in the abstract eventually becomes searchable in computerized files. The most effective retrieval of pertinent documents is obtained when abstracts are written with precise, distinctive words and phrases that describe the essential and unique aspects of the research. Bibliometric studies indicate that well-written titles and abstracts are effective in identifying relevant documents in large databases. Dissertation authors and committee members may refer to American National Standards Institute for Writing Abstracts (see previous section titled Preparing the Abstract.)

Table of Contents. The Table of Contents has the words TABLE OF CONTENTS typed 1.25" from top of page. It begins with a List of Tables, if there are any tables and, of course, includes any other lists as mentioned in section titled Preliminary Pages. Do not list any of the material that precedes the Table of Contents (do not include the Vita, Acknowledgments, Abstract, etc.). Include all chapter heads in all uppercase letters and ALL subheads using the same words and capitalization as that given in the text. There must be at least two subheads at any level. Literature Cited is listed next. The appendix, with a descriptive title, is always listed as the last element. Double space between each separate entry--single space long lines of the same entry.

List of Tables (Figures). Each list is placed on a separate page with the table or figure title followed by a dot leader and a page number at the right margin. Be sure to double space between each different title but single space long lines of a title that may wrap to another line. Number all items consecutively from chapter one to the last chapter of text.

List of Appendix Tables (Appendix Figures). Each list is placed on a separate page with the table title of figure caption followed by a dot leader and page number at right margin. Double space between different titles. Each table in Appendix A is labeled Appendix Table A-1, A-2, etc. Tables in Appendix B start as Appendix Table B-1 and so on. This same method applies to appendix figures (Appendix Figure A-1, A-2, etc.).

[\[Table of Contents\]](#)

Last Modified: Tuesday, January 21, 1997

New Mexico State University Graduate School Las Cruces



Guidelines for Preparing a Thesis or Dissertation

Text Pages

The body of the paper starts with arabic numeral 1 and usually includes an introduction that justifies a need for the research, a literature review, materials and methods section, results and discussion, and conclusions. It is divided into chapters (or sections), which are subdivided, all with informative titles that correspond with the main heads and subheads listed in the Table of Contents. Each new chapter must start on a new page. Also, do not begin a new page for a mere subhead. There must be at least two subheads at any level (although you may choose not to have any subheads at all!) All lines, except block quotations, are double spaced.

Headings. Headings and subheads in the text are all-important for reader comprehension. The following two systems are not complicated and are regularly used by students at NMSU.

CENTERED UPPERCASE HEADER

(This is chapter title in boldface)

Centered, upper- and lowercase, bold and italicized (or underlined--this is the first-order subhead)

Flush left, upper- and lowercase, bold and italicized (or underlined--this is the second-order subhead)

Indented, bold and italicized (or underlined) lowercase subhead ending with period. Text follows on same line. (This is the third-order subhead.)

If you need another level, add a subhead immediately under the chapter title, centered but not underlined or italicized.

Not all theses or dissertations will require all levels, but all levels used must be listed in the Table of Contents. There must be at least two subheads at any one level. Those students following APA style, and those in the humanities and social sciences follow the subhead style shown above.

This second style is a decimal system that is used most often by engineers, chemists, molecular biologists, mathematicians, astronomers, and computer scientists:

1. UPPERCASE CHAPTER TITLE

1.1 Upper/Lowercase Subhead

1.1.1 Upper/Lowercase Subhead

1.1.1.1 Upper/Lowercase Subhead

1.1.1.2 Upper/Lowercase Subhead

1.1.2 Upper/Lowercase Subhead

1.2 Upper/Lowercase Subhead

2. NEW CHAPTER TITLE

Be sure that there are at least two subheads at any one level. You need not indent these decimal subheads because the numerals, not the indentation, tell the reader the level. Use boldface.

Tables. Titles should appear above table, starting at left margin (binding edge) and extending across page toward right margin. (Titles will also be listed in the List of Tables.) If the table is too wide for the page, you may choose to rotate the table 90 degrees so that the table title appears parallel to the binding edge. Keep page numbers in same place as for regular text pages, however (1 inch from bottom edge of 8.5 inch side of page). Add bottom line under all data to show that table is complete. Any footnotes are placed below this line with superscript letters. Asterisks are used for notes designating significance, as *P>.05, **P<.02. If the table is not your original work, give the source, including page number below the line and below all footnotes. The source should also be listed in the Reference List.

Figures. All figure captions are placed below the figures. (Captions will also be listed in the List of Figures.) If there is a space problem, you may choose to use a left-facing page which carries the caption. The page number for the left-facing page is not shown on the page but it is listed in the List of Figures (while page number shown on actual figure is not listed). The binding edge would be the right side instead of the left side-- leave a 1.5" margin on the right and the 1.25" margin on the left. Photographs are listed as figures; an original black and white glossy, 3" by 5" minimum size, is preferred for each of the three copies required by NMSU. Figures may be rotated 90 degrees so that the top of figure is parallel to binding edge (left margin). Captions must also be rotated to remain under the figures. Page numbers are never rotated. Any figure not your original work must include a citation for the source. The source should also be listed in the References.

Table and Figure Placement. Small tables and figures, after they are first mentioned, should be incorporated into the running text, if they can fit neatly. If not, place the table or figure within two pages of the first mention. If you refer to more than three table or figures on one page, end your final sentence on the page preceding the inserted tables or figures. It's unkind to ask your reader to hold his/her breath for more than three pages.

Direct Quotes. A direct quotation requires the page number of the work quoted. This also applies to figures and tables that are not your original work. The page number can appear in parentheses at the end of the quotation (p. 2) or, and this is more common, within parentheses with name or reference number and date of reference, as Adam (1989, p. 2), (Adam, 1989, p. 2), Adam (1989:2), (4:2), or (4, p. 2). Four or more lines may be placed in block quotation form--indented 5 spaces and single spaced (see section called "Block Quotes.")

Citations. A group of references, cited within parentheses in the text, should be arranged either alphabetically (Beson, 1991; Catz, 1954; Mart, 1991) or chronologically (White, 1978; Apple, 1988; Toad, 1991). If two citations have the same date, then arrange alphabetically (Smith, 1993; Wilson, 1993; Borg, 1994). NOTE: If two references with same years but different authors would shorten to Smith et al., use first two authors and then et al. (Smith, Brown et al., 1991; Smith, Jones et al., 1991). Those following APA style must arrange the citations within parentheses in alphabetical order. Follow departmental style for citing a work discussed in a secondary source. APA asks that you give the secondary source in the reference list and cite the original work with the secondary source in the text. For example, if Smith's unpublished manuscript is cited in Jones, cite Jones in the reference list. In text, use the following citation: Smith's study (cited by Jones, 1990). Use a complete entry for Jones in the reference list. Also, be consistent with the comma between author and year--this depends upon style manual being used (e.g., Smith, 1990; Jones, 1991 or Smith 1990, Jones 1991). Usually, engineers use a number system for citing--[1],[2],[3], and so on. Be sure that the brackets are placed inside the commas and periods (...they are 1 mm in size [1].), while superscript citations would be placed outside punctuation (...they are 1 mm in size.¹). Slade, Campbell, and Ballou's *Form and Style* (9th ed.) has a very informative section about methods of documentation.

Units of Measure. The metric system is in use, either as the primary system or with metric units in parentheses.

Numbers. The rule reads: Under ten, spell them out. BUT

- In a series, with some numbers over ten, all are numerals.
- For measurements of time or space, numerals are used (6 hr., 4 meters, 0800).
- For percentages, numerals are used (90%).

In most current scientific writing, all numerals are used, but this depends on the style being followed.

- Never begin a sentence with a numeral. Spell it out or reword the sentence so that a number does not lead.

Statistical Symbols. Symbols are commonly italicized (or underlined to indicate italics). That goes for F, P, R², t tests, to name a few. Chi-square is not italicized, however (χ^2).

Notes and Footnotes. If your discipline requires superscript notes to the text rather than the system of parenthetical source citation, these can be placed at the foot of the page (called footnotes), collected at the end of the chapter (called Notes to Chapter I and included in the Table of Contents as subheads),

or collected at the end of the entire text (called Endnotes and included in the Table of Contents as a subhead). The most commonly used system is to begin with note 1 in each chapter. **Note: APA style is to number consecutively throughout the work.** Remember that table and figure footnotes are **not** in this number sequence--they are a,b,c, etc.

Fair Use of Copyrighted Material. The author of a thesis or dissertation is expected to conform to provisions of the copyright law in regard to quoting from copyrighted material. Long quotations, reproduction of maps, statistical tables, figures, tests, etc., require written permission from the copyright owner in order to reproduce them. Permissions appear in the ACKNOWLEDGMENTS. All requests for permission should be sent to the copyright holder (1) in writing and (2) in duplicate. Be sure to keep a copy of the letter for reference. In granting permission, the copyright holder will sign and return one copy of the request, noting any fee demanded for the proposed use and any special conditions under which the grant is made. The second copy of the request will be retained in the copyright holder's files. (Dissertation authors must attach one copy of each permission letter from every copyright owner to the UMI Dissertation Agreement Form.) The request must contain explicit information:

- The title of the original work and exact identification, with page numbers, of what is to be reprinted (include table or figure number, title of a poem, or for prose, the opening and closing phrases).
- Information about the publication in which the author wishes to reproduce the material: title, approximate number of printed pages, form of publication, publisher, probable date of publication, approximate print run and list price (if available). Dissertation authors must remember to include a line telling the publisher that University Microfilms, Inc., may supply single copies of the dissertation on demand.
- The kind of rights requested (the most limited acceptable rights would be "nonexclusive world rights in the English language, for one edition," the broadest--which could be cut back by the granting publisher--might be "nonexclusive world rights in all languages and for all editions").

Spelling and Punctuation. Now is the time to become friends with Webster's dictionary. Here are a few problem areas to watch:

- June 6, 1991, but no comma for June 1991 or 6 June 1991.
- Percent is spelled as one word and is used with numerals, while percentage is used as a noun.
- The Pecos River, but the Pecos and Colorado rivers. (Although, when the generic term precedes more than one name, it usually is capitalized--Lakes Michigan and Huron.)
- Hyphens are used to clarify or to form a single idea from two or more words. So, it's a blue-green dress (color terms are of equal importance--hyphenate), but a bluish green paint (the first color modifies the second color--leave open); a 5-ml flask, but 5 ml water ("of" is implied); a well-known dog, but a very well known dog (never hyphenate after "very") or the dog is well known; hyphenate "self" compound words (there are a few exceptions--selfless, unselfconscious, selfsame); a widely read column (never hyphenate after an adverb ending in "ly"); two-thirds majority, half-baked plan (but halfway and halfhearted); twofold, multifold (but a 5-fold increase--hyphenate numerals); four-year-old boy, ten-foot pole, but a 10 percent increase. APA requires hyphens for the following prefixed words in which the base word is capitalized (pro- Freudian), a number (post-1960), an abbreviation (pre-USC trial), more than

- one word (non-achievement-oriented students), and words that could be misread (co-worker).
- When you find that handy word, "respectively," cropping up, be sure to place a comma before it at the end of the sentence or surround it with commas when it appears mid-sentence. Place commas after "i.e.," "e.g.," and "etc."
- Dashes in typescript are indicated by two hyphens (no space between them) in order not to confuse with hyphenated words. If your software has the capability, use "em" dashes instead of two hyphens.
- Do NOT use a colon between a verb and its object or a preposition and its object. Among many options before a list, you could say "The text included five items:" or "The text included the following:" or "The items are as follows:" INSTEAD OF "The reasons are:" or "He tried to:"
- Capitalization generally is a tough one. Never capitalize for emphasis only. Usually, when a capitalized word is a hyphenated compound, capitalize both words if the second element is a noun or proper adjective (Author-Critic). Do not capitalize the second element if it is a participle modifying the first element (English-speaking person) or if both elements constitute a single word (Re-establish). The four seasons are not capitalized unless personified (as in poetry). Capitalize trade names and brand names. Do not capitalize proper adjectives that have acquired a common meaning (eustachian tube). The Chicago Manual of Style (14th ed.) is a great capitalization guide. In titles and headings, capitalize all major words--conjunctions, articles, and prepositions are not considered major words; however, APA style capitalizes all words of four letters or more. Also, according to APA, when a capitalized word is a hyphenated compound, both words are capitalized as well as the first word after a colon or dash.
- Be consistent with comma usage. Follow the department's style guide, if there is one. It is acceptable to use or NOT use a comma before the final conjunction in a series (cats, rats, and dogs OR cats, rats and dogs). However, students following APA and MLA must use the comma.
- All professional journals and corresponding style guides require statistical symbols to be italicized (or underlined). The exception is chi-square (χ^2). Be sure to check the style guide you are following and let the editor know if there are any exceptions.
- Effect and Affect--Effect is almost always a noun and means result. Affect is almost always a verb and means (a) to assume, put on or (b) influence. For example, she affected an orange hat with purple slacks and the effect was striking.

The effect was affected by the extreme heat.

HOWEVER, effect can be used as a verb, meaning to bring about (e.g., The physician effected a cure). Affect can be used as a noun but only by psychologists and we presume that they know how.

Latin Abbreviations. Here are some abbreviations that are so common, they are no longer italicized (or underlined).

- et al. = et alia (and others)

Used in text when referring to three or more authors of a work. Black, Blue, and Red, 1991 = Black et al., 1991 (NOTE: there is no period after "et" because it is not an abbreviation--the period is placed

after "al.") Et al. may be used in the bibliography only for five or more authors (APA style requires all authors to be placed in the reference list).

- i.e. = id est (that is)

This abbreviation is always followed by a comma.

- e.g. = exempli gratia (for example)

This abbreviation is always followed by a comma.

- etc. = et cetera (and so forth)

This abbreviation is always followed by a comma.

- cf. = confer (compare)

Do not confuse with "see...."

- *ibid.*, *op.cit.*, and *loc. cit.* are abbreviations for subsequent references in footnotes and endnotes.

However, modern scientific writing avoids using them--opting for ease of reading. It is very cumbersome for readers of microfilm to forward and backward flip.

[\[Table of Contents\]](#)

Last Modified: Tuesday, January 21, 1997

New Mexico State University Graduate School Las Cruces



Guidelines for Preparing a Thesis or Dissertation

Afterparts

Page numbers continue as arabic numerals for all after parts:

- Literature Cited or
- Bibliography or
- References Cited or
- References
- Appendix (or Appendices if more than one)

No page number assigned to back (blank) flyleaf.

Bibliography. A bibliography is a list of published texts or journals used as source materials. Unpublished correspondence and interviews must be footnoted in the text with a superscript arabic numeral or, if brief, written in to the text itself in parentheses. Entries in the list are alphabetized, numbered or not, by the author's surname. Lines of each entry are single spaced. Double space between separate entries. When author's name is unknown (never use Anonymous), the entry is alphabetized by the first principal word in the title. In the case of two works by the same author, list the early date first. When the same author writes with others, these entries follow the single-authored work, alphabetized by the second surname. If you have two entries by the same authors in the same year, add "a" and "b" after the dates. For example:

Jones, J. 1971. *Bones*. New York: McGraw Hill.

Jones, J. 1972. *Bigger Bones*. New York: McGraw Hill.

Jones, J., and J. Doe. 1991a. *Them Bones*. New York: McGraw Hill.

Jones, J., and J. Doe. 1991b. *Unknown Bones*. New York: McGraw Hill.

Jones, J., S. Eff, and M. Asphalt. 1989. *Skeletons*. New York: McGraw Hill.

Jones, J., S. Frog, and M. Asphalt. 1989 *Skulls*. New York: McGraw Hill.

Not all items listed in the bibliography must be cited if the books were used for background reading only. Check with your advisor to find out if you may use the bibliography listing. Most theses and dissertations will have only cited items in the listing.

UMI has suggested a hybrid format for citing dissertations in bibliographies based on the recommendations made in various handbooks and style guides. The following sample citation includes pagination, advisor, and Dissertations Abstracts International reference:

Glossy, Mary. "The Untold Story of the Spanish Golden Age: Celestina, El Casamiento engaoso/Coloquio de los perros, and La tia fingida." Ph.D. diss., Harvard Univ., 1988. 178 pp. (Dudley Smart, advisor). DAI, 49.10 (1989):3042-A.

References. Entries in the reference list are arranged alphabetically. Single space all lines of an entry and double space between separate entries. You may, however, include unpublished source material.

Literature Cited; References Cited. The majority of disciplines require that all entries be cited in the text or appendix. If you use the Literature Cited (LC) or References Cited (RC) format, you are absolutely obligated to do so. Also, LC restricts you to "literature," so put personal communications, letters, and so on in footnotes or parentheses, as explained in the Bibliography section. You may arrange entries alphabetically by surname or by surname and then assigning a number to each entry. You must have used the number system of citing in the text in order to use the latter system, however. Another way is to assign the number in the order in which it first appeared in the text as a citation. Do not mix systems of citing and systems of listing the entries--be consistent! Be sure to single space each line of an entry and double space between separate entries.

Appendix. The appendix (or appendices, if more than one) are labeled as Appendix A, Appendix B, etc., with descriptive title given for each. You may use half-title pages which carry the appendix label and descriptive title (but no page number is to appear on the page) before the actual appendix material OR you may simply place the header and descriptive title at the top of the page (remembering to observe the top margin), double space, then start the actual appendix material. If you do use the half-title page, be sure to list the page number in the Table of Contents as that of the half-title page. Remember to observe the margins and the double-spacing requirement. Use arabic numerals, numbered consecutively with text.

[\[Table of Contents\]](#)

Last Modified: Tuesday, January 21, 1997

NMSU Graduate School

Guidelines for Preparing a Thesis or Dissertation



Exceptions for Creative Works in English and Spanish Programs

Exception to the double spacing rule has been granted for poetic theses. Each poem may be single spaced. All creative works from the English department and Spanish program must have an introduction and discussion section which establishes a context for the creative work and may include discussion of the various writers who have influenced the student's aesthetic theory or poetics. If citations to other works are included in this introduction, a WORKS CITED section at the end of the thesis is needed. The INTRODUCTION section must follow the actual Table of Contents with pages numbered in appropriate roman numerals. An entry (for example, INTRODUCTION.....vi), placed flush left, must be included in the Table of Contents. Pagination for the actual creative work (first short story, first page of novel, first poem, etc.) will start with arabic numeral 1. Just a reminder--All chapter titles of novels (or titles of poems or short stories) should be included in the Table of Contents as entries typed in all uppercase letters, placed flush left, following the INTRODUCTION entry. If there are any subheadings, they must be typed in upper- and lowercase letters. Observe the 1.5-inch margin on left and 1.2-inch margins on top, right, and bottom for all text. Remember to place a roman-numeral page number at bottom of page, 1 inch from edge of paper. Follow the sample table of contents on page 36. Be sure to observe the margins!

barvia@nmsu.edu

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Guidelines for Preparing a Thesis or Dissertation



Margins

Requirements. The following margin requirements will be enforced: left-hand side (binding edge), 1.5 inches, which allows room for sewing during the binding process and allows for photocopying without crushing the spine of the bound work; remaining three sides, 1.25 inches. However, page numbers should be placed 1 inch from the bottom edge of the page, centered. (This leaves a 0.25" space between page number and the last line of text.) All pages, including figures, tables, and appendix material must conform to the margin requirements. If wide tables or figures require the page to be used crosswise, the tops of the figures and tables must be at the binding edge--the side with the 1.5-inch margin.

Justification. A ragged right margin is preferable to a justified right margin. Justifying right margins should be done only if this can be achieved without leaving large gaps of white space, or "rivers," on the page.

[\[Table of Contents\]](#)

Last modified: Wednesday, January 8, 1996

NMSU Graduate School

Guidelines for Preparing a Thesis or Dissertation



Indentation

Paragraph. Indent the first line of a paragraph five spaces, and bring all subsequent lines to the left margin.

Block Quotes. Indent all lines of set-off quotations (block quotations) five spaces from the left margin and type the entire quotation on the indented margin without the usual opening paragraph indentation. Single space all lines. If the quotation is more than one paragraph, indent the first line of this second paragraph (and any subsequent paragraphs) five spaces from the new margin.

[\[Table of Contents\]](#)

Last modified: Thursday, January 9, 1997

NMSU Graduate School

Guidelines for Preparing a Thesis or Dissertation



Spacing Between Lines

Preliminary pages, text pages, and appendix pages should be double spaced. Exceptions: block quotations, footnotes at the bottom of pages, figure captions, table titles, and long headings in the Table of Contents, which should be single spaced. All poetry in an English major's thesis may be single spaced (see page 12.) All bibliography and reference entries should be single spaced with a double space between each different entry.

[\[Table of Contents\]](#)

Last modified: Thursday, January 9, 1997

NMSU Graduate School

Guidelines for Preparing a Thesis or Dissertation



Pagination

Assign a number to every page of the thesis/dissertation except the front and back blank flyleaves.

Preliminary Pages. Number all preliminary pages with lowercase roman numerals (i, ii, iii, iv, etc.) centered at the bottom of the page, 1 inch from the edge. Remember, the title page is counted as page i, the that page number is not shown. The approval page is always page ii.

Text and Other Pages. Number the remaining parts, including text, tables, figures, notes, reference list, and appendices with arabic numerals centered at the bottom of the page, 1 inch from the edge of page. That will leave a 0.25-inch space between bottom text line and page number. Do not place page number at the top of any page--only at the bottom.

[\[Table of Contents\]](#)

Last modified: Thursday, January 9, 1997

New Mexico State University Graduate School Las Cruces, NM



Guidelines for Preparing a Thesis or Dissertation

Headings--Chapter Titles and Subheadings

Chapter Titles (major headings)

This method is to be used by those following the APA or MLA style guides. For those using decimal numbers as labels--see below

Generic headings begin 1.25 inches from the top of the paper, centered and in upper- and lowercase boldface letters followed by a number or letter (e.g., Chapter 1 or Chapter I). Insert a double-spaced line and type the chapter title, centered in uppercase boldface letters. The text then appears after two double-spaced lines. If the chapter title is longer than one line, set it in two (or more, as needed) double-spaced lines in inverted pyramid form. No punctuation is used at the end of these lines. For example:

Chapter 1

METHODS AND EXPERIMENTAL PROCEDURES USED IN THE
PINE-TREE SEEDLING DISSECTION STUDY

Text starts on this line and continues across the page until it it must wrap to the next line--make sure that the lines of text are double spaced throughout the thesis or dissertation.

Subheadings

Centered subheads (1st order) that must be set up into two lines should be single spaced and placed in inverted pyramid form. Long side headings (2nd order) should be divided more or less evenly into two or more single-spaced lines, each line placed at the left margin. Paragraph headings (3rd order) should be italicized (or underlined) and should end with a period. All other subheads should omit any end punctuation. All subheads begin on the second line (one double-spaced line) after any text. The text begins on the second line (one double-spaced line) after the subhead. Use boldface for all. For

example:

A 1st-Order Subhead is Placed Here and
Wraps to Next Line if it is Long

Another 1st-Order Subhead is Placed Here

A 2nd-Order Subhead Is Placed Here and
Is Divided Evenly into Two Lines

Another 2nd-order Subhead is Placed Here

A 3rd-order subhead here. Text follows on same line as the third-order subhead. Be sure to indent the paragraph. Note that a period follows this subhead. Lines of subsequent text then wrap to the left margin.

If two subheads should appear without any intervening text, one double-spaced line should be placed between them, and another double-spaced line should be placed between the last subhead and the text following. For example:

1st-order Subhead Here

A 2nd-order Subhead Here

Text then begins after one double-spaced line.

There is also the *decimal system* of labelling subheads, used by engineers, chemists, biologists, computer scientists, mathematicians, etc., and allows all subheads to be placed at the left margin--the numbers tell the reader the subhead level, not the indentation.

For example:

1 INTRODUCTION

1.1 The First Subhead

1.1.1 The Next Lower-Level Subhead

1.1.2 There Must Always Be Two Subheads At Any Level

1.2 Back To The First-Order Subhead Level

[\[Table of Contents\]](#)

Last Modified: Friday, January 10, 1997

[\[Comments\]](#) [\[Grad School Home\]](#) [\[NMSU Home\]](#)

**New Mexico State University Graduate School
Las Cruces, NM**



Guidelines for Preparing a Thesis or Dissertation

Paper

Twenty-five percent cotton bond, 20-pound weight *white* paper is required for all three copies submitted to the library for binding. Some common brand names that you will see are New Mexico Bond, Neenah Bond, Boise Bond (there are others). Print shops can duplicate the thesis/dissertation onto bond paper, or sell small quantities of sheets of blank paper. You may also buy an entire ream (a package of 500 pages) at the University Bookstore and various print shops in town (look in the yellow pages of the phone book under "Printers.") If you need to use a fold-out page for an oversize table or figure, you may not be able to find 25% cotton bond in this large size (11" x 17"). Remember to roll large maps and plates and place inside map mailers (cardboard tubes) --the bindery will fold them to fit the back pocket (see page 5--Illustrative Material). NEVER use white correction fluid to cover typos--you must retype text on a new page of bond paper (see page 4 --Type Size Requirements).

[\[Table of Contents\]](#)

Last Modified: Tuesday, January 14, 1997

[\[Comments\]](#) [\[Grad School Home\]](#) [\[NMSU Home\]](#)

New Mexico State University Graduate School Las Cruces, NM



Guidelines for Preparing a Thesis or Dissertation

Typing Services

The Graduate School will provide to you a list of typists/editors upon request. However, the Graduate School does not assume responsibility for charges or quality of work. NMSU has general use computer labs that you may use: Business & Econ Lab (646-1519), CANTO Training Lab (646-7758), Computer Center Labs (646-7758), English Lab (646-5296), Library Cluster (Jacobs Hall 646-5730), Mac Lab (646-4209), New Library (2nd and 3rd floors), PC Lab (Jacobs Hall, room 205, 646-5239), Westside Cluster (Knox Hall 646-6100). There are many different types of software available as well as access to VMS, VM, and UNIX, and several networks. A workstation for the visually impaired can be found in the PC Lab in Jacobs Hall. There is also a TDD in this lab and at the user assistance desk in the Computer Center. For more information contact Computing and Networking Technology Organization (CANTO) at 646-1840 or E-mail address help@nmsu.edu. You may also stop by the Computer Center on Stewart Street (between Sweet Avenue and Willaims Avenue). It's across the street from O'Donnell Hall (education bldg.). Subscriptions to the CANTO newsletter are free of charge for students. It's full of useful, up-to-the-minute info about our campus network computing; announcements of new software and hardware for the microcomputer labs; tips from the Help Desk; and feature articles about products and services. For a subscription request, contact The Computing & Networking Technology Organization at Box 30001, Dept. 3AT, NMSU, Las Cruces, NM 88003-0001 or call the CANTO Information Center at 646-1840.

No exceptions can be made for problems arising from computer breakdown or operator lack of know-how.

[\[Table of Contents\]](#)

Last Modified: Tuesday, January 14, 1997

[\[Comments\]](#) [\[Grad School Home\]](#) [\[NMSU Home\]](#)

New Mexico State University Graduate School Las Cruces, NM



Guidelines for Preparing a Thesis or Dissertation

Enrollment

During the last semester, if all coursework has been completed, thesis students must register for at least 1 hour of thesis 599. Dissertation students must register for 3 hours of dissertation 700 during the fall and spring.

Diploma Application

This is just a friendly reminder to please have the application filed and the fee paid by the deadline. Remember, you must have a current application on file with the Registrar's Office and the Graduate School. Don't expect to graduate if the application was filed for spring 1997 and you are completing your requirements in fall 1998! If you have filed the application and have paid the fee and later realize that you are not going to complete all the requirements (i.e., your thesis isn't ready or you can't take your orals until after the deadline), you must ask for the transfer of the application to the proper semester before the deadline stipulated in the Schedule of Classes and in the schedule published in the current Graduate School Catalog (inside back cover)--it cannot be done automatically. Notify the staff in the Registrar's Office before the new deadline and they will transfer the fee and change the graduation date for you. This fee transfer can be done one time only. You must then notify Ms. Jimi Ickes in the Graduate School of this change. If you delay beyond the deadline, you must file a new application and pay another \$30 fee and perhaps a \$25 late fee (this would depend on just how long you have procrastinated--watch those deadlines--you are responsible!).

[\[Table of Contents\]](#)

Last Modified: January 14, 1997