This manual outlines the requirements for traditional style theses and dissertations published through the John D. Bower School of Population Health (SOPH) at the University of Mississippi Medical Center.

OVERVIEW
The Master of Science (MS) in Population Health Science, Doctor of Philosophy (PhD) in Biostatistics and Data Science, and PhD in Population Health Science are research degrees and are not conferred solely as a result of formal course work, no matter how superior and extensive. To receive these degrees, candidates must demonstrate evidence of proficiency and distinctive attainment in a special field and a recognized ability for independent investigation. The purpose of this requirement is multifold. Most importantly, the student must demonstrate the ability to collect, interpret, integrate, and communicate research findings. The thesis/dissertation is a permanent repository for research results and intellectual concepts that may not be published elsewhere. Finally, the thesis/dissertation should stand as a solid description of an independent research study that enlarges the body of knowledge in that field. Preparation of the thesis/dissertation is expected to be a scholarly endeavor in its own right.

While in the master’s thesis, the student demonstrates the ability to accomplish a research project of a more limited scope than that of the doctoral dissertation, the master’s thesis/doctoral dissertation are written records of student’s individual, original research. The topic must be appropriate to and significant in the academic field, require a mastery and exhaustive exercise of research techniques, and demonstrate critical thought and facility of expression. The thesis/dissertation must, in the professional opinion of the graduate faculty, make an original contribution, and it must demonstrate the candidate’s fitness to continue the advancement of knowledge in the student’s competency. In consultation with the student’s advisor, it is the responsibility of the student to satisfy all deadlines and requirements of the completion of a graduate degree, including the thesis/dissertation.

The student is responsible for all aspects of the preparation of the thesis/dissertation, including:
1. subject matter and content
2. organization and format
3. editorial, linguistic and bibliographical quality and accuracy
4. quality of text and illustrations
5. IRB/IACUC guidelines and requirements

The Thesis/Dissertation Advisory Committee is responsible for evaluating the research and the thesis/dissertation to ensure that:
1. the subject matter and methodology are appropriate.
2. the organization, content, and format of the thesis/dissertation are of professional quality which includes writing quality, technical correctness, and professional competency.
3. the student has fulfilled the requirements of the degree for which they are a candidate.

For a master’s student completing a thesis, the student should submit a complete Masters Advisory Committee Nomination Form to the Office of the Dean for the Dean’s written approval. The proposed thesis topic must be approved. A student must submit the Thesis Proposal Approval Form to the Office of the Dean.

For a doctoral student, a qualifying examination to qualify the student for admission to candidacy for the PhD degree is administered by each program within the SOPH. The qualifying examination is given to graduate students in good academic standing upon completion of coursework. The composition of the examination varies from program to program. Information on the specific format used within a program may be obtained from the relevant program director. Following the completion of the qualifying exam with a passing score, the student is required to submit the Doctoral Qualifying Examination Certification Form to the Office of the Dean. Ten (10) working days after satisfactory completion of the qualifying examination and any additional prerequisites, the student must submit the Admission into Doctoral Candidacy Form to the Office of the Dean. For a doctoral student completing a dissertation, the student should submit a complete Doctoral Advisory Committee Nomination Form to the Office of the Dean for the Dean’s written approval. The Dissertation Proposal Approval Form should be submitted to the Office of the Dean for approval.

The student must prepare the thesis/dissertation in an approved format.

A public oral defense of the thesis/dissertation is mandatory. The public oral defense must be publicly announced at least ten (10) working days before the student’s public defense date.

Ten (10) working days before the defense date, the student or a representative of the student’s program should send a notice of the defense to the Designated Official in the SOPH Office of the Dean. The defense date, time, place, student’s professional photo, and title of the Thesis/Dissertation should be included in the notification. The Designated Official will submit the defense notification on the UMMC scroll. The following statement will always be included on the UMMC intranet under the featured events section unless otherwise instructed not to include due to the size of the room, etc.: All UMMC faculty, staff, and students are invited.

A minimum of ten (10) working days before the defense date (some programs may require more time), the student must submit a first draft copy of the Thesis/Dissertation to ProQuest in PDF format and all members of the Thesis/Dissertation Advisory Committee. All submissions of edited versions of the manuscript must be submitted through ProQuest.

All advisory committee members as approved on the Masters Advisory Committee Nomination Form/Doctoral Advisory Committee Nomination Form must be present at the public oral defense.

In private deliberation, the advisory committee determines the acceptability of the defense and thesis/dissertation. Further questioning of the student may be included in the committee’s deliberations. Upon successful completion of the oral defense, the advisory committee must complete the Thesis Defense Certification Form or Dissertation Defense Certification Form as appropriate.

Following a successful thesis/dissertation defense, the student completes any editing mandates or suggestions
made by their advisory committee. The student also addresses formatting changes suggested by the Designated Official in the SOPH Office of the Dean.

The student submits a final draft of the thesis/dissertation to ProQuest **no later than ten (10) working days after the Thesis/Dissertation defense**. Payment of the copyright, binding and handling fees, and other fees must be completed in ProQuest.

After the Thesis/Dissertation has been cleared for binding by the Designated Official in the SOPH Office of the Dean, the student is required to purchase a minimum of three (3) copies. These copies will be distributed to the following:

- UMMC’s Rowland Medical Library
- Thesis/Dissertation Advisory Committee Chairperson
- Author (i.e., the student)

The student may pay for additional copies of the thesis/dissertation in ProQuest. Once the bound copies are returned, the SOPH Office of the Dean will deliver the three (3) copies to the recipients listed above. The SOPH Office of the Dean may notify the student to pick up the remaining copies, if applicable, and if the student has already moved from or is not based in the Jackson area, the SOPH Office of the Dean will mail the remaining copies to the student at the student’s expense.
FORMATTING INSTRUCTIONS
The formatting requirements detailed in this manual must be met throughout the entire manuscript. The candidate is responsible for the correct presentation of the content, reference and illustrative materials of the manuscript, arrangements of parts, sentence structure, grammar, paragraphing, punctuation, spelling, typographical errors, quotations, bibliographical items and of tables and other illustrative materials. The manuscript should be carefully proofread and corrected by the candidate prior to submission to ProQuest.

<table>
<thead>
<tr>
<th>Font</th>
<th>The same font must be used in all elements of the document. This includes all text, page numbers, table and figure legends, main headings, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>Italics</em> may be used only for scientific terms, foreign words and phrases, special emphasis, and in citing titles of published works, but are not acceptable for subheadings or other textual elements.</td>
</tr>
</tbody>
</table>
|      | The following fonts and font points are recommended (*designed for screen readability*):
|      | Arial 10pt *
|      | Courier New 10pt *
|      | Georgia 11pt *
|      | Times New Roman 12pt *
|      | Trebuchet MS 10pt *
|      | Verdana 10pt *
|      | The author must remember that consistency is an absolute requirement. For example, if a large type is used for one subheading, the same size type must be used in all subheadings on that level. Or, if the major headings and subheadings have two different font sizes, the larger font must be used in the major headings. **Headings and subheadings must match the Table of Contents word-for-word.** |
|      | Restrictions with regard to the use of fonts do not preclude the use of special fonts for mathematical or other technical symbols which are standard in contemporary typography for the appropriate specialty. |

<table>
<thead>
<tr>
<th>Headings and subheadings</th>
<th>Headings and subheadings may be in a larger size, and may be in bold print, but the font must be the same one that is used in the remainder of the document.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Do not place a subheading on a new page if there is room to place it on the previous page without creating a widow or orphan. Do not start a subheading on a new page, unless it naturally falls there.</td>
</tr>
<tr>
<td></td>
<td>Using more than three levels of subheadings is not recommended. It is not necessary to include all subheading levels in the Table of Contents.</td>
</tr>
</tbody>
</table>
| Margins | Left: 1” (or 1.5” to ensure sufficient room for binding on pages with horizontal view)  
Right: 1”  
Top: 1”  
Bottom: 1” |
|---|---|
| Spacing | All text must appear in a single column on each page with **one and a half spacing (1.5)**.  
This includes the Abstract, Dedication, Acknowledgments, Table of Contents, and body of the manuscript (i.e., the Chapter or Major Sections).  

**Single spacing (1.0)** may be used for long tables, block quotations, subheadings and chapter titles, figure legends, appendix material, and all bibliographic entries.  
For long quotations of more than fifty words, the writing should be indented 0.75” from the left-hand margin and single-spaced.  

**New paragraphs must be indicated by a consistent tab indentation throughout the entire document.**  
It is not permissible to leave a single line of a paragraph or other subdivision at either the bottom or top of a page (a "widow" or “orphan”).  
The last word on a page should not be hyphenated.  
Text within a chapter must be consistent. You may add extra space following a section or subsection title, but add **no more** than one extra line of space between paragraphs. |
| Pagination | Page numbers must appear at the bottom of the page, centered, and 0.50” from the bottom edge of the page, and do not need to appear within the margins.  
Every page within the manuscript must be **numbered with the exception of the Title Page, page “i”. The Signature Page is the first page with the number shown in the manuscript. This page is assigned and shows the lower case Roman numeral “ii”**.  

**LOWERCASE ROMAN NUMERALS** (iii, iv, v, vi, etc.) must be used to number the Preliminary Section Pages (e.g., List of Tables, List of Figures, etc.).  

**ARABIC NUMBERS** (1, 2, 3, 4, 5, etc.) must be used to number the body of the text. The first page of the Major Section Pages (e.g., “INTRODUCTION”, etc.) must be numbered “1.” The remaining pages will be numbered sequentially using Arabic numbers. |
| **Page Breaks** | Start a new chapter, or Major Section, on a new page. A numbered half-title page must be used at the beginning of each Major Section, (i.e., INTRODUCTION, REVIEW OF LITERATURE, etc.)

Do not divide words at the bottom of a page and carry them over to the next page. A sentence ending a paragraph should not end as a partial line at the top of the next page.

**The first body of text page of each chapter should have a 2” top margin. All other text pages, including those with figures or legends, should have a 1” top margin.** |
|---|
| **Tables and Figures** | The Advisory Committee must approve the quality of all tables and figures.

Tables and Figures must bear an identifying number, and numbered in a separate series; each table and figure must bear a number in its own series (e.g., “Table 1...”, “Figure 1...”, “Table 2...”, “Table 3...”, “Figure 2...”). Table and Figure titles should be unique and be entered in the List of Tables and List of Figures exactly as they appear in the manuscript. Title text should be single-spaced and bold.

Tables and Figures must have captions. A caption is additional text that describes the information in the table and figure. Caption text should be single-spaced.

Placement of Tables and Figures may be handled one of the following ways:
- Each table and figure must be referenced in the text prior to its placement.
- Inserted in the text following the first mention of the Table or Figure in the text (as near as logically possible without creating space gaps in the text), or
- Tables and Figures may be grouped at the end of each section where the table or figure is first mentioned.

Wide Tables and Figures may be shown in "Landscape" form (i.e., lengthwise on the page), with the top of the table or figure at the binding (left) margin. The title and caption are landscaped. The page number must remain at the bottom center of the page to remain consistent throughout the document so that they are read normally.

**Tables**
The term table is used to designate tabulated data including computer printout sheets. The table number and title should be placed at the top of each table. Any additional caption and legend information is entered at the bottom of the table.

**Figures**
The term figure is used to designate photographs, half-tone prints, charts, maps, graphs, plates, drawings, diagrams, images, and other mainly nonverbal material. Images should be scanned and printed at high resolution (at least = 300 dpi). |
DIVISIONS OF THE THESIS AND DISSERTATION

The elements of a thesis or dissertation may contain some, or all, of the elements listed below. Those elements that are in your document must appear in the order listed and must be formatted as described.

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Page Number / Displayed (Y/N?)</th>
<th>Required / Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Page</td>
<td>i / N</td>
<td>Required</td>
</tr>
<tr>
<td>Signature Page</td>
<td>ii / Y</td>
<td>Required</td>
</tr>
<tr>
<td>Abstract</td>
<td>iii / Y</td>
<td>Required</td>
</tr>
<tr>
<td>Dedication</td>
<td>... / Y</td>
<td>Optional</td>
</tr>
<tr>
<td>Acknowledgments</td>
<td>... / Y</td>
<td>Optional</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>... / Y</td>
<td>Required</td>
</tr>
<tr>
<td>List of Tables</td>
<td>... / Y</td>
<td>Required, if used</td>
</tr>
<tr>
<td>List of Figures</td>
<td>... / Y</td>
<td>Required, if used</td>
</tr>
<tr>
<td>List of Abbreviations</td>
<td>... / Y</td>
<td>Required, if used</td>
</tr>
</tbody>
</table>

*Chapters / Major Sections:*

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Required / Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
<td>Required</td>
</tr>
<tr>
<td>Review of the Literature</td>
<td>...</td>
<td>Required</td>
</tr>
<tr>
<td>Materials and Methods</td>
<td>...</td>
<td>Required</td>
</tr>
<tr>
<td>Results</td>
<td>...</td>
<td>Required</td>
</tr>
<tr>
<td>Discussion</td>
<td>...</td>
<td>Required</td>
</tr>
<tr>
<td>Summary</td>
<td>...</td>
<td>Required</td>
</tr>
<tr>
<td>Literature Cited/Bibliography</td>
<td>...</td>
<td>Required</td>
</tr>
<tr>
<td>Appendix</td>
<td>...</td>
<td>Required</td>
</tr>
<tr>
<td>Copyright Page</td>
<td>...</td>
<td>Inserted by ProQuest</td>
</tr>
</tbody>
</table>

Please consult the sample pages below to compare your document to the division and page requirements.
Title Page

Required

Title of Thesis or Dissertation with Important Words
Capitalized, Centered on the Page, 2” Below
the Top of the Page

by

Student’s Full Name, Credential

A dissertation/thesis submitted to the John D. Bower School of Population Health
of the University of Mississippi Medical Center
in partial fulfillment of the requirements for the degree of
Master of Science in Population Health Science

University of Mississippi Medical Center
Jackson, MS
January, 2021

The Thesis/Dissertation title should be as brief and concise as possible and should be used consistently. Word substitutes should be used for Greek letters (e.g., Beta for β) and symbols that appear in the title (e.g., Partial Differential for δ). All abbreviated terms should be spelled out.

No other titles (e.g., B.S., M.D., MBA, etc.) previously earned should be mentioned on this page. The name on the Title Page must match exactly the name under which the student is registered at UMMC.

The requirements statement is centered 1” below the student name:

“A dissertation/thesis submitted to
the John D. Bower School of
Population Health of the University of
Mississippi Medical Center in partial
fulfillment of the requirements for the
degree of Doctor of
Philosophy/Master of Science in
Program”

Only the official designation of the degree (i.e. Doctor of Philosophy, Master of Science) must be used on the title page.

The location statement is centered 2” below the requirements statement:

University of Mississippi Medical Center
Jackson, MS
Month of Defense, Year of Defense

The Title Page is not numbered, but is considered page “i”.

Traditional Style, p. 8
The student must include a Signature Page with original signatures from the Advisory Committee Chair, Committee Members, and Dean.

A Signature Page template is available for download on the SOPH Dissertation and Thesis Webpage.

Refer to the Masters Advisory Committee Nomination Form or Doctoral Advisory Committee Nomination Form for details on committee membership.

The Signature Page is numbered “ii”. (Note: this is the first page of the manuscript in which a page number is displayed on the printed document.)
Every Thesis and Dissertation must include an Abstract. The abstract’s purpose is to present the most important findings and methods of the research, thus providing a basis for readers to determine their interest in reading the full text.

The Thesis/Dissertation Title must be centered, ALL CAPS, and located 1” from the top of the page.

Skip one single-spaced line and continue the header, centered: Student’s Full Name, Credentials; “John D. Bower School of Population Health”; “University of Mississippi Medical Center”; Month of Defense, Year of Defense.

Skip one single-spaced line and begin the Abstract text. Text should be justified and single-spaced.

Abstracts usually consist of the following: statement of the problem, procedures or methods, results, and conclusions. The abstract may not contain graphs, tables or illustrations.

The Abstract Page is numbered “iii”.

Continue numbering the pages consecutively throughout the remainder of the document.
DEDICATION

This thesis dissertation is dedicated to... dedication text. Dedication text. Dedication text. Dedication text. Dedication text. Dedication text. Dedication text. Dedication text. Dedication text. Dedication text. Dedication text. Dedication text. Dedication text. Dedication text. Dedication text. Dedication text. Dedication text.

A dedication is a message from the author prefixed in a work in tribute to a person, group, or cause. If included, the Dedication Page is before the Acknowledgements and Table of Contents Pages.

If included, the Dedication Page should be numbered “iv”.

The title “DEDICATION” should be bold, ALL CAPS, and centered at 1” from the top of the page, with a single-spaced line between the title and the text.
Acknowledgements Page

Optional

ACKNOWLEDGEMENTS

I want to first thank my mentor, Dr. Jerry McGuire. Dr. McGuire has been instrumental to my success as a researcher and biostatistician. This dissertation project would have been accomplished without their unwavering support and encouragement. My primary advisor, Dr. Doo Little, has continuously poured out time and energy to my studies. My professional and personal successes are owed to them. To the members of my Advisory Committee, “Thank you.”


The title “ACKNOWLEDGEMENTS” should be bold, ALL CAPS, and centered at 1” from the top of the page, with a single-spaced line between the title and the text.

The Acknowledgments Page, if included, are the author’s statement of gratitude to and recognition of the people and institutions/groups that helped the author’s research and writing. Acknowledgements must be written in complete sentences, and avoid direct and informal address (e.g., Thanks Doc!).

If included, the Acknowledgements Page should be numbered “v”.

Traditional Style, p. 12
### Table of Contents Page

**Required**

The title “TABLE OF CONTENTS” should be bold, ALL CAPS, and centered at 1” from the top of the page, with a double-spaced line between the title and text.

**All document headings and subheadings must match the Table of Contents listing word-for-word and double-spaced.** Use single spacing for headings that are longer than one line. Entries must be left aligned and page numbers right aligned with leaders (e.g., line of periods) between.

A page number must be listed for each item, and must match the exact page number in which the item first appears in the printed manuscript. The Preliminary Section pages (e.g., pages with lowercase Roman numerals) whose page numbers are printed are included, but the Table of Contents itself is not listed.

Pages are numbered sequentially (e.g., If Dedication and Acknowledgements Pages are included the Table of Contents Page should be numbered “vi”. If only the Dedication Page is included, the Table of Contents Page should be numbered “v”). **The Major Section pages follow and begin with the Arabic numerals “1” (e.g., INTRODUCTION section begins on page “1”).**

At a minimum, the Table of Contents must include all Preliminary Section and Major Section pages:

- Signature Page
- Abstract
- List of Tables*
- List of Figures*
- List of Abbreviations*
- Introduction
- Review of the Literature
- Materials and Methods
- Results
- Discussion
- Summary
- Literature Cited
- Appendix

*These pages are required, if entries are used.

*Traditional Style, p. 13*
List of Tables

Required, if tables are used

LIST OF TABLES

Table 1. Name of Table with Unique Identifier ................................................................. 44
Table 2. Name of Table with Unique Identifier ................................................................. 45
Table 3. Name of Table with Unique Identifier ................................................................. 55
Table 4. Name of Table with Unique Identifier ................................................................. 57
Table 5. Name of Table with Unique Identifier ................................................................. 62

The title “LIST OF TABLES” should be bold, ALL CAPS, and centered at 1” from the top of the page, with a double-spaced line between the title and text.

The tables labeled “Table” and numbered consecutively with Arabic numerals.

The title of each table should be unique and all titles must be entered in the list exactly as they appear in the manuscript. Important words of the Table titles should be capitalized.

A page number should be supplied for each table listed. The page number should be consistent with the page in which the table first appears in the printed manuscript.

The List of Tables Page and any following Preliminary Section pages are numbered sequentially with a lower case Roman numeral. Page numbers may vary based on the inclusion of optional or required, if used Pages. See example on the Table of Contents Page.
List of Figures
Required, if figures are used

LIST OF FIGURES

1. Name of Figure with Unique Identifier .............................................. 34
2. Name of Figure with Unique Identifier .................................................. 35
3. Name of Figure with Unique Identifier .................................................. 48

The title “LIST OF FIGURES” should be bold, ALL CAPS, and centered at 1” from the top of the page, with a double-spaced line between the title and text.

Figures refer to graphics and should be labeled “Figure” and numbered consecutively with Arabic numerals.

The title of each figure should be unique and must be entered in the list exactly as they appear in the manuscript. Capitalize important words.

A page number should be supplied for each figure listed. The page number should be consistent with the page in which the figure first appears in the printed manuscript.

The List of Figures Page and any following Preliminary Section pages are numbered sequentially with a lower case Roman numeral. Page numbers may vary based on the inclusion of optional or required, if used Pages. See example on the Table of Contents Page.
# List of Abbreviations

*Required, if abbreviations are used*

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVF</td>
<td>anisotropic volume fraction</td>
</tr>
<tr>
<td>BEDPOST</td>
<td>Bayesian Estimation of Diffusion Parameters Obtained using Sampling Techniques</td>
</tr>
<tr>
<td>CA</td>
<td>Cronbach’s alpha</td>
</tr>
<tr>
<td>c.d.f.</td>
<td>cumulative density function</td>
</tr>
<tr>
<td>CD4</td>
<td>Cluster of differentiation antigen 4</td>
</tr>
<tr>
<td>COVID-19</td>
<td>coronavirus disease 2019</td>
</tr>
<tr>
<td>FA</td>
<td>fractional anisotropy</td>
</tr>
<tr>
<td>GABA</td>
<td>gamma-amino-butyric acid</td>
</tr>
<tr>
<td>GPA</td>
<td>grade point average</td>
</tr>
<tr>
<td>HDM</td>
<td>Health Disparities Model</td>
</tr>
<tr>
<td>IHPA</td>
<td>hypothalamic-pituitary-adrenal</td>
</tr>
<tr>
<td>L.D.</td>
<td>independent and identically distributed</td>
</tr>
<tr>
<td>IMEI</td>
<td>internet- and mobile-based intervention</td>
</tr>
<tr>
<td>IRB</td>
<td>Institutional Review Board</td>
</tr>
<tr>
<td>mRNA</td>
<td>Messenger ribonucleic acid</td>
</tr>
<tr>
<td>MVM</td>
<td>Multi-Variate Model</td>
</tr>
<tr>
<td>PHS-Q4</td>
<td>Patient Health Questionnaire 4-item anxiety and depression screening tool PRECEDE-PROCEDER Diagnosis and Evaluation (PRECEDE), Policy, Regulatory, and Organizational Constructs in Educational and Environmental Development (PROCEDER)</td>
</tr>
<tr>
<td>RCP</td>
<td>ribonucleic protein</td>
</tr>
<tr>
<td>SD</td>
<td>standard deviation</td>
</tr>
<tr>
<td>Std</td>
<td>standardized</td>
</tr>
<tr>
<td>TTM</td>
<td>Theoretical Model</td>
</tr>
<tr>
<td>US</td>
<td>unstandardized</td>
</tr>
<tr>
<td>WHO</td>
<td>World Health Organization</td>
</tr>
<tr>
<td>WMHICS</td>
<td>World Mental Health International College Student initiative</td>
</tr>
<tr>
<td>XML</td>
<td>eXtensible Markup Language</td>
</tr>
</tbody>
</table>

The title “LIST OF ABBREVIATIONS” should be bold, ALL CAPS, and centered at 1” from the top of the page, with a double-spaced line between the title and text.

All entries must be listed alphabetically.

Each abbreviation and their definition is separated by a comma “,”.

**Do not include symbols for abbreviations** (e.g., “SD, standard deviation” is an allowable entry, but “SD, σ, standard deviation”, which includes the symbol, is not).

If Greek letters are used as abbreviations, be sure to alphabetize them in accordance with the Latin alphabet A-Z listing.

Page numbers are not included for entries.

The List of Abbreviations Page, if included, is the last Preliminary Section Page. The page number may vary based on the inclusion of optional or required, if used Pages. See example on the Table of Contents Page.
**Body of Text (Chapters / Major Section Pages)**

**Required**

Start a new chapter, or Major Section, on a fresh page. This section of the manuscript should include:

- Introduction
- Review of the Literature
- Materials and Methods
- Results
- Discussion
- Summary

A numbered half Title page must be used preceding the text of each major section, in ALL CAPS and centered vertically and horizontally.

The Major Section title (e.g., “INTRODUCTION, RESULTS, DISCUSSION”, etc.) should be bold, ALL CAPS, and centered at 2” from the top of the page, with a double-spaced line between the title and text.

Additional Headings and subheadings must be formatted identically in font size, typeface, placement, and style of capitalization. The font size for main headings and subheadings may be larger than that used in the text, and boldfaced type may be used. However, its use must be consistent throughout the document. Refer to APA heading levels formatting.

From “INTRODUCTION” to the end of the document, all pages are numbered with Arabic numerals centered at the bottom of the page. Begin with page number “1” and continue numbering the pages consecutively throughout the remainder of the document.
The title “LITERATURE CITED” or “BIBLIOGRAPHY” should be bold, ALL CAPS, and centered at 1” from the top of the page, with a double-spaced line between the title and text. (Note: this section can be labeled as “Literature Cited” or “Bibliography”. Do not use “References”.)

This section is a vital part of every dissertation or thesis.

Every reference source should be properly documented. Each reference should include the complete title of the reference and all the data necessary to locate the reference in a library system.

The preferred format for listing references is alphabetical order by the first author’s last name.

In the text, the format of citations must be consistent and uniform and adhere to the “name, year” system.

Single-space each entry, double-space between entries.

Other formatting styles may be used, if approved by the Advisory Committee.

Do NOT allow a reference to break across a page.

Continue numbering the pages consecutively throughout the remainder of the document.
Appendix

Required

A numbered half Title page must be used preceding the Appendix documents with “APPENDIX” in ALL CAPS and centered vertically and horizontally.

The Appendix must include (1) a Statement of Permission, stating that all permissions for the use of any copyrighted materials have been received, and if applicable (2) a Statement of Contributions, stating any contributions made by authors or coauthors. Templates for these forms are available on the SOPH website. If the thesis or dissertation contains previously published material, letters of permission to reprint copyrighted material must appear here. It is the student’s responsibility to procure reprint permission from journals.

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