

Business & Management Department

Thesis Formatting Guidelines

THESIS CONTENT ORDER

- Title Page
- Signature Approval Page
- Acknowledgements Page (optional)
- Abstract
- Table of Contents
- List of illustrations (if applicable)
- List of tables and/or list of figures (if applicable)
- Body/main text of thesis
- References
- Appendix or Appendices (if applicable)

Please refer to the Thesis Formatting Template, available on the [Thesis-Business](#) landing page, for a practical example

ABSTRACT

The abstract should briefly introduce the background and importance of the topic. It should also include a brief discussion of the methods and procedures used to gather data as well as summarize the findings. Lastly, it should end by summarizing the main conclusions reached in the study.

LITERATURE REVIEW

A literature review should be included at the beginning of the thesis text and include a survey of scholarly articles, books, and other sources (e.g. dissertations, conference proceedings) relevant to the particular issue, area of research, or theory, providing a description, summary, and critical evaluation of each work. The purpose of the literature review is to offer an overview of significant literature published on the topic and to provide a foundation for the research in your thesis.

REFERENCES

All of the works cited in the thesis should be included in the references section at the end of the thesis. Follow the style guide appropriate to your program. (See following paragraph).

STYLE GUIDES

Different citation styles are appropriate for different academic disciplines. Business and management research typically uses the APA style, and we encourage you to use it as well. Please refer to the manuals on [APA style](#) for questions about quotations, footnotes, and other details. You need to follow the approved style manual consistently.

FONT/SPACING/SIZE:

The manuscript and the abstract must be double-spaced, except for footnotes or long quotations (as defined by the style guide). Fonts such as Times New Roman, Bookman, New Century Schoolbook, and Courier are acceptable and available on most word processors. The same font must be used throughout the body of the text. The font size must be 10 point or larger and footnotes must be two sizes smaller than the text but no smaller than eight (8) points.

MARGINS

The thesis must have a margin of 2.54 cm. (i.e., 1 inch) on all sides. This requirement applies to all portions of text (including footnotes/endnotes), as well as to pages containing charts, graphs, tables, and photographs. It also applies to appendices.

When landscaping page orientation for a chart or table, etc. the binding side must maintain the 2.54 cm margin. (For landscape, the orientation would be at the top of the page.)

Pages should be planned to maintain the required margins. If charts, graphs, or illustrative materials are too large to fit within the required margins, please reduce their size. No letter or symbol should be less than 2 mm in size.

PAGINATION

For the introductory pages, numbering begins with ii, the title page counts as "i", but the number does not appear. For the body of the thesis, including text, illustrations, appendices, and the references, use Arabic numerals (1, 2, 3, etc.). The numbering begins with one (1) and runs consecutively to the end of the manuscript. Do not use suffixes, such as 12a.

If the description of an illustration or table is too long to be placed on the same page, it should be placed on the previous page and numbered accordingly. Pages containing charts, graphs, tables, or photographs must be numbered consecutively with the text.

Use only one side of each page. Place front sides up.

With the exception of the title page, each page in the manuscript, including all blank pages, must include a page number. Each page must be numbered.

Example:

- Title Page: unnumbered
- Signature Page: ii
- Acknowledgements page: iii (optional)
- Abstract: iv (or iii if no acknowledgments page)
- Contents or Table of Contents: v
- List of Illustrations (if applicable): vii
- List of Tables and or List of Figures (if applicable): viii

- Body of Thesis (text): begin with unnumbered page 1 (number all following pages using Arabic numerals)
- References: follow the sequential page number of the text
- Appendix or Appendices (if applicable): follow the sequential page numbering of the text

CHARTS, GRAPHS, TABLES, ILLUSTRATIONS, AND PHOTOGRAPHS

All charts, graphs, photographs, and tables must conform to the margins, font, size, and pagination rules as stated. If color images of photographs are deemed necessary, there are two options. Color prints may be submitted, or color laser print or laser copies of the photographs are also acceptable.

SPECIAL ADDENDA (DISKS, FILM, MAGNETIC MEDIA, ETC.)

Non-print addenda such as software, media, visual, or sound performances must be included on a standard digital media format: CD-ROM, CD, or DVD.

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PAPER

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