CALIFORNIA STATE UNIVERSITY
LONG BEACH

FORMAT MANUAL FOR THESES AND DISSERTATIONS

Approved by:

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THESIS AND DISSERTATION OFFICE

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ABOUT CSULB FORMAT MANUAL FOR THESES AND DISSERTATIONS

The CSULB Format Manual for Theses and Dissertations (also referred to as the University Format Manual) will take precedence over all departmental style manuals or journal citation methods. A uniform look for all manuscripts, across all disciplines, is a requirement of the University. Departments may specify the style manual or journal citation method (e.g., APA, Chicago, MLA, etc.) to be used for basic formatting and style, proper citations, and the use of technical terminology (if applicable) for the thesis or dissertation.

All candidates are required to submit the thesis or dissertation to the Thesis and Dissertation Office for format and style evaluation. Failure to adhere closely to the university or departmental style may result in a rejection of the manuscript for that submission period and denial of graduation for that term. The candidate would then be required to submit the manuscript during a future submission period. In addition, this would require re-filing any necessary enrollment and graduation paperwork with Enrollment Services.

Requirements for the degree are not fulfilled until university and departmental format and style approval has been granted by the Thesis and Dissertation Manuscript Format Evaluator. The candidate and their committee are responsible for presenting to the Thesis and Dissertation Office a manuscript that meets all university and departmental regulations. Note that this document does not use the basic formatting rules that are required for theses and dissertations.

THESIS FORMATTING HELP

The Thesis and Dissertation Office staff can help interpret and clarify the university's formatting requirements. The student may email questions and attachments (for examples) at thesis@csulb.edu. The Thesis and Dissertation Manuscript Format Evaluator is also available for consultations by appointment at University Library Room 501.

The Manuscript Format Evaluator holds pre-submission consultations appointments at the beginning of each submission period. Most students email samples of their manuscripts for review but appointments can be made for a consultation in the Thesis and Dissertation Office. Appointments generally run about 20 minutes. The student should bring to the appointment sample pages from the electronic manuscript and any questions they may have for the Manuscript Format Evaluator. For online or walk-in consultations, the manuscript does not need to be complete, but should be in chapter format. The evaluator will sit with the student and discuss any major areas that may not conform to the prescribed format regulations.

Additional information on procedures and deadlines can be found on the Thesis and Dissertation Office website: www.csulb.edu/thesis

We look forward to working with you as you prepare your thesis for online publication and helping you complete this final step in your academic journey.

Thesis and Dissertation Office Staff

thesis@csulb.edu

January 2019

TABLE OF CONTENTS

I. COMMITTEE SIGNATURE PAGE

It is the student's responsibility to create a signature page and obtain all signatures before submitting it to the Thesis and Dissertation Office.

Students should prepare the signature/approval page early so that faculty members who may be absent on the deadline date (planned or unplanned) can sign the signature page before they leave. Failure to do so may result in the student's graduation being delayed until the next semester.

For more information on how to create and submit a signature page, please refer to our website.

Student's Name

Within all thesis or dissertation information, notably the title page as well as the signature page and the online ProQuest database account, the student must be consistent in the format of their name. The name used should match the name in their official university records and use uppercase letters only for the first letter of each name.

Thesis or Dissertation Date

The date on the title page, as well as the signature page, is the end month and the year of the semester or session for which the thesis or dissertation is accepted (e.g., Winter = January; Spring = May; Summer = August; Fall = December).

II. DOCUMENT FORMATTING REQUIREMENTS

Margins

All margins—top, left, right, and bottom—should be set to 1.0 inch throughout the manuscript. All material contained in an appendix must fit within the 1.0 inch left, top, right, and bottom margins. This also applies to tables and figures placed within the appendices or chapters.

Font Size and Font Style

Text in a manuscript must be 12-pt. font size and Times New Roman. The text of the manuscript must be formatted in one size and one style of type font throughout, including the page numbers. Variations of font size and style can be used in material in appendices. Variations of font size and style for tables and figures are listed in the subsection titled "Table Content" and "Figure Content" in Section IV.

Text Alignment

Text in the abstract, acknowledgments, preface, and all chapters is prepared using only left justification (ragged right margin, as illustrated throughout this manual). Exceptions are chapter titles and first level subheadings, which require center justification.

Line Spacing for Text Paragraphs and Titles

Standard double line spacing is used throughout the manuscript, except the references list or bibliography. No extra line spacing is used between titles and text paragraphs or

between two text paragraphs. When beginning a new file, set the word processing program to double line spacing. Remember to set the line spacing boxes (labeled "Before" and "After") to 0 pt.

Paragraph Format

Theses and dissertations are written in paragraph (essay) format. Therefore, the first line of each paragraph must be indented a half inch. The first-line indent should be consistent throughout the chapters. Paragraphs are left justified (i.e., the right edge of the text should be uneven).

Bold font, shading, or highlighting may not be used within paragraphs. Italics may be used sparingly for emphasis. Bold font is acceptable in equations or text when needed for scientific or mathematic notation.

Sentence Format

One space should be used after the punctuation at the end of sentences for the abstract, acknowledgments, preface, and all chapters. Spacing should be consistent throughout the text.

Fill each line of text as much as possible, before allowing the text line to wrap to the next line, or to the next line on the following page. This includes lines, titles, captions, citations, and internet addresses (URLs).

Order of Document Sections and Page Numbering

Page numbers must be sequential. The table below provides a summary of the

document sections in the order that they must appear in the document and corresponding

page numbering. Theses and dissertations begin with lowercase Roman numerals (ii, iii, iv) for

preliminary pages (all pages before Chapter 1, except for title page) and then use Arabic

numerals (1, 2, 3) in the chapter text. Page numbers must be centered at the bottom of the

page. The page numbers should be positioned between three-quarters of an inch and 1 inch

from the bottom of the page. (Go to the Layout tab and then Page Setup dialog box. In the

dialog box, choose the Layout tab and then set the Footer to 0.8 inch.)

Section Element	Required or Optional?	Page Number
Title page	Required	Not numbered
Copyright page	Optional	Not counted/numbered
Abstract	Required	Roman numeral: ii
Acknowledgments	Optional	Roman numeral: follows in order after abstract
Table of contents	Required	Roman numeral: follows in order after previous section
List of tables	Required (if document includes numbered tables)	Roman numeral: follows in order after previous section
List of figures	Required (if document includes numbered figures)	Roman numeral: follows in order after previous section
List of abbreviations or nomenclatures	Optional	Roman numeral: follows in order after previous section
List of works	Optional (required if document includes numbered works)	Roman numeral: follows in order after previous section
Preface	Optional	Roman numeral: follows in order after previous section
Chapters	Required	Arabic numerals: first page of Chapter 1 starts with "1" all chapter pages are consecutively numbered
Appendices	Optional	Arabic numerals: Continues consecutive page numbering, follows in order from the previous section
Reference list or bibliography	Required	Arabic numerals: Continues consecutive page numbering, follows in order from the previous section

Page and Text Formatting

No additional document styles, themes or lines should be added to manuscript pages. The use of borders or boxes around text is not acceptable except for occasional use around figures. Special symbols for mathematics, the sciences, engineering, electronics, music, languages, and so forth, should be set in a font style as similar to the basic text as possible. Block quotes may be either single- or double line spaced; be consistent. The quote must be left justified with the entire left side indented a half inch.

All text pages must be full except under the following conditions:

- To avoid separating a bibliographic or content footnote from the page on which the note indicator appears. However, very long footnotes may continue onto the next page.

- To avoid breaking an equation or a chemical structure or formula at an inappropriate place.

- To avoid placing a heading as the last line on the page.

- To avoid splitting the lines of a listing across two pages in table of contents, list of tables, list of figures, or citation in references list.

Recommended Formatting

The following rules are commonly used in academic papers. They are recommended but not required.

1. Contractions are rarely used in the text except when they are included in a direct quotation.

2. Listings using bullet points/numbers are used sparingly within academic papers. A bulleted/numbered list should not extend more than three pages. Bulleted/numbered items should be aligned along the 1.25-inch margin and text within the list should be aligned along the 1.5-inch margin.

3. No spacing is generally used—before or after—for hyphens or long dashes. If spacing is used, be consistent in the spacing for all hyphens and dashes.

III. SECTIONS OF THE THESIS OR DISSERTATION

The following information describes the requirements for each section contained in a thesis or dissertation and corresponding formatting requirements. Please refer to our website for additional examples, information, and resources: http://www.csulb.edu/thesis.

Title Page (Required)

The title page is the first page of the manuscript. The title used on the title page should also match the title on the signature page. Inverted pyramid format, with the longest line first followed by progressively shorter lines, is used for the manuscript title. Use all uppercase letters and bold font for manuscript title on the title page. All lines on title page are centered.

The official name of the candidate's degree must be listed on the title page.

Include the names of the committee members and the college designee on the title page. Use single line spacing for the names of committee members. List the name of the chair of the committee first, with the word "(Chair)" in parentheses. If a candidate's committee includes co-chairs, list the names of the co-chairs first, and indicate "(Co-Chair)" for each person. If a candidate's committee includes a chair and a director, list the name of the chair first, and indicate "(Chair)" and "(Director)" for each person.

Information on the title page is arranged in "blocks" of text that fill the page from the top margin to the bottom margin. The blocks of text should be arranged evenly on the page.

Double line spacing is used within the blocks of text except for the names of the committee

members, which use single line spacing.

THE TITLE OF YOUR MANUSCRIPT USES INVERTED PYRAMID FORMAT

AND BOLD FONT: USE TITLE AND SUBTITLE

A THESIS

Presented to the Department of Metallurgy

California State University, Long Beach

In Partial Fulfillment

of the Requirements for the Degree

Master of Science in Metallurgical Sciences

Committee Members:

John D. Smith, Ph.D. (Chair)
Jack D. Smith, Ph.D.
Jill D. Smith, M.A.

College Designee:

V.I.P. Smith, Ph.D.

By Jane D. Smith

B.S., 2004, University of California, Riverside

May 2019

Copyright (Optional)

The copyright page follows the title page (see our website for a template of this page and for more information on copyright). This page would not be counted in the sequence of page numbers.

Abstract (Required)

The abstract follows the title page (or if you have included a copyright page, after that). It consists of the title **ABSTRACT** centered, in all uppercase letters, and bold font followed by a summary of the manuscript's content. The first page of the abstract uses the lowercase Roman numeral "ii" for a page number. Abstracts should not exceed two pages. Direct quotations or reference citations are not used in the abstract.

ABSTRACT

Uniform double line spacing should be used below the title and within the text of the abstract. The title uses bold font and all uppercase letters and centered alignment. Text uses paragraph format with the first line of each paragraph indented. A list of keywords may be used as the last paragraph with first line indented and a heading as the first word or phrase in italics with a colon.

Do not justify the right margin, which means the right edge of text should be ragged. Do not include citations or direct quotes in the abstract. The abstract should not be longer than two pages.

Use lowercase Roman numerals for page numbers of the abstract. Begin with lowercase Roman numeral "ii."

Acknowledgments and Dedications (Optional)

Acknowledgment pages are not required. Dedications are permitted within the acknowledgment section. CSULB theses or dissertations do not contain a separate dedication page. The title **ACKNOWLEDGMENTS** is centered, in all uppercase letters and bold font. The spelling "acknowledgments" or "acknowledgements" may be used.

Table of Contents (Required)

Most manuscripts require a table of contents. In the rare instance in which a manuscript does not contain any chapters, tables, figures, or appendices, a table of contents is not required. In the table of contents, as with all major sections of the manuscript, the title **TABLE OF CONTENTS** appears at the top of the first page, centered, in all uppercase letters and bold font.

The listings within the table of contents do not use bold font. These items are listed in the table of contents:

- ABSTRACT

- ACKNOWLEDGMENTS (if used in document)

- LIST OF TABLES (if used in document)

- LIST OF FIGURES (if used in document)

- LIST OF WORKS (if used in document)

- LIST OF ABBREVIATIONS **or** LIST OF NOMENCLATURE (if deemed appropriate by author or committee)

- PREFACE (if used in document)

- TITLE OF EACH CHAPTER beginning with the chapter number and a period

- The word APPENDICES (if there are two or more appendices) **or** the word APPENDIX followed by a colon and the TITLE OF THE APPENDIX (if there is only one appendix), TITLE OF EACH APPENDIX beginning with the appendix letter and a period (if there are two or more appendices)

- Title used for references list (such as REFERENCES, BIBLIOGRAPHY, or WORKS CITED)

If the manuscript contains other numbered items, contact the Thesis and Dissertation Office about the need for a list at the beginning of the document. A list is never required for numbered equations.

Use all uppercase letters for listings in the table of contents. Use double line spacing for listings with one exception. If a listing is longer than one line, use single line spacing within that listing. Use the "Enter" key to break the line so that words do not extend into the column of page numbers and then indent the second line more than the first line. Listings that begin with numbers or letters (i.e., the chapter titles and appendix titles) are indented 0.25 inch consistently. Other listings are not indented. Microsoft Word will automatically add indentation for numbered or lettered items.

Dots (called dot leaders) extend from the last word of each listing to the right margin where the page number location of that listing is indicated. Page numbers are aligned along the right margin. The alignment command "Justify" can be used to right align page numbers.

The wording and page numbers of listings in the table of contents must match the wording and page numbers in the manuscript. Refer to the page numbers of the title pages of the appendices and references list in the table of contents.

List of Tables and List of Figures (Required if numbered tables/figures are in the manuscript)

If numbered tables or numbered figures are used in a manuscript, then the manuscript should include a list of tables or a list of figures. The title of either of these lists appears on the first page of the list, centered and using all uppercase letters and bold font. The listings within the lists do not use bold font.

The listing for each item begins with a number then a period followed by the table title or figure caption. The first line of each listing is indented 0.25 inch consistently. Microsoft Word will automatically add indentation for numbered items.

Use double line spacing for listings with one exception. If a listing is longer than one line, use single line spacing within that listing. Use the "Enter" key to break the line so that words do not extend into the column of page numbers and then indent the second line more than the first line.

Dots (called dot leaders) extend from the last word of each listing to the right margin where the page number location of that listing is indicated. Page numbers are aligned along the right margin. The alignment command "Justify" can be used to right align page numbers.

The numbering and wording and page numbers of listings in the list of tables and list of figures must match the numbering and wording and page numbers in the manuscript. Also, the

style of capitalization for the listings in each of these lists should match the capitalization used in the manuscript.

Table titles use headline style caps, in which the first word and all significant words are capitalized (i.e., **Characteristics of U.S. Consumers**). Figure captions use sentence style caps, in which the first word and any word that would be capitalized in a sentence are capitalized (i.e., **Characteristics of U.S. consumers**).

TABLE OF CONTENTS

LIST OF TABLES

Additional Lists

The list of abbreviations and list of nomenclature are optional, used only if the author or the committee deems them appropriate. The title of either of these lists appears on the first page of the list, centered, and using all uppercase letters and bold font. The listings within the lists do not use bold font. If a list of abbreviations or a list of nomenclature is longer than one page, a title is not used for the second or subsequent pages.

The list of abbreviations or list of nomenclature consists of two columns. The column of abbreviations, acronyms or terms is aligned along the left margin. The column of descriptions, explanations, or definitions is aligned under the word "**LIST**" in the title.

LIST OF ABBREVIATIONS

AAA	American Anthropology Association
ACS	American Chemical Society Style
APA	American Psychological Association
ASA	American Sociological Association
ASCE	American Society of Civil Engineers
ASME	American Society of Mechanical Engineers
CBE/CSE	Council of Biology Editors, now Council of Science Editors
AAG	Association of American Geographers
GSA	Geological Society of America
IEEE	Institute of Electrical and Electronics Engineers
MLA	Modern Language Association

List of Works (Required when numbered in text)

When the text of a manuscript refers to specific images or items by number, the items should also be designated with numbers in the supplemental file and a list of works would need to be included in the manuscript. The list of works should include numbers and titles for all items mentioned in the text. If works are not numbered in text, a list of works is optional.

The list of works should be formatted like the list of tables or list of figures. At the bottom of the list of works, type the following sentence in footnote format (above the 1-inch margin; include the footnote separator line as shown):

_____

These works are [or: This work is] available as supplemental files [or: file] to this manuscript in the ProQuest Dissertations and Theses database.

Preface (Optional)

The preface is a preliminary section before the chapter text. As such, it would be numbered with Roman numeral page numbers. A preface may be used if the student or the student's committee wishes for the thesis to have an introductory section that is distinct from the chapter text.

Chapters of the Thesis or Dissertation (Required)

Each chapter must begin on a new page. The word **CHAPTER** and its Arabic chapter number (**1**, **2**, **3**) appear on the first line. The chapter title follows on next line. Example:

CHAPTER 3

EXAMPLE OF A CHAPTER TITLE

Multiple-line chapter titles must fill the entire line before wrapping to the next line. All lines of chapter title are double spaced, centered, in all uppercase letters and bold font. All chapter titles must be listed in the table of contents.

Chapter Subheadings

Subheadings are **not** listed in the table of contents. Every major subdivision of a chapter in a manuscript should have a heading. Subheading organization must be consistent throughout the manuscript. Subsections should be formatted and arranged in descending order of importance, starting with first-level subheadings, then second-level subheadings, then third-level subheadings, then fourth-level subheadings.

Multiple-line subheading titles are double line spaced and must fill the entire line before wrapping to the next line.

First-level subheadings are centered, in bold font, and formatted in headline style capitalization, in which the first word and all significant words are capitalized (e.g., **A Survey of U.S. Education**). The first line of text is indented and begins on the next line below the subheading with line spacing set to double line spacing.

Example of a First-Level Subheading

2.1 Example of First-Level Subheading With Hierarchical Numbering

Hierarchical numbering can be used for subheadings. In hierarchical numbering for first-level subheadings, use the chapter number then a period then a number to represent the order in which the subheading appears in the chapter. For instance, the 1st first-level subheading of Chapter 1 would be numbered 1.1 and the 3rd first-level subheading of Chapter 2 would be

numbered 2.3. If hierarchical numbers are used for first-level subheadings, then hierarchical

numbers must be used for all levels of subheadings.

Example of Second-Level Subheading

Second-level subheadings begin at the left margin (left justified). They use bold font and

headline style capitalization (e.g., **A Survey of U.S. Education**). The first line of text begins

below the subheading, using half-inch indent and double line spacing.

2.1.1 Example of a Second-Level Subheading With Hierarchical Numbering

In hierarchical numbering for second-level subheadings, use the chapter number then a

period then a number to represent the order in which the first-level subheading appears in the

chapter and then a period and then a number to represent the order in which the second-level

subheading appears after the first-level subheading. For instance, the 1st second-level

subheading after the 1st first-level subheading of Chapter 1 would be numbered 1.1.1 and the

4th second-level subheading after the 3rd first-level subheading of Chapter 2 would be

numbered 2.3.4.

Example of a third-level subheading. Third-level subheadings are indented at the

beginning of the paragraph, use bold font, and use sentence style capitalization, in which the

first word and all words that would normally be capitalized in a sentence are capitalized (e.g., **A**

survey of U.S. education.). The subheading title is followed by a period; the first sentence of

that paragraph follows immediately on that line.

2.1.1.1 Example of a third-level subheading with hierarchical numbering. In

hierarchical numbering for third-level subheadings, use numbers and periods to represent the

order of appearance as described previously. For instance, the 1st third-level subheading after the 1st second-level subheading after the 1st first-level subheading of Chapter 1 would be numbered 1.1.1.1 and the 5th third-level subheading after the 4th second-level subheading after the 3rd first-level subheading of Chapter 2 would be numbered 2.3.4.5.

Example of fourth-level subheading. Fourth-level subheadings are formatted with half-inch indentation, consistent with all other first-line indents. Fourth-level subheading titles are formatted in italics and bold font, using sentence style capitalization (e.g., *A survey of U.S. education*.), and followed by a period. The first sentence of that paragraph follows immediately.

2.1.1.1.1 Example of fourth-level subheading. In hierarchical numbering for fourth-level subheadings, use numbers and periods to represent the order of appearance as described previously.

Example of nonhierarchical heading: Occasionally, a heading is needed to draw attention to a paragraph that is outside the hierarchical structure of chapter subheadings, such as terms being defined in a list of definitions. These headings should use half-inch indentation, consistent with all other first-line indents. Nonhierarchical headings use italics only (not bold font), sentence style capitalization, and end with a colon. Use double line spacing for multiple-lined nonhierarchical headings.

Example: Multiple-Lined First-Level Subheading Titles Will Fill the Entire Line With Text Before Wrapping to the Next Line

All multiple-lined subheading titles should fill the entire first line with text before wrapping to the next line.

CHAPTER 3

CHAPTER FORMAT, INCLUDING CHAPTER TITLES AND ALL LEVELS OF

SUBHEADINGS

The format for a chapter title is illustrated above. Bold font and all uppercase letters are used. The chapter number is indicated on a line by itself. If the chapter title is longer than one line, fill the first line with text and use double line spacing for the chapter title.

All Levels of Subheadings: Example of First-Level Subheading

First-level subheading format is illustrated above: placed on a line by itself and centered alignment with headline style caps and bold font.

Example of Second-Level Subheading

The format for second-level subheading is: placed on a line by itself and begins at left margin with headline style caps and bold font.

Example of third-level subheading. The format for third-level subheading is: placed on the same line as text, using paragraph indent and sentence style caps and bold font, with a period at the end of the subheading.

Example of fourth-level subheading. The format for fourth-level subheading is: placed on the same line as text, using paragraph indent and sentence style caps and bold font and italics, with a period at the end of the subheading.

Example of nonhierarchical heading: For headings needed for emphasis outside the hierarchical topic structure (such as words or terms being defined), use this format: placed on the same line as text, using paragraph indent and sentence style caps and italics, with a colon at the end of the heading.

CHAPTER 3

CHAPTER FORMAT, INCLUDING CHAPTER TITLES AND ALL LEVELS OF SUBHEADINGS WITH HIERARCHICAL NUMBERING

The format for a chapter title is illustrated above. Bold font and all uppercase letters are used. The chapter number is indicated on a line by itself. If the chapter title is longer than one line, fill the first line with text and use double line spacing for the chapter title.

3.1. All Levels of Subheadings: Example of First-Level Subheading

First-level subheading format is illustrated above: placed on a line by itself and centered alignment with headline style caps and bold font.

3.1.1. Example of Second-Level Subheading

The format for second-level subheading is: placed on a line by itself and begins at left margin with headline style caps and bold font.

3.1.1.1. Example of third-level subheading. The format for third-level subheading is: placed on the same line as text, using paragraph indent and sentence style caps and bold font, with a period at the end of the subheading.

3.1.1.1.1. Example of fourth-level subheading. The format for fourth-level subheading is: placed on the same line as text, using paragraph indent and sentence style caps and bold font and italics, with a period at the end of the subheading.

Example of nonhierarchical heading: For headings needed for emphasis outside the hierarchical topic structure (such as words or terms being defined), use this format: placed on the same line as text, using paragraph indent and sentence style caps and italics, with a colon at the end of the heading.

Appendix (Optional)

Title pages are used to introduce the appendix section(s). The title is typed halfway down the page (approximately 5.5 inches), in all uppercase letters, and bold font with double line spacing. If there is one appendix, use one title page with the word **APPENDIX** and the appendix title on the line below. If there is more than one appendix, use an introductory title page with the word **APPENDICES**. Use a title page before each individual appendix designating them A, B, C, and so forth, in order. The page numbers of the title pages are the page numbers that are listed in the table of contents for those appendices.

Appendix materials should fit within the 1-inch margins of each page. Page numbering should continue through the appendix section(s). Although there are no rules for their style/format, appendix material should aim to follow the conventions in the rest of the manuscript (e.g., capitalization, spelling, etc.).

References List or Bibliography Format and Style

A title page is used to introduce the references or bibliography section. The title is typed halfway down the page (approximately 5.5 inches), in uppercase letters, and bold font. The page number of the title page is the page number listed in the table of contents.

References lists should contain only those sources cited in the main text; bibliographies may contain sources other than those cited within the main text. The type of citation list you use and its format are determined by your department or committee chair. Both references lists and bibliographies should be prepared with a hanging-indent format (i.e., first line of each citation begins at the left margin, subsequent lines of each citation are indented a half inch)

using single line spacing within each individual citation, and one empty line space between each new entry.

Endnotes and Footnotes

Endnotes or chapter endnotes are not allowed.

Footnotes are allowed within a manuscript as prescribed by the student's departmentally required style manual or journal citation method. The departmental style manual or journal citation method will govern the style and necessary information to create a footnote citation. The University Format Manual will prescribe the general format.

1. Footnotes must be in 12-pt. font size and in the same font style as the main text.

2. Numbers preceding the text of footnotes can use one of these two format options: superscript number (as formatted by default in Microsoft Word) or number in 12-pt. font size followed by period and space.

4. The first line of each footnote, including the footnote number, is indented the same amount as the first line of the text paragraphs.

5. Footnote entries are single spaced within the entry with one blank line between each new entry.

6. Footnotes must begin on the page where the footnote number is referenced. However, a footnote may continue onto the following page.

7. A separator line of about 2 inches is used before the first footnote on each page.

Bracket, Numbered, or Superscript Citations

For those using a bracket or numbered citation method, citations are assigned a number in sequence (1, 2, 3, . . .) in the order of appearance within the body of your manuscript. They then retain that number throughout the entire text. Bracketed numbered citations [1] or numbered citations in parentheses (1) at the end of a sentence are placed before the period.

Citations do not serve a grammatical function as words within the sentence. Your sentence must be grammatically correct without regard to the reference. For example, do **not** write either of the following: "[2] tested and proved that the hypothesis did not work" **or**, "In [2], it was tested and proved that the hypothesis did not work." Rather, write the following: "The Smith study tested and proved that the hypothesis did not work [2]."

Footnote or superscript numbers are placed after punctuation such as commas, periods, and quotation marks.

IV. FORMATTING OF TABLES, FIGURES, AND SUPPLEMENTAL MATERIALS

Tables and Figures

Table Titles

Table titles are positioned above tables, beginning at the left margin. Table titles should use Times New Roman 12-pt bold font, and begin with the word **TABLE** in all uppercase letters, followed by the number of the table and a period. Tables should use brief descriptive titles, using headline style capitalization.

Fill the line with text before continuing to a new line for a table title. Use single line spacing if a table title is longer than one line and begin all lines of a table title at the left margin. The table title is not followed by any end punctuation.

TABLE 1. Example of a Table Title

The titles of all numbered tables should be included in a list of tables following the table of contents. Table titles within the text must be identical in wording, punctuation, and capitalization as those listed within the list of tables. The page numbers listed in the list of tables must match the page number location of the table in text.

Table Content

The text within a table should use black font color and 10- to 12-pt font size. Any color within table should not affect legibility of table text.

Notes to Tables

If more explanation is needed than the brief title, position that information after the

end borderline of the table. Begin note to table with the word "Note" and a colon and begin all

lines of the table note at the left margin. Use single line spacing if a note to a table is longer

than one line. Table notes should be in Times New Roman 12-pt font and should not be bold.

Figure Content

Color may be used within figure images. Text within a figure can use any font style or

size as long as it is legible.

Figure Captions

Figure captions are positioned underneath figures, beginning at the left margin. Figure

captions should use Times New Roman 12-pt bold font, and begin with the word **FIGURE** in all

uppercase letters, followed by the number of the figure and a period. Figure captions use

sentence style caps. Periods are used to separate descriptions within the figure caption, but

proper grammar (subject and verb) does not have to be used within the descriptions. A period

is always used at the end of figure captions.

Fill the line with text before continuing to a new line for a figure caption. Use single line

spacing if a figure caption is longer than one line and begin all lines of a figure caption at the left

margin.

FIGURE 1. This is an example of a figure caption.

All numbered figures should be listed in a list of figures following the table of contents

(and following the list of tables if one is used). Each listing in the list of figures should include all

words up to the first period of the figure caption in text. Captions on text pages must be identical in wording, punctuation, and capitalization as those listed within the list of figures.

To simplify the list of figures, it is recommended to begin figure captions with brief descriptions ending with a period. This method keeps the entries in the list of figures short and easier to format. The page numbers listed in the list of figures must match the page number location of the figure in text.

Other Format Regulations for Tables and Figures

Tables and figures may be placed solely within the main text, solely within the appendices, or within both the main text and appendices.

Titles. Each table or figure must have a title or caption, and a number. Tables and figures are assigned the next consecutive whole number in sequence as they are mentioned within the main text (regardless of actual placement); the Arabic numeral "1 " begins the count. Numbering that designates sequence within each chapter (e.g., 1.1, 1.2, 1.3, 2.1, 2.2., 2.3, etc.) is permitted if that type of hierarchical numbering is used for chapter subheadings.

Placement. If a table or figure is placed on a page without text paragraphs, it should be centered on the page (top to bottom) by using roughly the same amount of blank space above and below the table or figure. If two or more tables (and/or figures) are placed on a page without text paragraphs and do not fill the entire page, they should be centered on the page as a unit.

Important: If a table or figure is placed on a page with paragraph text above or below it, no more than 2 inches of empty space can be left at the bottom of the page. It is required that subsequent text paragraphs be shifted up to fill in this space.

Spacing. If a table or figure is inserted between two text paragraphs, at least one blank single-spaced line and not more than three blank single-spaced lines should be used between a table or figure and the text; that is, the blank space can range between a quarter inch and a half inch in width.

More than one table or figure may be placed on a page if carefully spaced and labeled. No more than a half inch (three single-spaced blank lines) should be used between two tables/figures.

Long tables. A table must fill a complete page before it can continue onto the next page. That is, a table cannot be split onto separate pages unless it is longer than a page in length. If a table is long enough to be split onto two or more pages, a shortened title must appear at the top of each subsequent page (e.g., **TABLE 1. Continued**). All table column headings must also be repeated as the first row on each page of the table.

Table lines. A borderline is placed above and below any row with column headings. If there are no column headings, a line is placed above the first row of the table. A line is also placed below the last row of the table. Notes to the table are placed below this bottom borderline. Table borderlines should span the entire width of the table. Lines on the left and right edge of the table or grid lines within the table are optional.

Large figures. Figures and their captions are generally complete on one page. If sufficient space is not available for the caption on the same page as the figure, this information can be placed on a facing page (a separate page just before the page on which the illustration appears). If a caption is placed on a facing page, it must be centered on the page (using the same amount of blank space above and below the caption) and read in the same direction as the figure (portrait or landscape).

Orientation. Tables and figures may be in portrait or landscape orientation. However, if landscape orientation is used, page numbers must still be placed in the same direction and location as all other text pages. If possible, rotate the table or figure to keep the pagination continuing in sequence and in its correct position. Alternatively, section breaks can be used to delete page numbers from landscape-oriented pages without interfering with page numbers on other pages. A text box can then be used to insert and rotate page numbers in the landscape-oriented pages to match the direction and location of page numbers of portrait-oriented pages.

The study sample consisted of 2,095 Asian Americans individuals who were Chinese (28%; $n = 600$), Filipino (24%; $n = 508$), Vietnamese (25%; $n = 30$) and all other Asians (22%; $n = 467$). The study comprised of 1,097 females and 998 males. All participants were adults, the youngest were 18 and oldest were over 65 years old.

TABLE 1. Demographics of the Survey Group

Variable name	Attributes	Descriptive	
		f	%
Age at immigration	U.S. born	454	22%
	Under 12 years	237	11%
	13-17 years	130	6%
	18-34 years	886	42%
	35+ years	385	18%
Age	18-24	272	13%
	25-34	527	25%
	35-44	488	23%
	45-54	432	21%
	55-64	212	10%
	65+	164	8%
Past year alcohol use	No	119	12%
	Yes	58	88%
U.S. citizenship	Yes	468	70%
	No	627	30%
English proficiency	Poor	312	15%
	Fair	485	23%
	Good	656	31%
	Excellent	636	30%

Over two-thirds of the participants were citizens of the United States. There were more participants who immigrated to the United States as adults between the ages of 18 to 34, and 35 years and older compared to those who immigrated between the ages 13 to 17, and younger than 12 years old. Less than 1% of participants did not respond to the age which they immigrated to the United States. Over two-thirds of the participants have married or cohabited (were never married). The remaining participants were widowed, divorced or separated. Only 15% of

This is an example of a table placed on a page with text. Blank space must be used between text and a table, from one blank single-spaced line (as shown above the table) to three single-spaced blank lines (as shown below the table). Tables with no text are centered on the page with approximately the same amount of blank space above and below the table. Tables can be placed on a page with no text within chapters or in appendices.

TABLE 1. Demographics of the Survey Group

| Variable name	Attributes	Descriptive	
		f	%
Age at immigration	U.S. born	454	22%
	Under 12 years	237	11%
	13-17 years	130	6%
	18-34 years	886	42%
	35+ years	385	18%
Age	18-24	272	13%
	25-34	527	25%
	35-44	488	23%
	45-54	432	21%
	55-64	212	10%
	65+	164	8%
Past year alcohol use	No	119	12%
	Yes	58	88%
U.S. citizenship	Yes	468	70%
	No	627	30%
English proficiency	Poor	312	15%
	Fair	485	23%
	Good	656	31%
	Excellent	636	30%
Marital status	Married/cohabiting	1,470	70%
	Divorced/separated/widowed	182	9%
	Never married	443	21%
Race/ancestry	Vietnamese	520	25%
	Filipino	205	24%
	Chinese	600	29%
	All Other Asian	467	22%
Region of country	Northeast	152	7%
	Midwest	91	4%
	South	145	7%
	West	1,707	82%
Smoker	No	1,486	71%
	Yes	609	29%
Sex	Male	998	48%
	Female	1,097	52%
Received medication	Yes	97	5%
	No	1,492	71%
Received therapy	Yes	80	5%
	No	1,509	71%
Utilization of mental health	Yes	43	2%
	No	1,300	62%

This is an example of the first page of a table that is longer than one page in length, split onto two pages. A table can only be split if it is longer than one page in length.

TABLE 1. Continued

| Variable name	Attributes	Descriptive	
		f	%
Overnight stay	Yes	11	.5%
	No	2,047	98%
Extended stay	Yes	22	.5%
	No	2,036	98%
Ever used marijuana	1 = Yes	391	19%;
	2 = No	1,702	81%
Ever used hashish	1 = Yes	91	.5%;
	2 = No	2,002	99%

This is an example of the second page of a table that is longer than one page in length. Notice that a title with the table number and the word "**Continued**" is used at the top of the page and that the column headings used at the beginning of the table are repeated. Text can be added after the end of the table or the rest of the page can be blank.
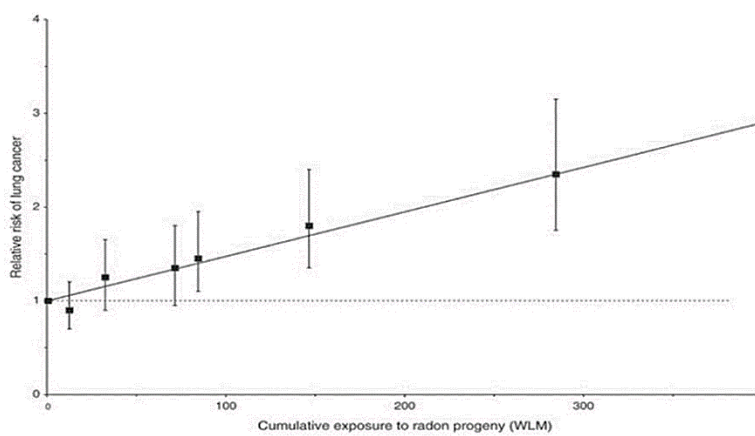
36

FIGURE 1. Lung cancer rates as radon levels in the body increase. WLM = Working Level Month = 1 WL exposure for 170 hours.

60

Figures on a page with no text are centered on the page, with the same amount of blank space used above and below the figure.
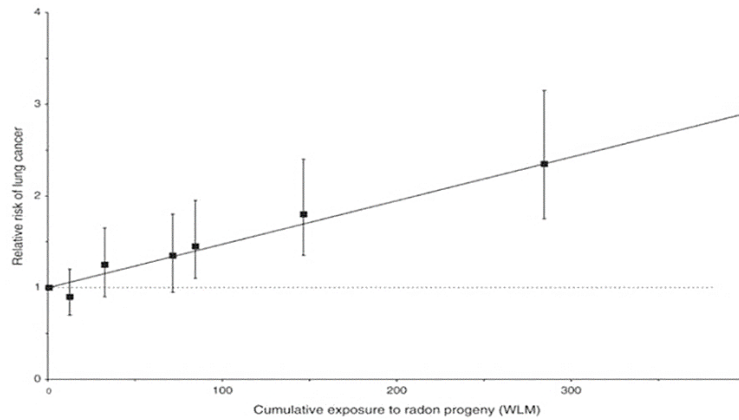
37

FIGURE 1. Lung cancer rates as radon levels in the body increase. WLM = Working Level Month = 1 WL exposure for 170 hours.

Lead (Pb) is formed from the decay of ^{222}Rn. Shown in Figure 2 is a typical deposition rate of ^{210}Pb as observed in Japan as a function of time, due to variations in radon concentration.

If exposure to radon is prolonged and the dosage is high, the effects increase, causing flu-like symptoms and possibly leading to death. Radon poisoning does not show up on a regular medical examination; however, samples of a person's lung, urine, and bone tissue can show signs of the decay properties of radon [33].

There is no treatment for moderate to severe radon poisoning. Long-term effects for low radon poisoning may not show up in the human body until the person advances in age. The treatment for eliminating the direct effects of radon poisoning (i.e., flu-like sickness, lung irritation, and lightheadedness) is simple since radon dissipates quickly in open areas. The person suffering from Radon sickness should first be removed from the contaminated area and taken to

60

This is an example of a figure placed on a page with text. Notice that blank space is used between the figure and the text (one to three single-spaced blank lines can be used). NO blank space is used above the figure because no text is above the figure on this page.
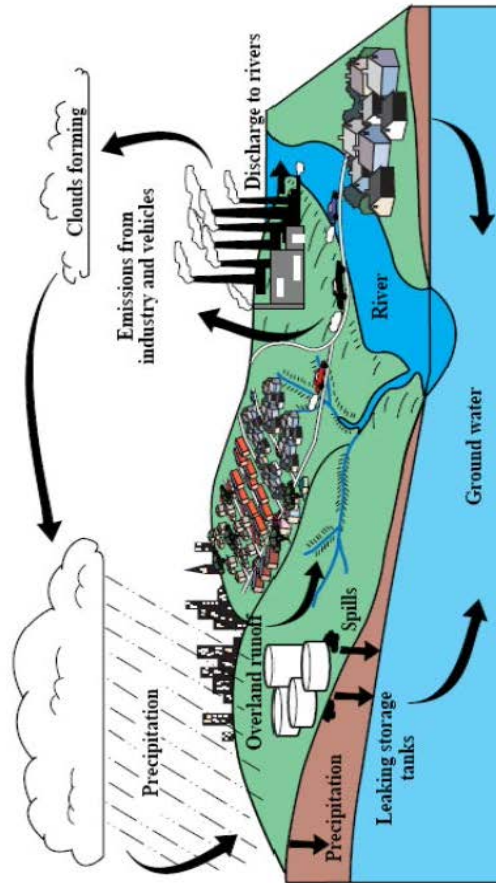
38

FIGURE 2. Movement of MTBE (Methyl Terriary-Butyl Ether) in the environment.

This is an example of a landscape-oriented figure. Notice that the top of the image is closest to the left margin. The page number has been inserted with a text box to match the position and orientation of page numbers on portrait-oriented pages.

Oversized Materials

Tables, figures, and/or appendix materials that are too large to fit within the prescribed margins can be saved as a PDF or an image (such as .gif or .jpeg format) and pasted into the document, reducing the image to fit inside margins. Another option is to upload the oversized material as a supplemental file.

Supplemental Files

Oversized illustrations, such as images, maps or charts larger than letter size (8 ½ by 11 inches) should be uploaded as supplementary files. Audio or video files and material produced using a program or computer code that cannot be converted to PDF format should also be uploaded as supplemental files.

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