

THE FORM OF THESES & DISSERTATIONS:  
ANNOTATED SAMPLE MANUSCRIPT

SARI ÇIZMELİ MEHMET AĞA

BOĞAZIÇI UNIVERSITY  
2016



Styles	Manuscript titles follow headline capitalization rules. See the Institute's <i>Usage Manual</i> for further information.	Use manual line breaks as necessary within the title.
Title	<b>The Form of Theses &amp; Dissertations:</b> <b>Annotated Sample Manuscript</b> Except as explicitly noted in this sample manuscript, the spacing between various blocks of text as well as the indentation of paragraphs is handled automatically by applying the appropriate, preset PARAGRAPH STYLE.	The logic of the title's content should dictate their location. A line break after the colon is a common convention.
Subtitle	<b>Sarı Çizmeli Mehmet Ağa</b> Here and elsewhere, authors must use their full, legal name as it appears with the university registrar.	

In accordance with the submission guidelines of the Council of Higher Education (Yükseköğretim Kurulu or YÖK), the title page must not contain italicized characters, tables, diagrams, chemical or mathematical formulas, symbols, subscripts or superscripts, or Greek or any other non-Latin symbols or characters.

Normal	A dissertation presented to the	For master's students, the word "dissertation" will be replaced with the word "thesis".
Subtitle	<b>Atatürk Institute for Modern Turkish History</b> <b>at Boğaziçi University</b>	
Normal	in partial fulfillment of the requirements for the degree of	
Subtitle	<b>Doctor of Philosophy</b>	For master's students, the words "Doctor of Philosophy" will be replaced with the words "Master of Arts".
Normal		

June 2016

Month and year of approval  
of the manuscript.

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This page is not numbered.



**Styles** For master's students, the word "dissertation" will be replaced with "thesis", and the words "Doctor of Philosophy" will be replaced with "Master of Arts".

**Subtitles** Approvals

**Normal** "The Form of Theses & Dissertations: Annotated Sample Manuscript," a dissertation prepared by Sarı Çizmeli Mehmet Ağa in partial fulfillment of the requirements for the degree of Doctor of Philosophy from the Atatürk Institute for Modern Turkish History at Bogaziçi University, has been approved on 15 June 2016 by:

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DISSERTATION ADVISORS Set in small caps.

**Signature** Professor Name Surname <two tabs>  
**Normal** Primary Department  
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**Signature** Assistant Professor Name Surname <two tabs>  
**Normal** Primary Department  
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Dr. Name Surname <two tabs>  
 Affiliation

The standard faculty titles are Assistant Professor, Associate Professor, and Professor. Instructor or Adjunct Professor may be used where appropriate. These should be spelled out.

The abbreviation Dr. should only be used if the individual is not affiliated with any university.

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## Styles

## Subtitle

## Declaration of Originality

The Declaration of Originality is required and may not be modified.

## Normal

The intellectual content of this thesis, which has been written by me and for which I take full responsibility, is my own, original work, and it has not been previously or concurrently submitted elsewhere for any other examination or degree of higher education. The sources of all paraphrased and quoted materials, concepts, and ideas are fully cited, and the admissible contributions and assistance of others with respect to the conception of the work as well as to linguistic expression are explicitly acknowledged herein.

## Signature

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There must be a section break at this location. Section breaks should not be used except where explicitly noted in this annotated sample manuscript..

## Normal

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The English and Turkish abstracts are placed on facing pages of a spread.

## Styles

### Subtitle

## Abstract

For Master's students, the word "Doctoral" will be replaced with "Master's"

### Normal

"The Form of Theses & Dissertations: Annotated Sample Manuscript"

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Sarı Çizmeli Mehmet Ağa, Doctoral Candidate at the Atatürk Institute for Modern Turkish History at Boğaziçi University, 2016

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The standard faculty titles are Assistant Professor, Associate Professor, and Professor. These should be spelled out.

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vi Lower-case, roman numeral page numbers begin on this page. The count starts with the title page.

## Özet

The title of the manuscript must be translated into Turkish.

“Tez Formatı: Açıklamalı Örnek”

Single blank line For Master’s students, the word “Doktora” will be replaced  
Sarı Çizmeli Mehmet Ağa, Doktora Adayı, 2016 with “Yüksek Lisans”  
Boğaziçi Üniversitesi Atatürk İlkeleri ve İnkılap Tarihi Enstitüsü

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The standard faculty  
titles in Turkish are  
Dr. Öğretim Üyesi,  
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In accordance with YÖK  
guidelines, the abstract  
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italicized characters, tables,  
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or Greek or any other non-  
Latin symbols or characters.  
The abstracts must not  
exceed one page and the  
main text should not exceed  
250 words.

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## Styles

### Subtitle Curriculum Vitæ

A curriculum vitæ is required only for doctoral candidates.

#### Normal

Three or fewer blank lines

Include all sections that are applicable. Items within sections should be in reverse chronological order.

### TOC Headings SARI ÇİZMELİ MEHMET AĞA

#### Normal

Born 2 January 1943  
in Istanbul, Turkey

If the total number of pages in the curriculum vitæ is even, then the vitæ should start on the facing page (i.e., the left-hand page of this spread).

### TOC Headings EDUCATION

#### Glossary

Ph.D.	<two tabs>	Department University Year
M.A.		Department University Year
B.A.		Department University Year

↓

<two tabs>

This section should not include teaching or research assistantships.

### TOC Headings PROFESSIONAL APPOINTMENTS/EMPLOYMENT

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### TOC Headings PUBLICATIONS

Peer-reviewed, published works. Use the citation style consistent with the rest of the manuscript. For the purposes of this curriculum vitæ, a master's thesis is considered published work.

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### TOC Headings AWARDS AND HONORS

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In the typical case that the curriculum vitæ spans multiple pages, the page break should be placed in a logical location (e.g., between sections), and the amount of content on each page should be roughly balanced.

## Styles

TOC Headings	GRANTS AND FELLOWSHIPS	
List Bulleted	<ul style="list-style-type: none"> <li>◆ Lorem ipsum dolor sit amet</li> <li>◆ Depella voluptatem nimustiis dolorib usapien ditior</li> <li>◆ Laboratur mos acea sunt od undicil</li> </ul>	
TOC Headings	INVITED TALKS	Use the citation style consistent with the rest of the manuscript.
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TOC Headings	TEACHING EXPERIENCE	Teaching assistantships and courses taught independently.
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TOC Headings	RESEARCH EXPERIENCE	Research assistantships and internships.
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TOC Headings	UNIVERSITY/DEPARTMENTAL SERVICE	
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Styles

TOC Headings	LANGUAGES	Proficiency may be any of: Novice, Intermediate, Advanced, Fluent, or Native Speaker.
List Bulleted	<ul style="list-style-type: none"><li>◆ Turkish – Native Speaker</li><li>◆ English – Advanced</li><li>◆ Language – Proficiency</li></ul>	
TOC Headings	PROFESSIONAL MEMBERSHIPS/AFFILIATIONS	
List Bulleted	<ul style="list-style-type: none"><li>◆ Lorem ipsum dolor sit amet</li><li>◆ Depella voluptatem nimustiis dolorib usapien ditior</li><li>◆ Laboratur mos acea sunt od undicil</li></ul>	

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A dedication is discretionary.

The text should be concise, right-justified, and centered vertically within the standard margins of the page. Otherwise, the content, form, and language of the text are left to the discretion of the author.

Styles

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# TABLE OF CONTENTS

Styles			
Subtitle		Table of Contents	Insert one em space between titles and their respective page numbers.
TOC Items		List of Tables <i>xiv</i> List of Figures <i>xiv</i> Glossary of Non-English Terms <i>xiv</i> Abbreviations and Acronyms <i>xiv</i> Note on Transliteration <i>xv</i> Chronology of Events <i>xv</i> Preface <i>xvi</i>	Roman numerals are italicized to distinguish them from titles.
TOC Chapter	1	INTRODUCTION 1	Chapters and sections are numbered automatically when the appropriate paragraph style is selected.
TOC Chapter	§ 1.1	First Section Heading 12	
Subheadings	§ 1.2	Second Section Heading 25	Chapter titles and headings must exactly match the the corresponding title or heading in the main text.
	§ 1.3	Third Section Heading 38	
TOC Chapter	2	CHAPTER TITLE 51	
TOC Chapter	§ 2.1	First Section Heading 67	Chapter titles and section headings follow headline capitalization rules. See the Institute's <i>Usage Manual</i> for further information.
Subheadings	§ 2.2	Second Section Heading 83	
TOC Chapter	3	CHAPTER TITLE 101	
TOC Chapter	§ 3.1	First Section Heading 112	
Subheadings	§ 3.2	Second Section Heading 125	Use manual line breaks to prevent a page number from being the only text on a given line.
	§ 3.3	Fourth Section Heading 138	

## Contents of the table of contents

Front matter that precedes the table of contents page does not appear in the table of contents, while each item of front matter that follows it does (with the exception of epigraphs). A page number may be repeated when multiple items such as lists of tables, figures, and maps or additional items of front matter appear on a single page.

The table of contents contains the chapter titles and first-level section headings of the main text. While the author may choose to subdivide the text further, these subheadings do not appear in the table of contents.

The table of contents also contains the titles of individual appendices, as well as the list of references, works cited, and/or the bibliography. Subdivisions within the bibliography are not included.

TOC Chapter	4	CHAPTER TITLE	151
TOC Chapter	§ 4.1	First Section Heading	161
Subheadings	§ 4.2	Second Section Heading	170
	§ 4.3	Third Section Heading	180
	§ 4.4	Fourth Section Heading	189
TOC Chapter	5	CONCLUSION	201
TOC Chapter	§ 5.1	First Section Heading	211
Subheadings	§ 5.2	Second Section Heading	220
	§ 5.3	Third Section Heading	230
	§ 5.4	Fourth Section Heading	241
TOC Headings		APPENDICES	
TOC Items	A	Title of Appendix	251
	B	Title of Appendix	254
	C	Title of Appendix	257
TOC Headings		BIBLIOGRAPHY	260

The “Introduction” and “Conclusion” are included among the numbered chapters of the manuscript, which is to say, the “Introduction” is chapter 1 and the “Conclusion” is chapter x.

However, individual “Summary” sections within chapters do *not* appear in the table of contents even if indicated in the text with a first-level section heading.

Likewise, for manuscripts that use endnotes at the end of each chapter in lieu of footnotes, endnotes do *not* appear in the table of contents.

**Layout of the table of contents**

If the total number of pages of the table of contents is odd, then the facing page is left blank and the table of contents starts on this page (i.e., the right-hand page of this spread).

In the case that the table of contents spans multiple pages, the page break should be placed in a logical location (e.g., between chapters), and the amount of content on each page should be roughly balanced.

## Styles

Subtitle	List of Tables				
Glossary (or Glossary Left)	Table 1.1	Title of table	18	Insert one em space (or three normal spaces) between titles and their respective page numbers.	
	Table 1.2	Title of table	93		
	Table 2.1	Title of table	132		
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Subtitle	List of Figures				
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	Figure 2.1	Title of figure	93		
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Subtitle	Glossary of Non-English Terms				
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Subtitle	Abbreviations and Acronyms				
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## Layout of Lists and Additional Front Matter

More than one of the lists and additional items of front matter may appear on a single page.

Any given list or additional item of front matter should only be split between pages if absolutely necessary, and in any event, the amount of content on each page should be roughly balanced.

If the total number of pages of lists and additional items of front matter is odd, then this page is left blank and the content starts on the facing page (i.e., the right-hand page of this spread).

Styles

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## Acknowledgments (or Preface)

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### Normal

NOTE: The in-house editor of the Atatürk Institute has made detailed recommendations with regard to the format, grammar, spelling, usage, syntax, and style of this thesis.

In accordance with the ethics of editing student academic work, this note must follow the acknowledgments or Preface. This is a service provided by the Institute; the editor should not be acknowledged by name.

### Layout of the Acknowledgments or Preface

If the total number of pages of the acknowledgments or Preface is odd, then the facing page is left blank and the content starts on this page (i.e., the right-hand page of this spread).

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There must be a section break at this location. Section breaks should not be used except where explicitly noted in this annotated sample manuscript..

Styles

Epigraph     *An oak is a tree. A rose is a flower.  
A deer is an animal. A sparrow is a bird.  
Russia is our fatherland. Death is inevitable.*

Epigraph Source     –Smirnovski, *Textbook of Russian Grammar*

Discretionary spacing

Epigraph     *I am part of the power  
which forever wills evil  
and forever works good.*

Epigraph Source     –Goethe, *Faust*

Epigraphs are discretionary.

The text should be centered vertically within the standard margins of the page.

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Chapters always begin on the right-hand side of a page spread.

This page need not be numbered.

- 1 Chapters and section headings are numbered automatically by appropriate applying the appropriate, preset PARAGRAPH STYLE.

Except as explicitly noted in this sample manuscript, the spacing between various blocks of text as well as the indentation of paragraphs is handled automatically by applying the appropriate, preset PARAGRAPH STYLE.

Chapter Title	<p>Manual line break</p> <h2>A Chapter Title</h2>	<p>Chapter titles follow headline capitalization rules. See the Institute's <i>Usage Manual</i> for further information.</p>
Epigraph	<p>At the author's discretion, a two-line drop cap may be added to the first paragraph of each chapter. The distance of the dropped character from the body text is 0.1 cm.</p>	<p>Epigraphs are discretionary.</p> <p><i>Typography exists to honor content.</i></p> <p><i>Well-chosen words deserve well-chosen letters; these in their turn deserve to be set with affection, intelligence, knowledge and skill.</i></p> <p>– Robert Bringhurst, <i>Typographic Style</i></p>
Normal	<p>Normal</p> <p>Lo rem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p> <p>Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus.</p>	
Normal Indent	<p>Normal Indent</p> <p>Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus.</p>	
	<p>Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam</p>	

Normal Indent

nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus. Donec vitae ut libero venenatis faucibus.

Nullam accumsan lorem in dui. Cras ultricies mi eu turpis hendrerit fringilla. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; In ac dui quis mi consectetuer lacinia. Nam pretium turpis et arcu. Duis arcu tortor, suscipit eget, imperdiet nec, imperdiet iaculis, ipsum. Sed aliquam ultrices mauris.

Heading 1 § 1.1 First-level Heading

Section headings follow headline capitalization rules. See the *Institute's Usage Manual* for further information.

Normal

Integer ante arcu, accumsan a, consectetuer eget, posuere ut, mauris. Praesent adipiscing. Phasellus ullamcorper ipsum rutrum nunc. Nunc nonummy metus. Vestibulum volutpat pretium libero. Cras id dui. Aenean ut eros et nisl sagittis vestibulum. Nullam nulla eros, ultricies sit amet, nonummy id, imperdiet feugiat, pede. Sed lectus.

Normal Indent

Donec mollis hendrerit risus. Phasellus nec sem in justo pellentesque facilisis. Etiam imperdiet imperdiet orci. Nunc nec neque. Phasellus leo dolor, tempus non, auctor et, hendrerit quis, nisi. Curabitur ligula sapien, tincidunt non, euismod vitae, posuere imperdiet, leo. Maecenas malesuada. Praesent congue erat at massa.

Sed cursus turpis vitae tortor. Donec posuere vulputate arcu. Phasellus accumsan cursus velit. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Sed aliquam, nisi quis porttitor congue, elit erat euismod orci, ac placerat dolor lectus quis orci. Phasellus consectetuer vestibulum elit.

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Quote

Aenean tellus metus, bibendum sed, posuere ac, mattis non, nunc. Vestibulum fringilla pede sit amet augue. In turpis. Pellentesque posuere. Aenean posuere, tortor sed cursus feugiat, nunc augue blandit nunc, eu sollicitudin urna dolor sagittis lacus.

<tab> Praesent turpis. Donec elit libero, sodales nec, volutpat a, suscipit non, turpis. Nullam sagittis. Suspendisse pulvinar, augue ac venenatis condimentum, sem libero volutpat nibh, nec pellentesque velit pede quis nunc.

No blank line.

Normal

Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Fusce id purus. Ut varius tincidunt libero. Phasellus dolor. Maecenas vestibulum mollis diam. Pellentesque ut neque Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In dui magna, posuere eget, vestibulum et, tempor

Spacing above and below block quotes is handled automatically by applying the appropriate, preset PARAGRAPH STYLE.

auctor, justo. In ac felis quis tortor malesuada pretium. Pellentesque auctor neque nec urna.

Normal Indent

Ut non enim eleifend felis pretium feugiat. Vivamus quis mi. Phasellus a est. Phasellus magna. In hac habitasse platea dictumst. Curabitur at lacus ac velit ornare lobortis. Curabitur a felis in nunc fringilla tristique. Morbi mattis ullamcorper velit.

No blank line.

List Bulleted

- ◆ Phasellus gravida semper nisi. Nullam vel sem. Pellentesque libero tortor, tincidunt et, tincidunt eget, semper nec, quam.<sup>1</sup>
- ◆ Sed hendrerit. Morbi ac felis. Nunc egestas, augue at pellentesque laoreet, felis eros vehicula leo, at malesuada velit leo quis pede.<sup>2</sup>
- ◆ Donec interdum, metus et hendrerit aliquet, dolor diam sagittis ligula, eget egestas libero turpis vel mi.

Spacing above and below lists is handled automatically by applying the appropriate, preset PARAGRAPH STYLE.

Normal

Nunc nulla. Fusce risus nisl, viverra et, tempor et, pretium in, sapien. Donec venenatis vulputate lorem. Morbi nec metus. Phasellus blandit leo ut odio. Maecenas ullamcorper, dui et placerat feugiat, eros pede varius nisi, condimentum viverra felis nunc et lorem. Sed magna purus, fermentum eu, tincidunt eu, varius ut, felis. In auctor lobortis lacus.

Normal Indent

Quisque libero metus, condimentum nec, tempor a, commodo mollis, magna. Vestibulum ullamcorper mauris at ligula. Fusce fermentum. Nullam cursus lacinia erat. Praesent blandit laoreet nibh. Fusce convallis metus id felis luctus adipiscing. Pellentesque egestas, neque sit amet convallis pulvinar, justo nulla eleifend augue, ac auctor orci leo non est. Quisque id mi.

Heading 2

## 1.1.1 Second-level Heading

Section headings follow headline capitalization rules. See the Institute's *Usage Manual* for further information.

Normal

Ut tincidunt tincidunt erat. Etiam feugiat lorem non metus. Vestibulum dapibus nunc ac augue. Curabitur vestibulum aliquam leo. Praesent egestas neque eu enim. In hac habitasse platea dictumst. Fusce a quam. Etiam ut purus mattis mauris sodales aliquam. Curabitur nisi. Quisque malesuada placerat nisl.

Normal Indent

Nam ipsum risus, rutrum vitae, vestibulum eu, molestie vel, lacus. Sed augue ipsum, egestas nec, vestibulum et, malesuada adipiscing, dui. Vestibulum facilisis, purus nec pulvinar iaculis, ligula mi congue

Footnote Text

- 1 Phasellus gravida semper nisi. Nullam vel sem. Pellentesque libero tortor, tincidunt et, tincidunt eget, semper nec, quam.
- 2 Sed hendrerit. Morbi ac felis. Nunc egestas, augue at pellentesque laoreet, felis eros vehicula leo, at malesuada velit leo quis pede.

The numbering of footnotes or endnotes restarts at the beginning of each chapter.

tum libero. Praesent nonummy mi in odio. Nunc interdum lacus sit amet orci.

Normal Indent

Nulla sit amet est. Praesent metus tellus, elementum eu, semper a, adipiscing nec, purus. Cras risus ipsum, faucibus ut, ullamcorper id, varius ac, leo. Suspendisse feugiat. Suspendisse enim turpis, dictum sed, iaculis a, condimentum nec, nisi. Praesent nec nisl a purus blandit viverra. Praesent ac massa at ligula laoreet iaculis. Nulla neque dolor, sagittis eget, iaculis quis, molestie non, velit. Mauris turpis nunc, blandit et, volutpat molestie, porta ut, ligula. Fusce pharetra convallis urna. Quisque ut nisi. Donec mi odio, faucibus at, scelerisque quis.

No blank line.

List Number  
Spacing above  
and below lists  
is handled auto-  
matically by  
applying the  
appropriate,  
preset PARA-  
GRAPH STYLE.

Normal

Normal Indent

- 1 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor.
- 2 Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.
- 3 Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim.
- 4 Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus.

No blank line.

Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus.<sup>3</sup>

Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi.

Section headings follow headline capitalization rules. See the *Institute's Usage Manual* for further information.

Heading 3

### 1.1.1.1 Third-level Heading

Normal

Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nec odio et ante tincidunt tempus. Donec vitae sapien ut libero venenatis faucibus. Nullam quis ante.

Normal Indent

Etiam sit amet orci eget eros faucibus tincidunt. Duis leo. Sed fringilla mauris sit amet nibh. Donec sodales sagittis magna. Sed consequat, leo eget bibendum sodales, augue velit cursus nunc, quis

Footnote Text

<tab>  
3  
<tab>

Donec pede justo, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus.



gravida magna mi a libero. Fusce vulputate eleifend sapien. Vestibulum purus quam, scelerisque ut, mollis sed, nonummy id, metus. Fusce pharetra convallis urna. Quisque ut nisi. Donec mi odio, faucibus at, scelerisque quis.

Normal Indent

Integer ante arcu, accumsan a, consectetur eget, posuere ut, mauris. Praesent adipiscing. Phasellus ullamcorper ipsum rutrum nunc. Nunc nonummy metus. Vestibulum volutpat pretium libero. Cras id dui. Aenean ut eros et nisl sagittis vestibulum. Nullam nulla eros, ultricies sit amet, nonummy id, imperdiet feugiat, pede. Sed lectus.

Integer ante arcu, accumsan a, consectetur sit eget, posuere ut, mauris. Praesent ed adipiscing. Phasellus ullamcorper ipsum rutrum nunc. Nunc nonummy metus. Vestibulum pretium libero ipsum.

In select cases, authors may use the outside margins for shoulder headings, side notes, cross-references, or captions. See the appendix of *The Form of Theses and Dissertations* for the dimensions and location of the shoulder.

Tables are numbered on a per-chapter basis. Table titles are located above the tables.

Horizontal lines and formatting of tables should be applied sparingly.

Heading 4

FOURTH-LEVEL HEADING

Normal

Donec mollis hendrerit risus. Phasellus nec sem in justo pellentesque facilisis. Etiam imperdiet imperdiet orci. Nunc nec neque. Phasellus leo dolor, tempus non, auctor et, hendrerit quis, nisi. Curabitur ligula sapien, tincidunt non, euismod vitae, posuere imperdiet, leo. Maecenas malesuada. Praesent congue erat at massa.

No blank line. This spacing is handled automatically by applying the appropriate, preset TABLE STYLE.

Table Caption

TABLE 1.1 Lorem Ipsum Dolor sit Amet.

Table (Table Style)

	Column 1	Column 2
Row A	Data Point 1A	Data Point 2A
Row B	Data Point 1B	Data Point 2B
Row C	Data Point 1C	Data Point 2C
Row D	Data Point 1D	Data Point 2D

Table Left and

Table Centered

(for individual

columns)

Table Source

SOURCE Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhonus.

Single blank line only if there is no table source line.

Normal

Sed cursus turpis vitae tortor. Donec posuere vulputate arcu. Phasellus accumsan cursus velit. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Sed aliquam, nisi quis porttitor congue, elit erat euismod orci, ac placerat dolor lectus quis orci. Phasellus consectetur vestibulum elit.

Normal Indent

Aenean tellus metus, bibendum sed, posuere ac, mattis non, nunc. Vestibulum fringilla pede sit amet augue. In turpis. Pellentesque posuere. Praesent turpis. Aenean posuere, tortor sed cursus feugiat, nunc augue blandit nunc, eu sollicitudin urna dolor sagittis lacus. Curabitur ligula sapien, tincidunt non, euismod vitae, posuere imperdiet, leo. Sed aliquam, nisi quis porttitor congue, elit erat euismod orci, ac placerat dolor lectus quis orci. Phasellus consectetur vestibulum elit posuere vulputate arcu. Phasellus accumsan cursus velit.

Normal Indent

Donec elit libero, sodales nec, volutpat a, suscipit non, turpis. Nullam sagittis. Suspendisse pulvinar, augue ac venenatis condimentum, sem libero volutpat.

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No blank line.

Table Image  
(Table Style)

Spacing above and below figures is handled by applying the appropriate, preset TABLE STYLE .

Figures along with their captions are placed in a single-cell table.



Figure Caption

FIGURE 1.1 Perspective of Sultan Ahmet Mosque from the rooftop of the neighboring Ayia Sophia. SOURCE: Public Domain photograph by Svetlana Tikhonova. The source for figures follows the caption inline.

No blank line.

Normal

Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus.

Normal Indent

Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus. Donec vitae sapien ut libero venenatis faucibus. Nullam quis ante. Etiam orci eget eros faucibus tincidunt.

There must be a section break at the end of every chapter. Section breaks should not be used except where explicitly noted in this annotated sample manuscript..





FIGURE 1.2.2 Interior of the Sultan Ahmet Mosque. (Public Domain photograph by Svetlana Tikhonova.)

Tables and figures that necessitate landscape orientation are placed on dedicated pages and are rotated so that they are viewed from the right. In all cases, supplementary materials should fit neatly, centered within the standard margins of the page.

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The first appendix begins on the right-hand side of a page spread.

Subsequent appendices may start on the right or left-hand side of a page spread. They need not be separated by blank pages.

Where the logical grouping of information in the appendices is confounded by the guidelines above (e.g. where a two-page spread of information is broken up), the guidelines may be disregarded, but any resulting blank pages should fall on the left-hand side of a page spread.

This page need not be numbered.

## Appendix A <sup>abc</sup>Title

[Varies]

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

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Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus.

El ium sus aliquae ceperum acest earum, et esto quo doluptae. Ga. Um quam eaquidipsunt harunt ut qui te in re, inulles quiam iuntiis doluptaspe ipsam estia dolo modis maxim si volo veribus paria pore-rume dem exeritatis aut volupta secab is sum sam, ni incte pliquid qui accaest rumqui aut qui qui dis dolore sectiatquo eumquun daepre eossimus il maximint aliqui unde id quaesti orepra des deliquodis simuscil idundam ium etus maximus re, eiusant.

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The formatting of appendices is contingent on their content but should be consistent with the formatting of the rest of the manuscript.

## Styles

## Appendices

Appendix B <sup><tab></sup>Title

[Varies]

TABLE B.1 <sup><tab></sup>Lorem Ipsum Dolor sit Amet.

	Column 1	Column 2
Row A	Data Point 1A	Data Point 2A
Row B	Data Point 1B	Data Point 2B
Row C	Data Point 1C	Data Point 2C
Row D	Data Point 1D	Data Point 2D
Row E	Data Point 1E	Data Point 2E
Row F	Data Point 1F	Data Point 2F
Row G	Data Point 1G	Data Point 2G
Row H	Data Point 1H	Data Point 2H
Row I	Data Point 1I	Data Point 2I
Row J	Data Point 1J	Data Point 2J
Row K	Data Point 1K	Data Point 2K
Row L	Data Point 1L	Data Point 2L
Row M	Data Point 1M	Data Point 2M

NOTE: Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, feugiat a, tellus. Phasellus viverra nulla ut metus.

SOURCE: Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus.

TABLE B.2 Lorem Ipsum Dolor sit Amet.

	Column 1	Column 2	Column3
Row A	Data Point 1A	Data Point 2A	Data Point 3A
Row B	Data Point 1B	Data Point 2B	Data Point 3B
Row C	Data Point 1C	Data Point 2C	Data Point 3C
Row D	Data Point 1D	Data Point 2D	Data Point 3D
Row E	Data Point 1E	Data Point 2E	Data Point 3E
Row F	Data Point 1F	Data Point 2F	Data Point 3F
Row G	Data Point 1G	Data Point 2G	Data Point 3G
Row H	Data Point 1H	Data Point 2H	Data Point 3H

NOTE: Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, feugiat a, tellus. Phasellus viverra nulla ut metus.

SOURCE: Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus.

The formatting of appendices is contingent on their content but should be consistent with the formatting of the rest of the manuscript.

There must be a section break following the last appendix. Section breaks should not be used except where explicitly noted in this annotated sample manuscript..



# Appendix C<tab>Title



Detail of *Constantinople. Stamboul.*, engraved by B.R. Davies. (Published in *Maps of the Society for the Diffusion of Useful Knowledge*. Vol. 1. London: Chapman and Hall, 186, Strand, 1844. Currently in the Public Domain.)



This page is either intentionally left blank  
or is the last page of the appendices.

The list of references, works cited, and/or the bibliography begin  
on the right-hand side of a page spread.

This page need not be numbered.



## Styles

Subtitle      References, Works Cited, or Bibliography

## TOC Headings

## PRIMARY SOURCES

## Bibliography

*The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers.* 16th ed. Chicago: University of Chicago Press, 2010.

*Publication Manual of the American Psychological Association.* 6th ed. Washington, DC: American Psychological Association, 2009.

*MLA Style Manual and Guide to Scholarly Publishing.* 3rd ed. New York: Modern Language Association of America, 2008.

Single blank line

## TOC Headings

## SECONDARY SOURCES

## Bibliography

*The ACS Style Guide: Effective Communication of Scientific Information.* 3rd ed. Edited by Anne M. Coghill and Lorrin R. Garson. Washington, DC: American Chemical Society, 2006.

*AIP Style Manual.* 4th ed. New York: American Institute of Physics, 1990. Also available at <http://www.aip.org/pubservs/style/4thed/toc.html>.

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*AMA Manual of Style: A Guide for Authors and Editors.* 10th ed. Edited by Cheryl Iverson. New York: Oxford University Press, 2007. Also available at <http://www.amamanualofstyle.com/>.

*ASM Style Manual for Journals and Books.* Washington, DC: American Society for Microbiology, 1991.

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*The Bluebook: A Uniform System of Citation.* 18th ed. Cambridge, MA: Harvard Law Review Association, 2005. Also available at <http://www.legalbluebook.com/>.

## Bibliography

- Canadian Guide to Uniform Legal Citation*. 6th ed. In English and French. Toronto, ON: Carswell/McGill Law Journal, 2006.
- Catholic News Service. *CNS Stylebook on Religion: Reference Guide and Usage Manual*. 3rd ed. Washington, DC: Catholic News Service, 2006.
- The Complete Guide to Citing Government Information Resources: A Manual for Writers and Librarians*. Rev. ed. Edited by Diane L. Garner and Diane H. Smith. Bethesda, MD: Congressional Information Service for the Government Documents Round Table, American Library Association, 1993.
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