

## The Form of Theses & Dissertations

Atatürk Institute for Modern Turkish History  
at Boğaziçi University

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CONTENT

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GRAPHIC DESIGN

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## Preface

*Typography exists to honor content.*

*Well-chosen words deserve well-chosen letters; these  
in their turn deserve to be set with affection, intelligence,  
knowledge and skill.*

– Robert Bringhurst, *Typographic Style*

The original style guide produced on behalf of the Atatürk Institute for Modern Turkish History at Boğaziçi University pioneered the standardization of graduate student output in Turkish academia.<sup>1</sup> After being made available online, the guide was copied and adopted verbatim by other departments at Boğaziçi, as well as by far-flung departments at universities across Turkey.

The current revision of the formatting manual recognizes that many of the conventions promulgated by academic style guides are based on the limitations of manual typewriters and microfilm rather than the capabilities of contemporary word processors, good principles of graphic design, or quantitative insight into legibility and readability. Moreover, the technical minutiae that library archivists once demanded of printed manuscripts no longer apply to digital archiving. Relieved of such technical requirements, the hard-copy manuscript begs to be redesigned with actual readers in mind.

This manual introduces a new, standardized format and typography for the theses and dissertations of the Institute, one designed to facilitate immersive reading – bearing the stereotypically poor eyesight of academics in mind. At the same time, the updated format provides more useful space on the page for handwritten comments. Authors must print their manuscripts double-sided, reducing paper consumption by almost 50 percent, which would translate to a savings of 20 reams or 10,000 sheets per year given the average number of pages currently produced by authors at the Institute

At the same time, the Microsoft Word templates that accompany this manual facilitate the digital structuring and tagging of authors' manuscripts, resulting in digital documents that are more versatile for end users and optimized for machine indexing and search engines.

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<sup>1</sup> The guidelines were formalized by then editor at the Institute, Kathryn Kranzler.





## General Formatting

The Atatürk Institute provides its authors with dissertation and thesis templates in Microsoft Word (DOTX) format. These templates include the required margins, navigational devices (running heads, the hierarchy of chapter titles and section headings, and page numbers), and the layouts for all types of front and back matter, as well as a set of PARAGRAPH STYLES that fulfill the formatting guidelines set out in this document and the *Annotated Sample Manuscript*.

To save themselves the hassle of last-minute formatting, authors are encouraged to use the template from the point they begin writing. Manuscripts formatted using the PARAGRAPH STYLES in these templates may be easily reformatted if, for instance, an author wishes to submit their dissertation for publication or to an online repository like ProQuest.

### § 1.1 Language and Usage

The language for all theses and dissertations at the Institute is English. Manuscripts should follow American spelling and usage conventions, for which authors may refer to *The Chicago Manual of Style, 16th Edition* and *Merriam-Webster's Collegiate Dictionary, 11th Edition*.

The Institute also maintains a *Usage Manual* that explains basic stylistic expectations and expounds on commonly encountered grammatical, punctuation, and language usage errors. Manuscripts should meet these expectations prior to being submitted for editing.

## § 1.2 Length

The length of manuscripts vary according to their content, but the faculty discourage unnecessarily lengthy texts. Efficiency of language and argument is encouraged. Repetition and wordiness should be avoided. As general rules of thumb...

- ♦ Master's theses are typically between 30 and 35 thousand words (100 pages when formatted in accordance with this manual).
- ♦ Doctoral dissertations may be upwards of 100 thousand words (300 pages when formatted in accordance with this manual).

## § 1.3 Page Proportions

The size and location of the text block and the standard page margins are illustrated in the appendix. These margins are preset in the Microsoft Word templates.

## § 1.4 Typography

The Microsoft Word templates include a set of PARAGRAPH and CHARACTER STYLES that fulfill the typographic specifications set out in this document. The application of these styles is shown in the margins of the *Annotated Sample Manuscript* in green text.

### 1.4.1 *Typeface and Line Spacing*

The required typeface for all manuscripts is Minion Pro 12 pts with a line spacing of 18 pts. The font has been embedded into the Microsoft Word templates. However, the Macintosh version of Microsoft Word is unable to make use of it.

### 1.4.2 *Paragraph-Level Formatting*

Preset PARAGRAPH STYLES in the templates handle the formatting of titles, running heads, section headings, body text, block quotes, bulleted and numbered lists, captions, footnotes, and bibliographic entries.

The first line of body text after each section heading, block quote, or list is flush with the left margin. The first lines of subsequent paragraphs are indented by 0.63 cm. Indentation is handled by applying the appropriate, preset PARAGRAPH STYLE; tabs are unnecessary except as explicitly noted in the *Annotated Sample Manuscript*.

There is no extra space between paragraphs in the main text except before and after titles, section headings, block quotations, and lists. Again, this spacing is handled by applying the appropriate, preset style except as explicitly noted in the *Annotated Sample Manuscript*.

#### 1.4.3 *Character-Level Formatting*

Italics and small-caps should be used sparingly and consistently, if at all. Authors should defer to the Institute's *Usage Manual* (e.g., § 2.4, note to 2.5.2, and § 2.6) and *The Chicago Manual of Style, 16th Edition* (hereafter referred to as *Chicago*) to evaluate the usage of these formatting styles.

Bold type is *not* permitted anywhere in the manuscript.

#### 1.4.4 *Justification*

The main body of text is justified so that it aligns along both the left and right margins. In exceptional cases – such as quoting verse – left alignment may be used.

#### 1.4.5 *Hyphenation, Orphans, & Widows*

To ensure proper spacing of justified text, automatic hyphenation should be employed. Consecutive hyphens should be limited to one.

Typographic orphans (a single, opening line of a paragraph that appears at the bottom of a page) are acceptable. Typographic widows (a single, last line of a paragraph that appears at the top of a page) are not.<sup>1</sup>

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<sup>1</sup> Microsoft Word does not currently accommodate allowing orphans while preventing widows, so the Microsoft Word templates are preprogrammed to prevent both.

#### 1.4.6 *Navigational Devices*

The exact size and locations of running heads and page numbers are illustrated in the appendix. These devices are arranged for in the manuscript templates.

##### 1.4.6.1 Running Heads

The left-hand running head is the name of the author, the language of which should be set to Turkish to display the diacritic above the letter “i” as necessary. The right-hand running head is the main title of the dissertation, abbreviated as necessary. These headers allow academic advisors and committee members to quickly identify manuscripts from any page.

##### 1.4.6.2 Pagination

Lower-case roman numerals are used to number front matter. The sequence begins with the title page, but page numbers do not appear on the title, approval, and copyright pages.

Pagination starts anew on the first page of the main text and continues through the end of the manuscript using Arabic numerals.

##### 1.4.6.3 Chapter Titles and Section Headings

In addition to a style for chapter titles, the templates include PARAGRAPH STYLES for four levels of section headings. The first three are left-justified and numbered in legal style to allow academic advisors and committee members to easily reference passages of text. Use of the fourth level is discouraged for most manuscripts.

Chapter titles and section headings – like the manuscript title – follow head-line capitalization rules. See the Institute’s *Usage Manual*, § 4.1 and *Chicago*, § 8.157 and § 8.158 for further information.

The PARAGRAPH STYLES for chapter titles and section headings are preset to maintain headings on the same page with at least one line of the text that follows (i.e., headings will never be orphaned at the bottom of a page).

#### 1.4.7 *Block Quotations*

Prose quotations of roughly forty (40) or more words or more than two lines of verse are set off as block quotations and do not take quotation marks. The

direct quotes of first-hand interviewees, regardless of length, are likewise often set off as block quotations.

Block quotations are indented by 0.63 cm from both the left and right margins and have an extra half line of blank space above and below the paragraph(s). The typeface size does not differ from that of the main text. The indentation and spacing are handled by applying the appropriate, preset PARAGRAPH STYLE. For further information on quotations, see the Institute's *Usage Manual*, § 5.2 and *Chicago*, Chapter 13.

The source language version of translated material must be in the corresponding footnote or collected in an appendix (which is advisable when there are many, long translated quotations). See the Institute's *Usage Manual*, § 5.3.

#### 1.4.8 *Tables, Figures, & Maps*

Tables should include at least two dimensions of data, otherwise a bulleted or numbered list suffices. Tables are numbered per-chapter in the form: Table 1.1, Table 1.2, Table 2.1...

Figures consist of charts, formulas, diagrams, graphics, illustrations, maps, artwork, drawings, prints, photographs, musical scores, and other visual materials that are not tabular data. They are likewise numbered per-chapter in the form: Figure 1.1, Figure 1.2, Figure 2.1...

Maps are typically included among figures, but at the author's discretion, maps may be numbered separately, in which case a "List of Maps" is appended to the front matter. They would then be numbered per-chapter in the form: Map 1.1, Map 1.2, Map 2.1...

##### 1.4.8.1 *Format*

There are two preset TABLE STYLES. The first, for use with tabular data, conforms to a format using only horizontal rules that is described and illustrated in *Chicago*, Chapter 3. The text of tables is Minion Pro 11 pts, and there are preset PARAGRAPH STYLES for left justified and centered columns of tabular data.

Figures and their captions should be placed in a single-cell table using the second preset TABLE STYLE.

## 1.4.8.2 Placement

Tables and figures are preferably located after (but close-at-hand to) the point in the main text from which they are first referenced. The exact placement of tables and figures – on separate pages or within the flow of the text – is left to the discretion of the author.

When possible, figures and tables should be resized to span but not exceed the full width of text column. Tables and figures that necessitate landscape orientation are placed on dedicated pages. Portrait and landscape-oriented text and materials should not be combined on the same page.

As necessary, foldouts are used for oversize items (e.g., an A3 sheet bound and folded into the manuscript).<sup>2</sup> Authors must coordinate with the bindery regarding the exact sheet size and the type of fold.

In all cases, supplementary materials should fit neatly, centered within the standard margins of the page.

## 1.4.8.3 References

References to tables, figures, and maps always identify them by number, not by their relative location (i.e., by “figure 1.2,” not by “the table below” or “the map on the facing page”). References may be parenthetical:

(see table 2.4)

or within the text:

As figure 1.5 shows, ...

These reference styles may be used interchangeably in the text. The words *table*, *figure*, and *map* are lowercase in either situation. At the author’s discretion, the word *figure* may be consistently abbreviated as “fig.”, but only in parenthetical references.

## 1.4.8.4 Table Titles

The typeface for the titles of tables is Minion Pro 12 pts. Titles should be clear, succinct, and in noun form. They are located above the table, consistently follow either sentence or headline capitalization rules, and begin with the word

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<sup>2</sup> See the *Annotated Sample Manuscript*, Appendix C, for an example of a foldout.

*Table* (optionally in small caps), followed by the table number, followed by a tab: Subsequent lines are automatically indented.

TABLE 1.3   Population of Ottoman Regencies in 1830 and 1880.

The PARAGRAPH STYLE for table captions is preset to maintain the title on the same page as the table itself.

Should a more lengthy description of the data in a table be necessary, the table may be followed by a note, which should use the same PARAGRAPH STYLE as the source line.

#### 1.4.8.5 Figure Captions

The typeface for figures caption is Minion Pro 12 pts. Captions may be phrasal, complete, descriptive or interpretative sentences, or both. They are located below the figure, use sentence case, and begin with the word *Figure* (optionally in small caps), followed by the figure number, followed by a tab:

FIGURE 1.3   Map of Ottoman regencies in 1830. Algiers is absent.

#### 1.4.8.6 Sources and Credits

Sources for tabular data are included in the bibliography and referenced beneath the table using the citation style consistent with the rest of the manuscript. The word *Source* should be in small caps and followed by a tab:

SOURCE   [Citation].

The PARAGRAPH STYLE for sources is preset to maintain the title on the same page as the table itself

Sources, credits, and/or permissions for figures are given in a parenthetical note inline with and at the end of the caption. The word *Source* should be in small caps and followed by a colon:

FIGURE 1.3   Perspective of Sultan Ahmet Mosque from the rooftop  
of the neighboring Ayia Sophia. SOURCE: Public Domain  
photograph by Svetlana Tikhonova.

## § 1.5 Citing and Documenting Sources

Preferred practices for citing and documenting sources vary among academic disciplines. Authors at the Atatürk Institute should confer with their academic advisors and select an appropriate, standard style for citing sources from the list below:

- ◆ The *Chicago* “Notes-Bibliography” (NB) citation system
- ◆ The American Psychological Association (APA) style
- ◆ The Modern Language Association (MLA) style

For further details and expectations regarding citation and documentation of sources, see the Institute’s *Usage Manual*, chapter 5 and § 5.5, in particular.

### 1.5.1 *Footnotes or Endnotes*

The *Chicago* NB documentation system requires footnotes for the purpose of citing sources. Footnotes may additionally be used for substantive commentary, additional information, asides, and source language versions of translated materials (see § 1.4.7). They are numbered separately for each chapter of the manuscript.

The APA and MLA citation styles do not require footnotes, but they may be used at the author’s discretion for substantive commentary, additional information, asides, and source language versions of translated materials (see § 1.4.7).

## § 1.6 Printing, Duplication, & Binding

### 1.6.1 *Drafts*

Hard copies for review by academic advisors and committee members are laser-printed, double-sided on matte, true white A4 bond paper with a minimum heft of 80 g/m<sup>2</sup> and a minimum brightness of 80.<sup>3</sup>

High-quality xerographic reproductions of a laser-printed original are also acceptable. Ink-jet printing is not.

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<sup>3</sup> Post-consumer, recycled paper is encouraged provided it meets these specifications.



### 1.6.2 *Bound Copies*

Final, bound copies of the dissertation are printed double-sided. They are laser-printed on acid-free, alkaline-buffered, matte, true white A4 bond paper with a minimum brightness of 90 and a minimum paper heft of 100 g/m<sup>2</sup>. This type of bond paper is often made from cotton rag.<sup>3</sup>

Do not trust that the standard paper stocked in the print shop's machines will meet these standard.

High-quality xerographic reproductions of a laser-printed original are also acceptable. Ink-jet printing is not.

#### 1.6.2.1 Binding

The design of thesis and dissertation covers is a university-wide standard. The cover is navy blue and lettering is stamped in gold foil.

Manuscripts are oversewn or bound with a double-fan adhesive process. They are covered with a cover board and Group F buckram or C-1 book cloth and must have a reinforced spine lining.

#### 1.6.2.2 Multiple Volumes

Manuscripts that do not exceed three hundred (300) leaves (approximately 4 cm thick) are bound in a single volume. Lengthier manuscripts are bound in multiple volumes of not more than three hundred (300) leaves each. Ideally, the text should be evenly distributed across volumes.

Page numbering is continuous across volumes, and new volumes always begin with a new chapter.

A duplicate title page is inserted at the beginning of each new volume but is not included in the page numbering. The volume number is added to the title page in uppercase roman numerals beneath the dissertation title (e.g., "Volume II").

## § 1.7 Digital Metadata

### 1.7.1 *Structural Metadata*

The preformatted styles in the Microsoft Word manuscript templates contain `STRUCTURAL METADATA` that may be exported to archival PDF files. These metadata are used by PDF and mobile e-reading programs and e-book devices to automatically create hierarchical, clickable tables of contents, as well as to restyle manuscripts into formats suitable for the given device. Screen-reading software [for the visually impaired] also use metadata to aid in document navigation, as well as to audibly distinguish among different levels of content.

### 1.7.2 *Descriptive Metadata*

Additionally, `DESCRIPTIVE METADATA` like keywords and an abstract may be manually added to a file. Searchable repositories and databases like ProQuest and JSTOR— as well as the algorithms of search engines like Google – use these metadata to organize and weight content, resulting in more robust search results. These metadata are essentially a form of search engine optimization that may boost and promote the work of students of the Institute.

Adding `DESCRIPTIVE METADATA` is added to the final archival PDF file by the editor during the final format check, and includes the following:

- ◆ `TITLE`: the full thesis or dissertation title and subtitle
- ◆ `AUTHOR`: full name of the author
- ◆ `SUBJECT`: the full, English version of the manuscript abstract
- ◆ `COPYRIGHT`: a full copyright notice and a link to the Creative Commons license

## Parts of the Manuscript

The inclusion of some sections of a thesis or dissertation are left to the discretion of the author alone, while others are contingent on the nature and content of the manuscript (see table 2.1). Authors should consult with their academic advisors to determine which of these sections are necessary.

### § 2.1 Cover

See §1.6.2 for physical binding specifications. The design of thesis and dissertation covers is a university-wide standard.

#### 2.1.1 *Front Cover*

Text on the front cover is centered, capitalized, and includes:

- ◆ The full title of the work.
- ◆ The author's full, legal name as it appears with the university registrar.
- ◆ The text "BOĞAZIÇI UNIVERSITY".
- ◆ The year of approval of the manuscript.

#### 2.1.2 *Spine*

Following the convention in the United States, text runs "down the spine,"

such that the words are legible when the book is lying flat and the front cover is facing up. Text on the spine is capitalized and includes:

- ◆ HEAD: The author's full, legal name.
- ◆ CENTER: As applicable, the text "M.A. THESIS" or "PH.D. THESIS".
- ◆ TAIL: The year of the successful defense of the manuscript.

## § 2.2 Front Matter

### 2.2.1 Title Page

The title page includes the following:

- ◆ The full title of the work. Here and elsewhere, the manuscript title follows headline capitalization rules (see the Institute's *Usage Manual* and *Chicago*, § 8.157 and § 8.158 for further information).
- ◆ The author's full, legal name as it appears with the university registrar.
- ◆ A sentence that states the full name of the Institute, the name of the University, and the degree for which the author is a candidate.
- ◆ The month and year of the successful defense of the manuscript.

Although the count starts with the title page, it is not numbered.

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.

### 2.2.2 Approval Page

The approval page content and language are mandated by *YÖK*, and an original, signed page must appear in all final, bound copies of the manuscript. The approval page includes the following:

- ◆ A sentence explaining the nature of the manuscript including the date of its successful defense.
- ◆ The names and affiliations of the academic advisor and all committee members, as well as their signatures in indelible black ink.

TABLE 2.1 Required, Recommended, Discretionary, and Contingent Manuscript Sections.

SECTION	MASTER'S THESES	DOCTORAL DISSERTATIONS
1 Cover	Required	Required
2 Title Page	Required	Required
3 Approval Page	Required	Required
4 Copyright Notice	Discretionary	Recommended
5 Abstract and Özet	Required	Required
6 Curriculum Vitæ	Not required	Required
7 Dedication	Discretionary	Discretionary
8 Table of Contents	Required	Required
9 Lists of Tables, Figures, & Maps	Required if five or more are present	
10 ADDITIONAL FRONT MATTER	Contingent	Contingent
<ul style="list-style-type: none"> <li>♦ Lists of abbreviations and/or acronyms</li> <li>♦ Glossaries of technical and/or non-English terms</li> <li>♦ Notes on translation, transliteration, and/or nomenclature</li> <li>♦ List of symbols</li> <li>♦ Chronology of events</li> </ul>		
11 Preface or Acknowledgments	Discretionary	Discretionary
12 Epigraphs	Discretionary	Discretionary
13 Main Text	Required	Required
14 Appendices	Contingent	Contingent
15 References or Works Cite	Required for APA and MLA, respectively	
16 Bibliography	Required for <i>Chicago</i> , otherwise contingent	

The approval page and the facing page are not numbered.

While the YÖK submission guidelines are not specific about the form of the approval page, it is advisable to avoid italicized characters, tables, diagrams, chemical or mathematical formulas, symbols, subscripts or superscripts, and Greek or any other non-Latin symbols or characters.

### 2.2.3 *Copyright Notice (Recommended)*

A standard copyright may or may not be supplemented by a Creative Commons or other type of license. Including a copyright notice does not oblige the author to register their copyright.

The copyright notice page and the facing page are not numbered.

### 2.2.4 *Abstract and Özet*

One-page abstracts in English and Turkish include the following:

- ◆ The full title of the work.
- ◆ The author's full, legal name as it appears with the university registrar.
- ◆ The full name of the Institute, the name of the University, and the degree for which the author is a candidate.
- ◆ The year of the successful defense of the manuscript.
- ◆ The name of the academic advisor.
- ◆ An informative abstract, which is a clear, self-contained synopsis of the work, methodology, and findings, not to exceed 250 words.
- ◆ The number of words in the main text of your manuscript rounded to the nearest 500.

The abstract pages are standalone leaflets that summarize the context and content of the manuscript. The purpose of the abstract is to help outside researchers determine the relevance of a manuscript to their own work. Abstracts are often digitally indexed, so pertinent keywords should be incorporated into the text, but it should be free of citations, definitions, references to other authors or works, personal acknowledgments, or any content that does not appear in the main text.<sup>1</sup>

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<sup>1</sup> Authors are encouraged to investigate the numerous guides for writing effective thesis and

The English abstract is the first page in the manuscript on which page numbering appears; it is typically page *vi*.

In accordance with YÖK submission guidelines, the abstract pages must not contain italicized characters, tables, diagrams, chemical or mathematical formulas, symbols, subscripts or superscripts, or Greek or any other non-Latin characters.

#### 2.2.5 *Curriculum Vitæ (Doctoral Candidates Only)*

The exact contents of a curriculum vitæ vary from author to author. A general framework for the formatting is illustrated in the *Annotated Sample Manuscript* and arranged for in the manuscript templates.

#### 2.2.6 *Dedication (Discretionary)*

The text of a dedication 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.

#### 2.2.7 *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.

For individual chapter summaries, the heading “Summary” is preferable to “Conclusion,” but either way these do *not* appear in the table of contents even if they are indicated in the text with a first-level section heading.

### 2.2.8 *Lists of Tables, Figures, & Maps*

Lists of tables, figures, and maps are included whenever five or more items of the respective type appear in the manuscript.

If lists are short, more than one list may appear on a single page. Any given list should only be split between pages if absolutely necessary, and in any event, the amount of content on each page should be roughly balanced.

Maps may be included among figures or they may be numbered and listed separately (see § 1.4.8).

### 2.2.9 *Additional Front Matter*

Additional items of front matter may include but are not limited to:

- ◆ Lists of abbreviations and/or acronyms
- ◆ Glossaries of technical and/or non-English terms
- ◆ Notes on translation, transliteration, and/or nomenclature
- ◆ List of symbols
- ◆ Chronology of events

The order is left to the discretion of the author. More than one of these items may appear on a single page, and they may also be combined on the same page as the lists described in § 2.2.8. Any given item should only be split between pages if absolutely necessary, and in any event, the amount of content on each page should be roughly balanced.

### 2.2.10 *Acknowledgments or Preface (Usually Discretionary)*

Acknowledgments should be professional rather than personal, and should recognize colleagues, professors, archivists, informants, and other individuals or organizations that have guided or assisted the author in the course of their work. Making mention of special permissions to use copyrighted materials is apropos. Acknowledgment of scholarships, grants, and other funding sources is often a stipulation of accepting the stipend.

Should you wish to provide a broader, personal back story of the research,



then the title of this section should be “Preface” in lieu of “Acknowledgments.”<sup>2</sup> A preface generally concludes with the content included under the rubric of acknowledgments.

#### 2.2.11 *Epigraphs (Discretionary)*

One or more epigraphs may precede the main text. Epigraphs are centered vertically within the standard margins of the page.

(At the author’s discretion, epigraphs may also be used on a chapter-by-chapter basis, in which case they do not have their own, dedicated page, but rather immediately follow the chapter title and precede the main body text).

### § 2.3 Main Text

The main text is divided into chapters, each of which starts on the right-hand side of a page spread (i.e., on a odd numbered page).

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  $x$ .

Pagination starts anew on the first page of the first chapter – which is typically the “Introduction” – and continues through the end of the manuscript (including the back matter) using Arabic numerals (see § 1.4.6.2).

A variety of preset PARAGRAPH STYLES may be applied to the contents of the main text (see § 1.4 generally, and specifically § 1.4.2). 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.

The numbering of footnotes, endnotes, tables, figures, and maps restarts at the beginning of each chapter (see § 1.5.1 and § 1.4.8, respectively).

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<sup>2</sup> In either case, authors are encouraged to investigate the numerous guides for writing effective prefaces or acknowledgments that are available online.

## § 2.4 Back Matter

### 2.4.1 *Appendices*

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

Appendices may include tables and figures that are not explicitly mentioned in the main text, that are referenced throughout the main text, or that are too large or complex to place near to the location where they are referenced.

Appendices may further include reproductions of historical documents, correspondence, transcriptions of interviews, survey devices, extended notes that are inappropriate for a footnote, and tables of raw data.

The source language versions of translated prose and formatted verse may also be collected in an appendix (see § 1.4.7).

As necessary, foldouts are used for oversize appendices (e.g., an A3 sheet bound and folded into the manuscript).<sup>3</sup> Authors must coordinate with the bindery regarding the exact sheet size and the type of fold.

If there are digital or oversize media that are submitted with but not bound into the manuscript (see § 2.4.4), the contents are listed and described in an appendix. The source documentation, as well as the file format and size, should be included in the descriptions.

### 2.4.2 *References or Works Cited*

Authors who are using the APA or MLA citation styles follow their appendices with a list of “References” or “Works Cited,” respectively. The difference in nomenclature notwithstanding, these are identical in content: they provide bibliographic documentation of only cited materials.

Entries are alphabetized according to the system set forth by the respective style guide. For each type of source, the order, form, and punctuation of information within individual bibliographic entries must fully conform to the rules outlined in the respective style guide.

In the case of consecutive bibliographic entries with the same author(s)

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<sup>3</sup> See the *Annotated Sample Manuscript*, Appendix C, for an example of a foldout.

(or whatever item of information appears first in the entry), the first item of information is replaced with a 1.5cm dash in the MLA (but not the APA) style.

### 2.4.3 *Bibliography*

The notes-bibliography (NB) citation format of *The Chicago Manual of Style* mandates a bibliography. Entries must be alphabetized according to the system set forth by the style guide. For each type of source, the order, form, and punctuation of information within individual bibliographic entries must fully conform to the rules outlined in the style guide.

At the author's discretion, a bibliography may contain only works directly cited in the text, or it may additionally contain a more comprehensive listing of relevant works that were consulted and informed the research, and which may be of interest to the reader.<sup>4</sup> In certain circumstances, a bibliography may also be divided into topical sections.

In the case of consecutive bibliographic entries with the same author(s) (or whatever item of information appears first in the entry), the first item of information is replaced with a 1.5cm dash.

### 2.4.4 *Digital and Oversize Media*

Digital media (such as CD-ROMS or DVD-ROMS) may be used for images, sound recordings, video media, and databases that are submitted along with the manuscript. To protect the data, rewritable media should be avoided.

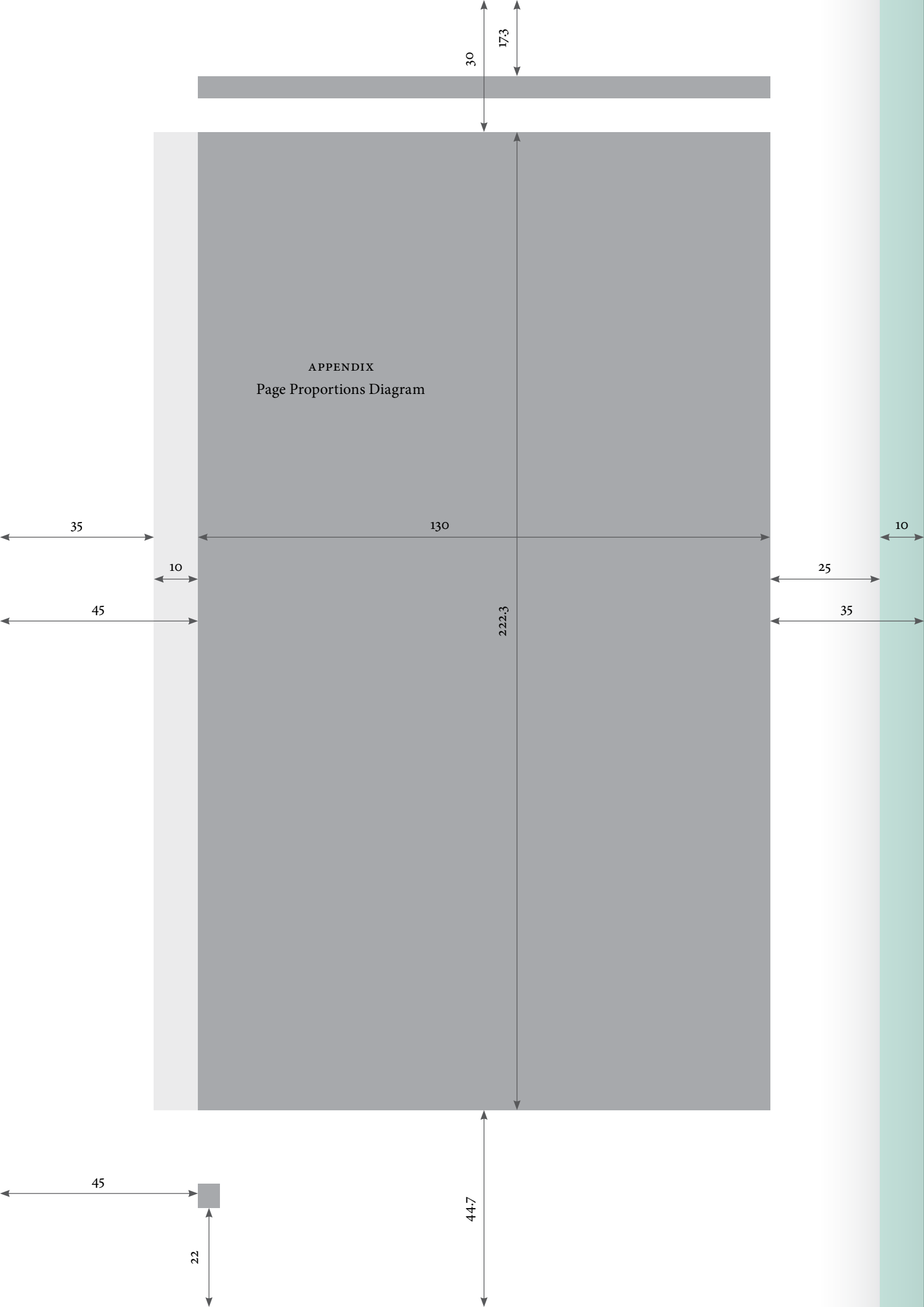
To accommodate digital media, the bindery should fasten a sleeve with a top flap to the inside of the back cover of the manuscript.

In certain cases where a foldout is insufficient for oversize materials (e.g., a detailed map on an A1 sheet), these may also be folded and included in a similar sleeve fastened to the inside of the back cover.

See § 2.4.1 for information on documenting digital and oversize media.

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4 In some cases, authors who are using the APA or MLA citation styles may wish to follow their list of references or works cited with a bibliography of works that were consulted but not cited. Authors should confer with their academic advisor.



Main Text Block

Gutter for Hanging Bullets and List Numbers

Gutter

Gutter

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