

GUIDELINES FOR THESIS AND DISSERTATION PREPARATION
IN THE SCHOOL OF ECONOMIC SCIENCES,
WASHINGTON STATE UNIVERSITY

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CHAPTER 1

INTRODUCTION

This manual contains general guidelines for the preparation of a thesis or dissertation in the School of Economic Sciences. Substantive topics involving form, style, and procedures are covered, in addition to typing rules pertaining to proper margins, spacing, division of words, etc. Students may elect to prepare their theses/dissertations in either the traditional format or in manuscript format. See Chapter 6, the *Manuscript Format* section, for guidelines on choosing this option. The guidelines for both formats have incorporated all requirements of the Graduate School and, thus, are senior to any others in the University. When the student confronts situations not fully addressed here, he or she should check with the Graduate School to resolve the matter in question.

Guidelines are available on the World Wide Web at the school's home page: <http://www.ses.wsu.edu/pdf/theses/thesis.pdf>. Students are responsible for ensuring that their thesis conforms to these guidelines. Just as good grammar and spelling are important for effective communication, proper form and style enhance the readability of technical manuscripts. A master's thesis or Ph.D. dissertation plays an important role in a student's academic program and in the school's research program. Additionally, theses and dissertations affect the school's professional image since they are distributed to other universities through University Microfilms. Thus, there are potentially significant costs

associated with obscuring the results reported in a thesis or dissertation through sloppy, inconsistent form and style. Compliance with the guidelines in this manual will minimize these potential costs with little or no trauma for students if the guidelines are followed starting with the early thesis/dissertation drafts.

CHAPTER 2

FORMAT

Preliminaries

The preliminary sections ordinarily found in a thesis are (in order of their appearance):¹ title page, signature page, acknowledgments, abstract, table of contents, list of tables (including appendix tables), and list of figures (including appendix figures). All of these sections (except signature page) begin two inches from the top of the page. The title page, signature page, and abstract must follow the format specified by the Graduate School. There are no exceptions. Samples of these pages and the other preliminary sections (except for acknowledgments) are provided in the appendix as well as from the Graduate School.

The title of the thesis is fully capitalized and typed as a double-spaced inverted pyramid (if more than one line is needed) on the title page. The title on the thesis must agree exactly with the title given on the "Application for Degree." Abbreviations, formulas, Greek symbols, subscripts, and superscripts in the title are to be avoided. No terminal punctuation is used after the title. The full legal name of the student must be used (see sample title page in the appendix).

¹Throughout the remainder of this manual, "thesis" refers to both a dissertation and a thesis.

The original signature page (see the appendix) and one copy must be signed after the oral examination in black ink. These original signature pages must be on 100 percent rag bond--the same type on which the thesis is printed. The student's full legal name must be used on this signature page. The lines available for signatures must also correspond exactly to the number of faculty on the student's thesis committee. An acknowledgments section may be included if the student wishes to acknowledge assistance rendered. An abstract of less than 350 words, completely double-spaced, must be included in the thesis. No direct quotations or other material requiring footnotes or references to the bibliography may appear in the abstract. The student's full legal name must also be used in the abstract. (See the appendix for the format of the abstract.)

The table of contents must be taken directly from the thesis. Usually only the first-level subheadings are included, but subsequent subheadings may be included if particularly meaningful. If a second line is needed for listing a subheading, it should begin slightly to the right of the preceding line (see sample). Chapter titles are completely capitalized while only the first letter of nouns, verbs, pronouns, adverbs, adjectives, and first words are capitalized in subheadings. Chapter headings and subheadings in the table of contents are separated by a double space but subheadings of the same value are single-spaced (see the sample in the appendix). Table titles carry the same capitalization rules as subheadings. However, figure captions only have the first letter of the first word capitalized, except for proper nouns. When entering a page number for an entry in the table of contents, list of tables, or list of figures, give only the

number for the first page of that section, table, or figure. Spaced periods follow the last letter of an entry to its page number. Appendix tables and figures are listed along with the other tables and figures in the listing sections.

The following guidelines apply to the traditional thesis format. The guidelines for some journals used as the basis of a manuscript format will differ. If the guidelines for a selected journal manuscript format are silent on some issues, the traditional guidelines are to be followed.

Text

Triple space before a heading/subheading; double space after the heading to text, except in the case of chapter titles. Always triple space after a chapter title. Following is an illustrative example with line spacing set to one. *ENTER* is shown in italics to denote how a double or triple line space is counted. Obviously, if your line spacing is set at double or triple spacing, the (*ENTER*) examples will be different:

CHAPTER 1 (always triple space) (*ENTER*)

(*ENTER*)

(*ENTER*)

A TWO-LINE CHAPTER TITLE USES INVERTED(*ENTER*)

(*ENTER*)

PYRAMID FORMAT, DOUBLE-SPACED (*ENTER*)

(*ENTER*)

(*ENTER*)

First Subheading(*ENTER*)

(*ENTER*)

An easy rule to remember in spacing headings is that a triple space precedes a heading and a double space separates that heading from its text (except between fourth and fifth subheadings). (ENTER)
 (ENTER)
 (ENTER)

Second Subheading Sample (ENTER)

(ENTER)

(ENTER)

Third Subheading Sample Illustrating
 a Two-Line Title (ENTER)

(ENTER)

Words should not be broken in titles and subheadings. Note capitalization of all words except articles, prepositions, and conjunctions. After this paragraph there will be a triple space before beginning the fourth subheading. (ENTER)

(ENTER)

(ENTER)

Fourth Subheading Sample (double space to fifth subheading or text)(ENTER)

(ENTER)

Fifth subheading sample.--Begin paragraph here. The fifth-level subheading is the only heading that carries terminal punctuation, as shown.

Chapter titles and centered subheadings should not extend closer than the .75 paragraph mark. Third and fourth subheadings should not extend beyond the center of the page. If no subheadings are used, the text should start on the third line from the major heading. A double space separates the first four subheadings from the next line of text. A triple space follows the text prior to a new subheading, except for the fifth subheading which is preceded by a double space. Words are not hyphenated between lines of headings or subheadings.

The use of one subheading requires at least a second subheading of the same value in a given section. If fewer than five orders of subheadings are needed, any combination of subheading formats (in descending order) may be selected; e.g., the first and third subheadings; the first, second, and third subheadings; the first, third, and fifth subheading, etc. Each chapter must follow the same subheading structure. This manual has utilized the first and third subheadings format. The first letter of nouns, verbs, pronouns, adverbs, adjectives, and first words are capitalized in all subheadings except the fifth. Only the first word is capitalized in a fifth subheading.

Bibliography/References

A bibliography lists only the sources actually cited in writing the thesis. References that are not cited in the text may be included in an appendix that lists other pertinent literature. As with other major headings, the title "BIBLIOGRAPHY" is completely capitalized and begins 2 inches from the top of the page. The entries in this section should be arranged alphabetically by author. Do not break a citation between two pages. A continuous line, eight spaces in length (0.66"), followed by a period may be used in place of the author(s) name(s) for successive entries by the same author(s) (op cit., ibid, or supra are not allowed in lieu of listing references).

Appendices

An appendix should be used for either supplementary material which is necessary for completeness but would detract from the orderly presentation of the

principal material in the main body of the thesis, or materials which might be omitted by the general reader. Thus, appendices might contain detailed tables, computer programs, questionnaires, technical notes or methodology, copies of relevant documents, or a detailed presentation on a tangential (but important) matter.

Appendices should be grouped into categories whenever possible to limit the total number. For example, group supplementary tables into one appendix rather than having a separate appendix for each table. A half-title page should precede all appendices, with the title centered and completely capitalized (see sample in appendix).

CHAPTER 3

TYPING RULES

Equipment and Supplies

Any word processing software is acceptable. Use a font that is equivalent to a 12 point font. The school and most publishing companies prefer Courier 12 or Times New Roman 12. Keep in mind that if you use a proportional font, such as Times Roman, you must always use tabs rather than spaces when typing tables, figures, or other tabulated work. Text in the tables and figures can be typed with a smaller font, but the same *font style* must be used throughout your manuscript. The permanent archival manuscript must be printed on a letter quality printer using 20 lb., 100 percent rag bond, unlined, white or off-white paper. The archival manuscript must be printed on only one brand of paper. The archival manuscript may be photocopied from the original if desired.

Margins and Placement

The text must be double-spaced. All margins must be 1-1/4 inches. Problems with the division of words and footnote placement may occasionally necessitate violating the right and bottom margins. However, a large bottom margin should be avoided. The typist should strive for a well-filled line and a well-filled page. Do not use right justification.

A new subheading appearing at the bottom of a page must be followed by at least two lines of text. Do not type less than two full lines of a paragraph either at the bottom or top of a page. If this is not possible, leave a deeper lower margin or retype the page either spreading or condensing the text.

Indentation and Pagination

Paragraphs are indented .75 inch. Quotations are indented half of the paragraph amount, or .375 from each margin. Indent the quotation paragraph to .75 and each succeeding line will be indented .375. Footnotes are indented .75 inch with each succeeding line flush with the left-hand margin.

Preliminary pages are numbered with small Roman numerals and the text with Arabic numerals; these numbers should not be embellished. The page number is placed 1 inch from top and right edges of the paper. There must be a minimum 3/4-inch margin around the page number. When tables are typed on facing pages, the page number for the first page is placed in the upper left-hand corner. Each page is assigned a number; on the title and half-title pages, the number is not shown. Although the number is not shown, the assigned page number of the appendix title page appears in the table of contents.

Miscellaneous Mechanics

Bolding, Italicizing, Underlining

No headings or textual matter are to be embellished by bolding, italicizing, or underlining. However, in equations many journals prefer variables to be italicized, and

vectors and matrices to be bolded. Many foreign words which are widely used in English need not be italicized; e.g., *ceteris paribus*, e.g., et al., i.e., ex post, ex ante, a priori, etc.

Numerals

In ordinary textual material, use words through the number nine; for 10 and over use Arabic numerals. In a series, all numbers should be Arabic numerals. Use a numeral whenever a number is followed by a standard unit of measurement such as inch, gram, meter, hour, week, day, month, pound, etc., or its abbreviation. Always use numerals for numerical designations and percentages, such as type 1, day 1, group 1 or I, and 5 percent.

Enumerations

Enumerations within a paragraph should have the number or lower case letter enclosed in parentheses. However, use the following style when the items are in a list which is separated from the paragraph:

1. This is the first item. The number is indented .375 inch from the left margin (or half of the regular paragraph setting). The item is also indented the same amount from the right margin. The text begins at the regular paragraph mark.
2. This is the second item. Items should be separated by a double space but single-spaced within each item.

If any one of the enumerated items exceeds one-third of a page, double spacing should be used for all enumerated items in that sequence.

Equations

A triple space should separate an equation from the text. The equations are numbered by chapter, in parentheses, at the left-hand margin. The equation itself begins at the .75 paragraph setting. Equations with double superscripts or subscripts, or other complicated notations, may require more than triple spacing (see Equation (3.1)). Use generous spacing around complex equations whenever it is required for clarity.

When mentioning an equation by number in the text, the word *equation* is capitalized and the number is enclosed in parentheses (i.e., Equation (3.1) denotes . . .). The equation number is always enclosed in parentheses even without the word *equation* to set it apart from table and figure numbers (e.g., As stated in (3.1), . . .).

The growing trend for most journals is to italicize variables and use the bold function on vectors and matrices.

(3.1)

where:

- $h(t,l)$ = harvest per pot in time period t , for a pot lowered at the end of time period l . Units of measure are crab per pot.
- $\gamma(t,l)$ = net catchability of a pot during the time period $(t-1, t]$ for a pot lowered at the end of time period l . Units of measure are per pot.
- $X(t-1)$ = stock of crab at end of time period $t-1$. Units of measure are number of crab.

Equation (3.2) is an example of an equation that is too long and must be displayed on two lines. Usually the runover lines of an equation are aligned with the

verb operator (=, ≠, <, >, #, \$, e, d, O, h, ó, -, †). If a runover line begins with a conjunction (+, -, x, " , c, 1), line up the conjunction to the right of the verb in the line above. However, if mathematical readability is enhanced by beginning second and subsequent lines under the left-hand-side variable, a paragraph indentation may be used throughout.

$$(3.2) \quad \begin{aligned} dV(\phi, \psi, t; J_r) &= \frac{\partial V}{\partial t} dt + \frac{\partial V}{\partial \phi} d\phi + \frac{\partial V}{\partial \psi} d\psi \\ &+ \frac{\partial^2 V}{\partial \phi^2} (d\phi)^2 + 0.5 \frac{\partial^2 V}{\partial \psi^2} (d\psi)^2 + \frac{\partial^2 V}{\partial \phi \partial \psi} d\phi d\psi + \dots \end{aligned}$$

Symbols which have previously been defined need not be redefined unless necessary for clarity. Check with your committee members as to preference.

Abbreviations and Symbols

In general, the use of abbreviations should be restricted. In particular, extensive use of common transitional abbreviations such as i.e., e.g., and etc., should be avoided in theses and dissertations. However, abbreviations may be used when necessary once they are defined and set forth in parentheses immediately following their first mention in both the abstract and the text of the manuscript. Do not begin a sentence with an abbreviation or a numeral. Avoid the use of abbreviations, symbols, or formulas in titles.

In the text, spell out names of states and months. The words "chapter," "page," "column," "line," and "volume" are spelled out unless they appear in parentheses or brackets. Do not abbreviate expressions of dimension, weight, measurement, time, or distance unless they include a number, e.g., 84 bu/ac. Abbreviations are preferred in footnotes, bibliographies, and tables, but not in table titles. Do not use the symbol for percent (%) except in parenthetical phrases, figures, tables, or footnotes. Students following the manuscript format should strictly follow the standard abbreviations of the target journal. Many journals have a long list of required standard definitions.

Quotations

Quotations should agree with the original material in matters of spelling, wording, and interior punctuation. However, if a student wishes to incorporate a quotation into his or her own sentence, he or she may capitalize or not capitalize the beginning of the quoted material in order to meet the needs of his or her own sentence. Full credit to the source of a quotation should be acknowledged by a bibliographic reference which includes the page number where the quotation may be found.

Quotations up to three lines generally should be incorporated into the text, unless there is a particular need for emphasis. If a quotation contains more than three lines (or more than one sentence), it is single-spaced and indented one-half of the paragraph setting from each margin. No quotation marks appear at the beginning or end of a single-spaced (block) quotation unless they appear in the original material, in which case the marks of the original are used. Between paragraphs of a long quotation, the

typist may leave a single space or a space and one-half. Omissions from a quotation are indicated by three spaced periods (ellipsis points). If more than one paragraph of a long quotation is omitted, this omission is indicated by spaced periods across an entire line of the same width as the quotation. Double-spacing between paragraphs of indented quoted material indicates passages quoted from different sources.

Division of Words

General Rules

1. The part of the word left on the line should suggest the part beginning the next line.
2. One-letter divisions are not acceptable. Avoid two-letter divisions and never carry over fewer than three letters to the second line: although might be used if too much space is left on the first line, but do not divide want-ed or love-ly.
3. Never divide one-syllable words, even though "ed" is added, nor on a syllable with a silent vowel such as helped, passed, aimed, people.
4. Do not end more than two consecutive lines with hyphens. Do not divide a word at the end of a page.
5. If a word is already hyphenated, do not divide it except at the hyphen: above-mentioned, not above-men-tioned.
6. Divide according to meaning and derivation: dis-pleasure is better than displea-sure; un-even and pass-over, but never une-ven and passo-ver.
7. Do not divide a proper name unless the division is obvious: Washing-ton.

Prefixes and Suffixes

1. In words with a prefix, divide on the prefix: sub-sidize.
2. Separate suffixes from the stem word: dear-est.
3. Never divide final syllables -able and -ible: pos'si-ble should be pos-sible, convert'i-ble should be convert-ible.

Consonants and Vowels

1. Divide on a vowel unless this division is contrary to pronunciation: sep'a-rate should be sepa-rate, el'e-ment should be ele-ment.
2. Divide words between double consonants: neces-sary.
3. Divide words between double consonants when the final consonant is doubled before a suffix: control-ling, run-ning, refer-ring. Never divide single syllable words even if the word contains a double consonant like referred.

Footnotes

Footnotes should only be used for explanatory purposes. That is, they should be used to elaborate on a minor point which is nonetheless relevant or they may direct the reader to another part of the thesis. Reference footnotes, such as "⁴Mill, p. 25" should be avoided.² Footnotes should be placed at the bottom of the page rather than at the end of the chapter. When placed at the bottom of the page, a 20-space solid line separates the text from the footnotes, which are single-spaced. The footnote number is placed after punctuation in the sentence to which it refers. The number is raised one-half space above

²See Chapter 6 on guidelines on citing other works.

the text as well as the text of the footnote; the numbers are without embellishment and without space to the first letter.

If a footnote number occurs on the last line of typing, it may be necessary to leave a deeper bottom margin than usual, or it may be possible to divide the last footnote if it is long enough so at least two lines of the footnote are on each page and the note is broken within a sentence. On the next page, carry the remainder of the footnote below the line before continuing the footnotes for that page. This alternative should be a last resort.

Footnotes which occur on the last page of a chapter which is less than a complete page should be dropped to the bottom of the page with the dividing line above the footnotes. Footnotes should begin with "1" for each chapter.

CHAPTER 4

TABLES

A table should be self-explanatory and complete in itself. If the table contains data from a published work, the source should be given as a part of the table. When listing a source, be sure to give complete bibliographic documentation. A table appears in the manuscript only if mentioned in the text and only after it is mentioned. Tables are mentioned in counting order by chapter (Table 3.2, Table 5.1), unless they appear in an appendix. Appendix tables are numbered separately for each appendix; e.g., Appendix Table B.2. Appendix tables must follow the same table format as text tables. All tables are listed in the *List of Tables*. Of course, manuscript format theses should follow the table format specified by the destination journal.

Table Placement

A table is either placed within the 1-1/4" page margins or centered horizontally on the page. If space permits, complete the paragraph before inserting the table. If the table is mentioned too far down on the page for the table to be typed on that page, continue the text to the end of the page and put the table at the top of the next page. Do not break a table that can be placed on one page. If a table is typed on the same page as text, separate the table by three or four blank lines above and below the text, but do not

isolate two or three lines of text above and/or below a table. If a table is too wide to be accommodated on one page in regular position, it may be typed broadside or on facing pages. If the table is placed broadside or on facing pages, no text must be on the same pages. An over-sized table could also be reduced to manuscript size photographically. However, if this option is used, the table title and page number must not be reduced.

Titles

The title of a table always appears above the table and should identify the table briefly. Titles should not be complete sentences, should not furnish background information, and should not describe the results. Abbreviations should be avoided. Units of measure applying to the whole table may appear in parentheses in lower case letters. Footnotes in table titles are not permitted. Instead, the words NOTE, SOURCE, or ADAPTED FROM must be used to explain material pertinent to the whole table or at least the body of the table.

Stub

The stub is the vertical column at the extreme left side of the table containing items of subject matter that are treated in vertical columns to its right. The stub and each column must have a heading. Capitalize the first letter of all nouns, pronouns, adjectives, adverbs, verbs, and first words in the stub heading and column headings. Variables in the stub may either be dependent or independent, but all tables should be handled the same within a series. In a series of tables, the same item should always bear the same name in

the stub: the United States, for instance, should not appear as U.S. in one table and United States in another.

If the stub item exceeds one line, succeeding lines are indented two spaces. Sub-totals are indented at least two spaces from the greatest indentation above it, and if there are subtotals and a grand total, the grand total is given a further indentation.

Column Heads

Columns carry *headings* or *heads* at the top and are brief indications of the material in the columns. The *heads*, previously called box headings, may also carry subheadings when needed. When tabular matter demands two or more levels of headings, the first heading is centered across the two or more column heads to which it applies. Capitalize the heads as you do the stub. Heads may be footnoted and units of measure may be placed beneath the heading, in parentheses, and in numerals or lower case letters. Headings may be typed vertically if space is a problem; however, all headings in that table should then be typed likewise. Whenever units of measurement are placed in headings or elsewhere, units of measurement for all numbers in a table must always be indicated.

Body

The body of a table consists of the vertical columns to the right of the stub and below the column headings. These columns are considered the substance of the table.

A blank space in a column should carry spaced periods. A hyphen (-) has a negative sign connotation and should be avoided for filling blank space. Align columns of figures by the decimal points; align +, -, and " signs. If columns contain dissimilar items, center the dissimilar items and align decimal points of other items. Numbers of five digits or more require commas.

Table Footnotes

Footnotes appear beneath the terminal line of a one-page table, on the last page of a continued table, or evenly divided between the two pages of a facing-page table. There are three kinds of footnotes to tables: source notes, general notes, and notes concerned with specific items of a table. Source notes (either SOURCE or ADAPTED FROM (note full capitalization)) indicate bibliographic details of another's data. General notes apply to the whole table and are indicated by the word NOTE (note full capitalization) followed by a colon and the content of the note. Specific notes are indicated one-half space above the line without embellishment to the right of an item in the table.

Footnotes are single-spaced and a double space separates each footnote, unless table size dictates single spacing. The first lines of all types of notes are indented and succeeding lines of that note are flush left with the table margin. Generally, if the table data are in numeric form then the footnotes are Arabic letters. Conversely, if the majority of the table data are in text form, then use numeric footnotes. An example of a basic table format is shown in Table 4.

TABLE 4.1. Wheat Imports by Class Compared to Total U.S. Wheat Supply
(million bushels)

Year	Wheat Imports						
	U.S. Total Supply	HRW ^a	HRS ^b	SRW ^c	White	Durum	Total Imports
1960/61-1964/65	2541.0	0.0	4.8	0.0	0.0	0.0	4.8
1965/66-1969/70	2152.7	0.0	1.6	0.0	0.0	0.0	1.6
1970/71-1974/75	2349.0	0.0	1.2	0.0	1.0	1.0	1.8
1975/76-1979/80	2911.5	0.0	1.0	0.0	0.0	1.2	2.0
1980/81-1984/85	3787.3	0.0	2.2	0.0	1.0	3.0	5.4
1985/86-1989/90	3536.9	0.0	7.2	1.0	3.4	8.6	19.6
1990/91	3309.3	0.0	7.0	0.0	10.0	19.0	36.0
1991/92	2886.0	0.0	13.0	0.0	4.0	18.0	35.0

SOURCE: U.S. Department of Agriculture, Economic Research Service. Wheat Situation and Outlook. Washington, D.C., various issues 19XX to 19XX.

^aHRW = hard red winter wheat

^bHRS = hard red spring wheat

^cSRW = soft red winter wheat

CHAPTER 5

FIGURES

A figure should be self-explanatory and complete in itself. A figure appears in the manuscript only if mentioned in the text and only after it is mentioned. The same rules of placement and numbering for tables should be used for figures. The figure title must be typed using the same element as was used throughout the text. Oversized figures must be reduced to fit on one page within the required margins. The figure title, however, must not be reduced. If the figure is too wide to be accommodated in regular position, it may be placed broadside.

These items should appear at the bottom of the figure, even if the figure is placed broadside. Figures are numbered separately for each chapter and each appendix; e.g., FIGURE 2.1, APPENDIX FIGURE B.2. Appendix figures must follow the same format as text figures. Capitalize only the first letter of the first word in a figure caption unless it is a proper noun. As with tables, there is no ending punctuation in a figure title. When required, footnotes in figures follow the same rules as for tables. Legends are usually contained within the figure and thus need not be in text-type form. The margins of a figure are determined by the figure itself. The figure titles are always placed even with the left margin of the figure and do not extend past the right figure margin.

CHAPTER 6
MANUSCRIPT FORMAT FOR THESES
AND DISSERTATIONS

Graduate students in the School of Economic Sciences may elect to prepare their theses/dissertations in either the traditional format as described in these guidelines or in manuscript format. The following guidelines must be observed by those who elect the manuscript format option.

1. Election of the manuscript format option must be agreed to by the student, the major professor, and all committee members.
2. Theses/dissertations prepared in manuscript format shall contain at least one (for MA theses) or at least three manuscripts (for Ph.D. dissertations), based on research done at Washington State University, either previously published or intended for publication. The graduate student must be senior or sole author and the major contributor to the manuscript(s). Manuscripts shall be written for a readership consisting of professional peers. In style and substance, each manuscript shall be suitable for submission to a specific refereed professional journal. When the thesis/dissertation contains two or more manuscripts, there shall be a clear, logical linkage between them in the sense that each is reporting on a different aspect of a single coherent thesis/dissertation research program.
3. The graduate student is to provide the Graduate School with a letter of copyright release for previously copyrighted material.
4. Theses/dissertations shall contain an overview section plus separate manuscript sections, one for each manuscript. The overview section will introduce the overall research program and summarize its contributions and findings. Authorship of the manuscripts shall be stated in the overview section. Where co-

authors are involved, the contributions of each shall be described. The overview section shall also note and explain any differences in format and style among the sections to the extent that this will improve readability and understanding.

5. The thesis/dissertation shall include a title page, signature page, abstract and table of contents as specified by the Graduate School, which are described in these guidelines and also available from the Graduate School. The entire thesis/dissertation will be formatted to fit within margins acceptable to the School, be printed in a single font style throughout on one side only, and be copied onto appropriate paper. The title page of each manuscript section shall not show the author(s). With these exceptions, the intent is that each manuscript section shall be a relatively self-contained element prepared in a style dictated by the requirements of the journal where publication is to be sought. This includes a separate list of references for each manuscript section prepared in the required format of the destination journal.
6. Approval of the manuscript format for a thesis/dissertation carries no implication that the underlying research program should differ from one that is to be reported under standard format. In particular, it does not mean that the work should be more narrowly focused, that it may include examination of fewer dimensions of a problem, or that work focusing on methodological considerations is more appropriate.

CHAPTER 7

DOCUMENTATION

Documentation is very important in technical manuscripts like theses.

Documentation usually takes one of two forms: citations in the body of the thesis to other published works, and bibliographic entries.

Citing Other Works

Other published and unpublished works are often cited in the text of a thesis.

Publications must always be cited by their author, whether it be an individual or an agency. One of two citation styles may be used throughout the thesis: author/date, or only the author. The author cited in the text must always be the first item to appear in the publication's listing in the bibliography. Depending upon the construction of the sentence, the citation should be Jones (1980), (Jones 1980) if the author/date style is used, or Jones or (Jones) if the author-only style is used. A comma may precede the date (i.e., Jones, 1980) if using the author/date style, as long as consistency is used throughout the manuscript. If an author has more than one work in the bibliography, the year of publication must be given in the citation even if the chosen citation style is not author/date; i.e., Jones (1980) or (Jones 1980). If an author has more than one work in the bibliography from the same year, lower case, alphabetic characters are used to distinguish the works; e.g., (Jones 1981a). A page number must be given with direct quotations: (Jones 1981, p. 12), (Jones, p. 12) or (Jones 1981a, p. 12). The citation

should follow the quoted material. However, the quoted passage may separate the author's last name and date from the page number, as in the following sentence: Smith (1980) argued that the exchange value of any commodity is "equal to the quantity of labor which it enables him to purchase or command" (p. 30).

If there is more than one work cited, semicolons are used to separate each citation; e.g., (Jones 1980a; Smith; Brown). If there are different authors with the same last name and the same year of publication, first initials should be included in the citation (A. Smith 1960; D. Smith 1960). Multiple authors for one published or unpublished work are cited using the same guidelines: Smith and Jones; (Smith and Jones); Smith and Jones (1980); (Smith and Jones 1980); (Smith and Jones 1981a); (Smith and Jones 1981a, p. 16); and (Smith and Jones 1981a; Brown, Smith, and Jones). Four or more authors of the same work are cited using the first author's last name followed by et al.: (Jones et al. 1985) or (Jones et al.).

Bibliographic Entries

The principal purposes of a bibliographic entry are to acknowledge the work which preceded the research being reported and to convey the information which would allow an interested reader to find the preceding work with a minimum of effort.

Consistency is one of the most important goals when compiling a list of references.

Sequencing, punctuation, capitalization, and the use of italics should be consistent.

Clarity and brevity are also important when compiling a bibliography. References should allow readers to easily locate sources while omitting redundant or extraneous information. Abbreviations can shorten many citations but they should not be used at the expense of clarity.

There are three parts of bibliographic entry: authorship, title, and facts of publication. These three parts are separated with periods. Authorship involves either

individuals or a "corporate" entity like a commission or government agency. Titles include the actual title of a document and any surrogate title like a report number which distinctively identifies a work in a series. And finally, the facts of publication provide just enough information to indicate who (or what) provided the document and when it was issued. Bibliographic guidelines are indicated on the following pages. For clarity, the headings for the various types of bibliographic entries are not in thesis format.

Appendix A lists several examples of bibliographic entries, but it is not exhaustive. Students who are citing sources not covered by these examples should consult the Chicago Manual of Style or examples from the most recent relevant professional journal.

Appendix B shows the preferred abbreviations to be used in your documentation and reference sections. Remember, be consistent. If you select a certain abbreviated style for a publisher, then each instance of the same publisher must be abbreviated accordingly.

APPENDIX A

REFERENCE AND CITATION STYLE GUIDE

REFERENCE AND CITATION STYLE GUIDE

BOOKS

a) Individual(s) as Author:

Mittelhammer, Ronald C. Mathematical Statistics for Economics and Business.
New York: Springer-Verlag, 1996.

b) Organization, Association, or Institution as "Author":

National Research Council. Nutrient Requirements of Beef Cattle, 5th ed.
Washington, D.C.: National Academy of Science, 1976.

c) Editor as Author:

Fishel, Walter L., ed. Resource Allocation in Agricultural Research. Minneapolis:
U. of Minnesota Press, 1976.

d) Component Part by One Author in Work Edited by Another:

Matulich, Scott C., Joshua A. Greenberg, and Ron C. Mittelhammer. "The
Prominence of Japan in the Alaskan King Crab Industry." Understanding the
Japanese Food and Agrimarket, A.D. O'Rourke, ed. Birmingham, NY:
Haworth Press, 1994.

e) Two or More Works by the Same Author:

List works first alphabetically by title, then chronologically. Substitute an eight-
space underline for author's name or names after first appearance. The name or
names must appear exactly the same in the second instance.

Huffaker, R.G. "Making the Prior Appropriation Doctrine More Responsive to
Water Marketing." The Sinking Creek Decision: Water Rights in the 21st
Century. Water Resources Conf., School of Law and Inst. of Environ. Stud.,
U. Wash., Seattle, 1994.

_____. "Optimal Control of Vegetation-Ungulate-Hunter Interactions in a
Private Fee-Hunting Enterprise." Amer. J. Agr. Econ., 75(August 1993):696-
710.

ARTICLE IN A JOURNAL OR MAGAZINE

a) Article in a Journal:

Huffaker, R.G. "Optimal Control of Vegetation-Ungulate-Hunter Interactions in a Private Fee-Hunting Enterprise." Amer. J. Agr. Econ., 75(August 1993):696-710.

b) Article in a Popular Magazine:

Willett, G., and J. Burns. "Are Summer Fallow Costs Hidden From You?" Inland Farmer, Oct. 1993.

REPORTS:

a) Author of Report Named:

Bachman, Kenneth L., and Leonardo a. Paulino. Rapid Food Production Growth in Selected Developing Countries. Washington, D.C.: International Food Policy Research Institute Res. Rep. No. 11, Oct. 1979.

b) Committee, Commission, or Association the "Author":

Hydrosphere Resource Consultants. "Water Supplies to Promote Juvenile Anadromous Fish Migration in the Snake River Basin: A Report to the National Marine Fisheries Service." Boulder, CO, 1991.

UNIVERSITY PUBLICATIONS AND PAPERS:

a) Works in a Series--Bulletins, Circulars, Monographs

Painter, Kathleen M., Douglas L. Young, and Robert L. Halvorson. "Alternative Farm Policies for the 1995 Farm Bill and Beyond: A Comparison of Farmer Views and Research Projections for the Palouse Region." XB 1030, Coll. of Agr. and Home Econ. Res. Ctr., Wash. State U., Pullman, 1994.

b) Departmental Staff Papers, Unpublished papers):

McNamara, K.T., and D.M. Markley. "Impacts of Industrial Extension on Manufacturing Firms: Indiana's Regional Manufacturing Extension Centers." Working Paper No. 8, Center for Rural Development, Dept. of Agri. Econ., Purdue U., March 1995.

c) Unpublished Theses:

Baumberger, Jason M. "An Economic Analysis of Uniformity and Cash Flows of Cattle Produced Through a Strategic Alliance. M.A. thesis, Dept. of Agri. Econ., Wash. State U., Pullman, May 1996.

U.S. GOVERNMENT PUBLICATIONS:

a) Congressional Publications (journals of House and Senate, debates, reports, hearings, committee documents, statutes):

i) Congressional committees or task forces:

U.S. Congress, House of Representatives, Task Force on Federal Flood Control Policy. A Unified National Program for Managing Flood Losses. House Document 465, 89th Cong., 2nd sess., 10 Aug. 1966.

ii) Congressional Record:

U.S. Congress, Senate. Congressional Record, 77th Cong., 1st sess., vol. x, part y, full date, page numbers.

iii) House or Senate bill:

U.S. Congress, Senate (House). Name of Bill. nth Cong., xth sess., full date of session.

iv) Reports and hearings:

U.S. Congress, Senate, Committee on Commerce. Conversion to Metric System: Hearing on S. 1278, 88th Cong., 2nd sess., 7 Jan. 1964, p. 58.

b) Executive Departments or Agencies:

U.S. Department of Commerce, Bureau of the Census. Census of Agriculture, 1992, vol. 1, Geographic Series, 1993.

OTHER PUBLICATIONS

a) Newspaper Articles:

i) Author named:

Zachary, G.P. "Service Productivity is Rising Fast--and So is the Fear of Lost Jobs." Wall Street Journal, 8 June 1995, pp. A1 and A 10.

ii) No author named:

Wall Street Journal. "Cattle on Feedlots Fall by 5%, Signaling Rise in Prices Later in Year." 20 Jan. 1981, sec. 2, p. 38.

b) WEB Site

National Computing Laboratory. "Futures." Downloaded from <http://www.xxxxx.gov>, 26 April 1996.

c) Paper Presented at a Meeting:

Coupal, Roger, and D. Holland. "From Input-Output to Computable General Equilibrium: Using IMPLAN to Build a CGE Model for Natural Resource Policy Analysis." Paper presented at Western Econ. Assoc. annual meetings, Vancouver, B.C., June 1994.

d) Unpublished Paper:

Name. "Title." Unpublished paper for Social Science 50th Anniversary Celebration, U. of Chicago, 5 Dec. 1979.

e) Acts and Laws:

Acts and laws do not need to be referenced. The full name of the act must be mentioned in the text for federal laws; for state laws, name of state must also be mentioned. However, acts and laws should be referenced if they are quoted.

APPENDIX-B

SAMPLE PAGES

[This is a sample of a half-title page. No page number is shown, but one is allowed. A triple space separates the appendix number and the appendix title]

[If the title of the appendix exceeds one line, it is typed in inverted pyramid form and double-spaced.]

[Double-spaced inverted
pyramid, 2 inches from
the top of the page]

PROPERTY TAX SHIFTS ATTRIBUTABLE TO
WASHINGTON'S OPEN SPACE TAX ACT

(Double space to name]

By

JOHN ANDREW JONES

A thesis submitted in partial fulfillment
of the requirements for the [double space to degree, 4
degree of lines to university, single
space to dept., dbl. space to date]
MASTER OF ARTS IN ECONOMICS

WASHINGTON STATE UNIVERSITY
School of Economic Sciences

December 2005

[Date used is month and year degree is granted, not the date of the final oral
examination.]

[Signature Page]

To the Faculty of Washington State University:

The members of the Committee appointed to examine the thesis (or dissertation) of JOHN ANDREW JONES find it satisfactory and recommend that it be accepted. [HRT]

[HRT]

[HRT]

[HRT]

_____ [HRT]

Chair [HRT]

[HRT]

[HRT]

[4 hard returns separate text from first signature line and each signature line thereafter]

_____ [HRT]

[HRT]

[HRT]

[HRT]

_____ [HRT]

PROPERTY TAX SHIFTS ATTRIBUTABLE TO

WASHINGTON'S OPEN SPACE TAX ACT

[double space]

Abstract

[triple space]

by John Andrew Jones, M.A. (or Ph.D.)

Washington State University

Month 2005 [centered]

[double space]

Chair: Jill McCluskey
[triple space]

[Omit titles, e.g.,
Dr. or Prof.]

The text of the abstract follows at this point. The abstract must be under 350 words (counting the title, names, etc.). One additional copy of a doctoral abstract is required for Dissertation Abstracts International. This copy should be placed in the box with the original typescript of the dissertation and delivered to the Graduate School at the time the manuscript is submitted for final acceptance.

Doctoral dissertations will be microfilmed in their entirety by University Microfilms. Care must be taken in the preparation of the abstract since this will be published in Dissertation Abstracts International without further editing or revision. No footnotes, references, or unexplained abbreviations are to be used in an abstract since it is published separately.

The purpose of the abstract is to give the reader a concise and accurate synopsis of significant elements in the manuscript, with an emphasis on major results, so

that the reader will be able to determine whether it is advisable for him or her to read the complete thesis or dissertation.

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