

ORDER of PAGES

- a. **Blank flyleaf page** – (use the appropriate paper for each copy)
- b. **Copyright Page** – (optional). Neither counted nor numbered.
- c. **Title Page** – Counted (page i assigned) not numbered.
- d. **Signature Page** with signatures – The Dean's signature will be obtained at the time of submission of the reading copies. Begin printing Roman numerals with **ii**.
- e. **Abstract Title Page** – Same as the Title page with the exception that the words "An Abstract of" are included. Not numbered.
- f. **Abstract** – Although 600 words is the maximum length, nearly all Abstracts should have less than 600 words. University microfilms will not accept an Abstract longer than 150 words for a Master's Thesis that is to be copyrighted. Dissertation Abstracts exceeding 350 words will be shortened by *ProQuest* (UMI) editors.
- g. **Acknowledgements Page** – (optional).
- h. **Preface** -(optional)
- i. **Table of Contents** with page numbers – All entries should match exactly the corresponding headings and subheadings in the manuscript. The page number listed for each entry must be correct.
- j. **List of Tables** - (Figures, Charts, Acronyms, Abbreviations, Appendices, etc.) – (optional). Be consistent in your format. Page numbers must be included; otherwise they are of no benefit to the reader.
- k. **Dedication Page** – (optional)
- l. **Epigraph** – (optional)

The Text

- k. **Introduction** – (optional)
- l. **Forward** – (optional)
- m. **Text of Manuscript** – Divided into chapters or sections. The first page of the text is numbered with an Arabic numeral 1 unless document includes an Introduction. The manuscript's format must be consistent throughout the complete work.

The Reference Matter

- n. **Appendices** – (optional)
- o. **End Notes** – (optional) Include end notes if your manuscript does not contain foot notes.
- p. **Glossary** – (optional)
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