

NTU School of Graduate Studies

THESIS STYLE GUIDE

Updated 03/21/22

The Mechanics Style

Format:

The style used to format your paper will be determined by your department. Examples of styles include APA. Any style required by the department will be acceptable for publishing.

Example Pages:

Following are example pages illustrating the format that should be used for your thesis or dissertation. These examples are designed to help as you work through formatting your thesis or dissertation.

Title Page:

- A 2" top margin is required.
- A 1 – 1½" left margin is required to allow for binding.
- All of the text on the page is centered.
- This page is counted, but **not** numbered.
- Single space two or more line titles.
- Title is in all capital letters.
- Complete student name: First, Middle, and Last are required.

2” top margin

ACOUSTICAL AND PHYSIOLOGICAL FACILITATING PHONETIC
ENVIRONMENTS IN DEFECTIVE SPEECH SOUNDS
(Title should be all caps and single spaced if longer than one line)

by

John Harvey Doe
Bachelor of Science, Colorado State University, 2001
Master of Science, Colorado State University, 2003
(Insert appropriate degree, university, and year of graduation)

A Thesis
/Submitted to the Graduate Faculty
of the

Navajo Technical University
in partial fulfillment of the requirements

for the degree of
Master of Arts
(Insert appropriate degree to be awarded)

Crownpoint, New Mexico

May 2016
(Insert month and year of actual graduation – May, August, or December)

(This page is counted, but not numbered)

Copyright Page:

- This page is optional but, if included, **is counted and numbered** with a lower case Roman numeral (ii).
- Copyright is the legal protection of intellectual property and begins at the moment the work is created.
- If you wish to acknowledge your legal rights, you may include the Copyright page in your document following the Title page.
- There is no requirement of notice or registration; registration of the copyright is also optional.
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- The advisory committee signs this page after the successful defense of your thesis or dissertation.
- Photocopied signatures are not acceptable.
- The Dean of the School of Graduate Studies signs this page indicating acceptance of the document as partial fulfillment of the degree. A PDF copy of this page will be sent to the student after the dean has signed it. The original page will be kept in the student's file at the School of Graduate Studies.
- You will include this page in your final manuscript. This will either be page ii or iii depending on whether you include a copyright page or not.
- A 2" top margin is required.
- Insert appropriate degree, appropriate name, thesis or dissertation, and enough lines for all of your committee members. Type your committee members' names under the signature lines.
- Provide a line for the Dean's signature and a line for the date.
- Single space the text on this page.

This thesis (**or dissertation**), submitted by (**your name**) in partial fulfillment of the requirements for the Degree of Master of Arts (**insert appropriate degree**) from the Navajo Technical University, has been read by the Faculty Advisory Committee under whom the work has been done and is hereby approved.

Name of Chairperson

Name of Committee Member

Name of Committee Member

This thesis (**or dissertation**) is being submitted by the appointed advisory committee as having met all of the requirements of the School of Graduate Studies at the Navajo Technical University and is hereby approved.

Wafa Hozien
Dean of the School of Graduate Studies

Date

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- The page is numbered with a lower case Roman numeral at the bottom center of the page.
- The text on this page is single spaced.
- The title on the Permission page must be the same as the title on the Title page.
- Your name and date must be typed onto this page.

PERMISSION

Title Acoustical and Physiological Facilitating Phonetic Environments in
Defective Speech

Department Diné Culture, Language, and Leadership

Degree Master of Arts

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ACKNOWLEDGMENTS page – see sample on next page:

This page follows the Table of Contents, List of Figures, and List of Tables; these pages will all be formatted according to the style guide you are following.

- A 2” top margin is required.
- This is an optional page which, if included, **is counted and numbered** with lower case Roman numerals, centered at the bottom of the page.
- The word ACKNOWLEDGMENTS needs to be spelled the same way on this page as in the Table of Contents.

ACKNOWLEDGMENTS

I wish to express my sincere appreciation to the members of my advisory Committee for their guidance and support during my time in the master's program at the Navajo Technical University.

Dedication Page:

- This page is optional and, if included, is **not counted** or **numbered**.
- The dedication statement will be centered vertically and horizontally on the page.
- If the dedication is longer than one line, it can be either single or double spaced.

To my mom Janice and my dad John,
The world's best parents!

ABSTRACT page:

- A 2” top margin is required.
- If the abstract is more than one page, all subsequent pages will have a 1” top margin.
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ABSTRACT

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