

GUIDELINES FOR MASTER'S THESES IN
CIVIL AND ENVIRONMENTAL ENGINEERING

A Manual Prepared

by

GRADUATE FACULTY COMMITTEE

Civil and Environmental Engineering Department
Kennesaw State University

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VI. APPENDICES, REFERENCES, GLOSSARY, AND INDEX

CHAPTER II

FORMATTING REQUIREMENTS

This sect

Spacing

- The text must be double-spaced with the following exceptions that must be single-spaced:
 1. Footnotes and references
 2. Tables and lists
 3. Figures and graphs
 4. Captions and subtitles

Note: footnotes and references must be separated using a double space.

Font

- For consistency, it is recommended to use Times New Romans for the text, figures, and tables.
- The font size must be 11-point or larger with the exception of figures and tables in which the font size can be 10-point or larger.
- All the equations should be italic and numbered in parenthesis under each chapter

Tables and Figures

- It is highly recommended to use vector graphics formats for figures, e.g., SVG, DFX, MEF, EPS, PDF, especially for graphs, plots, and diagrams.
- The font used in the tables and figures may not be smaller than 10-point.

CHAPTER III
MANUSCRIPT

This section addresses the arrangement of the manuscript and the recommended numbering format.

Section	Numbering
Title Page (required)	Page Counted, Not Numbered
Copyright Page (optional)	Page Counted, Not Numbered
Dedication (optional)	Page Counted & Numbered (Roman)
Acknowledgments (required)	Page Counted & Numbered (Roman)
Abstract (required)	Page Not Counted Not Numbered
Table of Contents (required)	Page Counted & Numbered (Roman)
List of Figures (optional)	Page

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Section	Numbering
Body of Thesis (required)	Page Counted & Numbered (Arabic)
Appendix/Appendices (optional)	Page Counted & Numbered (Arabic)
References (required)	Page Counted & Numbered (Arabic)
Glossary (optional)	Page Counted & Numbered (Arabic)
Index (optional)	Page Counted & Numbered (Arabic)

CHAPTER IV

PRELIMINARY PAGES

This section provides the formatting requirements for the preliminary pages that come before the body of the thesis.

Title Page

- The Title Page is considered page i, but it must not be numbered. Each line of the Title Page must be centered.
- The title must be written all capital letters, spaced 1.5 inches from the top of the page.
- The full legal name must be used on the Title Page

Line 5 Submitted to the Graduate College of the

Line 6

Line 6 in Partial Fulfillment of the Requirements for the Degree of

Line 7 MASTER OF SCIENCE

Line 8: month and year of degree conferral (no comma between month and year)

Line 9: and

- See Appendix A for a Sample Title Page.

Copyright Page

- The Copyright Page is considered page ii (optional), but it must not be numbered.
- See Appendix B for a Sample Copyright Page.

Dedication

- The Dedication page is optional and the text on this page does need to be in English.

Acknowledgments

- The Acknowledgment page is required and the text on this page must be written in first-person voice in English.
- For consistency, the page should begin with the title ACKNOWLEDGMENTS (in all

- The page headings **LIST OF FIGURES** and **in all** upper-case letters.
- The list of figures must be placed before the list of tables.

CHAPTER V

BODY OF THESIS

Subheadings

- The subheadings must be left-aligned and bold in the text.
- Each word in the subheadings must start with an upper-case letter.
- The subheading numbers must be Arabic in each chapter (1.1.,

Figures and Tables

- The figures and tables should be placed within the text right after the paragraph in which they are mentioned.
- The margins must be the same as the text.
- The font used in figures and tables must be consistent with the text. The caption size should not be smaller than 10-point.
- Figures and tables must be numbered (Arabic) and placed consistently relative to each other throughout the text.
- It is recommended to follow the style that is standard in the discipline of thesis for the figures and tables.

CHAPTER VI

major journal in the thesis field.

Glossary and Index

- **GLOSSARY and INDEX** in all upper-case letters,
centered on a new page.

APPENDIX A

TITLE PAGE

THESIS TITLE

A Thesis Presented

by

RACHELLE Z. HALL

Submitted to the Graduate

APPENDIX B

COPYRIGHT PAGE

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[No page number on the actual Copyright Page]