

## **School of Biological Sciences (SBS) Dissertation Style Guide**

**August 15, 2013**

### **Intent:**

This proposal is intended to provide PhD students with discipline specific guidelines for organizing their dissertation independent of grad school guidelines. If approved, these guidelines will be adjusted to cover thesis formatting.

### **General Formatting:**

The Grad School Doctoral Dissertation Format Manual takes precedence for most general formatting, including:

- Title Page
- Signature Page
- Abstract
- Acknowledgements (optional)
- Table of contents, list of tables, list of figures
- Font size and style
- Margins
- Paragraphs
- Line Spacing
- Page Numbering

SBS will provide guidelines for the following areas:

- Chapter Organization
- Headers
- References

### **Chapter Organization**

A SBS dissertation will consist of a minimum of 3 data chapters, which represent different experiments, analyses, or research questions, as appropriate. We encourage students to include content in the 3 data chapters so that they closely mirror publications. All dissertations will contain a single summary References section after the Conclusions/Summary Chapter. If appendices are included, they will come after the References section.

We will accept dissertations organized in two possible formats:

#### Format 1 – Methods in Data Chapters

Chapter 1 – Introduction

Chapter 2 – Data 1

Chapter 3 – Data 2

Chapter 4 – Data 3

Chapter 5 – Conclusions/Summary

#### Format 2 – Separate Methods Chapter

Chapter 1 – Introduction

Chapter 2 – General Methods

Chapter 3 – Data 1

Chapter 4 – Data 2

Chapter 5 – Data 3

Chapter 6 – Conclusions/Summary

Note: Thesis formatting will be based on a 3-4 chapter format of: Introduction, Methods (optional), Data Chapters (minimum 1 but many have more), Conclusions/Summary

## Headers

Section headers will follow the guidelines of the American Psychology Association (APA). See the grad school website or the Purdue OWL for additional examples. The general format is:

CHAPTER TITLE ALL CAPS CENTERED

**Frist-level (i.e. Introduction, Methods, etc.), Centered, Boldface, Upper and lowercase Heading**

**Second-level, Flush left, Boldface, Upper and Lowercase Heading**

**Third-level, bold font, paragraph indent ends in a period.** Paragraph continues on the same line.

***Fourth-level, bold font, italicized, paragraph indent ends in a period.*** Paragraph continues on the same line.

***Fifth-level and beyond, italicized, paragraph indent ends in a period.*** Paragraph continues on the same line.

## References

We will accept references in two possible formats: citations numbered or citations by Author, Year.

### Citations Numbered

For a Citations Numbered format you should follow the guidelines for *PNAS*.

- In the text, citation numbers should be contained within parentheses: (1,2) (25-30), (5, 30-32)
- Citations are numbered sequentially, with each reference only appearing once in the references section.
- In the references section, any publication containing more than 5 authors should be listed as the First Authors name followed by *et al*.

Journal Format

6. Birrell PJ, et al. (2011) Bayesian modeling to unmask and predict influenza A/H1N1pdm dynamics in London. *Proc Natl Acad Sci USA* 108(45):18238–18243.

Book Chapter Format

5. Cant MA, Johnstone RA, Russell AF (2009) Reproductive conflict and the evolution of menopause. *Reproductive Skew in Vertebrates: Proximate and Ultimate Causes*, eds Hager R, Jones C (Cambridge Univ Press, Cambridge, UK), pp 24–50.

- See [www.pnas.org](http://www.pnas.org) for more details

### Author, year Citations

For a Author, year format you should follow the guidelines for *Evolution*. References should be listed in alphabetical order at the end of the dissertation/thesis. References to papers by one or two authors in the text should be in full; e.g., "(Able and Charles 1986)." If the number

of authors exceeds two, they should always be abbreviated. e.g.: "(Frank et al. 1986)." NOTE: Normally authors of cited works are denoted by last name and initials. However, in cases where two or more authors share the same last name and initials, they should be distinguished by inclusion of full names.

Examples of the Evolution reference style are given below:

- Carlson, L. D., and M. Schmidt, eds. 1999. Global climatic change in the new millennium. 2nd ed. Vol. 1. The coming deluge. Oxford Univ. Press, Oxford, U.K.
- IUCN, Conservation International, and NatureServe. 2004. Global amphibian assessment. Available at [www.globalamphibians.org](http://www.globalamphibians.org). Accessed October 15, 2008.
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- Michaels, D. R., Jr., and V. Smirnov. 1999. Postglacial sea levels on the western Canadian continental shelf: revisiting Cope's rule. *Marine Geol.* 125(Suppl.):1654-1669.
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- Michaels, D. R., and V. Smirnov. 2001. Postglacial sea levels on the western Canadian continental shelf: revisiting Cope's rule. *Marine Geol.*: In press.
- Sidlauskas, B. 2007. Data from: Testing for unequal rates of morphological diversification in the absence of a detailed phylogeny: a case study from characiform fishes. Dryad Digital Repository. doi:10.5061/dryad.20.

NOTE: The basic format for citing electronic resources is: Author's Last Name, First initial. Title of data package (e.g., Data from "Article name"). Data Repository Name, Data identifier (or DOI), address/URL.