

PREPARATION AND BINDING OF THE RESEARCH THESIS

Thesis Preparation By Student

The MS candidate will use the page order below to format the thesis. The general writing style and formatting of citations should follow the guidelines of vision science journals (e.g., Optometry and Vision Science). The left and right margins should be 1.25 inches and justified. The top and bottom margins should be at least 1 inch. The minimum font size is 12 point. Page numbers should be in the middle at the bottom of the page. Page 1 is the Abstract page. Section names (e.g. Abstract, Introduction, Methods, etc.) should be in bold font and start a new page. Text should not be in bold or italics and should be double spaced. The thesis should be single sided.

1. Front Cover: color Buckram Maroon
2. Three blank pages
3. Cover page with signatures
4. Acknowledgement page (optional)
5. Title page
6. Abstract (first numbered page) - sections are Purpose, Methods, Results, Conclusion
7. Table of contents
8. List of Figures
9. List of Tables (the format is the same as for Figures)
10. Introduction (include the research hypothesis)
11. Methods
12. Results
13. Discussion
14. Bibliography – the references should be numbered as they appear in the thesis.
15. Appendices – This section should start with a single page that lists all the Appendices similar to the previous List of Figures and List of Tables. The Appendices are numbered as they occur in the thesis (i.e., Appendix 1, Appendix 2, etc.). The page numbers are continuous with the Bibliography.
16. Three blank pages
17. Back cover

Book Binding Procedure (MS Student and/or Committee Chair)

The binding of the thesis will be carried out by PHD BOOK BINDING (<https://phdbookbinding.com> (<https://phdbookbinding.com/>)). A minimum of 2 copies of the thesis are required. One copy will be kept in the library and the second copy will be kept by the Assistant Dean for Graduate Studies. Additional copies can be produced for the MS students' thesis advisor and the MS student (total of 4 copies). The school will cover up to a maximum of \$250 of the binding expense. The remainder will be covered by the student or Thesis Chair. The student or Thesis Chair will pay in advance and get reimbursed a maximum of \$250 from the Vice President for Research (receipts are needed to get reimbursed).

The thesis will be bound in a "Printed Hardcover" with Maroon color background selection. The lettering will be gold. The book spine will be labelled with "MS THESIS", "The Students Name" and the year of completion (in order from top to bottom). The book front will have the

thesis title at the top and the Marshall B. Ketchum college emblem below. The thesis should be copied on white 24 pound (or higher) acid free paper (8.5 X 11 inch size in portrait) for binding. The binding company charges extra for color figures. The student/Thesis Chair should send a single PDF copy of the thesis to the book binding company. The final product will be bound exactly as it is shown in the PDF copy. Book production can take 2 – 4 weeks. The books should be sent to the Thesis Chair and the student/Thesis Chair is responsible for distributing them to the appropriate people. The MS degree will not be conferred until the thesis is sent to the bindery. Confirmation of receipt (i.e., paid receipt from bindery) by the bindery should be sent to the Assistant Dean for Graduate Studies.