
ORGANIZATION (Order of pages/sections)

Title Page (No printed page number.)

Abstract (No printed page number.) (1 pg. Only)

Copyright Page

TABLES/FIGURES

All tables/figures are to be placed at the top or bottom of a page with extra double space (above or below) to separate it from the body text. THEY DO NOT HAVE TO BE IN APPENDICES.

Tables/figures may follow the page on which they are first referenced, or they may be included in a separate appendix.

The table/figure must be identified in the text by a number.

The table number and title must be typed above the table. Use Arabic numerals.

The figure number and caption must be typed below the figure. Use Arabic numerals.

Repeat table number & column headings if the table is continued on another page.

If the table/figure is taken from another source, you must cite that source below the table/figure.

All text for table/figure titles should be single-spaced.

When referring to a specific table or figure or equation in the text, it must be capitalized (i.e., Table 4.9, Figure 2.3, Equation 7.11, etc.)

REFERENCES

REFERENCES is on a page by itself as a cover sheet for the section. **No hyperlinks should be placed in references.** The word REFERENCES is to be in all capital, letters, bold and centered both vertically and horizontally on the page.

REFERENCES are not printed at the top of the first page or any preceding page of references.

All references are single-spaced within the reference and add one blank line between references.