



**Master's Thesis
and
Project Documentation Guide**

Oregon Institute of Technology

2020

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III.Document Format

This section describes formatting requirements for your thesis or project documentation. It is essential that you follow them meticulously. If you have questions about formatting, consult your graduate advisor, a member of your Graduate Committee, or the thesis editor. Do not use a previously accepted OIT document as an example because guidelines change.

Word Processing

Word process all aspects of your document, including graphics within the text. Minimum acceptable resolution for text and graphics is 300 x 300 dpi.

Arrangement of Contents

Below is an outline of the required organization of document elements.

Preliminary Pages

Preliminary pages, also called front matter, include the following, in this order:

- Title page
- Copyright page
- Final approval

Format Specifications

This section describes required typography, margins, pagination, and other details involved in formatting. It is essential that you follow these specifications; doing so will ensure that your document adheres to graduate program requirements and is a professionally acceptable representation of both you and Oregon Institute of Technology.

Margins

Use 1" margins all around for your document; note that graphical elements must conform to typing margins.

Spacing

Double-

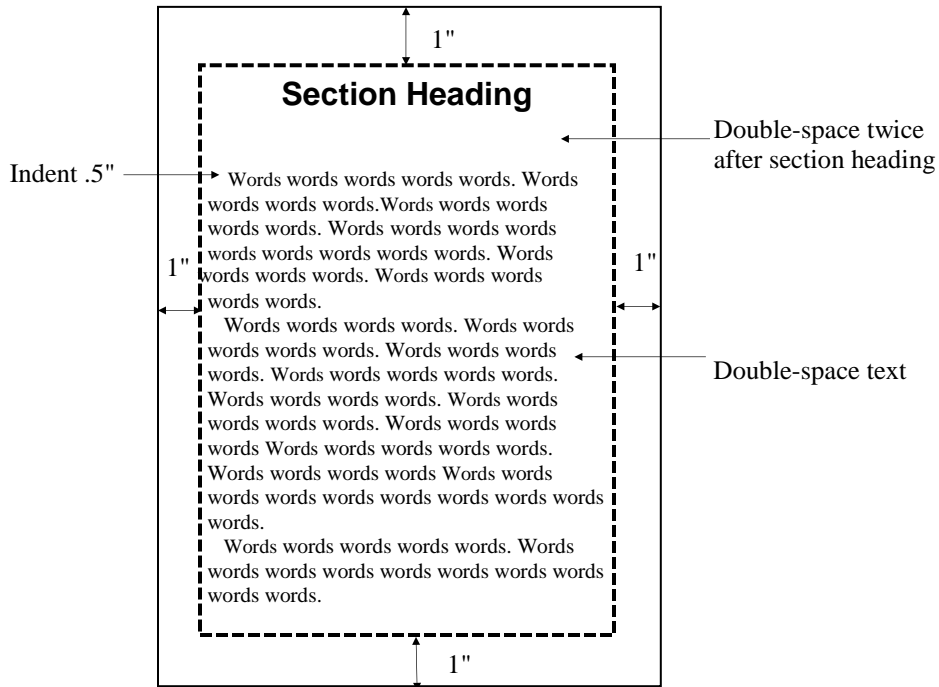


Figure 1. Basic page, with section heading

Section headings: 16-point Arial bold, centered, on a line by itself; for aesthetics, double-space twice after a section head before the first line of text; capitalize the first letters of the major words in your title but not prepositions or conjunctions

First order headings within a section: 14-point Times New Roman bold, centered, on a line by itself; capitalize the first letters of the major words

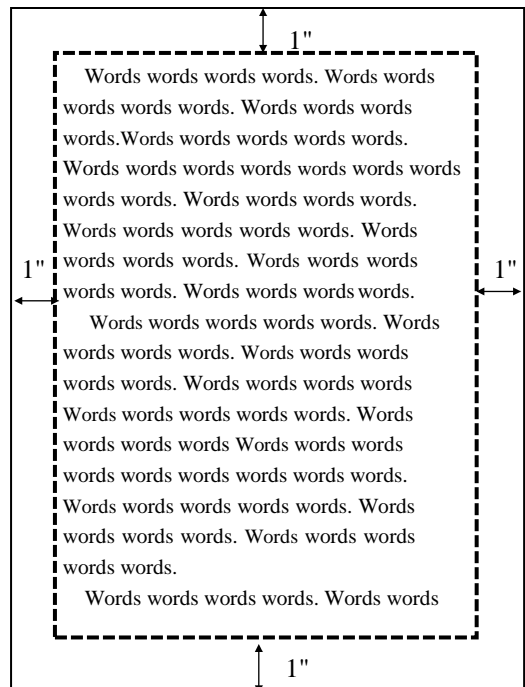


Figure 2. Page layout without section heading

Second order headings within a section: 12-point Times New Roman bold italics, left justified, on a line by itself; capitalize the first letters of the major words

Third order headings within a section: 12-point Times New Roman italics, left justified, on a line by itself; capitalize the first letters of the major words

Fourth order headings within a section: 12-point Times New Roman italics, starting a paragraph; only capitalize the first letter of the first word, unless the heading includes a

Table 1. Relationship between outline format and text headings

Outline Format (Traditional)	Heading Format
<i>Title</i>	<i>Section heading</i>
I. Major division A. Subheading B. Subheading 1. Further division 2. Further division a. Final division b. Final division II. Major division etc.	First order heading Second order heading Second order heading Third order heading Third order heading Fourth order heading Fourth order heading First order heading etc.

the bottom of a page with no text beneath. Include at least two lines of text beneath a heading at the bottom of the page. If this is not possible, simply move the heading to the top of the next page.

Ensure that you have enough information in a section to warrant a heading, as too many headings clutter the page and chop up the text unnecessarily. While this guide includes headings for very short paragraphs as a method for easy reference, you should avoid this technique in your document.

Type Style

Limit your use of type styles to conventional usage: use italics for titles of journals, newspapers, and books, and limit boldface to headings. Use body text style (12-point Times New Roman for quotations).

Justification

Left justify text, preliminary pages, and ending elements. Right justify page numbers listed in the table of contents and list of figures/tables/illustrations.

Pagination

Paginate bottom center, at the bottom margin. For preliminary pages, use lower-cased Roman numerals; count, but do not number, pages preceding the Table of Contents.

Start Arabic pagination with the first page of your introduction and continue with this pagination through the references.

If your document has several appendices, paginate as A-1, A-2; B-1, B-2, etc. If it has only one appendix, continue with Arabic pagination.

Equations and Formulae

Treat equations and formulae as text blocks. Assign each equation a number, and caption as

$$E=MC^2$$

Equation 1

$$t_c \frac{k_r}{k_d} \ln \frac{k_r}{k_d} + 1 - \frac{D_a k_r}{L} \frac{k_d}{k}$$

Equation 2

16-pt **bold** Arial, centered

12-pt Times New

Abstract

The abstract is a condensed summary of your thesis: state the problem, describe the methods and procedures used, and give the main results or conclusions. Limit your abstract to one double-spaced page, and write it only after completing your thesis. Figure 6 shows an example abstract page.

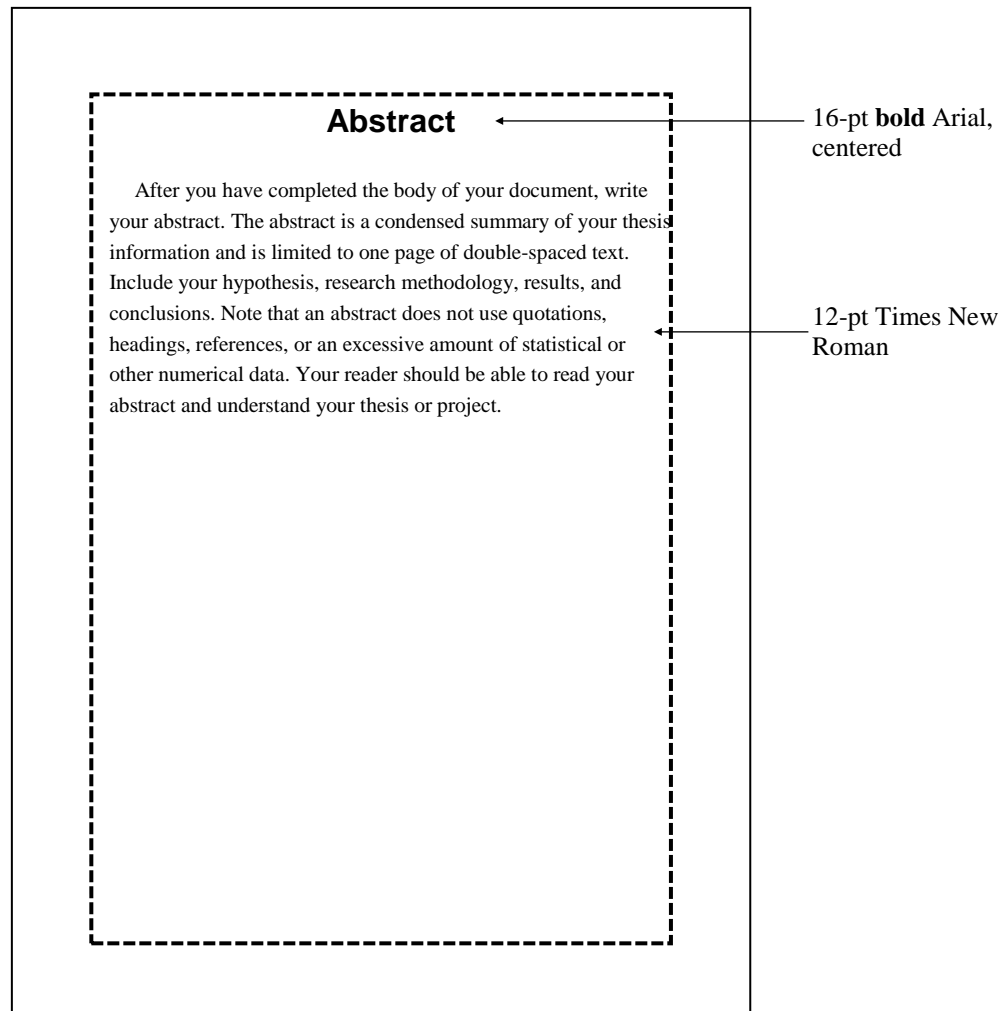


Figure 6. Example of abstract page

Table of Contents

The table of contents lists the arrangement of your document, including any preliminary pages that follow it. You may single-space this page. It is essential that page numbers are accurate, as this page functions as a locator for the reader. If you use an automatic table of contents function, double-check for accuracy and formatting.

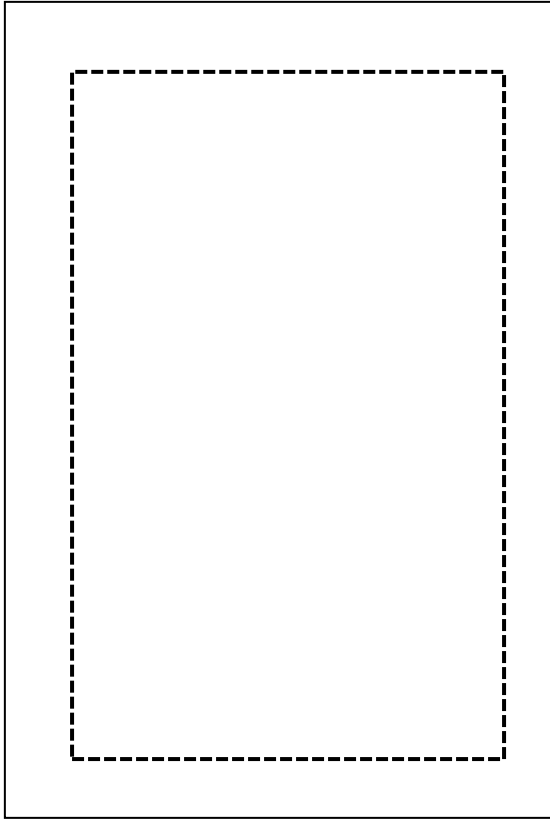
On the left side of the page, align section and first order headings; wording should be identical dots, and right justify page numbers. Figure 7 is an example of a table of contents.

Table of Contents	
Section Heading	1
First Order Heading.....	1
First Order Heading.....	7
Second Order Heading.....	9
Second Order Heading.....	11
Section Heading	14
First Order Heading.....	14
Second Order Heading.....	16
Second Order Heading.....	19
First Order Heading.....	23
Appendices	
B:	-1

Figure 7. Example of table of contents page

List of Figures

1. Figure caption here	3
2. Figure caption here	6
3. Figure caption here	7



12-pt Times New Roman, centered between top and bottom margins

Figure 11. Example of dedication page

12-pt Times
New Roman,
double-spaced

Figure 12. Example of acknowledgments page

List of Abbreviations

This page lists any special abbreviations you have used in your thesis. It is not necessary to
r entries.

List of Symbols

This page is similar to the List of Abbreviations. If you have used special symbols in your document, include them on this page. See Figure 13 for an example of a list of abbreviations or symbols. These pages may be single-spaced.

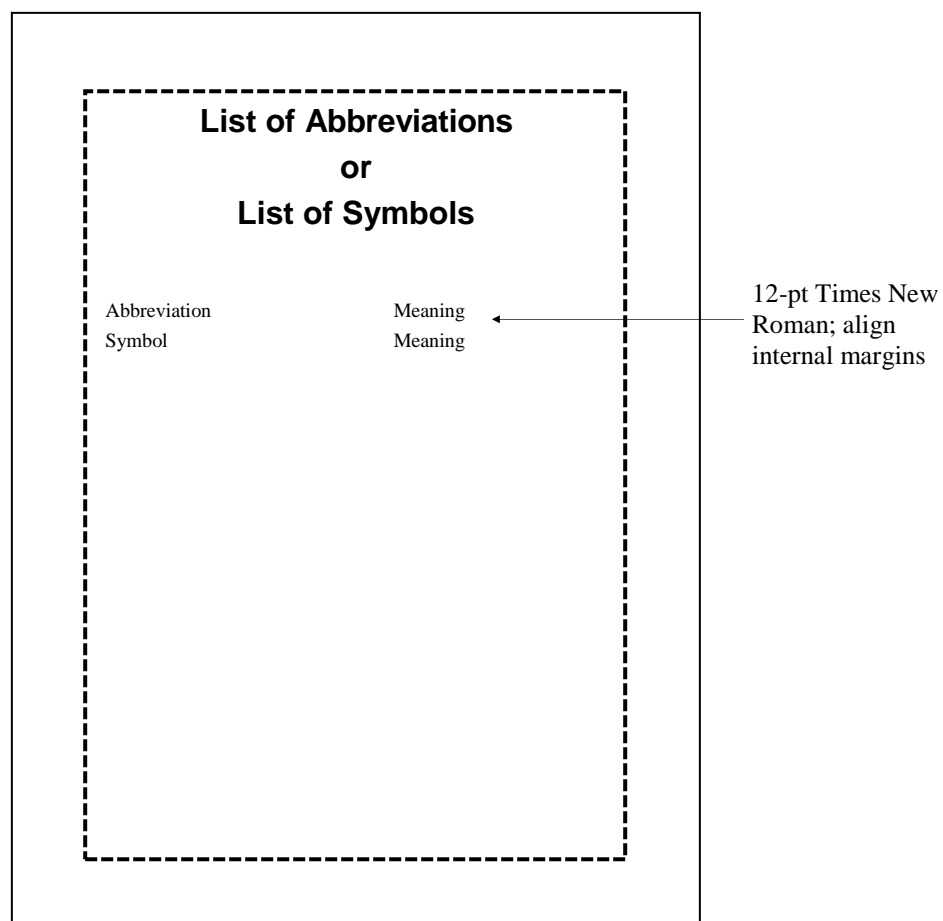


Figure 13. Example of list of abbreviations/symbols page

Table 2 lists the style manuals associated with several academic fields. The OIT library webpage also contains information on properly citing sources. As you are preparing your document, carefully follow the appropriate style. Not doing so will result in time-consuming revisions.

Table 2. Style manuals by field

Field	Style Manual	Website
Civil Engineering	<i>Chicago Manual of Style</i> , 16th ed.	http://www.chicagomanualofstyle.org/home.html
Manufacturing Engineering Technology	<i>Chicago Manual of Style</i> , 16th ed.	http://www.chicagomanualofstyle.org/home.html
Psychology	<i>Publications Manual of the American Psychological Association</i> , 6th ed.	http://apastyle.apa.org/
Renewable Energy Engineering	<i>IEEE Citation Reference</i>	http://www.ieee.org/documents/ieeecitationref.pdf

Copyright and Permissions

Current copyright law requires permission for using any quoted material exceeding 300-500 words, depending on the overall

Graphical Elements

Graphical elements must meet the same standards as the rest of the document, including margin and pagination requirements. Technical graphics are classified as either tables, with information appearing in rows and columns, or figures, including schematics, maps, photographs, graphs, charts, and drawings. Anything that is not a table is a figure. Note that graphics supplement, not replace, textual discussion.

Consider using boxes around graphics to set them apart from the text. Tables naturally include a box, but box any figures that bleed into the text; for example, a photograph with a light background warrants a box.

Documentation

Use landscape format for wide or long graphical elements, such as data tables continued on successive pages. If continued on successive pages, repeat the table/figure number and caption

Use of color print and/or graphics is acceptable if the color provides clarity and increases understanding of the information; otherwise, use black and white.

Page Design

Word-processing programs allow the user many possibilities for both attractive and cluttered page design. Since your document represents the culmination of your graduate work, it should invite reading and be aesthetically pleasing. Figures 15-17, on pages 23-25, show some possibilities for integrating text and graphics.

While attention to the specifications in this guide will result in consistency, also consider the following when developing the final format of your thesis:

- Leave room around graphics to clearly separate them from the text
- Include paragraph breaks on every page for readability
- Avoid splitting text across a graphical element
- Avoid splitting a graphical element across pages; *e.g.*, a short table that appears at the end of a page may spill over to the next page
- Wrap text around smaller graphics to avoid awkward white space

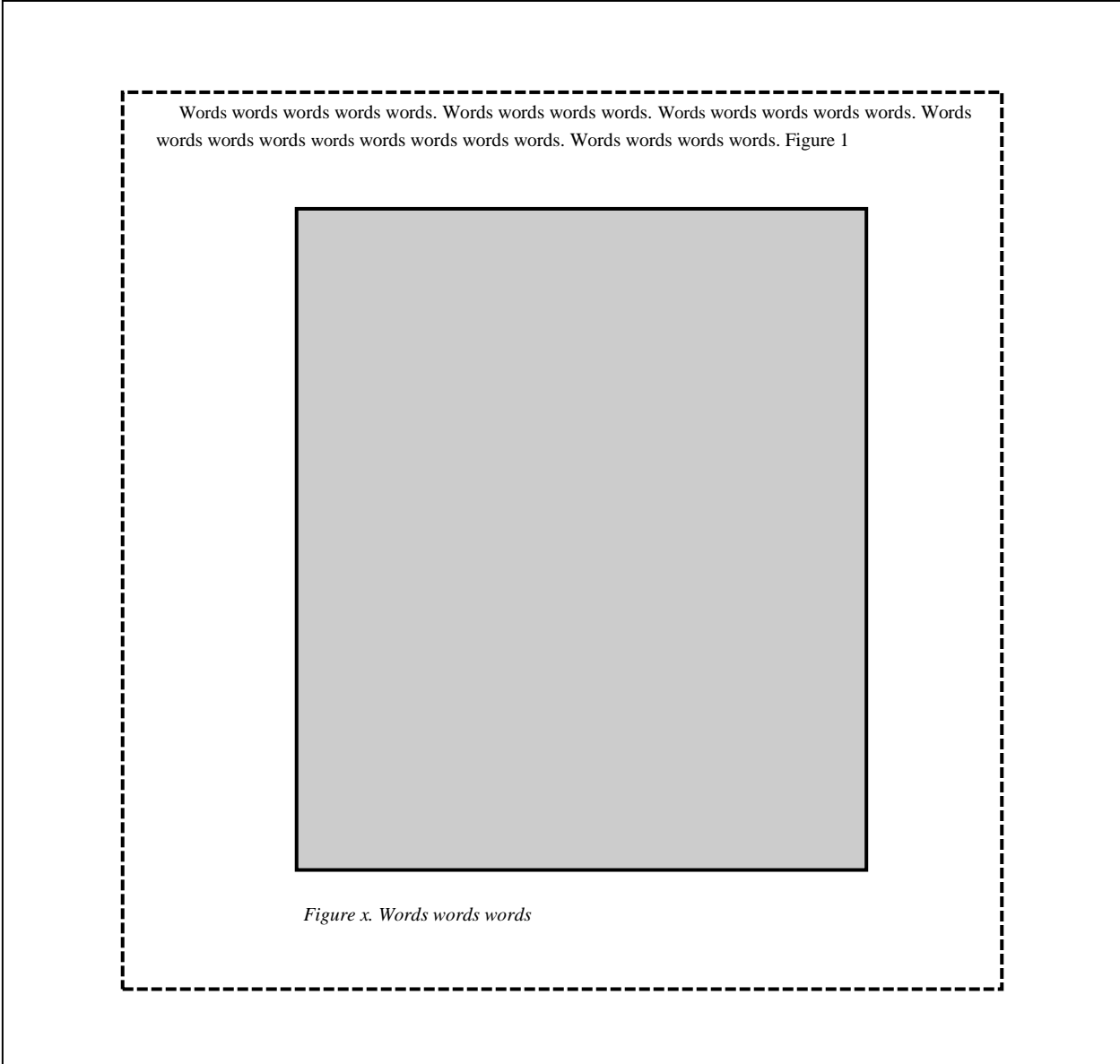


Figure 16. Page with larger graphic

Table 1. Landscape orientation for wide table

VI. Ending Elements

Ending elements are those items that follow the text proper and include your list of references and, if appropriate, appendices.

References

After the conclusion of your document, you will organize all of the research materials that you have cited in the text into a list of references, following one of the styles indicated on page 19 of this guide. A reference list includes *only* those items that you have cited in the text; you may have read other materials, but do not include those. See Figure 18 for an example.

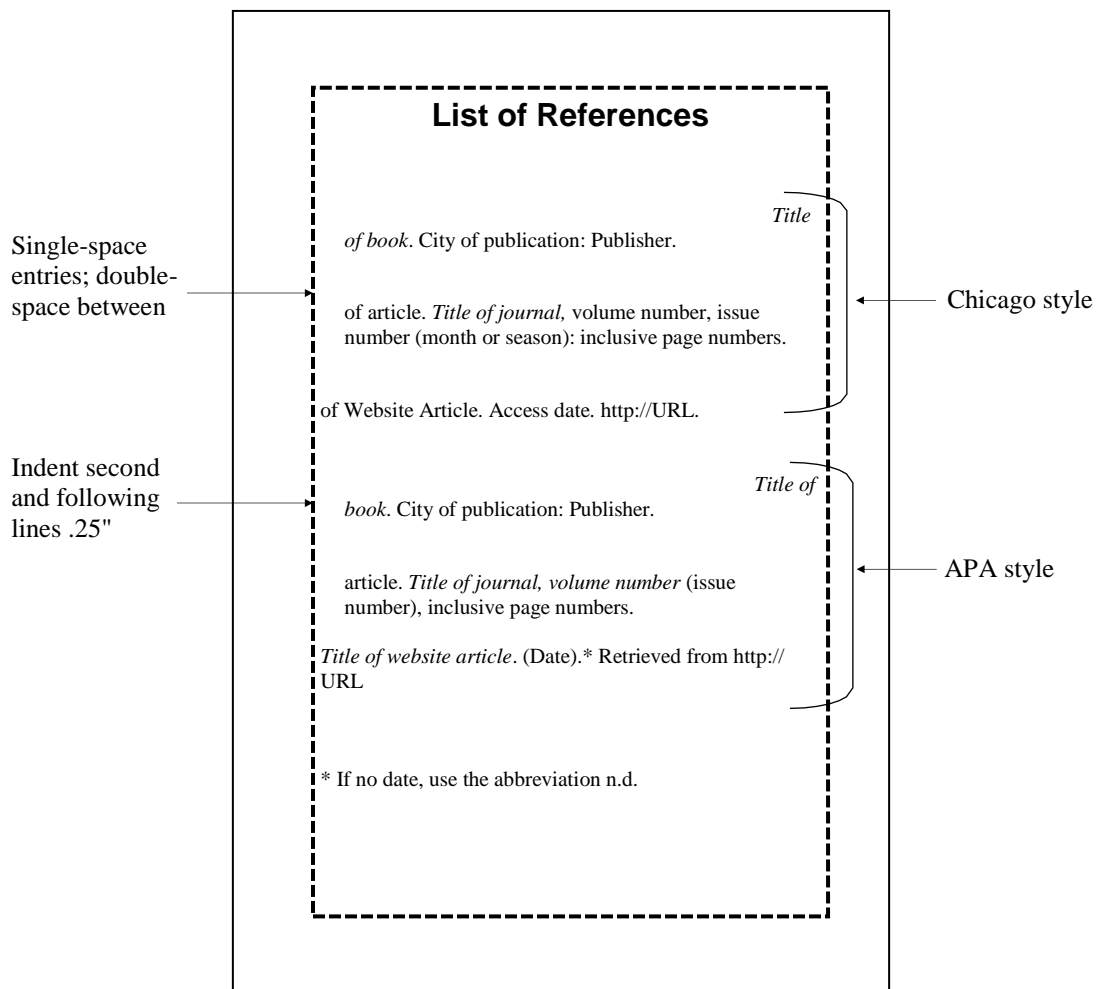


Figure 18. Reference page example

