

- I. Critical features from Graduate College Guidelines (website <http://www.csuohio.edu/gradcollege/student/index.htm> or booklet, also the check sheet available from Grad College or BGES Grad Office) are:
 - A. paper
 - B. margins
 - C. order of sections
 - D. page number on every page
 - E. chapter first page format
 - F. See Graduate College Guidelines for other tips
 - G. Use theses in Department Office as models, but not all conform to these guidelines: if in doubt, stick to the examples here or ask the Graduate Program Director

- II. Margins (text and figures, no exceptions):
 - A. Top 1" (i.e., top of text is 1" from top of paper)
 - B. Bottom 1"
 - C. Left 1 ½ "
 - D. Right 1"
 - E. Chapter first pages (see below):

- III. Numbering (just use numbers, no "page" or "-" or other punctuation):
 - A. preliminary pages
 1. Use Roman numerals centered and ½" from bottom; no number placed on title, copyright, approval, dedication and acknowledgment pages, but these are counted
 - B. Main text (beginning with Chapter 1=page 1)
 1. Use consecutive Arabic numbers,
 2. on all but chapter first pages, either
 - a. Top right corner ½" from top and ½" from right, OR
 - b. Centered ½" from top, OR
 - c. Centered ½" from bottom (recommended and often technically easiest)
 3. on chapter first pages:
 - a. Centered ½" from bottom (no exceptions)

- IV. Subheadings can be numbered or not, as you choose

- V. Title page:
 - A. previous degrees listed in chronological order (as in sample page)
 - B. (If title exceeds 65 characters including spaces, submit on a separate

sheet—not for binding—a shortened title <66 characters for use on the spine of the bound versions)

- VI. Text
 - A. Double spaced except for direct quotations of three or more lines (these are indented 5 spaces and single spaced)
 - B. Indent first line of all paragraphs by 5 spaces
 - C. Chapter first pages:
 - 1. “CHAPTER I” centered 3" from top of page
 - 2. Title in capitals centered 3" from top of page
 - 3. Text begins 2 or 3 lines below Title

- VII. Tables and figures
 - A. Obey margins
 - B. Figure legends should be below figure on same page if possible
 - C. Use Word or Wordperfect tools if possible, ask if there are format questions

- VIII. Bibliography
 - A. Use Harvard author, year system; ordered alphabetically

- IX. Appendices
 - A. Section introduced with page simply carrying APPENDIX (or APPENDICES) centered on page
 - B. Each Appendix is numbered and carried its own title at top (top margin remains 1")

- X. Non-traditional formats
 - A. Using one or more manuscripts or published articles describing your work as separate, self-contained chapters
 - 1. Such manuscripts have to be authored by you as the primary author
 - a. multi-author publications are not be allowed
 - b. Joint publications with your advisor would be permitted if you do the writing
 - 2. If material has been published or accepted for publication, you must present copies of any copyright agreement to the Defense Committee, Graduate College, and Library
 - 3. The manuscript title should be the chapter title; if published, a footnote must include the full citation
 - 4. Subheadings in the chapter should correspond to the subsections of the manuscript (see samples)
 - 5. Figure and table numbering should use a chapter-number system, i.e., Figure 4-3 for the third figure of chapter 4.
 - 6. References can be included as the final section of the chapter, or combined into a final reference list making sure that numbering is

consistent

XI. **These notes are generated in WordPerfect; the rtf version may have quirks.**

THE REGULATION OF ENDOTHELIAL CELL PRODUCTION

CHRISTIAN C. BRADFORD

Bachelor of Science in Biology

Ohio University

May, 1998 [date conferred (i.e., graduation, not date approved)]

Master of Science in Biology

Cleveland State University

December, 2002 [date conferred, i.e., graduation, not date approved]

Submitted in partial fulfillment of requirements for the degree

**DOCTOR OF PHILOSOPHY IN REGULATORY BIOLOGY [MASTER OF SCIENCE
IN BIOLOGY/IN ENVIRONMENTAL SCIENCE]**

at the

CLEVELAND STATE UNIVERSITY

May, 2006 [graduation, not thesis approval date]

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Approval page (file available from the BGES Graduate Office or use this one, adjust number of signature lines as appropriate for committee membership; members sign name and date, remove these lines and begin text with at least 1" top and bottom margins):

This thesis/dissertation has been approved for
the Department of Biological, Geological,
and Environmental Sciences and for the
College of Graduate Studies of
Cleveland State University
by

_____ Date: _____
type Major Advisor's name, affiliation
(*e.g., A. Geneperson, BGES/CSU*)
Major Advisor

_____ Date: _____
type Committee member's name, affiliation
Advisory Committee Member

_____ Date: _____
type Committee member's name, affiliation
Advisory Committee Member

_____ Date: _____
type Committee member's name, affiliation
Advisory Committee Member

_____ Date: _____
type Committee member's name, affiliation
Internal Examiner

_____ Date: _____
type Committee member's name, affiliation
External Examiner

DEDICATION [optional]

To all who made this possible

ACKNOWLEDGMENTS [optional]

I would like to thank for

THE REGULATION OF PRODUCTION OF ENDOTHELIAL CELLS

CHRISTIAN C. BRADFORD

ABSTRACT

Regulation of endothelial cells is an important part of wound repair. Recent studies have focused on

The present study tested ...

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[set right-justified tabs for the numbers and for the right-end of the dots/to add dots, set the cursor at the tab—it may work but may get confusing if the cursor just appears to be in the middle of the dots/; move the dot tab to the left as the numbers go from one to two to three digits in order to maintain an appropriate space between dots and numbers.]

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[option 1: subsections not numbered]	
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Relevance to Disease Treatments	4
Experimental approach	8
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	[option 3: e.g., where Chapter 5 is a published/publishable manuscript, in which case the chapter title is presumably the title of the article and the subheadings are the standard headings of published articles]	
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	[justify right and left margins. Subheadings don't need to be numbered. Set right-justified tabs for numbers and dots]	

LIST OF TABLES

[formatting tip: see table of contents; use the right tab for Page and adjust the margins so

Table is suitably placed]

Table	Page
1. Summary of previous studies	3
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2. Source of reagents	22

[make sure left and right sides are left and right justified]

If you use a format combining separate papers as chapters, you could use a numbering system combining chapter and table number, e.g., 2-3 for the third table in chapter 2

LIST OF FIGURES

[formatting tip: see table of contents]

Figure		Page
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4.	Rat endothelial cells	10
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[make sure left and right sides are left and right justified]

If you use a format combining separate papers as chapters, you could use a numbering system combining chapter and table number, e.g., 2-3 for the third figure in chapter 2

CHAPTER I
INTRODUCTION

[A. Subheading, if used, or 1. Subheading. Subheadings don't have to be numbered]

The text begins here, indented 5 spaces. Page number begins with "1"

**[1. Subheadings of A. Subheading, if used, or 1.1 Subheading of 1. Subheading.
Don't have to be numbered]**

CHAPTER II

GROWTH FACTOR Q UP-REGULATES ENDOTHELIAL CELL DIVISION IN MONKEY CELLS¹

Author1, A.A. and Author2, B.B.

ABSTRACT [unnumbered in this example, but otherwise 2.1 ABSTRACT]

This is the abstract of the article.

INTRODUCTION

This is the introduction of the article

¹Appeared as/to appear as Journal of Neuroscience 33, 414-421, or To be submitted to Journal of Neurobiology.

This is a normal page. The text is 1" from top. The numbers are either centered ½" from top or ½" from the bottom or at the top right corner, ½" from top and from right. [for many text programs, keeping numbers at the bottom is often easier]

text continues, as space is available for figure.

Here is a figure, centered and within the margins.

Figure 1. Early drawing of endothelial cells. Important features shown include The drawing is modified from

[i.e., **Figure #. Figure title.** Body of figure legend.]

BIBLIOGRAPHY

Author1, A. (1999) Title. Journal Vol, 23-30.

Author1, B. and Author2, C. (1990) Title. Journal Vol., 101-120.

Author 3, B., Author4, C., and Author5, E. (2002) Study of factors influencing the rate of growth in rat endothelial cells. Cell Biology 4, 232-249.

Author,

APPENDIX [APPENDICES]

APPENDIX A

DERIVATION OF EQUATIONS USED TO FIT EXPERIMENTAL GROWTH CURVES

Several equations were used

APPENDIX B

SOURCES OF REAGENTS USED IN IN VITRO EXPERIMENTS

more samples for Tables of Contents and Headings

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published articles]

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[Chapter 3 is a published/publishable manuscript, in which case the chapter title is presumably the title of the article and the subheadings are the standard headings of published articles]

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[justify right and left margins.]

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[justify right and left margins.]