

CHECKLIST FOR RESEARCH PAPER, THESIS, AND DISSERTATION PREPARATION (7/2006)

DEPARTMENT OF MATHEMATICS

The following checklist summarizes the Department's *Guidelines for the Preparation of Research Papers, Theses, and Dissertations* as approved by the Department of Mathematics and the Graduate School. Please refer to the Math Department web page listed under the following links: **Graduate Program, Thesis Template and Documentation** (<http://www.math.siu.edu/theses/thesesx.shtml>) for samples and templates mentioned below.

- Be sure you read and follow Graduate School Guidelines. Copies may be picked up at the Graduate School or found at this link:
<http://www.siu.edu/gradschl/dtrguide.htm>.
- See the Math Department's *Guidelines for the Preparation of Research Papers, Theses, and Dissertations* for complete departmental formatting instructions (a subset of Graduate School Guidelines). A pdf version of this may be found on the web at <http://www.math.siu.edu/theses/guidelines.pdf>.
- You may use any computer program to do your paper of which your advisor approves. If you wish to use LaTeX, a style file, and sample chapter files that make up a complete sample paper, have been prepared for you to use and modify. The complete sample template (.zip file) may be found and downloaded from <http://www.math.siu.edu/theses/template06.zip>.
- Margins are one and one-half inches on the left (binding edge) and one inch on the other three sides. Exceptions as per Graduate School Guidelines.
- Main body of the text shall be double spaced.
- The accepted standard in the field of mathematics is "right justification" of the right margin.
- Font style and size should be consistent throughout the document. Normally, the main body of the text will be prepared using a 10–12 point font.
- Page numbers will be centered between the one and one-half inch margin on the left and the one inch margin on the right, .5 inches up from the bottom edge of the paper. The pages preceding the text should be numbered in small Roman numerals, for those pages which should be numbered.

- Chapter headings are typed, bold, double spaced, centered, and ALL CAPS. Each chapter should begin on a new page approximately 1 inch from the top of page. There should be 3 blank lines between chapter title and next line of text.
- Section headings are left-justified, ALL CAPS, bold, with 2 blank lines before and one blank line after each heading. Subsection headings are left-justified, bold, capitalization of 1st letters only, 2 blank lines before and one blank line after each subheading. If using sections and subsections, numbering is required.
- No running heads are to be used.
- Theorem, Corollary, Lemma, or Proposition is printed in boldface type, left justified, and the body text is printed in italics.
- Remark or Definition is printed in boldface type, left justified, and the body text is printed in normal font.
- Proof is printed in italics, left justified with a period following it. Text is in normal font. End of Proof is marked by a box at the right margin.
- Mathematical expressions and equations in text shall be in “math italics”.
- Displayed mathematics will be centered on the line using “math italics”. Displayed mathematical equations may be numbered by either a right or left tag (equation number in parenthesis, set off from the main text, and consistent throughout the document).
- In general, tables and figures are placed where they belong in the paper. They may also be placed in the Appendix if they extend past a page. Table and figure labels will appear centered and below the table or figure.

Figure 10.1. The graph of the sine function.

- A consistent font not less than 6 point should be used on all figures.
- Approved mathematical and other terminology must be free of grammar and spelling errors.
- Avoid footnotes and parenthetical statements. Exceptions as per Graduate School Guidelines.
- All references must be listed in the References section. References will be numbered in alphabetical order; double spaced; the titles of journal articles and publications will be italicized; volume numbers will be bold faced.

- Take your paper to the Graduate School for approval before copying your final version.
- **Research Papers:** Turn in to the
 - Math Department: one copy of your approved paper (including approval page). This copy will be placed in the Department Library. This does not have to be 25% bond paper.
 - to Graduate School: One copy of research paper on 25% bond paper (in Acco-Grip folder) with an original approval sheet.
- **Theses/Dissertations:** Submit a copy of your thesis/dissertation the the Math Department (including approval page). This copy will be placed in the Department Library. This does not have to be 25% bond paper.

Theses and Dissertations are now submitted to the Graduate School electronically. Your paper must be compiled into a .pdf file and submitted. Visit the Graduate School's website for electronic submission information (<http://www.siu.edu/gradschl/etd.htm>) and become familiar with their requirements. Be sure to observe deadlines.

- Organizational format should be as follows:
 1. Title page
 2. Copyright statement (when applicable)
 3. Approval page
 4. Abstract (required for theses/dissertations)
 5. Dedication page (not required)
 6. Acknowledgments/Dedication (not required)
 7. Preface/Foreword (not required)
 8. Table of Contents
 9. List of tables with page references (required if using tables)
 10. List of figures with page references (required if using figures)
 11. Text
 12. Exhibits (tables, figures, photographs, etc. when not distributed in the text)
 13. Bibliography
 14. Appendices (not required)
 15. Human subjects committee approval form when required
 16. Vita sheet