

LOYOLA UNIVERSITY CHICAGO

FORMATTING AND SUBMISSION MANUAL  
FOR THESES AND DISSERTATIONS

THE GRADUATE SCHOOL  
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LOYOLA  
UNIVERSITY  
CHICAGO

# THE GRADUATE SCHOOL

Guide to Thesis/Dissertation Formatting and Submission

## INTRODUCTION

When your Dissertation or Thesis is submitted to the Graduate School, it must meet particular formatting requirements, which are intended to keep Loyola's manuscripts consistent and professional in appearance. These requirements may differ somewhat from those of your field's style manual. This manual will guide you through the Graduate School's formatting requirements and the various steps required in order to submit your final manuscript. Formatting can take a great deal of time and effort if you do not begin early in the writing process; you should keep all formatting and final copy deadlines in mind as you work and make decisions about applying for graduation. Although the requirements specified in this manual cover most formatting questions, you should also use a manual appropriate to your field for anything this manual does not cover. Where the rules in your manual conflict with the rules in this one, this manual will supersede yours.

## THESIS/DISSERTATION REQUIREMENTS CHECKLIST

### **RCRS Training**

All PhD students and Master's students\* who are writing a thesis must successfully complete the Responsible Conduct in Research and Scholarship training as part of the degree requirements. It is strongly recommended that students complete this two-day training before beginning the dissertation/thesis stage of the program.

More information can be found here: <http://www.luc.edu/ors/RCRHome.shtml>

\*Education and Nursing students receive separate RCRS training

### **IRB Approval (if applicable)**

All research involving human subjects that is carried out by Loyola Lakeside personnel must be submitted to the Lakeside IRB for review. All research projects which will involve human subjects, whether funded or unfunded, must be submitted to the IRB for review. Research conducted by an investigator affiliated with Loyola at an off-campus site(s) or in collaboration with an investigator at another institution must still be submitted to the Lakeside IRB.

More information can be found here: <http://www.luc.edu/irb/>

### **GSPS Approval**

All students writing a dissertation or thesis must create a committee and have it approved through the Graduate Student Progress System (GSPS) before a proposal can be approved. Once a proposal has been written and successfully defended, the student must start the proposal page in GSPS. Approval requests will automatically be sent out to the committee members and Graduate Program Director. Once the Graduate School approves the proposal, the student can conduct the research.

### **Oral Defense**

A public oral defense is required of all dissertations and most theses (see individual programs' requirements). The results of the committee's evaluation of the text and oral defense are noted on the [APPROVAL BALLOT FOR TEXT AND ORAL DEFENSE OF A THESIS/DISSERTATION](#), which will be signed by the student's committee members and uploaded to GSPS by the student's Graduate Program Director as soon as possible after the defense.

## Format Check Overview

Before submitting a final copy of a dissertation or thesis, every student will electronically deliver a correctly formatted copy of the manuscript to the Graduate School, where it will be checked by the format check administrator. The format check may be completed **before or after the oral** defense but the manuscript must be submitted **on or before the published deadline** for format check in the semester in which you wish your degree to be conferred. The format check deadlines will fall as follows:

**May degree conferral: March 1**

**August degree conferral: June 1**

**December degree conferral: October 1**

Format checking is done only through ProQuest's Electronic Thesis/Dissertation (ETD) administrator. Manuscripts submitted as email attachments or in hard copy will NOT be accepted. The ONLY way to submit a manuscript to the Graduate School for the format check requirement is to upload it as a PDF to ETD at <http://www.etdadmin.com/cgi-bin/school?siteId=121>

You will have to answer a number of questions to complete your submission, and it will look very final. However, all your answers can be changed later. Nothing will be sent to ProQuest before your final copy is approved and your degree is conferred. If you do not complete *every step* for submission, your manuscript will not be received by the Graduate School, and you risk missing the deadline.

## Publishing Options

The Graduate School encourages you to choose "Traditional Publishing" for the electronic publication of your dissertation or thesis. This is the least expensive option (there is no cost for Traditional Publishing). Your work will be made available through the LUC library as a hard copy in the library archives. The library also has an online institutional repository where all dissertations and theses can be made available in an open access format. You may, of course, choose the publishing option you prefer.

## Register US Copyright

Copyright registration is optional. If you choose to have ProQuest register a claim of copyright on your behalf, you will need to make a credit card payment to ProQuest in the amount of \$65. You may also register your copyright yourself for a smaller fee at <http://copyright.gov>

As the author of your project, copyright vests with you automatically, regardless of whether you register copyright. Copyright registration provides an additional safeguard in the event that you file a lawsuit for copyright infringement.



### Ordering Bound Copies from ProQuest

You may order bound copies (for a charge) through ProQuest via the ETD Administrator as early as when you submit for format check. Hard copies will not be printed until your final copy is submitted, though, so you don't need to worry about drafts being printed by mistake. You may also deliver unbound copies to the LUC library's bindery and pay them to bind your manuscript. Information and forms available are at: <http://libraries.luc.edu/bindery>.

### Final Copy Submission

Electronic final copies are due two weeks before final hard copies in order to allow time for your final electronic copy to be approved before you submit the hard copy. The final copies deadlines are as follows (if a hard copy deadline falls on a weekend, final hard copies will be due **by 5 pm on the Friday before the deadline** or, if Friday is a holiday, by 5pm on the Thursday before the deadline):

**May degree conferral: April 1 (Electronic Copies)/April 15 (Hard Copies)**

**August degree conferral: July 1 (Electronic Copies)/July 15 (Hard Copies)**

**December degree conferral: Nov. 1 (Electronic Copies)/Nov. 15 (Hard Copies)**

If your materials are incomplete or inaccurate, the Graduate School will notify you. If the required corrections are extensive or take too long to complete, your degree may not be conferred, and you may have to switch to the next conferral period.

### Approval Sheet

Final approval of the text of a thesis or dissertation occurs *after* all required changes have been made to the text, at which point the director of the thesis or dissertation will sign two copies of the **THESIS/DISSERTATION APPROVAL SHEET**. The Approval Sheet is *different from* the Approval Ballot; please see the "Formatting Back Matter" section of this manual for more information. Two hard copies of the Approval Sheet, each with an original signature, will be submitted with the final hard copy of the thesis or dissertation.

### NORC Survey of Earned Doctorates

This survey is part of a large-scale data collection undertaken by NORC, with whom we cooperate. If you are submitting a dissertation, you are **required** to complete this survey as well. This survey must be completed electronically. The link to the survey will be included in the materials you will receive at the time of your format check.

Certificates of Completion for the NORC survey are automatically sent to [formathelp@luc.edu](mailto:formathelp@luc.edu).

If you have concerns about whether your confirmation was received, you may contact the format check administrator to double check. **DO NOT** submit a hard copy of this certificate.

You can learn more about the survey, confidentiality, and use of information here:

<http://www.norc.uchicago.edu/issues/docdata.htm>.

## THE PARTS OF A DISSERTATION\*

A dissertation has three main parts: the front matter, the text and the back matter. The following is a list of the most common elements of a dissertation in the order in which they appear. Some of these are optional and may not be appropriate to your project. Required elements are given in **bold** type; if any of these required elements is not included in your manuscript or is missing essential information, such as page numbers, you will not receive credit for the format check:

Front Matter:

- Title page**
- Copyright page**
- Acknowledgments
- Dedication
- Epigraph
- Preface
- Table of Contents**
- List of Tables (required if you have tables)**
- List of Figures (required if you have figures)**
- List of Abbreviations
- Glossary
- Abstract

Text:

- The text of your dissertation or thesis**

Back Matter:

- Appendix/Appendices
- Bibliography, Works Cited, or Reference List**
- Vita**
- Approval Sheet** (included in the PDF for format check only)
- Blank Sheet of paper** (hard copy only)

Examples of each section are included in this manual. Where your manuscript has peculiarities that are not covered by the examples given, consult your own formatting manual or contact [formathelp@luc.edu](mailto:formathelp@luc.edu) for advice on the best way to proceed:

**\*Note for Thesis Writers:** The formatting requirements are the same for theses as for dissertations. If you believe that your thesis is clearer without chapters, please email your concerns to [formathelp@luc.edu](mailto:formathelp@luc.edu) and we can discuss the best, clearest formatting options for your thesis.

## GENERAL FORMATTING REQUIREMENTS AND GUIDELINES

### Margins and Page Number Placement

Every page of your dissertation or thesis will have a left margin of 1.5 inches and a right margin of 1 inch. Where there is a page number on the bottom of the page, the bottom margin will be 1 inch. Most pages will require a top margin of 1 inch as well. Some pages, however, require a top margin of 2 inches. There are a few pages on which the text must be centered top to bottom.

Table 1. Top Margin Requirements.

<b>Front Matter</b>	<b>Top Margin Requirement</b>
Title Page	center text top to bottom
Copyright Page	center text top to bottom
Acknowledgments, first page	2 inches
Acknowledgments, pages 2–n	1 inch
Dedication	center text top to bottom
Epigraph	center text top to bottom
Preface, first page	2 inches
Preface, pages 2–n	1 inch
Table of contents (all pages)	1 inch
List of tables, first page	2 inches
List of tables, pages 2–n	1 inch
List of figures, first page	2 inches
List of figures, pages 2–n	1 inch
Any other lists, first page	2 inches
Any other lists, pages 2–n	1 inch
Abstract, first page	2 inches
Abstract, pages 2–n	1 inch
<b>Text</b>	<b>Top Margin Requirement</b>
1 <sup>st</sup> page of each chapter	2 inches
Pages 2–n of each chapter	1 inch
<b>Back Matter</b>	<b>Top Margin Requirement</b>
Appendix cover pages	Center title top to bottom
Appendix materials	1 inch
First page of references	2 inches
Subsequent pages of references	1 inch
First page of vita	2 inches
Subsequent pages of vita	1 inch
Approval Sheet	1 inch

A 1-inch margin means 1 inch of measured space from the edge of the page to the edge of text or page number. I do not check the settings you use; I physically measure the space created. If you set a 1 inch top margin but add a line or two of space after the margin or your page numbers fall within the margin space, your margin will be considered incorrect.

Table 2. Pagination Requirements.

<b>Front Matter</b>	<b>Type of numeral</b>	<b>Placement</b>	
Title Page		Do not display	
Copyright Page		Do not display	
<b>Acknowledgments</b>		<b>Bottom center</b>	
Dedication		lower	Do not display
Epigraph		case	Do not display
<b>Preface</b>		roman	<b>Bottom center</b>
<b>Table of Contents</b>		numerals	<b>Bottom center</b>
<b>List of Tables</b>			<b>Bottom center</b>
<b>List of Figures</b>			<b>Bottom center</b>
<b>Any other list</b>			<b>Bottom center</b>
<b>Abstract</b>			<b>Bottom center</b>
<b>Text</b>	<b>Type of numeral</b>	<b>Placement</b>	
1st page of each chapter	arabic numerals starting with 1 on page 1 of text	Bottom center	
Chapter pages 2–n		Top right	
<b>Back Matter</b>	<b>Type of numeral</b>	<b>Placement</b>	
Appendix cover pages		Bottom center	
Appendix materials		Top right	
First page of References		Bottom center	
References pages 2–n		Top right	
First page of Vita		Bottom center	
Vita pages 2–n		Top right	
Approval Sheet		do not count	no page number

## How to Format Margins and Page Numbers

These directions are for formatting a chapter, but the process will be essentially the same for all sections with different first pages (such as the Acknowledgements, Vita, etc). **Making each section (including things like the Acknowledgements and Vita) a separate document is best at this stage of the process**, because these instructions will not work otherwise. Attempting to format your entire manuscript in one document will cause many unnecessary problems, and we strongly advise against doing so.

- **First, you'll need to set the margins.** The entire document will have a 1 1/2 inch left margin, a 1 inch right margin, and a 1 inch bottom margin, so go ahead and set those. Unfortunately, Word does not always correctly interpret a 1 inch bottom margin, and setting the bottom at 1 inch can lead to a margin that is too large. You may need to set the "footer from bottom" setting at .67 inches in order for the final PDF to have a bottom margin close to 1 inch. Set the top margin for the first page of the chapter at 2 inches.
- Once the first page margins are set, go to page 2 and, with your cursor at the top of the page, set the top margin at 1 inch, **but before saving the setting, be sure to select "from this point forward"** (or something similar, depending on your word processor). That way, the change will not affect the first page, only pages 2 and after.
- **After setting the margins, you'll place your page numbers.** Insert the page number in the footer of page 1 (the first page of the text will always be 1, no matter how many pages are in the front matter before it).
- You then have to **unselect "link to previous" in both the header and footer of page 2.** The option will likely appear either somewhere near the boundary of the header and footer or in the tool menu at the top--you might have to google where to find it in your specific word processor if it's not showing up for you.
- Once you've broken the links to the previous section, you'll be able to insert the page number in the upper right corner of page 2 without it affecting page 1. Page 2 may still show a page number on the bottom after you've unselected "link to previous," but you can just highlight and delete it *as long as you've broken the links to previous*. If the page number on page 2 looks too close to the top of the page, double check your "header from top" setting and make sure it's set at 1 inch.
- When formatting subsequent sections, you'll need to manually select what page number each should start on based on the page number of the last page of the previous section.

**Once all the section documents are formatted, you can convert each one (separately) into a PDF and use Adobe (or one of several websites) to merge all those separate documents into one PDF for submission.**

## Spacing

- Double-spacing is required throughout the text, with the following exceptions: Block quotes will be single-spaced. Footnotes will be single-spaced within the note and double-spaced between footnotes. Bibliographic material will be single-spaced with a double-space between entries.
- There must be no extra space between paragraphs or before/after subheadings (except when a subheading would end a page, in which case you may add space above it to move it to the top of the next page). In order to remove extra space that Word inserts by default, highlight the text and go to the Paragraph menu. Under “line spacing” select “double,” and set the spacing before/after values at 0.
- All text will be aligned to the left margin to produce a ragged right edge. Do not justify the text left-right or expand the character spacing.
- If your style manual requires that the first paragraph after a heading *not* be indented, you may align all such lines flush left. If you follow that rule, though, you must do so consistently throughout the text.

## Divisions and Subdivisions

- If you divide your chapters with subheadings, you **must** follow the heading hierarchy established by the style manual appropriate to your discipline or, if your field does not have conventions for subheadings, choose one of the examples given in this manual (see Appendix C).

## Typeface/Font

- You may use any standard, serif or non-serif 12-point typeface or its equivalent.
- The typeface you use must be able to be embedded when you convert to PDF format.
- You may set footnotes in a size 1 or 2 points lower than that used for the text. E.g., if you use Times 12 for your text, you may use Times 10 or 11 for your notes.
- You must use the same typeface throughout your entire dissertation or thesis. This means that the typeface you use for your text must be used for all front/back matter, all footnotes or citations, all titles, all figure and table text, block quotes, and all page numbers.

## FORMATTING FRONT MATTER

Everything in your dissertation before the beginning of the text is considered front matter. Each element of front matter has specific formatting rules. All major headings, where they appear, will be set in CAPITAL LETTERS. Capitalized headings may be set in bold type if you prefer, but if you choose to do so, you must set *all* such headings in bold. Keep in mind that most spell checkers *do not work* on all-caps text, so you'll need to be careful about typos within these headings.

### Title Page

- Only CAPITAL LETTERS may appear on this page. Do not bold any text on this page, even if you have chosen to bold other headings.
- All of the text should be centered. Set the left margin to 1.5 inches and the right margin to 1 inch *before* centering the text right to left.
- The text groups page will be double-spaced, with some extra space inserted between each text group.
- There are five text groups on the title page. These must be kept distinct, and the wording must exactly match the example given in this manual, except where your own title, program, name, and month and year of conferral are to be inserted. The five groups are as follows:
  1. LOYOLA UNIVERSITY CHICAGO
  2. [TITLE OF THESIS/DISSERTATION]
  3. A DISSERTATION SUBMITTED TO  
THE FACULTY OF THE GRADUATE SCHOOL  
IN CANDIDACY FOR THE DEGREE OF  
DOCTOR OF PHILOSOPHY
  4. PROGRAM IN [PROGRAM NAME]
  5. BY  
[YOUR NAME]  
CHICAGO, ILLINOIS  
[MONTH AND YEAR OF DEGREE CONFERRAL]
- Thesis students will substitute THESIS for DISSERTATION and MASTER OF ARTS or MASTER OF SCIENCE for DOCTOR OF PHILOSOPHY

LOYOLA UNIVERSITY CHICAGO

THE TITLE OF YOUR DISSERTATION:  
THIS PROBABLY INCLUDES A COLON BUT DOESN'T HAVE TO

A DISSERTATION SUBMITTED TO  
THE FACULTY OF THE GRADUATE SCHOOL  
IN CANDIDACY FOR THE DEGREE OF  
DOCTOR OF PHILOSOPHY

PROGRAM IN [YOUR PROGRAM HERE]

BY  
[YOUR NAME HERE]  
CHICAGO, ILLINOIS  
[MONTH AND YEAR OF DEGREE CONFERRAL]

Figure 1. Sample Title Page (Dissertation). Thesis writers should replace “DISSERTATION” with “THESIS” and “DOCTOR OF PHILOSOPHY” with “MASTER OF ARTS” or “MASTER OF SCIENCE.”



## Copyright Page

- Copyright in your work is yours, whether or not you include a copyright page. If you have concerns, Loyola librarians are well-versed in copyright procedures.
- The copyright page will always be page ii of your thesis or dissertation, but it will not show a page number. If you choose not to include a copyright notice, you will insert a blank page instead of a copyright page.
- In the center of the copyright page, you will type, single-spaced:  
Copyright by [Your Name], [year of degree conferral]  
All rights reserved.
- The year, as on the title page, will be the year of degree conferral. Do not give the month.
- Do not use all caps or bold type on this page.

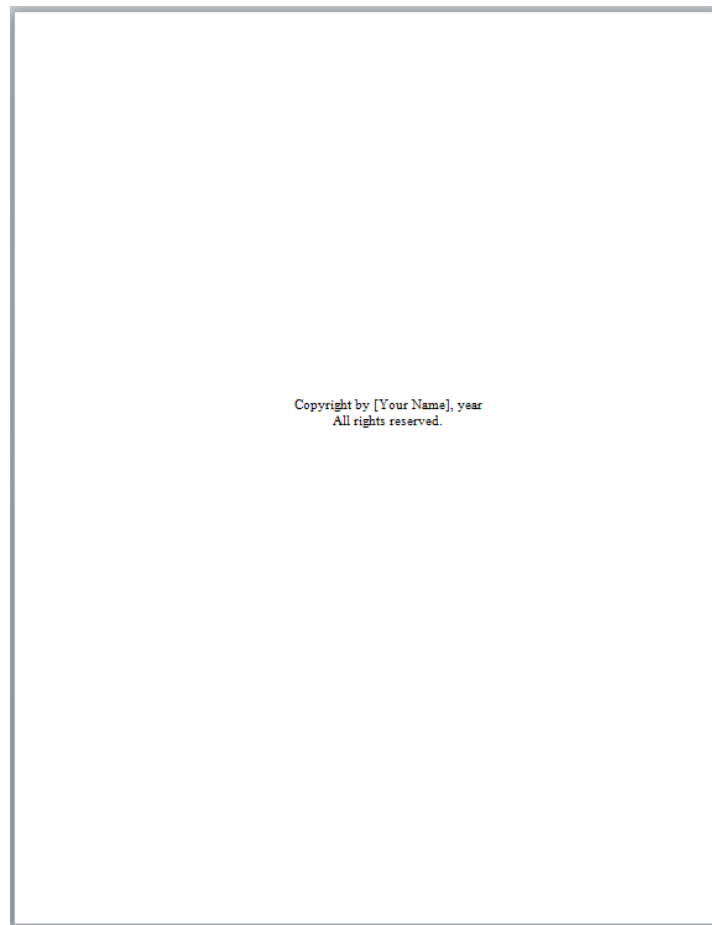


Figure 2. Sample Copyright Page.

### **Acknowledgments (Optional)**

This is the place to thank institutions, funding sources, libraries, archives, any readers or editors, mentors, colleagues, family, and friends. The acknowledgments, though personal, are still formal and should be written in narrative form using complete sentences. For guidance, consult academic style manuals or books published in your field, or ask your faculty mentors.

- The heading on this page will be ACKNOWLEDGMENTS. The spelling ACKNOWLEDGEMENTS is also acceptable, but the spelling must match the spelling that appears in the Table of Contents.
- Like all main sections, this heading will be in capital letters and centered right to left.
- The top of the heading must be 2 inches from the top of the page, but pages 2–n of this section will have a 1 inch top margin
- This is the first page that will show a page number. The first page of the acknowledgments will be page iii. Paginate all pages bottom center with lower case roman numerals.
- Double-space text, but do not insert an extra space between the heading and text.

#### ACKNOWLEDGEMENTS

I would like to thank all of the people who made this dissertation possible, starting with my wonderful professors in the History Department at Loyola University Chicago. Dr. Wayne Oliver proved an excellent sounding board for me from the beginning of my time here, and steered me toward thinking about the role of popular memory in American culture. Dr. Victoria Meers-Weeks provided me with much perspective on issues of race and the Pacific Theater; her work on the California internment camps for Japanese-Americans during the war is an inspiration to me of ethically relevant scholarship. Finally, I would like to thank my committee chair, Dr. Rhoda Leyrer. Her sage advice has put me back on track when I veered precipitously away from my early goals, and her friendship and encouragement have made the difference in this long and arduous process.

I would also like to thank Loyola University Chicago for providing the funds with which to complete my research and writing. A Fourth Year Fellowship during the 2004-2005 school year allowed me to make discernable progress on my research, and an Arthur J. Schmidt Dissertation Fellowship for the 2005-2006 school year allowed me to focus on the writing process. I would also like to recognize, with great appreciation, the Summer 2006 University of Hawaii Scholars program, during which I completed the first draft of the dissertation.

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My friends in the History Department and outside of it have provided me with a much needed cheering section, and with necessary periodic distractions during which to regroup and come back to the dissertation refreshed and ready to confront it all over again. In particular, I would like to thank Patty Jones, Sherry Noble, Nathan Smith, Noah Smith, and Michael Tuffenire.

Finally, I would like to thank the love of my life and my best friend, June Smith. Without her support and prodding, I would never have made it where I am today. Her unfailing good sense, great humor, and unparalleled companionship make me a very lucky man indeed.

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Figure 3. Sample Acknowledgments.

### **Dedication and Epigraph Pages (Optional)**

If you choose to dedicate your work to a specific person or persons, you will do so on the first page after the acknowledgments. The text on this page will be simple and short, comprising, at most, one or two lines, eg:

For my children, Prudence and Patience

An epigraph is a short quote that establishes the theme of your project. It does not include any explanation or clarification of the quotation, only the text and a citation (unless the epigraph is very well-known, in which case you may refrain from citing it).

- No heading or page number will appear on either the dedication page or the acknowledgments page. The text on these pages will not be italicized except in cases of translation or to indicate the title of a text in the citation. Do not set an epigraph in quotation marks.
- The text on these pages must be centered top to bottom and right to left. The citation on the epigraph page will be right-aligned.
- If you provide the source, the author's name and the text from which the quotation are taken are the only information required.

To my best friend.  
Thank you for actually reading this.

We may feel bitterly how little our poems can do in the face of seemingly out of control technological power and seemingly limitless corporate greed, yet it has always been true that poetry can break isolation, show us to ourselves when we are outlawed or made invisible, remind us of beauty where no beauty seems possible, remind us kinship where all is represented as separation

-Adrienne Rich, *Defy the Space That Separates*

Figure 4. Sample Dedication and Epigraph Pages.

### **Preface (Optional)**

A preface contains material that introduces the project but which is not part of the argument or claims that the project establishes or investigates. A preface might, for example, briefly describe the process whereby you arrived at your thesis question or statement.

- The heading on this page will be PREFACE. Like all main sections, this heading will be in capital letters and centered right to left.
- The top of the heading must be 2 inches from the top of the page, but pages 2–n of this section will have a 1 inch top margin.
- Paginate all pages bottom-center with lower case roman numerals.
- Double-space text, but do not insert an extra space between the heading and text. (See Figures 3 and 4 for examples, as the margin/page number formatting of the Preface will match that of the Acknowledgments.)

## Table of Contents

Every dissertation will be organized into chapters and will include a table of contents (hereafter TOC). Theses that are not divided into chapters will still have a TOC.

- The centered heading TABLE OF CONTENTS will appear ONE inch below the top edge of the page. Each page of the TOC will have a 1 inch top margin and be paginated at the bottom center using lower case roman numerals.
- You **must list**, if included: acknowledgments, preface, lists, abstract, chapters, appendices, reference list, and vita, in the order given in this manual. You **may not list** the title page, copyright page, dedication, epigraph, table of contents, or approval sheet.
- Front matter, chapter titles and back matter will appear in UPPER CASE letters. Every chapter and appendix will have a generic heading as well as a descriptive title, which will appear on the same line, separated by a colon, eg. CHAPTER ONE: SETTING THE STAGE. Thesis writers whose manuscripts are very short and/or not readily divided into chapters may forego chapters and format the thesis listing in the TOC in the same way as a chapter, eg. THESIS: AN INVESTIGATION OF THE USES OF THE EM DASH.
- The type of numeral (ONE, 1, or I) used for chapter headings must match what appears in the headings and within the text (eg. "In Chapter One, I argued...").
- Front matter entries, chapter titles and back matter entries will be aligned with the left margin (1.5 inches from the left edge of the page). Allow chapter titles to wrap naturally **unless** a word would otherwise extend into the page number column.
- You must include page numbers for every TOC entry, and these page numbers will be aligned with the right margin. The easiest way to align them is to set a right-aligned tab stop of 6 inches. Ellipses connecting each entry to its page number are permitted.
- Second and subsequent lines of all entries will be indented **3 spaces** deeper than the first. When an entry runs over, the page number will be aligned with the last line of the entry.
- Double space between front matter listings, between chapters, and between back matter listings. Single space subheading listings. Single space runover titles.
- If you include subheadings in your TOC, their capitalization will match the way it appears in the text. You must indicate subheading level using indentation:
  - Level I subheadings will be indented **3 spaces** more than chapter titles.
  - Level II subheadings will be indented **6 spaces** more than chapter titles.

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Figure 6. Sample Table of Contents (Second Page).

## Preliminary Lists

If you have figures or tables, you must create a list of figures and/or a list of tables. If you have a list of terms, a glossary, or a list of abbreviations, it will go after any lists of tables or figures.

- The first page of any list will have a 2 inch top margin. Subsequent pages (if any) will have a 1 inch top margin.
- Every page of lists will display a page number. This page number will appear bottom center, in roman numerals, 1 inch from the bottom edge of the page.
- The first page of every list will have a heading. This heading will appear 2 inches from the top edge of the page and be centered left to right.
- The heading for a list of figures will be LIST OF FIGURES; for a list of tables: LIST OF TABLES. The heading for a glossary will be GLOSSARY; for a list of abbreviations, LIST OF ABBREVIATIONS.
- Lists of figures and tables will give the number, title, and page number for each figure and/or table. They will *not* use column headings.
- Each entry will be single-spaced. Double-space between entries. Runover entries will have their second and subsequent lines indented (either indent by 3 spaces to match the Table of Contents, or use a hanging indent to align all the lines of the entry) and page numbers will be aligned with the last line of each entry.
- For lists of abbreviations, set a tab stop so that the first letters/characters of the column of abbreviated terms are perfectly aligned.
- The material on all lists must be flush with the left margin (1.5 inches), that is, you may not indent a left column more deeply than the 1.5 inch left margin.
- You must include a page number for each entry in a list of tables or list of figures. Ellipses connecting each entry to its page number are permitted.

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Figure 7. Sample List of Figures.

### **Abstract (Optional)**

An abstract is a short description of your entire project. It offers information about your research question(s) and hypotheses, your methods, results, and conclusions, and it gives some indication of possibilities for further research or study.

You are not required to include an abstract in the front matter of your thesis or dissertation. However, you are required to provide an abstract to ETD for delivery to ProQuest, and you must also provide a PDF copy to the Graduate School (see the section on the “Extra Abstract” for special formatting requirements).

- Your abstract will have a 2 inch top margin. It should only be 1 page long. If, however, your abstract extends to a second page, the second page will have a 1 inch top margin.
- The heading ABSTRACT will appear 2 inches from the top edge of the page. It will be centered left to right.
- The abstract will display a roman numeral page number, bottom center, on each page.

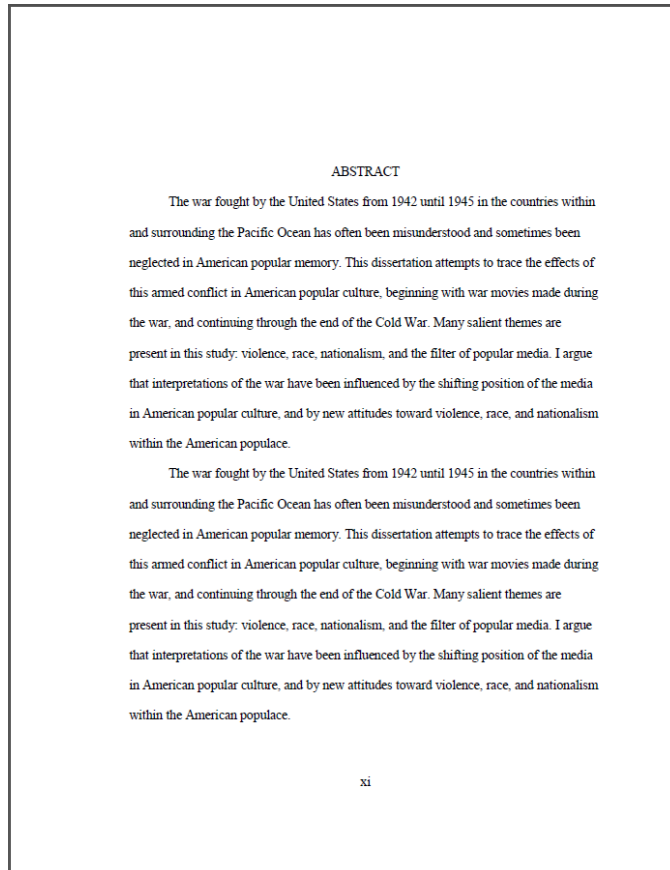


Figure 8. Sample Abstract.

## FORMATTING THE TEXT

### Chapters

In a dissertation, this text must be divided into chapters that will organize your text thematically and support your argument in a logical fashion. Thesis writers who forego chapters will format the text of the thesis in the same manner as a chapter. Chapters must be formatted as follows:

- The first page of the text will be page 1. The first page of each chapter (or of the thesis, if you forego chapters) will have a 2 inch top margin and be paginated one inch from the bottom of the page (centered). Subsequent pages (pages 2–n) of each chapter will have a 1 inch top margin and be paginated in the upper right corner. See “How to Format Margins and Page Numbers” earlier in this manual.
- The first page of the chapter will display a generic heading (eg. CHAPTER ONE or THESIS) and the descriptive title (eg. WHEREIN A PROBLEM ARISES). The numeral used in the text must match that given in the TOC.
- The generic heading will appear above the descriptive title, with no colon, in UPPER CASE LETTERS. The lines will be double spaced, like the rest of the text, eg:

CHAPTER ONE [or THESIS]

WHEREIN A PROBLEM

ARISES [or THESIS TITLE]

- Your text will begin immediately below the title, with only standard double spacing separating the two. In the text, use standard double-spacing with no extra space before or after subheadings and paragraphs. Do not add page or section breaks between the subdivisions of your chapters.

### Subheadings

You may choose to organize each chapter into smaller divisions by using subheadings. See Appendix A for guidelines, including several styles you may choose from and restrictions on conventional styles.

- You must use the same heading hierarchy for your entire project.
- You may not add extra space before/after a subheading *except* to move a subheading from the bottom of one page to the top of the next. No page may end with a subheading.

## CHAPTER ONE

### INTRODUCTION

The war fought by the United States from 1942 until 1945 in the countries within and surrounding the Pacific Ocean has often been misunderstood and sometimes been neglected in American popular memory. This dissertation attempts to trace the effects of this armed conflict in American popular culture, beginning with war movies made during the war, and continuing through the end of the Cold War. Many salient themes are present in this study: violence, race, nationalism, and the filter of popular media. I argue that interpretations of the war have been influenced by the shifting position of the media in American popular culture, and by new attitudes toward violence, race, and nationalism within the American populace.

The war fought by the United States from 1942 until 1945 in the countries within and surrounding the Pacific Ocean has often been misunderstood and sometimes been neglected in American popular memory. This dissertation attempts to trace the effects of this armed conflict in American popular culture, beginning with war movies made during the war, and continuing through the end of the Cold War. Many salient themes are present in this study: violence, race, nationalism, and the filter of popular media. I argue that interpretations of the war have been influenced by the shifting position of the media in American popular culture, and by new attitudes toward violence, race, and nationalism within the American populace.

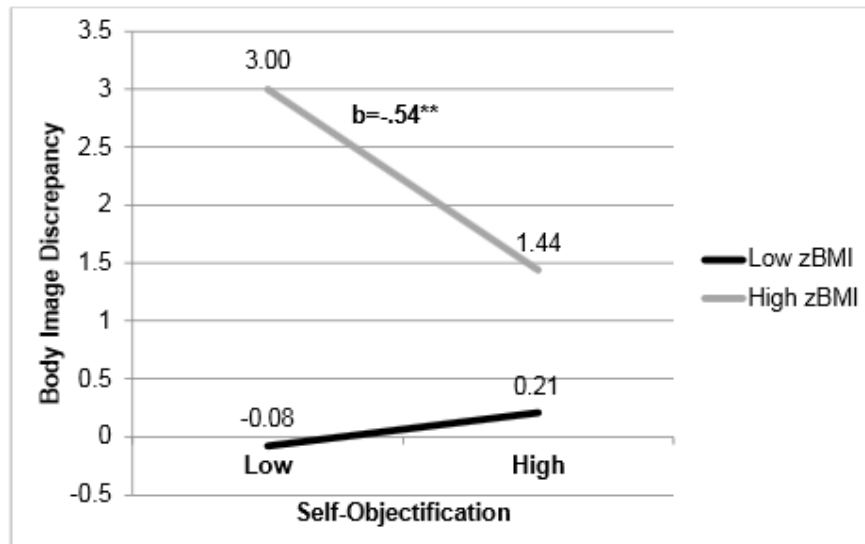
Figure 9. Body Text Example, First Page of a Chapter.

## Tables and Figures

For some projects, the addition of visual aids such as tables and/or figures can facilitate the reader's understanding of your method, the organization and synthesis of your data, or your results. This material, however useful, is not a substitute for the argument or claims your project establishes; these visual aids only support and supplement your argument. The following guidelines apply to all tables, figures, etc, though "table" will be used for simplicity.

- Each table will be numbered in the order in which they appear, using whole numbers only: Table 1, Table 2, Table 3, etc. Do not use chapter numbers in table numbering.
- Tables will be numbered Table 1–n. Figures will be numbered Figure 1–n, etc.
- In addition to the number (Table 1.), each table will have a descriptive title. This title will appear directly after the number, eg: Table 1. Top Margin Requirements
- Titles and descriptive matter for all tables will be single-spaced. They will be either left aligned or centered, to match the alignment of the table they describe. Do not italicize table numbers or titles (except where it is grammatically necessary).
- Keep all of the material for an image on the same page whenever possible. If a table must be split, do not split it between the title and the first part of a table. Legibility is the priority; it is better to leave a small gap than to split a table.
- Tables should be placed within the manuscript as close as possible to where they are discussed. For images that are either not directly discussed or are discussed in several places (so it's hard to know where it would be most appropriate to include them), you may consider creating an appendix.
- Whenever possible, format the text and any figures such that you avoid including large amounts of blank space. Color is permitted where it is necessary for legibility.
- Do not insert tables or figures in the middle of sentences or paragraphs.
- Tables should not have embedded titles; each will only be labeled with the number and title you give it, in the same font as the rest of your text and placed on a line above or below (not beside or within) the table.

Figure 1. Relation between self-objectification and body dissatisfaction at low and high zBMI among African American girls



Note. \*\* $p < .01$ . Higher body image discrepancy represents greater body dissatisfaction.

#### Relations of Self-Objectification and Self-Surveillance to Self-Worth

Hierarchical multiple regression analyses were also conducted using the same procedure as outlined above to examine how self-objectification and self-surveillance relate to self-worth. Self-objectification was not significantly associated with self-worth. However, higher levels of self-surveillance were significantly associated with lower levels of self-worth ( $p = .038$ ).

A significant main effect of ethnicity was found, with African-American girls reporting higher self-worth compared to Latina girls ( $p = .005$ ). A significant main effect of perceived athletic competence (PAC) was also observed, with greater PAC associated with greater self-worth ( $p = .023$ ). None of the two way interactions were significant, but



## Landscaped Pages

Some tables or charts are too large to fit within the margins required for a dissertation/thesis when the page is set to portrait orientation (the orientation used for text documents). For such figures you may select to lay out certain pages in landscape orientation. Pay close attention to the position of page numbers and the orientation of text on these pages:

- The top margin of a landscaped page must be set at 1.5 inches. This is the edge that will become the left margin when the copy is collated.
- In landscape view, the page number will appear in the bottom right corner, perpendicular to the text. When the copy is collated and the page is rotated, the page number will appear in precisely the same place and orientation as on portrait pages.
- The top of the graph, chart, table, etc. will appear at the top of the landscaped page: along what will become the left margin.

Table 3. Results From Independent Samples t-Test

		Levene's Test for Equality of Variances		t-test for Equality of Means						
		F	Sig.	t	df	Sig. (2-tailed)	Mean Difference	Std. Error Difference	95% Confidence Interval	
Omnibus	Equal Variances Not Assumed	12.283	.000	2.116	1635.626	.035	.04396	.02078	.00321	.08472
Cohen's <i>d</i> effect size = .10 (trivial)										

93

Figure 11. Sample Landscaped Page.

## Sources and Citations

You must cite the sources you use in your dissertation/thesis, using a style manual appropriate to your discipline, and you must use the same style for your entire project. When the rules in your style manual conflict with the rules established by this manual, this formatting manual will supersede yours. If you have any questions about the citation style used in your field, we recommend consulting your advisor or the University Writing Center.

## Quotations

- Use a block format for long quotations (prose extracts). What counts as a “long” quotation will vary according to style guide, as will the distance block quotes should be indented from the left margin.
- Use the correct punctuation when introducing a block quote.
- Block quotations will not take quotation marks.
- Block quotations will be set in the same size type as the rest of your text, but they will be single-spaced. They will not be set in italics unless they appear in italics in the original source.

## Citations and Notes

- You may use footnotes if they are appropriate to your discipline. You may not use endnotes.
- The Graduate School does not restrict the length of footnotes. If you have concerns, discuss them with your dissertation director.
- Footnotes may be set in a size 1 or 2 points smaller than that used for the rest of the text. Use the same typeface in your footnotes as you use in your text.
- Footnotes must be single-spaced. Double-space between footnotes.
- Footnotes should begin with ‘1’ for each chapter.

## Editing Help

It is in your best interest to involve several readers when editing and formatting your project. Structure and grammar are not separable from meaning and content. Editing—proofreading, rewriting, formatting—can take quite a bit of time, so seek help early and budget time after you’ve finished your project for editing.

## FORMATTING BACK MATTER

### Appendices

Material necessary for understanding your work must be placed within your text. Appendices contain material that further clarifies or explains elements of your project but is not necessary for understanding your argument or claims.

Appropriate appendix material might include, but is not limited to, the following: raw data, letters of permission, survey questionnaires, and translations of primary material not published elsewhere. Consult your committee and authorities within your field for guidelines regarding appendices.

### Appendix Cover Pages

- Every appendix will have a cover page with a generic heading and descriptive title. Appendices will take designating letters (A, B, C) and not numbers.
- The generic heading will appear above the descriptive title just like chapter titles:

## APPENDIX B

### COOKBOOKS USED WHILE DISSERTATING

- The heading and title will be centered left to right and top to bottom
- The page number on every cover page will appear in the bottom center of the page

### Appendix Material

- All the material that follows the cover page will be paginated in the upper right corner of the page, 1 inch from the right and top edges.
- If the appendix material has its own page numbers (e.g., a scanned brochure), and pagination might be confusing, place your manuscript page numbers in brackets to differentiate them.
- Appendix material must be legible; use the cleanest scans possible when reproducing materials. All material must fit within the required margins.
- You may not add a heading to the appendix material; the cover page is sufficient and allows you to reproduce the material with minimal modification.

### **Bibliography or Reference List**

This is the section which will list all works, primary and secondary, that you consulted while preparing your study. If you are using reference list style, then only the works you actually cite should appear in the reference list. If you are using bibliographic style, then works consulted but not specifically cited in the text of your project should be listed. You should format this list according to the guidelines endorsed by the style manual appropriate to your discipline, making any necessary amendments to meet the requirements of the Graduate School. The format you choose must be compatible with the citation format used within the text of your project.

- The first page of the bibliography will have the heading BIBLIOGRAPHY or REFERENCE LIST centered, in capital letters, 2 inches from the top of the page. It will be paginated at the bottom center of the page. Subsequent pages will have a 1 inch top margin and page numbers will appear in the top right corner of the page.
- If your bibliography is extensive, you may choose to divide it in some way (such as separating archive materials from other sources). If you do so, use the same subheading style used elsewhere in the manuscript to differentiate sections.
- Single space within each entry; double space between entries.
- Use a hanging indent if appropriate (many projects in the sciences will use numbers and not a hanging indent). Use the hanging indent function of your word processor to create your hanging indent. Do not use the space or tab key as a substitute.
- Every entry should include as much information as is available and as is appropriate to your field. If in doubt, more information will always be preferred to less information

### **Vita**

The vita is an account of your scholarly life. Do not include a c.v. or resume. You must write your vita in narrative form using complete sentences. Refer to yourself by full name and/or last name (or Dr. Lastname for dissertations), as you would any other scholar. The vita should not be long or personal; it will tell readers something about your training and/or professional background, your education, areas of research, and upcoming projects.

- The heading VITA will appear centered and 2 inches below the top edge of the page and be paginated at the bottom center of the page. The text will be double spaced.
- If your vita extends to a second page, this (and any subsequent) page will have a 1 inch top margin and page numbers will appear in the upper right corner, 1 inch from the top and right edges of the page (same formatting as for the Acknowledgments; see Figure 3).

## Approval Sheets

**The Dissertation/Thesis Approval Sheets are NOT equivalent to or interchangeable with the Approval Ballot for Text and Oral Defense.**

The **Approval Ballot** (of which you need one) confirms that the oral defense has fulfilled the requirements detailed by your department in conjunction with the Graduate School. **Every member of your committee and your Graduate Program Director must sign and date this form, which is available on the “Forms” page of the website. It will be uploaded to GSPS by your GPD.**

**The Approval Sheet is a separate document that you must create.** This is not a form. This is not available on the “Forms” page. **You must format your Approval Sheet by copying the example provided in this manual.**

### Format Check

You must include a copy of the Approval Sheet (unsigned) as the last page of your format check submission.

- This page will not be listed in your TOC. Do not place a page number on it.
- The Approval Sheet can be removed from the electronic copy of your manuscript only **after** it has been approved by the format check administrator.

### Final Copies

**Only the Approval Sheets will be submitted to the Format Check Administrator** with the final hard copy of the thesis/dissertation. **DO NOT** submit the Approval Ballot with the hard copy.

The Approval Sheet confirms that the text you are submitting as a final copy to the Graduate School is the *final* text, incorporating any changes, revisions, or additions required by your committee at the time of your oral defense. **Only your director signs these sheets.** Once your director has signed them, you may not make any further changes to the **content** of your manuscript without the consent and approval of your director.

You will submit two hard copies of the Approval Sheet. Both of these must bear **your director’s original signature.** You may not fax, photocopy, or otherwise reproduce these pages or the signature on them. One of your Approval Sheets will be bound with your dissertation or thesis; for this reason, the Approval Sheets must have a 1.5 inch left margin (top margin will be 1 inch), and they must be received in pristine condition: **they may not be folded, creased, wrinkled, stained, stapled, clipped, torn, or otherwise damaged.**

DISSERTATION APPROVAL SHEET

The dissertation submitted by Robert L. Smith has been read and approved by the following committee:

Rhoda Leyrer, Ph.D., Director  
Professor of History  
Loyola University Chicago

Wayne Oliver, Ph.D.  
Professor of History  
Loyola University Chicago

Victoria Meers-Weeks, Ph.D.  
Professor of History  
Loyola University Chicago

The final copies have been examined by the director of the dissertation and the signature that appears below verifies the fact that any necessary changes have been incorporated and that the dissertation is now given final approval by the committee with reference to content and form.

The dissertation is therefore accepted in partial fulfillment of the requirements for the degree of Doctor of Philosophy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

Figure 12. Sample Approval Sheet. For a thesis, replace all instances of "dissertation" with "thesis" and "Doctor of Philosophy" with "Master of Arts" or "Master of Science."

## EDITING YOUR DISSERTATION OR THESIS

### **Punctuation**

While it is outside the scope of the role of the format check administrator to check your punctuation line by line, sometimes punctuation inconsistencies may be noted.

### Dashes

There are three kinds of dashes, the hyphen (-), the en dash (–), and the em dash (—). These are not interchangeable. See CMOS 6.75–6.91 for an explanation of the functions of these dashes. Do not use dashes where colons would be more appropriate.

### Ellipses

You will get a cleaner presentation if you use the shortcuts/command functions to create ellipses. Ellipses should not be run over to a second line.

### Spacing

Only 1 character space should appear after periods, colons, semicolons, question marks, exclamation points. No spaces will appear around dashes.

### **Typefaces**

You may use any typeface as long as it is approximately the same size as Times New Roman 12 pt, is a true-type font (you must be able to embed the font when you convert to PDF), and is professional in appearance.

Styles like *italic*, **bold**, SMALL CAPS, and the like should be used only sparingly. If you choose to set your major headings in bold, you must set all such headings in bold. Quotations may not be set in italic type unless that is the way they appear in the source from which you are quoting.

### **Grammar**

As with punctuation, it is outside the scope of the role of the format check administrator to check your grammar. Grammatical inconsistencies may be noted, and suggestions for improvement may be offered, but it's up to you to make sure your grammar is appropriate.

Self-editing is not easy, and the process of correcting mistakes and smoothing rough writing can introduce new mistakes. Consider making use of the Writing Center or other resources.

Keeping a style sheet can help as well.

### **Using a Style sheet**

Using a style sheet to track important words and phrases and formatting rules can help you to edit your own document. Keeping track of decisions in one place can help you to be consistent and may help you to edit more quickly. See Appendix B for an annotated style sheet and a blank style sheet you may print and use.

## SUBMITTING THE FINAL COPIES

After your dissertation or thesis has been successfully defended, correctly formatted, and approved (with all revisions) by your director, you will deliver to the Graduate School, on or before the submission deadlines, one electronic copy of your manuscript, one hard copy of your manuscript, and some supplementary materials which are listed and explained below.

All elements of your final submission must be received by the Graduate School ON OR BEFORE the published final copies deadline for the term in which you expect to receive your degree. All deadlines may be found here: [http://www.luc.edu/gradschool/key\\_dates.shtml](http://www.luc.edu/gradschool/key_dates.shtml). **These deadlines are non-negotiable.** Electronic final copies are due two weeks before final hard copies in order to allow time for your final electronic copy to be approved before you submit the final hard copy. The final copies deadlines are as follows:

- **May degree conferral: April 1 (Electronic Copies)/April 15 (Hard Copies)\***
- **August degree conferral: July 1 (Electronic Copies)/July 15 (Hard Copies)\***
- **December degree conferral: November 1 (Electronic Copies)/November 15 (Hard Copies)\***

Your final copy submission must include or address all of the corrections required by the Graduate School in the format check worksheet. If your materials are incomplete or inaccurate, and the required corrections are extensive or take too long to complete, you may not be permitted to graduate. Take care to submit the most recent, correct final copy to the Graduate School, and make certain that your electronic and hard copies match completely. Finally, remember that the dissertation or thesis is only one of the requirements for degree completion.

\*If a hard copy deadline falls on a weekend, final hard copies will be due **by 5 pm on the Friday before the deadline** or, if Friday is a holiday, by 5pm on the Thursday before the deadline.



## Final Electronic Copies

On or before the **final electronic copies deadline**, submit the following:

- **Electronically: Upload a PDF of your final, approved manuscript to ETD.**  
( <http://www.etdadmin.com/luc>)
- **Electronically: email as PDFs one extra title page and one extra abstract, formatted as in the examples in this manual, to [formathelp@luc.edu](mailto:formathelp@luc.edu)**
- **Electronically: (doctoral candidates only) email as a PDF attachment the certification of completion of the Survey of Earned Doctorates (SED) to [formathelp@luc.edu](mailto:formathelp@luc.edu).**

### Extra Abstract (electronic)

You are not required to include an abstract within your dissertation or thesis; however, ProQuest will require an abstract when you upload your submission to ETD, and the Graduate School requires an abstract for our files. Dissertation abstracts should not exceed 350 words, and thesis abstracts should not exceed 150 words. The extra abstract will be formatted with a 1 1/2 inch left margin, as in the manuscript. However, it will have a 1 inch top margin, and the heading will include your name, the name of the university and the title of your dissertation or thesis at the top. It will not include the heading "Abstract" or a page number. See Figure 13 for an example.

### Extra Title Page (electronic and hard)

The extra title pages (one to be submitted with the hard copy and one to be submitted via email) will be formatted in the same way as the title page you created for your manuscript **except** that you will add your director's name between your name and the place of degree conferral. See Figure 14 for an example.

Robert L. Smith

Loyola University Chicago

THE FORGOTTEN WAR: THE PACIFIC THEATER OF WORLD WAR II  
IN AMERICAN POPULAR MEMORY

The war fought by the United States from 1942 until 1945 in the countries within and surrounding the Pacific Ocean has often been misunderstood and sometimes been neglected in American popular memory. This dissertation attempts to trace the effects of this armed conflict in American popular culture, beginning with war movies made during the war, and continuing through the end of the Cold War. Many salient themes are present in this study: violence, race, nationalism, and the filter of popular media. I argue that interpretations of the war have been influenced by the shifting position of the media in American popular culture, and by new attitudes toward violence, race, and nationalism within the American populace.

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Figure 13. Sample Extra Abstract.

LOYOLA UNIVERSITY CHICAGO

THE FORGOTTEN WAR:  
THE PACIFIC THEATER OF WORLD WAR II IN  
AMERICAN POPULAR MEMORY

A DISSERTATION SUBMITTED TO  
THE FACULTY OF THE GRADUATE SCHOOL  
IN CANDIDACY FOR THE DEGREE OF  
DOCTOR OF PHILOSOPHY

PROGRAM IN HISTORY

BY

ROBERT L. SMITH

DIRECTOR: RHODA LEYRER, PH.D.

CHICAGO, IL

MAY 2008

Figure 14. Sample Extra Title Page (Single Volume Manuscript).

LOYOLA UNIVERSITY CHICAGO

THE FORGOTTEN WAR:  
THE PACIFIC THEATER OF WORLD WAR II IN  
AMERICAN POPULAR MEMORY  
VOLUME ONE

A DISSERTATION SUBMITTED TO  
THE FACULTY OF THE GRADUATE SCHOOL  
IN CANDIDACY FOR THE DEGREE OF  
DOCTOR OF PHILOSOPHY

PROGRAM IN HISTORY

BY

ROBERT L. SMITH

DIRECTOR: RHODA LEYRER, PH.D.

CHICAGO, IL

MAY 2008

Figure 15. Sample Extra Title Page (Multi-Volume Manuscript).

## **Final Hard Copies**

Every student will submit ONE hard copy of the completed, approved manuscript to the Graduate School. This hard copy will be sent by the Graduate School to the bindery. Once bound, it will be held in the library archives.

On or before the **final hard copies deadline**, submit the following to the Graduate School:

- **Hard copy: One copy of your completed, formatted, approved manuscript**
- **Hard copy: Two approval sheets, each with an original signature**
- **Hard copy: One extra title page, formatted as in the example provided in this manual** (unless your manuscript is 300+ pages, in which case, please see instructions below for two-volume title pages)

## Printing

- No smudges or smears may appear on the hard copy. Hand corrections, correction fluid, or lines from photocopying may not appear on the hard copy.
- Print in black ink on white paper, except where color is *necessary* for figure legibility.
- Print on only one side of the page and make sure all pages are in order.
- If your dissertation is longer than 300 pages, it will be divided into two volumes. The format check administrator will divide your dissertation for you. (See below for information on two-volume title pages.)
- Do not bind your copy in any way: no staples, binder clips, or ring binding is permitted.

## Paper

- The paper on which you print your hard copy must be of uniform color, weight, and size.
- You must print on 20lb or heavier 8.5x11 inch paper. The Graduate School and the bindery are not responsible for damage done to hard copies printed on paper lighter than 20lb weight paper. Standard printer paper is generally fine.
- If the paper is torn, cut, folded, wrinkled, perforated, punctured, stained, or otherwise damaged, you will be required to provide a new, clean hard copy.

## Delivery

- When delivering your hard copy to the Graduate School, do not bind any part of your manuscript in any way. **Do not use binder clips**—they damage manuscripts.
- There are several ways in which you may choose to deliver your final copy materials:
  - Paper or document box
  - File folder
  - File envelope
- If sending your document by courier, make sure to secure your manuscript so that the pages arrive clean and unwrinkled. You may also want to look into “print and ship” services if you do not live locally.

## Two-Volume Title Pages

Dissertations longer than 300 pages will be bound as two volumes for the library archives. If your dissertation is longer than 300 pages, you must submit a total of five title pages:

1. One title page with the designation VOLUME ONE below your title.
2. One title page with the designation VOLUME TWO below your title.
3. One VOLUME ONE title page that bears your director’s name (extra title page vol 1).
4. One VOLUME TWO title page that bears your director’s name (extra title page vol 2).
5. One title page with **no volume designation at all** that bears your director’s name (this title page will be the one submitted electronically).

## Approval Sheets (Hard Copy)

Two hard copies of the Approval Sheets will be delivered with your final, approved hard copy. Since one of these sheets will be bound with your hard copy, they must be formatted with a 1.5 inch left margin. They must be printed on the same paper (same color, same weight) as the rest of your dissertation. They must not be folded or stapled, and each must bear an *original* (not digital or photocopied) signature.

When you deliver your final copy materials, keep the extra materials (the approval sheets and extra title page(s)) separate from the rest of your manuscript. Either place them in a separate folder, insert a piece of colored paper between your manuscript and these pages, or stick a post-it note flag between these items. This helps me to keep track of your materials.

You may have your dissertation director send your approval sheets to me directly if necessary. If someone else sends your approval sheets, they must follow the instructions in this manual: approval sheets must be printed on 20lb or heavier weight paper. They may not be stapled, folded, or bent in any way. If they will be mailed (USPS, courier, or intercampus mail), they must be sent flat in a large envelope. If they have been folded, stapled, wrinkled, or stained, you will be required to provide new approval sheets.

## APPENDIX A

### HEADING HIERARCHIES FOR MAJOR STYLE MANUALS

## CHAPTER I\*

### APA HEADING HIERARCHY

#### **This is a Level I Subheading**

Level I subheadings will be centered, set in bold type, and will take Headline Style Capitalization. Do not press the “Tab” key before or after centering the heading; that will result in an off-center heading. It is acceptable to left-align the first line of a paragraph that follows a level I subhead (or a chapter title) so long as you are consistent.

#### **This is a Level II Subheading.**

Level II subheadings will be left-aligned, be set in bold type, and take Headline Style Capitalization. Level II subheadings will start at the left margin; do not indent.

**This is a level III subheading.** Level III subheads will be run into the paragraph they precede. Levels I–IV will be set in **bold** type.

*This is a level IV subheading.* Also run-in. Levels III, IV, and V will take Sentence Style capitalization (only the first word will be capitalized).

*This is a level V subheading.* Make sure that you end run-in subheads with a period. No extra space will intervene before or after subheadings **unless** the subheading would otherwise end the page.

\*I am giving chapter headings to show the distinction between headings (like chapter titles) and subheading levels.



## CHAPTER II

### TURABIAN HEADING HIERARCHY

#### **This is a Level I Subheading**

Level I subheadings will be centered, set in bold or italic type, and will take Headline Style Capitalization. It is acceptable to left-align the first line of a paragraph that follows a level I subhead (or a chapter title) so long as you are consistent.

#### This is a Level II Subheading

Level II subheadings will be centered, set in roman type, and will take Headline Style Capitalization. For long level II subheads, you may break them into two lines so that they do not look like the first line of a paragraph.

#### **This is a Level III Subheading**

Level III subheads will be left-aligned, will be set in bold or italic type, and will take Headline style Capitalization.

#### This is a level IV subheading

Also left-aligned. Set in Sentence style capitalization (only the first word will be capitalized), unlike the first three levels.

**This is a level V subheading.** It can be set in bold or italic type. It will be run into the paragraph text. It will take a terminal period (no other subhead level in Turabian style will take a terminal period).

## CHAPTER III

### SBL HEADING HIERARCHY

#### **This is a Level I Subheading**

Level I subheadings will be centered, set in bold or italic type, and will take Headline Style Capitalization. Do not press the “Tab” key before or after centering the heading: that will result in an off-center heading. It is acceptable to left-align the first line of a paragraph that follows a level I subhead (or a chapter title) so long as you are consistent.

#### This is a Level II Subheading

Level II subheadings will be centered, set in roman type, and will take Headline Style Capitalization. They will stand out more if you indent the first line of the paragraph that follows; for long level II subheads, you may break them into two lines so that they do look like the first line of a paragraph.

#### *This is a Level III Subheading*

Level III subheads will be left-aligned, set in bold **and** italic type, and will take Headline Style Capitalization.

#### This is a Level IV Subheading

Also left-aligned. Set in Headline Style Capitalization. The SBL student supplement does not offer guidelines for a fifth level of subheading; if you need them, follow Turabian. Note the absence of numbers in the subheadings.

CHAPTER IV  
ASA HEADING HIERARCHY

**This is a Modified Level I Subheading**

You may not follow ASA and set your first level of subhead in UPPER CASE LETTERS; Bold type and Headline Style Capitalization will make your subhead level stand out.

*This is a Level II Subheading*

Level II subheadings will be left-aligned, set italic type, and will take Headline Style Capitalization.

*This is a level III subheading.* Level III subheadings will be run into the paragraph they precede. They will be indented (as for a new paragraph) and will be set in italic type with Sentence style capitalization. If you require more levels for your project, follow APA instead.

## CHAPTER V

### CSE, MLA, and CHICAGO STYLE SERIATION

If the style manual adopted by your discipline does not describe a preferred heading hierarchy, you have several options:

1. Consult the major journal(s) in your discipline (*PMLA*, *Proceedings and Addresses of the American Philosophical Association*, *Science Editor*, etc.) to find if the journal put out by the discipline has guidelines for seriation.
2. Follow one of the above hierarchies, choosing the one most appropriate to your discipline and project.
3. If you have a compelling reason to do so, you may (with the approval of the format check administrator) create your own heading hierarchy.

APPENDIX B  
STYLE SHEETS

Style Sheet			
A/B	C/D	E/F	G/H
I/J/K	L/M	N/O	P/Q
R/S	T/U Toward (not towards; use american conventions)	V/W	X/Y/Z

This is the page on which you can record words, names, and phrases. If your discussion uses non-English words, non-standard spellings, archaic words or spellings, words or phrases in foreign languages, pseudonyms or other variant names, or subject-specific terms or acronyms, you might find it helpful to record them here as a reference so you can maintain consistency across your chapters and throughout your manuscript.

## Style Sheet

<p><b>What style book are you following?</b> Chicago Manual of Style, 16<sup>th</sup> ed.</p> <p><b>What dictionary are you following?</b> Merriam-Webster's Collegiate Dictionary, 11th ed.</p>	<p><b>Abbreviations</b> Footnote if using  No contractions; reword</p>	<p><b>Bibliography/footnotes</b> Alphabetize letter by letter (not word by word) Arrange multiple works by author alphabetically (not chronologically) Full citations for each new chapter (treat like separate docs) Indent first line of footnote</p>	<p><b>Capitalization</b> Down style Subheads: sentence style</p>
<p><b>Dates</b></p>	<p><b>Design</b> Default tab Left-align first paragraph of chapter and first paragraph after subhead. Indent first line of footnote</p>	<p><b>Lists</b> Align left (vertical) Follow Chicago for in-line (right and left parens, serial comma, flush and hang)</p>	<p><b>Punctuation</b> Serial comma One space after sentences No hyphens ☹</p>
<p><b>Numbers</b> Follow Chicago</p>	<p><b>Typography</b> Text: Times 12 Footnotes: Times 11  Level I and II subs: boldface</p>	<p><b>URLs</b> Will not hyperlink.  In hard copy all text must be black</p>	<p><b>Misc.</b></p>

The second page of the style sheet maintains a record of your formatting and typographical choices. For example, since this student has decided they will use the serial comma, whenever they notice a list of items that does not include a serial comma, they will know to add one based on the style sheet.

# Style Sheet

A/B	C/D	E/F	G/H
I/J/K	L/M	N/O	P/Q
R/S	T/U	V/W	X/Y/Z



# Style Sheet

<b>What style book are you following?</b>  <b>What dictionary are you following?</b>	<b>Abbreviations</b>	<b>Bibliography/footnotes</b>	<b>Capitalization</b>
<b>Dates</b>	<b>Design</b>	<b>Lists</b>	<b>Punctuation</b>
<b>Numbers</b>	<b>Typography</b>	<b>URLs</b>	<b>Misc.</b>

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