

Journal Format for Theses and Dissertations

The basic components of a thesis or dissertation in the journal format include:

- ✓ **Preface.** The preface is generally just a paragraph or two explaining to the reader that the manuscript chapters were written to appear as articles in specific journals, and indicating when each article was or will be published, if that information is available. You may also mention that some redundancy will result from combining these articles within the university formatting requirements.
You may, if you prefer, include this information in your introduction (Chapter 1) rather than in a preface.
- ✓ **Overall Introduction.** This must be Chapter 1 of the manuscript, and it should establish the fundamental theme of the document and explain how the particular manuscript chapters are related to that theme.
- ✓ **Comprehensive Literature Review.** The review of pertinent literature can be a separate chapter or it can be included in Chapter 1. (Or, if your committee prefers, it can be placed in the appendix.)
- ✓ **Comprehensive Discussion of Methods and Materials.** This information also can be placed in a separate chapter, in Chapter 1, or in an appendix. If extensive information is provided in the chapters, it may not be necessary to include this elsewhere in the manuscript; however, bear in mind that journals rarely require the level of detail required to replicate research that is required in a thesis/dissertation.
- ✓ **Manuscript Chapters.** Your committee determines the number of chapters required for your document. While the general format of your chapters may vary somewhat, depending upon the journals in which they will appear, you must adhere to university requirements for margins, pagination, chapter titles, subheads, tables, figures, and plates, for all chapters of your manuscript.
- ✓ **Overall Discussion of Results and Conclusions.** This must be a separate chapter, following the manuscript chapters, that integrates all preceding material.
- ✓ **Bibliography or Literature Cited.** If you include a bibliography in individual chapters, you must also include a bibliography in each of the other chapters (Introduction, Results and Conclusions, etc.) in which references are cited. (Such bibliographic information is preceded by a centered subhead that follows immediately after text, not on a separate page.) In this case, the reference style may vary between chapters to fit the style requirements of specific journals. No comprehensive bibliography of the document is required.
If you do not include bibliographic information in manuscript chapters, a comprehensive bibliography is required, following the main text and preceding any appendix.
A single reference style must be followed.

You and your committee have considerable leeway in deciding how to present your material within the journal format, but this leeway does not absolve you of your obligation to adhere to the university's formatting standards. Redundancy should be kept to a minimum. The goal is to create a manuscript that provides the reader with a single, unified document.

Contact the Graduate College ETD Coordinator at ETD@nau.edu if you need further guidance or information.