

# **CASS EUROPEAN INSTITUTE OF MANAGEMENT STUDIES**



THESIS HANDBOOK

**Graduate School**

April 2018

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# CHAPTER 1: GENERAL INFORMATION AND REGULATIONS

## Introduction

This Handbook has been prepared by CASS Europe to aid students in writing a quality postgraduate degree thesis.

The handbook must be used in conjunction with the relevant student handbook. It is the student's responsibility to be familiar with the regulations governing theses and all other requirements for graduation. The following is therefore a general outline for preparing a thesis for approval by the Graduate School and Academic Council of the Institution.

## Procedures

Students preparing their Master's or Doctoral theses are advised to observe the following procedure:

1. Plan a schedule for the research and writing of the thesis with the assigned Thesis Supervisor(s) and chair of the supervisory committee.
2. Consult this handbook and your thesis Supervisor with questions about style guide selection, the use of illustrations, acceptable print size, the use of copyrighted materials, and other aspects of manuscript preparation.
3. Submit the thesis to members of the supervisory committee. Your Supervisor and Chair of the Supervisory Committee must receive a copy of your thesis at least 3 weeks before the final oral examination. The other members of the committee must receive a copy at least 2 weeks before the oral examination. Some departments require more than 3 weeks; check with your Chair. As a courtesy to students, a manuscript (hard copy only) may be submitted to the Thesis Supervisor for "preliminary review" at any time before the defence. The manuscript will not be read at this time, but it will be examined for obvious errors in Institution format. After the defence, manuscripts are accepted for Format Approval only.
4. Prior to the defence, prepare one copy of the Supervisory Committee Approval and Final Reading Approval forms (available from the Graduate School). Prepare the signature forms by typing in student full legal names.
5. Defend the thesis at a public oral examination scheduled and announced by the committee. The date should be set early enough in the semester to allow submission of the manuscript to the Thesis Office for Format Approval 6 weeks prior to the closing date of the semester (i.e., the last day of final examinations).
6. Make any changes to the manuscript that the committee may require after the oral defence. Have the signature forms signed in ink by the committee members. By majority vote the members of the supervisory committee certify on the Supervisory Committee Approval form that the thesis has been found satisfactory for the degree.

7. The committee Chair signs the Final Reading Approval form and certifies that the final thesis has been read and approved, that all materials are in order, and that the manuscript is ready to submit to The Graduate School. After obtaining signatures of the committee and the Chair as final reader, the student submits the manuscript to the Dean of the Institution for approval on the Final Reading Approval form. The signature of the Dean of the Institution is given after the final manuscript is approved by the thesis Supervisor.
8. Submit a single-sided hard copy of the thesis or dissertation that has been publicly defended and approved by the Supervisory Committee, the final reader, and the Dean of the Institution. For graduation in a particular semester, the defended and committee approved thesis must be submitted 6 weeks prior to the closing date of the semester. Manuscript length in excess of 200 A4 pages may require 10 to 20 days for first reading, as opposed to the typical 5 to 10 days. Students with lengthy manuscripts should submit before the deadline to be assured graduation. Manuscripts are accepted for Format Approval at any time during the semester; however, manuscripts submitted for Format Approval after the deadline are reviewed as time permits. It is important to note that the manuscript submitted must adhere to the guidelines in this Handbook in order to qualify as meeting the deadline. Graduation cannot be guaranteed for a specific semester if manuscripts are submitted after the Format Approval deadline. Manuscripts are reviewed in the order in which they are received.

### Statement of Completion

A Statement of Completion may be obtained from the Graduate School after the Thesis Release is issued if the student's file is complete in the Graduate Records Office.

The Statement shows the month of graduation and the date all the requirements for the degree were completed. Diplomas are mailed to students by the Graduate School approximately 3 months after the closing date of the semester of graduation.

### Topic Approval

The supervisory committee is responsible for approving topics for Master's and Doctoral theses at the Institution. No thesis subject may be approved that prevents the completed manuscript from being made available for public use by the time the degree is granted.

### Oral Defence

The supervisory committee schedules a public oral examination at which time the candidate must defend the thesis satisfactorily. The Director of Graduate Programs and the Supervisory Committee determine how the oral defence is publicized. The Supervisory Committee approves the manuscript after a successful defence.

### Content Requirements

Master's and doctoral candidates must submit a thesis which embodies the results of scientific or scholarly research which gives evidence of originality and ability in independent investigation and is a contribution to knowledge . Moreover, manuscripts must show a

mastery of the relevant literature and be represented in a style that is consistent with Institution policy. The contents of the thesis must meet the standards of the Graduate School and the Supervisory Committee of the candidate. Style, content, and documentation of the thesis are approved by the Supervisory Committee.

### Publication Requirements

Master's and Doctoral theses must be available to other scholars and to the general public. The Institution's publication requirement is met if either the entire thesis is submitted to a scholarly publishing house for publication in the form of a research monograph and that copies of the publication are made available for public sale; or the abstract only is published if the entire or a substantial part of the thesis has been previously published in the form of articles in scholarly journals and distributed, exclusive of vanity publishing.

### Publication of Theses Involving Patents and Restricted Data

Departures from the policies above must be approved by the Dean of the Institution in consultation with the Academic Council, and can be made only in exceptional circumstances in which a delay is required. Examples are: (a) to protect the rights of patent applicants, (b) to prevent unjust economic exploitation, (c) to protect the privacy of research subjects, and (d) to avoid copyright conflicts. Students may request a 2-year delayed release of their thesis.

### Approval Requirements

Before the final submission of the manuscript for a thesis release approvals must be received from the Supervisory Committee members, who sign the Supervisory Committee Approval form and from the Director of Graduate Programs who signs the Final Reading Approval Form.

### Avoiding Infringement of Copyright Laws

Students are required to obtain written permission (hard copy, facsimile, or electronic signature) for any figure or table in its entirety, questionnaires, prose beyond the amount defined as "fair use," etc. Students must use the credit line specified by the copyright owner and place it where required by the owner. All sources must be cited whenever use is made of the material of others, even if the use is limited and no copyright permission is necessary. Direct use of the work of others without citing the source is plagiarism.

### Use of Journal Articles in Theses

If students wish to use articles accepted or published by reputable scholarly journals in a thesis or to type the thesis in the style of a particular journal for subsequent submission, they must first obtain the recommendation and approval of the supervisory committee. If the journal is not on the list of Institution-approved journals the student must submit a sample of the journal and/or journal guidelines to the Graduate School.

### Use of Previously Published Material

A thesis containing one or more articles published by a scholarly journal must meet all format specifications outlined in this handbook. Previously published articles are treated as separate chapters (or sections). They may be combined in a manuscript with chapters that have not been previously published. Reprints used in theses must meet the necessary margin requirements of the Institution. Reprint pages must be numbered in sequence with the rest of the manuscript. More than one reprint may be used in the thesis if the specifications noted above are met and the Supervisory Committee considers the subject materials to be related. One reprint may be used as the entirety of the thesis if the specifications noted above are met. The title of the thesis must reflect the entire work. There must be an abstract summarizing the entire work, even though individual chapters may have abstracts. Citation and reference style may vary for published chapters. Any use of previously published material requires that permission to quote copyrighted material be obtained from the copyright owner(s) and filed with the Graduate School.

#### Use of Material Accepted for Publication

An article or articles that are accepted by journals but have not yet been published may be used as part of a thesis. The student may follow the instructions to contributors in regard to format if the instructions do not conflict with the format specified in this handbook. Publication rights (copyright) are reserved by the author, subject to the provisions of research contracts, patent rights, or other agreements made by the author with the Institution.

#### Intellectual Property Rights

Publication rights (copyright) are reserved by the author, subject to the provisions of research contracts, patent rights, or other agreements made by the author with the Institution.

## **CHAPTER 2: CONTENT AND ORGANIZATION OF THE MANUSCRIPT**

This chapter outlines the different components of the manuscript in the order it occurs and the format details specified.

### Preliminary Pages

Preliminary pages are the following:

- The title page
- Copyright page
- Statement of thesis approval
- Abstract;
- Dedication (optional)
- Table of contents;
- Lists of tables and figures
- Acknowledgement (optional)

The preliminary pages are counted in sequence (except the copyright page, which is neither counted nor numbered). Any page with a major heading on it (title page, abstract, table of contents, etc.) is counted, but no page number is typed on the page. Second pages to the abstract, table of contents, lists, and acknowledgments are numbered with lower case Roman numerals centered within the thesis margins.

### Title Page

The title page is page i (Roman numeral) of the manuscript (page number not shown).

The title of the thesis or dissertation is typed in all capital letters. The title should be placed in the same size and style of font as that used for major headings throughout the manuscript.

The title should be a concise yet comprehensive description of the contents for cataloging and data retrieval purposes. There should be no initials, abbreviations, or acronyms in the title, and numerals, formulas, superscripts, subscripts, and symbols should be avoided in the title.

The title page includes the full legal name of the author. The name is not typed in all capital letters. The statement “A thesis submitted to the Graduate School of International Management, CASS EUROPEAN INSTITUTE OF MANAGEMENT STUDIES in partial fulfillment of the requirements for the degree of” appears in the middle of the title page. The appropriate degree follows six lines below the statement.

The date appears on the title page a double space below “CASS EUROPEAN INSTITUTE OF MANAGEMENT STUDIES”. Only the month and year appear, with no punctuation separating them. The month indicates the last month in the semester the degree is granted: Fall Semester, December; Spring Semester, May.

### Copyright Page

The second page is the copyright page, which is uncounted and unnumbered. A copyright notice appears in every copy of the thesis. The notice, as illustrated below, is centered within the thesis margins and the top and bottom margins of the page.

Copyright © Student's Full Legal Name 2014

All Rights Reserved

There is a double space between the two lines.

### Statement of Thesis Approval

The statement of thesis approval is page ii (Roman numeral) of the manuscript (page number not shown). The statement of thesis approval signifies that the thesis has been approved by the Committee Chair and a majority of the members of the Committee and by the director of Graduate Programs and Dean of the Institution.

The full name of the student, as it appears on the title page and copyright page, must be used. As with the hard copy signature sheets, full legal names of committee members must be listed. Neither degrees nor titles should be listed with the names of faculty members. No signatures are required.

### Abstract

The abstract is page iii, unnumbered; if there is a second page, it is page iv, and a number appears on the page. The abstract is a concise, carefully composed summary of the contents of the thesis or dissertation. In the abstract, the author defines the problem, describes the research method or design, and reports the results and conclusions. No diagrams, illustrations, subheadings, or citations appear in the abstract. The abstract is limited to 350 words (approximately one A4 page double-spaced). The text of the abstract must be double-spaced.

### Dedication

The dedication is an optional entry; enumeration continues in sequence, but no page number appears on the page. It follows the abstract and precedes the table of contents. Often only one or two lines, it is centered within the top and bottom margins of the page and within the thesis margins. It is not labeled "Dedication" and is not listed in the table of contents.

### Table of Contents

The table of contents follows the abstract (or dedication if one is used). The words TABLE OF CONTENTS is placed 2 inches from the top of the page in all capital letters. Following a triple space, the table of contents begins. The table of contents, essentially an outline of the manuscript, lists the preliminary pages beginning with the abstract (page iii). It does not list a frontispiece, dedication, nor is the table of contents listed in the table of contents; these pages are, however, counted. The list of figures and list of tables, if used, are included. All main sections and all first-level subheadings of the manuscript are listed in the table of contents. It is not necessary and, in manuscripts with numerous second- and third- level subheadings, it is

not recommended to list other than first-level subheadings. Beginning page numbers of each section listed are lined up with each listing by a row of evenly spaced, aligned periods (period leaders). Page 1 begins the text. The numbers, titles, and subheadings of chapters or sections used in the table of contents must agree exactly in wording and capitalization with the way these divisions appear in the text. The table of contents reflects the relationship of the chapters and subheadings. Chapter titles appear in all capital letters, as do titles of appendices. First-level subheadings have only the first letter of major words (or the first letter of the first word depending on how they appear in the text) capitalized. Subheadings are neither underlined nor italicized in the table of contents. If the table of contents continues to a second page, it begins 1 inch from the top of the page, and it is not labeled "Table of Contents Continued". Main headings are followed by a double space in the table of contents; all subheadings are single spaced. The words "Chapter" and "Appendices" are used as referents only, printed above the list of entries. The word "Chapter" or "Appendix" is not repeated with each entry.

### Lists

The enumeration continues in sequence; no number appears on pages with MAIN HEADINGS. A list of tables, a list of figures, a list of symbols, a list of abbreviations, or a glossary may be used. All lists follow the table of contents. The title is placed 2 inches (4 centimeters) from the top edge of the page in all capital letters: LIST OF TABLES. Following a triple space, the list begins. A list of tables or a list of figures is required if there are 5 to 25 entries. Lists with fewer than 5 entries or more than 25 are not recommended. It is not permissible to combine a list of tables and figures. In a list, the word "Table" or "Figure" should be printed only above the number of the table or figure. The word "Table" or "Figure" is not repeated with each entry. As noted for entries in the table of contents, the listing of tables and figures must agree exactly in wording, capitalization, and punctuation with the title or caption of the table or figure. (An exception to this rule occurs if the table title appears in all capital letters on the table itself; table titles in the list of tables are not typed in all capital letters.).

Capitalization in lists must be consistent and must agree with textual entries. The first letter of the first word of the title or caption may be capitalized, or the first letter of major words may be capitalized. Capitalization styles may not be mixed. In the case of long titles or captions, care should be taken to make the first sentence convey the essential description of the item. The first sentence alone then can be used in the list. Long captions may not be summarized. The page on which each table or figure appears is listed at the right margin of each list. The table title or figure caption begins at the left margin. As in the table of contents, the page numbers are lined up with each entry by a row of evenly spaced, aligned periods (period leaders). If a table or figure occupies more than one page, only the initial page number is listed. If the title or caption of a table or figure appears on a part-title page preceding the table or figure, the page number in the list refers to the number of the part-title page. If a list continues to a second page, the second page of text begins 1 inch (2 centimeters) from the top of the page. The second page is not labeled "List of Tables Continued" or "List of Figures Continued." Individual entries are single-spaced with a double space between each entry. A list of symbols and abbreviations or a glossary does not replace defining terms, symbols, or abbreviations upon their first occurrence in the text.

### Acknowledgments

The enumeration continues in sequence; no number appears on the first page. Acknowledgments are optional. If a preface is used, the acknowledgments are added to the end of the preface without a separate heading. The word ACKNOWLEDGMENTS is placed 2 inches (4 centimeters) from the top of the page in all capital letters. Following a triple space, the acknowledgments begin. The text of the acknowledgments must be double-spaced. In the acknowledgments, students may wish to recognize special assistance from committee members, friends, or family members who may have helped in the research, writing, or technical aspects of the thesis or dissertation. Research funding, grants, and/or permission to reprint copyrighted materials should be acknowledged. Individuals employed to prepare the manuscript (typists, editors) are not acknowledged. Preface The enumeration continues in sequence; no number appears on the page. This is an optional entry. The word PREFACE is placed 2 inches from the top of the page in all capital letters. Following a triple space, the preface begins.

The text of the preface must be double-spaced. A preface includes the reasons for undertaking the study, the methods and design of the researcher, and acknowledgments. Background data and historical or other information essential to the reader's understanding of the subject are placed in the text as an introduction, not in the preface. Theses and dissertations generally do not contain a foreword (i.e., a statement about the work by other than the author). The Text The text follows the preliminary pages and is numbered with Arabic numerals. Page numbers of the text are in the upper right corner of the page no higher than 1/2 inch from the top and a double space above the first line of text. The number is placed so that it does not extend into the right margin. Pages with MAIN HEADINGS (the first page of chapters or sections) are counted in sequence with the rest of the text (beginning with page 1); however, no number appears on main heading pages. The heading of each major section, e.g., INTRODUCTION, CHAPTER 1, CHAPTER 2, is placed 2 inches from the top of the page in all capital letters. Following a triple space, the title for numbered chapters appears in all capital letters. Following another triple space, the text begins. If chapter numbers are not used, a triple space separates the title from the first paragraph of text. The organization of the text is the responsibility of the author and the supervisory committee and varies by discipline and subject. The text must be well organized and must adhere to standards in the author's field. The text may begin with a separate introduction, or the introduction may form all or a portion of the first chapter or section. Text may be divided into chapters, numbered with Roman or Arabic numerals (but not both), each chapter having its own title. Another option is to divide the text into sections. If this option is chosen, the section divisions may or may not be numbered. For example, if the text is divided into INTRODUCTION, REVIEW OF LITERATURE, METHODS, RESULTS, and DISCUSSION (or other similar divisions), the INTRODUCTION may be assigned the number "1" and other sections numbered sequentially or only the word INTRODUCTION may stand as the section title. Note that such section titles are in all capital letters. The text must be double-spaced throughout. No additional space is inserted between paragraphs. All paragraphs must be uniformly indented. Division into Parts Long manuscripts may be divided into separate parts composed of related chapters. Individual parts may or may not be titled, but they must be numbered. Each part is then preceded by a part-title page (see the Appendices at the end of the handbook). The part number and title (if used) are typed in all capital letters, centered within the thesis margins and between the top and bottom margins of the page. If both part number and title are used, there is a triple space after the number and before the title. The page is counted in sequence with the rest of the manuscript, but no number appears on the page. The chapter number or title of the first section of the first part begins on the page following the part-title page 2 inches below the top of the page. The chapters or sections, if numbered, are numbered consecutively throughout

the text. If part-title pages are used to designate separate parts in a manuscript, they also must be used before each appendix (if used) and before the references (or selected bibliography). Format and numbering are the same as described in the preceding paragraph. When part-title pages are used with appendices and references, the title of each section is not repeated on the following page, and the text begins 1 inch from the top of the page.

If a reprint of a previously published article is incorporated as a chapter, a part-title page will precede the first page of the reprint. The chapter title is placed on the part-title page. A full credit line (stating "Reprinted with permission from" followed by the source) must be placed on the part-title page.

### Quotations

Quotations three lines of print or fewer require double quotation marks. They also must have citation and page numbers listed for them. Quotations longer than three lines of print are indented from the left margin and have no extra space between lines. A quotation blocked in this manner is separated from the text by a double space. Quotation marks are not used with a block quotation unless quotation marks appear within the source quoted. Citation and page numbers must be listed for block quotations.

### Headings

Headings establish the organization of the manuscript. There are two types of headings in any manuscript: main headings and subheadings. Main headings are centered, printed in all capital letters, and used for chapter or section titles (CHAPTER 1, INTRODUCTION), the titles of the preliminary divisions of the paper (ABSTRACT, TABLE OF CONTENTS, LISTS, ACKNOWLEDGMENTS), and other major sections of the paper (APPENDIX, REFERENCES). Subheadings are not printed in all capital letters. Spacing. Main headings always are followed by a triple space. Main headings of two or more lines always have a double space between lines. Freestanding subheadings (i.e., all subheadings except paragraph headings) are preceded by a triple space and followed by a double space. Two or more freestanding subheadings in a row are separated by a double space. Paragraph headings are preceded by a double space only. (See Appendix A for a comparison of spacing requirements.) Subheadings on two or more lines may have no extra space or a double space between the lines, but the spacing must be consistent throughout the manuscript.

Length. Main headings and subheadings over 4 1/2 inches in length are split and placed on two or more lines with the first line the longest and subsequent lines successively shorter (inverted pyramid form). Placement. Main headings (i.e., those in all capital letters) always begin a new page of text and are placed 2 inches down from the top of the page. If the main heading is preceded by the word "CHAPTER" and its numerical designation, the word "CHAPTER" and the Roman or Arabic numeral following it begin 2 inches from the top of the page. After a triple space, the title of the chapter follows. The text begins after a triple space if no subheadings are used. If a subheading follows the main heading, the text begins after a double space. Subheadings begin on a new page of text only if the text on the preceding page continues to the usual bottom margin and if there is not enough room on the preceding page for at least two lines of text to follow the subheading. Subheadings are used for divisions of the various chapters or sections of the manuscript. Subheadings must be used in descending order and must be used consistently throughout the manuscript. Many students use no more than one or two levels of subheadings. Some, however, require additional levels.

Consistency. It is not necessary to use every level of subheading in every section or chapter; however, a subheading level must appear in the same form whenever it is used, and subheadings always must be used in descending order. The student should first determine the maximum number of subheadings required to establish the pattern of subheadings. Chapters or sections with fewer than the maximum number of levels use the early levels of the chosen subheading scheme in descending order. Numbering. In some disciplines, subheadings are numbered with a decimal enumeration system. If this system is used, chapters or sections must be numbered with Arabic numerals. The first subheading is then numbered 1.1 followed by the title, the second 1.1.1, and so on. If this system is used, all levels must receive a number.

### Tables and Figures

A table is a compilation of data in columns or rows (tabular form). A figure is a visual or graphic presentation or illustration. Photographs, maps, diagrams, plates, or schematic presentations all are figures. Tables and figures must be referred to by number in the text prior to their appearance. The expressions “the following table/figure” or “the table/figure below” may not be used.

Tables and figures also must be referenced in order (i.e., Table 1, Table 2, Table 3, not Table 1, Table 3, Table 2). Once the item has been referred to, it can be mentioned again out of its sequential order (e.g., it would be perfectly appropriate at this point in the handbook to refer to Figure 2.1 because it has been mentioned previously. It is not appropriate to refer to Figure 2.5, however, because Figure 2.4 has not been mentioned.) Each figure or table appears only once; a figure or table cannot be repeated.

A large table or figure is placed by itself on the page, centered within the thesis margins. Although it is not necessary for large tables or figures to be centered precisely between the top and bottom margins of the paper, tables and figures should be placed so that they look balanced on the page. Full-page tables or figures must be placed on the page immediately following the textual reference.

The easiest method of dealing with tables or figures is to place them on a separate page without text or, if the textual references occur closely together, to group two or more smaller items together on a page without text. If two or more items are placed on a page, they must be separated by a triple space. The page then appears after the last item on it has been mentioned in the text.

Tables or figures may appear on a page with text if (a) they are first referenced in the text; (b) they begin or end the page; and (c) at least six consecutive lines of text accompany the table or figure. A figure or table is never placed in the middle of a page between two paragraphs. In addition, when a table or figure is placed on a page with text, it must be separated from the text by a triple space. A table or figure requiring more than one page may not be placed on a page with text. When a table or figure continues to a second page, the number and the word “continued” are placed in the appropriate location.

Alternatively, tables and figures may be placed at the end of the chapter. They are placed in the order in which they are referenced, or they may be grouped: all figures followed by all tables (or vice versa). If this option is selected, it must be used for all chapters. All tables and

figures must be referenced in order in the text, and all must have an accompanying title or caption. In other words, a list of titles or captions may not be placed prior to the tables and figures, as is common in some journal submission formats.

All figures must be numbered consecutively (1, 2, 3 . . .) throughout the manuscript and appendices or numbered locally with decimals (1.1, 1.2 . . . 3.1 . . . A.1) by chapter. If figures are numbered locally with decimals, the divisions of the manuscript must be numbered with Arabic numerals. Figures cannot be numbered by subsection (within subheadings). The number and caption are placed below the figure within the thesis margins. A figure with parts needs a general caption covering all parts; then an explanation of individual parts follows. Parts must be labeled (a, b, c, d). Figure captions must be in one consistent format throughout the manuscript. All captions for figures must have no space between lines. If there are superior subscript numbers in the figure captions, however, a double space between lines may be used.

Tables also are numbered consecutively (1, 2, 3 . . .) throughout the manuscript and appendices or numbered locally with decimals (1.1, 1.2 . . . 3.1 . . . A.1) by chapter. Tables cannot be numbered by subsection (within subheadings). The number and title of each table is placed above the table. Table titles may have a double space or no extra space between lines, but the spacing should be consistent throughout the manuscript. The longest line of the title should not exceed the width of the table. One consistent format must be used throughout. All table titles must be in the same font style and size as the text. Table titles are separated from the table by a double space. Regardless of the style guide selected, there are solid, horizontal lines spanning the data presented, below the title, after the column headings, and at the end of the table.

Generally, vertical lines are not necessary in a table. Tables and figures should not be enclosed in thick-lined boxes. Spacing between entries in a table is dependent on the best method of presenting the material. When a table continues to a second page, the table number and the word “continued” are placed above column headers before the table continues.

If tables and figures are numbered locally with decimals (i.e., within each main heading), the first table or figure within the first main heading is given the number 1.1, the second 1.2, and so on. If local numbering is used for figures, it also is for tables. If local numbering is used, the main divisions of the manuscript must be numbered with Arabic (1, 2, 3) numerals. Tables or figures in the appendix of a manuscript numbered locally are numbered A.1, A.2, and so on.

Page numbers are placed in the upper right corner on all pages with figures or tables even if the item is placed broadside on the page. Page numbers throughout should be placed in the same position. Tables and figures may be reduced to fit within the thesis margins, but the title or caption must be the same size print as the rest of the manuscript.

### Footnotes and Reference Citations

At CASS Europe footnotes or reference citations should adhere strictly to the format consistent with what is the norm in business administration and management discipline. The Harvard referencing style is the norm adopted at our Institution. Note that the Latin term “et al.” stands for “et alii” (and others). “Et” is not an abbreviation; it is never followed by a

period. “Al.,” however, is an abbreviation and is followed by a period. The most common style however is to write “et al” (italicized).

### The Appendix or Appendices

If used, an appendix follows the text but precedes the references or bibliography. The pages of the appendix are numbered consecutively with the rest of the text. There is considerable flexibility in the kind of material that may be placed in appendices: tables of raw data, questionnaires, original source material, etc. Each appendix should be sequenced with upper-case letters of the alphabet (APPENDIX A, APPENDIX B). If there is only one appendix, no letter is used; one appendix may or may not have an explanatory title. If there is more than one appendix, each has an explanatory title. The appendix title(s) must be listed in the table of contents in all upper-case letters. Subheadings in an appendix, however, are not listed in the table of contents. Subheads in an appendix follow the same subhead scheme selected for the text. The enumeration of any illustrative material (tables, figures, etc.) in the appendix is continuous with the text (e.g., if Table 20 is the last table in the text, the first table in the appendix is Table 21). The format and type font used in the appendix must be consistent with the rest of the manuscript.

### Citation of Web-accessed Information

Web citations must include name of author, title of publication, and date of publication. These items are formatted according to the style guide selected. In addition, the Uniform Resource Locator (URL) must be provided in the following form:

- protocol or access-mode identifier (i.e., http, https), followed by a colon and two forward slashes (e.g., http://)
  - host name, always typed in lower case (e.g., http://www.ieee.org/)
  - pathway to the document, including file names, typed exactly as it appears, including upper and lower case and punctuation
  - A sample URL is: <http://www.ieee.org/Policy/Submis/Abstract/pabs587.cfm>
- URLs may be broken only after a slash or double slash or after a period. Never insert a hyphen, and never break a URL at a hyphen.

## **CHAPTER 3: DOCUMENTATION STYLE AND WRITING STYLE**

### Documentation Style

The textual style and documentation of the thesis are the student's responsibility and must receive the approval of the student's Supervisory Committee, subject to the Institution's regulations as approved by Academic Council.

Changes must be approved by Supervisory Committee in consultation with the Dean of the Institution. The student should pattern citations, references, and other stylistic aspects of the thesis after the Harvard citation style mentioned previously. This handbook, however, should be followed for margin requirements, spacing of text, quotation placement, and presentation of figures and tables. This handbook should be followed in case of any discrepancies.

### Writing Style

Because the student writing a thesis is presenting the results of research primarily for other scholars within the academic community, the style should be formal rather than colloquial. The tone of the thesis should be serious; in general, a conversational writing style is not appropriate. Despite a lack of particular knowledge about a field, an intelligent reader of a thesis should be able to understand terminology and the discussion of research. Jargon must be avoided because it obscures rather than clarifies the topic.

## **CHAPTER 4: PREPARATION AND SUBMISSION OF THE MANUSCRIPT**

### Print Quality

The same size and style of print must be used throughout the manuscript. Characters must be clear and sharp. Smudged, indistinct, or blurred letters are not acceptable.

The Graduate School requires clear, legible print. Font size must not affect accepted spacing of major headings and subheadings. The right margin of the manuscript may be justified if the spacing between words is not unusually large, if words are properly hyphenated, and if the right margin is justified on every full line of text, including footnotes and references. Color should be used only where necessary. Color may not be used for tables or text.

### Electronic Version Submitted for Thesis Release

After all corrections marked on the manuscript have been made and the Graduate Office issues a Format; after the student receives notification the electronic thesis has been approved, the student may verify graduation Status with the Graduate Office.