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BY

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SPECIFY DISSERTATION OR THESIS

Submitted in partial fulfillment of the requirements for
the degree of Name of Degree in Major
in the Graduate School of
Binghamton University
State University of New York
YYYY

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Accepted in partial fulfillment of the requirements for
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in the Graduate School of
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Mmmmm DD, YYYY

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The maximum acceptable length for an abstract to be published in Dissertation Abstracts International (DAI) is 350 words. The maximum acceptable length for an abstract to be published in Master's Thesis Directories (MTD) is 150 words. However, an abstract within the dissertation or thesis need not be limited. The student may prepare a lengthy abstract for inclusion in the thesis or dissertation and a more concise summary for publication in DAI/MTD.

The abstract is expected to give a succinct account of the student's work so that a reader can quickly learn the essential contents and results. A typical abstract includes a statement of the problem, an account of procedure or methods followed, and an account of main results and conclusions.

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List of Abbreviations

Include any listing of abbreviations on this page.

Introduction

The following text is only included to take up space and provide a visual sense of the layout of your paper. It is written in Latin for no reason other than to encourage you to bypass it as not being necessary information for you to spend your time reading.

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¹ This is your first footnote, if your chosen style manual calls for footnotes rather than endnotes.

² This is your second footnote. There should be a space, as shown, between each note (whether footnote or endnote).

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10. List of figures (include list if manuscript includes figures)
11. List of plates (include list if manuscript includes plates)
12. List of abbreviations (include if needed)
13. Body of manuscript (mandatory)
14. Appendix(es) (if necessary)
15. Notes (include if necessary)
16. Bibliography (mandatory)

Figure 1. Sequence of pages for thesis or dissertation

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Section Heading

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Table 1. General formatting requirements for thesis or dissertation

Formatting Requirement			Fulfilled?
Page margins	Left	1.5"	The 1.5" left margin leaves room for the manuscript to be bound
	Right	1"	
	Top	1"	
	Bottom	1"	
Body text of manuscript	Double-spaced. Justifying the text at the right margin is optional		
Font size	No smaller than 10-point and no larger than 14-point		
Text color	All text should be black (including URLs)		
New chapter	Each chapter begins at the top of a new page, with a 2" top margin		
Prefatory headings, chapter names and section headings	All prefatory headings, chapter names and section headings should be formatted consistently		
Footnotes or endnotes	Single-spaced, with a double space between each note		
Bibliographic entries / works cited / references	Single-spaced, with an extra space between entries. Style and format should otherwise follow the style guide used for the rest of the thesis/dissertation		
Long quotations	May be indented and single-spaced, though some style guides prefer them to be indented and double-spaced		
Tables and figures	Must conform to the same margins as the text. If the table or figure is placed in landscape orientation (horizontally on page), the margins and page-number location must retain a portrait (vertical) orientation, as on a regular page. Tables and figures may be in color		
Table and figure captions	Single-spaced. Should be in the same type as the body of the text		
Hand lettering	Not permitted. Symbols, accent marks, and equations must be typescript		
Corrections in pen or pencil	Not permitted		
Printed manuscript	Single-sided (simplex). Do not staple. Do not hole-punch. The manuscript should be clearly readable throughout, for both electronic and printed documents. Any photocopies should be checked to make sure they are legible. If there are questions regarding print quality, you are encouraged to consult The Graduate School		

Title of Chapter 2

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Section Heading

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Figure 2. Aerial photograph of the Clock Tower, Peace Quad, and the Glenn G. Bartle Library Tower, June 16, 2009.

This photograph was taken with a camera attached to a remote controlled helicopter.

Appendix A

Notes

Bibliography / References / Works Cited

References should be single-spaced. The style and format for references should follow the style guide used for the rest of the thesis/dissertation.

Put an extra space in between entries.