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BY

AUTHOR NAME IN ALL CAPITAL LETTERS AND CENTERED

Bx, College or University, YYYY
Mx, College or University, YYYY

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
Accepted 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

Mmmmm DD, YYYY

First Name Last Name, Chair
Department of Xxxxxx, University Name

First Name Last Name, Faculty Advisor
Department of Xxxxxx, University Name

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Department of Xxxxxx, University Name

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Department of Xxxxxx, University Name
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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.

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?
Title of Chapter 1

Each chapter should begin at the top of a new page, with a two-inch top margin.¹

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Section Heading

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Follow this list to ensure your pages are in the correct order.

1. Title page (mandatory)

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).
2. Copyright notice (mandatory)
3. Committee page (mandatory)
4. Abstract (mandatory)
5. Dedication (optional)
6. Acknowledgments (optional)
7. Preface (optional)
8. Table of contents (mandatory)
9. List of tables (include list if manuscript includes tables)
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
Veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?

Section Heading

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Table 1. General formatting requirements for thesis or dissertation
<table>
<thead>
<tr>
<th>Formatting Requirement</th>
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<tbody>
<tr>
<td><strong>Page margins</strong></td>
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<td>Right 1”</td>
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<td>Top 1”</td>
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<td>Bottom 1”</td>
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<tr>
<td>The 1.5” left margin leaves room for the manuscript to be bound</td>
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<td><strong>Body text of manuscript</strong></td>
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<td>Double-spaced. Justifying the text at the right margin is optional</td>
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<td><strong>Font size</strong></td>
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<td>No smaller than 10-point and no larger than 14-point</td>
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<td><strong>Text color</strong></td>
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<tr>
<td>All text should be black (including URLs)</td>
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<tr>
<td><strong>New chapter</strong></td>
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<td>Each chapter begins at the top of a new page, with a 2” top margin</td>
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<td><strong>Prefatory headings, chapter names and section headings</strong></td>
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<td><strong>Footnotes or endnotes</strong></td>
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<td>Single-spaced, with a double space between each note</td>
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<tr>
<td><strong>Bibliographic entries / works cited / references</strong></td>
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<td>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</td>
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<td><strong>Long quotations</strong></td>
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<td>May be indented and single-spaced, though some style guides prefer them to be indented and double-spaced</td>
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<td><strong>Tables and figures</strong></td>
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<td>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</td>
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<td><strong>Table and figure captions</strong></td>
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<td>Single-spaced. Should be in the same type as the body of the text</td>
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<td>Not permitted. Symbols, accent marks, and equations must be typescript</td>
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<td><strong>Printed manuscript</strong></td>
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<td>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</td>
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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
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.