

GUIDELINES FOR MASTER'S THESES IN
CIVIL AND ENVIRONMENTAL ENGINEERING

A Manual Prepared

by

GRADUATE FACULTY COMMITTEE

Civil and Environmental Engineering Department
Kennesaw State University

March 2022

TABLE OF CONTENTS

| CHAPTER | Page |
|------------------------------------|------|
| TABLE OF CONTENTS | ii |
| I. INTRODUCTION..... | 1 |
| II. FORMATTING REQUIREMENTS | 2 |
| Page | 2 |
| Margins..... | 2 |
| Spacing | 3 |
| Font..... | 3 |
| Tables and Figures..... | 3 |
| III. MANUSCRIPT | 4 |
| IV. PRELIMINARY PAGES | 6 |
| Title Page..... | 6 |
| Copyright Page | 7 |
| Dedication..... | 7 |
| Acknowledgments | 7 |
| Abstract..... | 8 |
| Table of Contents | 8 |
| List of Figures/ Tables..... | 8 |
| List of Abbreviations/Symbols..... | 9 |
| V. BODY OF THESIS | 10 |
| General | 10 |
| Chapters..... | 10 |
| Subheadings..... | 11 |
| Figures and Tables..... | 11 |

VI. APPENDICES, REFERENCES, GLOSSARY, AND INDEX12
Appendices12
References12
Glossary and Index13
APPENDIX A. TITTLE PAGE14
APPENDIX B. COPYRIGHT PAGE16

CHAPTER I

INTRODUCTION

This manual has been prepared by the Graduate Faculty Committee of the Civil and Environmental Engineering Department at Kennesaw State University. The purpose of this manual is to assist graduate students in the preparation of their theses. The guidelines provided in this manual apply to all the theses submitted in partial fulfillment of the requirements for the degree of Master of Science in Civil and Environmental Engineering. Questions that may be not be addressed in this manual can be referred to the Graduate Program Director. Further information regarding the graduate programs and the requirements can be found [here](#).

CHAPTER II

FORMATTING REQUIREMENTS

This section reviews the preliminary requirements for the format that need to be met in the preparation of the theses.

Page

- Each chapter starts on a new page and continues to the next page until the end of the chapter.
- Page size must be 8.5×11 inches (US Letter). The inclusion of oversized pages is not encouraged; however, 11×17 inches pages (Tabloid) may be used for larger figures and tables, only if needed.

Margins

- The minimum margins for each page:

| | |
|--------|------------|
| Left | 1.5 inches |
| Right | 1 inch |
| Top | 1 inch |
| Bottom | 1 inch |

Spacing

- The text must be double-spaced with the following exceptions that must be single-spaced:
 1. Footnotes and references
 2. Tables and lists
 3. Figures and graphs
 4. Captions and subtitles

Note: footnotes and references must be separated using a double space.

Font

- For consistency, it is recommended to use Times New Romans for the text, figures, and tables.
- The font size must be 11-point or larger with the exception of figures and tables in which the font size can be 10-point or larger.
- All the equations should be italic and numbered in parenthesis under each chapter ((1.1), (1.2), ...).

Tables and Figures

- It is highly recommended to use vector graphics formats for figures, e.g., SVG, DFX, MEF, EPS, PDF, especially for graphs, plots, and diagrams.
- The font used in the tables and figures may not be smaller than 10-point.

CHAPTER III
MANUSCRIPT

This section addresses the arrangement of the manuscript and the recommended numbering format.

| Section | Numbering |
|----------------------------------|------------------------------------|
| Title Page (required) | Page Counted, Not Numbered |
| Copyright Page (optional) | Page Counted, Not Numbered |
| Dedication (optional) | Page Counted & Numbered (Roman) |
| Acknowledgments (required) | Page Counted & Numbered (Roman) |
| Abstract (required) | Page Not Counted Not Numbered |
| Table of Contents (required) | Page Counted & Numbered (Roman) |
| List of Figures (optional) | Page Counted & Numbered (Roman) |
| List of Tables (optional) | Page Counted & Numbered (Roman) |
| List of Abbreviations (optional) | Page Counted & Numbered (Roman) |
| List of Symbols (optional) | Page Counted & Numbered (Roman) |

| Section | Numbering |
|--------------------------------|----------------------------------|
| Body of Thesis (required) | Page Counted & Numbered (Arabic) |
| Appendix/Appendices (optional) | Page Counted & Numbered (Arabic) |
| References (required) | Page Counted & Numbered (Arabic) |
| Glossary (optional) | Page Counted & Numbered (Arabic) |
| Index (optional) | Page Counted & Numbered (Arabic) |

CHAPTER IV

PRELIMINARY PAGES

This section provides the formatting requirements for the preliminary pages that come before the body of the thesis.

Title Page

- The Title Page is considered page i, but it must not be numbered. Each line of the Title Page must be centered.
- The title must be written all capital letters, spaced 1.5 inches from the top of the page.
- The full legal name must be used on the Title Page.
- The date on the Title Page must be the actual month and year of degree conferral.
- The official name of the graduate program must be listed below the date.
- The Title Page must be organized as below:

Line 1: The thesis title in all upper-case letters

Line 2: "A Thesis Presented"

Line 3: "by"

Line 4: Full legal name in all upper-case letters

Line 5: “Submitted to the Graduate College of the”

Line 6: “Kennesaw State University”

Line 6: “in Partial Fulfillment of the Requirements for the Degree of”

Line 7: “MASTER OF SCIENCE”

Line 8: month and year of degree conferral (no comma between month and year)

Line 9: “Civil and Environmental Engineering Program”

- See Appendix A for a Sample Title Page.

Copyright Page

- The Copyright Page is considered page ii (optional), but it must not be numbered.
- See Appendix B for a Sample Copyright Page.

Dedication

- The Dedication page is optional and the text on this page does need to be in English.

Acknowledgments

- The Acknowledgment page is required and the text on this page must be written in first-person voice in English.
- For consistency, the page should begin with the title ACKNOWLEDGMENTS (in all

upper case letters).

- The research funding should be acknowledged on this page, if applicable.

Abstract

- The page heading must be “ABSTRACT” in all upper-case letters, double spaced, and centered between the left and right margins.
- The abstract must not exceed 350 words (excluding the heading).

Table of Contents

- The page heading must be “TABLE OF CONTENTS” in all upper-case letters.
- All the chapters and sections of the thesis must be listed in the Table of Contents, excluding the preliminary pages (Title Page, Copyright Page, Dedication, Acknowledgements, and Abstract).
- The page numbers must be listed in a column to the right of each chapter/section.
- Use three or more dot leaders to connect headings to page numbers.

List of Figures/ Tables

- All the figures and tables in the manuscript must be included in the list of the figures and tables.

- The page headings must be “LIST OF FIGURES” and “LIST OF TABLES” in all upper-case letters.
- The list of figures must be placed before the list of tables.
- The page numbers must be listed in a column to the right of each figure/table.
- Use three or more dot leaders to connect figures/tables to page numbers.

List of Abbreviations/Symbols

- The page headings must be “LIST OF ABBREVIATIONS” and “LIST OF SYMBOLS” in all upper-case letters.

CHAPTER V

BODY OF THESIS

This section addresses the arrangement and the format of the manuscript.

General

- The format must remain consistent throughout the manuscript.
- All page numbers should be centered at the bottom of the page.
- The page numbers start from “1” on the first non-preliminary page and continue throughout the manuscript.

Chapters

- Each chapter must start on a new page.
- The chapter heading must be centered at the top of the page.
- The word “CHAPTER” in the heading must be in upper-case letters and bold.
- Chapter number must be Roman (CHAPTER I, CHAPTER II, CHAPTER III, ...).
- The chapter title must be in all capital letters and be placed double spaced under the heading.

Subheadings

- The subheadings must be left-aligned and bold in the text.
- Each word in the subheadings must start with an upper-case letter.
- The subheading numbers must be Arabic in each chapter (1.1., 1.1.1., ...)

Figures and Tables

- The figures and tables should be placed within the text right after the paragraph in which they are mentioned.
- The margins must be the same as the text.
- The font used in figures and tables must be consistent with the text. The caption size should not be smaller than 10-point.
- Figures and tables must be numbered (Arabic) and placed consistently relative to each other throughout the text.
- It is recommended to follow the style that is standard in the discipline of thesis for the figures and tables.

CHAPTER VI

APPENDICES, REFERENCES, GLOSSARY, AND INDEX

Appendices

- Appendices must be placed after the body of the thesis and before the references.
- Appendices must have headers with in exact same format as the chapter headers. However, the appendix headers should not be listed in the Table of Contents.
- All appendices must be assigned an alpha with the exception of the case of having only one appendix (APPENDIX A, APPENDIX B, APPENDIX C...).
- All appendices much have a title.
- The font and format used in the appendices must be consistent with the body of the thesis.

References

- The heading of the page must be “REFERENCES” in all upper-case letters, centered on a new page.
- All the cited references must be listed single-spaced within each entry and double-spaced between each reference.
- It is recommended to follow the standard citation and reference format used by the

major journal in the thesis field.

Glossary and Index

- The page headings must be “GLOSSARY” and “INDEX” in all upper-case letters, centered on a new page.

APPENDIX A

TITLE PAGE

THESIS TITLE

A Thesis Presented

by

RACHELLE Z. HALL

Submitted to the Graduate College of the
Kennesaw State University
in partial fulfillment of the requirements for the degree of

MASTER OF SCIENCE

March 2022

Civil and Environmental Engineering Program

[No page number on the actual Title Page]

APPENDIX B

COPYRIGHT PAGE

© Copyright by Rachelle Z. Hall 2022
All Rights Reserved

[No page number on the actual Copyright Page]