

STYLE

This style guide is designed to cover everything needed to complete your thesis or Master's project that is not covered in *JADA* or the U of M Graduate School guidelines. The items in this section are generally previous TBR guidelines and convention that has been used in this program for a number of years.

In order to successfully complete your thesis you must follow the items in this section as well as [ADA](#) and [Graduate School guidelines](#).

The parts of this guideline are arranged in alphabetical order. [Tips for Microsoft Word are included in brackets]

Abbreviations/acronyms/laboratory values

Standard abbreviations and laboratory values from *JADA* are used.

An abbreviation should be defined only the first time it is used. After that only the abbreviation should be used. An abbreviation should be defined and used only when it occurs in the thesis three or more times.

Abstract

Follow the abstract style shown in *JADA*. Include only the sections pertinent to your research paper. Do not number the headings in the abstract. However, all abstracts should address objectives; design; subjects or sample (not both); main outcome measure; statistics; results; and application or conclusion.

Appendix

Your appendix should include any measures used in your thesis, as well as your Informed Consent form.

You will need to have sections in your thesis (e.g., A, B) if you have several different items to include. If you do, follow the Graduate School guidelines for separation pages before each, including whether or not separation pages are numbered. Your table of contents should reflect what is included in each appendix.

Chapter Designations

The following is to be used in all theses:

Chapter I – Introduction (includes review of literature); Chapter II – Methods;
Chapter III – Results; Chapter IV – Discussion

All chapters and titles are major headings and should be typed all in caps,
bolded, centered on page.

Roman numerals are used for chapters.

Each new chapter begins on a new page.

The following is how the chapter numbers and names should be spaced:

CHAPTER I

INTRODUCTION

Definition/Abbreviation List

This list is only needed if there are words or abbreviations in your thesis not commonly known to the dietetics community. If you think you have words that fit into that category, you need to have a 'definition list', 'list of terms', 'list of definitions', or 'list of abbreviations'. This list is not numbered and is referenced. It should begin on a new page and follow the last page of your Methods section (Chapter II).

Font

Type should be 12 point; Times, Courier or Helvetica for entire thesis (including tables and figures) and should be consistent throughout.

Headings and Sub-Headings

Major headings are typed all in capital letters; centered within the page margins; and bolded.

Sub-headings are flush left; each major word begins with a capital letter; and is bolded

Sub-sub headings are flush left; only the first word begins with a capital letter; and is bolded.

Margins

Follow [Graduate School guidelines](#).

Numbers

Numbers that begin a sentence must always be written out. Otherwise, numbers that represent data may always be written as Arabic numerals - even if they are less than 10.

For example, the following are done correctly:

Seventy-five subjects participated in the study.

There were 75 subjects in Group 2.

There were only two important findings.

Page Numbers

Follow [Graduate School guidelines](#). These change from year to year so make sure you have the most current guidelines.

References

References follow JADA, which uses AMA citation style. You can go directly to the link that follows or refer to the examples at the end of this section.

Journals in the reference list should be abbreviated per [Index Medicus](#) <http://www.nlm.nih.gov/tsd/serials/lji.html>. When you get to this site you will first have to click on *Terms & Conditions*, then you can scroll down and find the PDF file for *List of Journals Indexed for Medline* under [Available Formats](#).

Within the text:

- references are numbered in chronological order;
- *et al* is used only when there are three or more authors;
- references should follow their first mention as soon as possible;
- direct quotes must be in quotation marks.

The reference list should be spaced as follows:

1. Rye JA, Hunt BN, Nicely R, Shannon B. The development of a nutrition in-service course for teachers of young children. *J Nutr Educ.* 1983;14:93-96
2. Peterson ME, Kies C. Nutrition knowledge and attitudes of early elementary teachers. *J Nutr Educ.* 1972;1:11-15.

AMA Citation Style examples - from
<http://www.liunet.edu/cwis/cwp/library/workshop/citama.htm>

Book

1. Okuda M, Okuda D. *Star Trek Chronology: the History of the Future.* New York: Pocket Books; 1993.

Journal or Magazine Article (with volume numbers)

2. Wilcox RV. *Shifting roles and synthetic women in Star Trek: The Next Generation.* *Stud Pop Culture.* 1991;13:53-65.

Newspaper, Magazine or Journal Article (without volume numbers)

3. Di Rado A. *Trekking through college: classes explore modern society using the world of Star Trek.* *Los Angeles Times.* March 15, 1995:A3.

Encyclopedia Article

4. Sturgeon T. *Science fiction.* In: Lorimer LT, editorial director; Cummings C, ed-in-chief; Leish KW, managing ed. *The Encyclopedia Americana.* Vol 24. International ed. Danbury, Conn: Grolier Incorporated; 1995:390-392.

Book Article or Chapter

5. James NE. *Two sides of paradise: the Eden myth according to Kirk and Spock.* In: Palumbo D, ed. *Spectrum of the Fantastic.* Westport, Conn: Greenwood; 1988:219-223.

ERIC Document

6. Fuss-Reineck M. *Sibling Communication in Star Trek: The Next Generation: Conflicts Between Brothers.* Miami, Fla: Annual Meeting of the Speech Communication Association; 1993. ERIC Document Reproduction Service ED364932.

Website

7. Lynch T. *DSN Trials and tribble-ations review.* Psi Phi: Bradley's

Science Fiction Club Web site. 1996. Available at:
<http://www.bradley.edu/campusorg/psiphi/DS9/ep/503r.htm>. Accessed October 8, 1997.

Journal Article on the Internet

8. McCoy LH. Respiratory changes in Vulcans during pon farr. *J Extr Med* [serial online]. 1999;47:237-247. Available at:
http://infotrac.galegroup.com/itweb/nysl_li_liu. Accessed April 7, 1999.

Spacing

Follow [Graduate School guidelines](#).

[Spacing is sometimes hard to judge visually. You can check this on the screen by choosing the 'show/hide' button on the toolbar. This will show you how many horizontal and vertical spaces you have in your document.]

Secondary References

Referencing style is covered above or in the *JADA* guidelines with the exception of secondary referencing. In the vast majority of cases, when you find a reference within a primary reference, it is your responsibility to go and find that reference and reference it directly, as a primary reference. You are allowed to secondary reference only when 1) the reference is no longer available or 2) there reference is something like a legislative law that would be difficult to obtain and/or would be lengthy and difficult to understand. The following is an example for the style you would use:

Salmon RJ, Vilcoq JR. Breast cancer after preventive subcutaneous mastectomy. *Presse. Med* 1995;24:1167-1168. Taken from: *JAMA*. 1996;274:1896h.

Tables and Figures

Tables and figures follow [JADA guidelines](#).

Basics:

Bold major headers on tables.

Do not place lines within the body of the table.

Follow *JADA* style for bold lines in tables and box around figures.

Use table and figure legend styles from *JADA*.

Center all tables and figures within the margins of your page.

Placement within the body of the manuscript. Each table or figure must immediately follow the page on which it is first mentioned (except as noted in the next paragraph) and all tables and figures must be referred to by number, not by expressions such as “the following table/figure.” When more than one table or figure is introduced on a page of text, each follows in the order mentioned. It is recommended that tables and figures be assigned pages separate from the text to avoid problems in shifting during last-minute revisions. In degree of importance, tables and figures are secondary to the text so that the text dictates where the tables or figures are placed. All pages must be filled with text and in no case should a page be left significantly short because of the mention of a table or figure.

A table or figure less than one-half page in length (approximately 4 inches) may be incorporated within the text, provided the following criteria are met:

- Must be in numerical order.
- Is separated from the text by extra space (approximately ½ inch).
- Is not continued onto a following page.
- Follows its specific mention in the text.

It is strongly suggested that if tables and figures are integrated with text, they be placed so that they appear either at the top or the bottom of the page. A mention on the upper half of a page of text would mean that the bottom half of the page would be reserved for the table or figure, and a mention in the bottom half of the page would place the table or figure at the top of the next page.

There should always be a balance of no less than one-half page of text and no more than one-half page of table or figure. If multiple tables or figures are mentioned together on a page, they may be placed on pages together, provided there is approximately ½ inch between each.

It is not necessary to designate as figures small diagrams within the text, nor to designate as formal tables compilations which are no more than a few lines in length.

Table of Contents

There are not many hard and fast rules for the Table of Contents, since what each person needs for their thesis may vary widely. **Do not put your table of contents in until you are at your last draft of your prospectus and have Chapters 1-2 in.** The rules that must be followed:

- Page numbers given for the References and the Appendix should be those assigned to the separation sheet preceding each of those items.
- If a particular level is included at any point, all headings of that level must be included.
- No preliminary pages are included in the Table of Contents.
- Page numbers for each section should be right justified.