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I

Format of the Paper

1. Normally, a paper¹ is made up of three main parts: the front matter or preliminaries, the text, and the reference matter. In a long paper each of these main parts may consist of several sections (see below); but in a short paper there may be nothing more than a title page and text, the latter with or without sub-headings, tables, illustrations, as the topic and treatment may require. The inclusion of a table or two, an illustration or two, does not automatically call for a list of tables and a list of illustrations; and for some papers a table of contents may have little value. These are matters, however, that must be left to the good sense of the writer, who should know best what arrangements are suitable for his particular piece of work.

The *order* of the following outline, regardless of the parts that may be omitted, should be observed.

- a) *The front matter or preliminaries*, composed of
 - (1) Title page (followed by a blank page).
 - (2) Preface, including acknowledgments; or acknowledgments alone unless these appear as the final paragraph in the thesis.
 - (3) Table of contents.
 - (4) List of tables.
 - (5) List of illustrations.
- b) *The text*, composed of
 - (1) Introduction.

¹ The term "paper" is used throughout this manual to refer alike to term papers, reports, theses, and dissertations except in matters relating specifically to one of them.

- (2) Half-title page.
- (3) Main body of the paper, usually consisting of well-defined divisions, such as chapters or their equivalents.²
- c) *The reference matter*, composed of
 - (1) Appendix.²
 - (2) Bibliography.²(The order of these may be reversed.)

² If half-title pages are placed before groups of chapters, they should also be placed before the Appendix (or Appendixes) and the Bibliography.