

A SAMPLE PITT ETD

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University of Pittsburgh, 2004

This document is a sample thesis that illustrates the Format for Electronic Theses and Dissertations (ETDs) at the University of Pittsburgh. Margins, capitalization, preliminary material, and the practices for tables and figures are illustrated. The text itself makes explicit measurements and other requirements, and points to alternative uses when relevant.

The preliminary pages of this document are wholly fictitious and do not represent a true dissertation: the only true information is my name and my degrees.

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1.0 INTRODUCTION

This document provides a tangible sample of what an Electronic Thesis or Dissertation (ETD) submitted to the University of Pittsburgh should look like, according to the Format Guidelines [1] available at Pitt ETD's website (<http://www.pitt.edu/~graduate/etd/>).

The contents is designed and organized to exemplify the different aspects of this format, so that it can provide a quick, visual reference about the elements of an ETD and how they should be formatted. Of course, the present document is in PDF format, the one required by Pitt. Bookmarks, hyperlinks, and interactive links are provided as they should be provided in every ETD (look, for example, at the Table of Contents, and at the Bookmarks Panel at the left of the screen).

In addition, the text itself can be read for more specific guidelines (i.e., specific measures), and for alternative uses that are not the ones illustrated here. That is mainly the contents of Chapter 3 (GENERAL FORMATTING); it is a kind of 'informal' rendition of the Format Guidelines. Chapter 2 gives general advise on the process of writing an ETD; thus this document can hopefully serve also as an introduction to this final landmark of a graduate student's endeavor.

Let us then begin by pointing out that this particular document is modelled after a Ph. D. dissertation (not a Master's thesis). Some immediate differences with a theses are then to be indicated now: the title page of a Master's thesis would of course say 'requirements for the degree of M. A. in ...' (or 'M. S. in ...'); likewise, the second page (the 'Committee Membership Page') would say 'This thesis' instead of 'This dissertation'; and the abstract page would use 'M. A.' (or 'M. S.')

 after the author's name.

2.0 WHAT'S NEW (AND WHAT IS NOT) IN AN ETD

2.1 THE SPECIAL CAPABILITIES OF PDF

Of course, the most important novelty about an ETD is the fact that it is *electronic*, i.e., it is a computer file rather than a series of printed-out paper pages. The file is required to be in Acrobat's PDF format ('Portable Document Format'). This section introduces the most important features that are available to a PDF-author (and not to a paper-and-ink-author). Some of these features are actually *required* from authors of ETDs at Pitt.

2.1.1 Bookmarks

A good PDF document is equipped with what is known as *bookmarks*. A bookmark is an interactive link that leads to some location in the document. All the bookmarks in the file are collected in the 'Bookmarks Panel,' that appears at the left of the screen in most programs that read PDF files.¹

Although bookmarks can be used to point *anywhere* in a document, they are most often used for the table of contents (chapters and their subdivisions) and for lists of tables and figures. In this way, the reader of a PDF file can easily navigate through its contents by clicking the bookmarks for particular sections. This use of bookmarks is *required* for a Pitt ETD, and it is the most important 'new requirement' of the Format Guidelines, since paper-based theses do naturally not include it.

¹The Bookmarks Panel can be hidden, so that it is possible that the reader does not see them. If you are not seeing the bookmarks at this time, you have to explicitly tell the program to show them.

The Bookmarks Panel of an ETD at Pitt should thus contain a bookmark for each one of the preliminary pages (see [APPENDIX A](#)), except optionally the Copyright Page, and then, mirroring the Table of Contents, a bookmark for each of the document's chapters, sections, etc., and reference materials (appendices, bibliography, index). The bookmarks have to be organized as a hierarchy: each of the sections should be included *within* the bookmark for its parent chapter, and each subsection within that one of its parent section (and so on with all the levels). The List of Tables and the List of Figures should also be mirrored by the bookmarks: each of the Tables and each of the Figures should have a bookmark of their own (within the 'List of Tables' or 'List of Figures' bookmark).

If all this sounds complicated, a glance at [Figure 2.1](#) make it look simple. It is a portion of the Bookmarks Panel of this document:

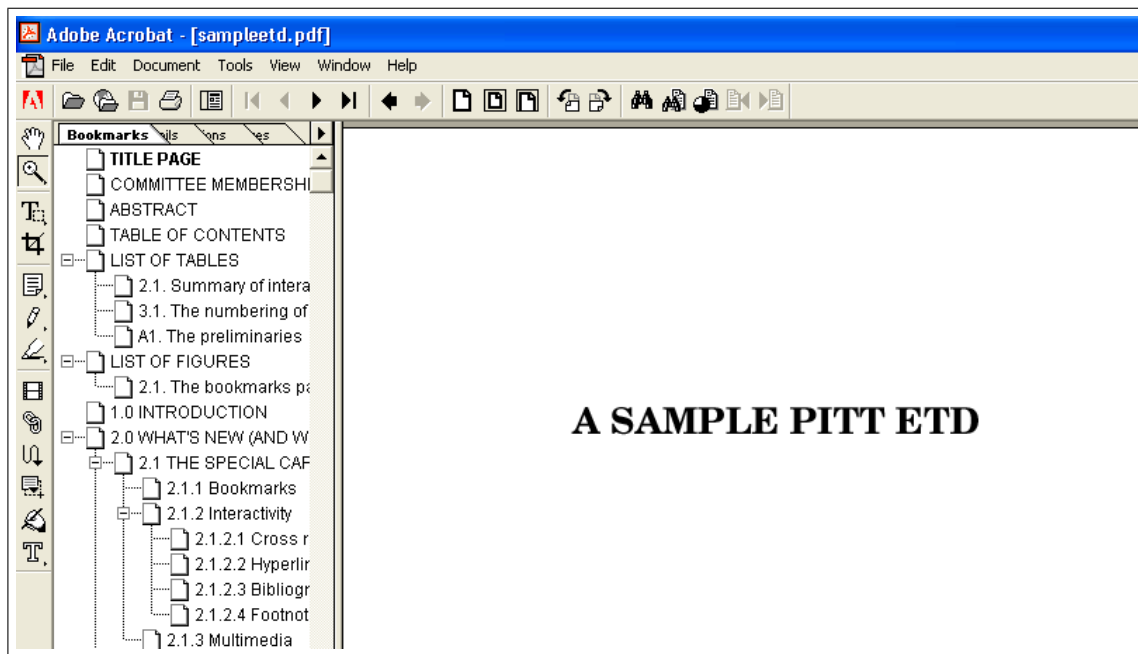


Figure 2.1: The bookmarks panel. This is a portion of the Bookmarks Panel of the present document. Note how the hierarchy of the different levels is represented (sections fall within chapters, etc.).

2.1.2 Interactivity

2.1.2.1 Cross references A document of substantial length, such as a thesis or a dissertation, will often have cross references from one chapter or section to another (the familiar ‘see section ...’). In a Pitt ETD, these cross references should be *interactive*, i.e., they should be a link that leads to its destination when clicked on. Usually, the interactivity of the reference is made evident by using a different color. The present text is full of (blue) cross references; for example, the previous section—section [2.1.1](#)—has two of them.

These references can be made either to the *number* of the target chapter or section, or to its *name*. The [INTRODUCTION](#) of this document, for example, features a cross reference to chapter [3](#), using both its number and its name.

Another kind of reference is the reference to a table or a figure (the familiar ‘refer to Figure ...’). These also have to be interactive in a Pitt ETD. Likewise, references to a page number have to be interactive. And the same is recommended for all other references (to items in a list, to equations, and to footnotes). For example, I can make a reference to footnote no. [1](#) in page [2](#).

Table [2.1](#) summarizes what has been said in this subsection.

As has been said, the items of the Table of Contents, the List of Tables, and the List of Figures—not only in the Bookmarks Panel, but in their actual pages—should also be interactive links that lead to their respective destinations. They are in the present document. Since there is a bookmark for each of them at the left of the screen, you are only a click away from checking this last assertion.

2.1.2.2 Hyperlinks to the WWW Another instance of the interactivity that can be achieved with PDF is that of linking to a World Wide Web site. It is recommended that references to a WWW site be made as interactive links, so that a click on them will bring the local Internet browser to the site. For example, let this be an occasion to link to all the ETD-related tools and support offered by Pitt at <http://www.pitt.edu/~graduate/etd/>.

Table 2.1: Summary of interactive cross references

Reference to	Required interactive	To its number	To its name
Chapters, sections, etc.	•	•	•
Pages	•	•	
Tables and figures	•	•	
Equations		•	
Footnotes		•	
Items in a list		•	

2.1.2.3 Bibliography Bibliographical references are treated more fully in section 3.5. But, in any case, when they are done through labels—be it numeric, abbreviated, superscript, or author-year—these labels should be interactive links (leading to the final sources list).

2.1.2.4 Footnotes Footnotes (and endnotes) are described in section 3.3. What concerns us here is that it is nice when the superscript that calls to a foot- or endnote is interactive and leads to the text of the note itself.

2.1.3 Multimedia

Another feature available for electronic documents is the use of multimedia (sound, video, etc.). It should be noted that although Pitt requires the thesis or dissertation to be in PDF format, this does not mean that other file formats are not allowed. A PDF can point—ideally through an interactive link—to different kinds of files: images (jpg, bmp, png, etc.), videos (mpg, avi, wmv, etc.), and sound (wav, mid, mp3), to mention only the most important applications of multimedia. Of course, the author has to consider the overall availability of the programs needed to read these files.

ETDs are somewhat new, and their multimedia capabilities have not yet become a standard part of their creation. A recent analysis of multimedia in electronic theses and dissertations about music (which one would expect should tend to use sound extensively) shows that, so far, writers have not found not felt the need to exploit multimedia in full [2]. This is surely going to change as ETDs become more widespread and useful multimedia practices are discovered and standardized. At Pitt, authors are certainly encouraged to explore and exploit the possibilities of multimedia.

2.2 THE CONCEPTION IS THE SAME

The new possibilities offered by the electronic format can be mind-boggling. But these writers should not feel overwhelmed. In essence, the process of writing the thesis or dissertation electronically is the same as writing it on paper—only, of course, instead of printing it out, it will be encoded into PDF format. After all, it is still early to expect professors in the committee to be willing to read a whole thesis on a screen. Most likely, they will request printed-out copies for reviewing. Thus, the document has to be self-sufficient in its printable black-and-white form. It has to be conceived very much in the same way as old paper-based theses.

Of course there is the issue of bookmarks and interactive cross referencing, but most editing programs nowadays offer automatic bookmark generation. In addition, after converting a document to the PDF format,² the resulting PDF file can be edited to get complete bookmarking and linking.

So, the conception of an ETD is fundamentally similar to that of a paper-based thesis or dissertation. Extra possibilities of the electronic format are there to be kept in mind and taken advantage of (not feared). Other than that, there are only a few changes in formatting—plain formatting, concerning margins and the like.

²PDFs are not written directly in the format. Rather, they are written using a regular word processor and then converted into PDF, in what would be the equivalent step to printing out.

2.3 PLAIN-FORMAT CHANGES

The most important change from the old paper-based format to the new ETD-oriented one regards margins. Since an ETD has no binding, the extra space at the left of the page is not needed. Margins in an ETD are symmetrical, 1 inch for each of the four sides of the page.³

The other important change is rather an addition: since chapter and section headings will be included in the Bookmarks Panel (section 2.1.1), which supports only un-formatted text (i.e., just ‘plain’ text, no font changes), there is a strong emphasis on the recommendation that these elements should not include, for example, formulas, or other things that require more-than-plain formatting. Also, the length of the titles is restricted by their inclusion in the Bookmarks Panel. Good sense is needed.

The same applies, and this is potentially more challenging, to the captions for tables and figures. They should also be free of formulas and other elements that call for more-than-plain text. As a last resource, a short descriptive sentence should be shared by both bookmark and caption, and only *after* could the caption bear a more detailed description. Figure 2.1 and its caption provide an example (compare the bookmark).

Another change is that now there is no front page for the appendices or the bibliography. Two whole pages (which amounts to a small but significant fraction of a tree) will thus not be wasted in printed copies, and the screen-reader will be spared an extra PgDn stroke.

Apart from these small things, the Format Guidelines have been thoroughly revised by the Pitt ETD Working Group, so that some ambiguities and inconsistencies of both the previous paper-based guidelines and the first version of those for ETDs have been removed. The document is constantly being revised for errors—the last correction was done as late as July 2004: if you find an error (or an ambiguity, or you have a suggestion), please let us know. . .

³This of course not counting extra space at the top for special pages, such as beginnings of chapter.

3.0 GENERAL FORMATTING

In this chapter, the general formatting practices that are illustrated by this document are explicitly and specifically stated. It is recommended to read through this chapter, as there are some uses that, although they are followed in this sample, are less-than-obvious, and would probably not be seen without reading them. For example, do you know what the directions for indentation are? Since most likely you do not, most likely you will find reading this chapter profitable.

3.1 TEXT

The text is set in letter-size paper ($8\frac{1}{2} \times 11$ inches), at least 10pt font size (this document is at 12pt), in English, good spelling and as good writing as possible. Interline spacing is at least $1\frac{1}{2}$, and at most double. The text has to be justified at the left and at the right. The margins, as mentioned (section 2.3), are 1 inch from each edge of the page.

Widow and orphan lines are to be avoided: the first or last line of a paragraph should not be by itself in a page. Be prepared because this will often require rewording. We will probably never know how many words in history have been added to texts just to avoid a widow line, how many paragraphs were intended and finally cut because they disturbed the general layout of the pages. . . ¹

¹Authors usually make an effort to hide these facts. The reader should not know that this or that is considered superfluous by the author, and that it was only added for layout reasons. For example, have *you*, dear reader, realized that I have been adding stuff for a little while already? . . .

By the way, in footnotes the restriction is not so strong.

At exactly $\frac{1}{2}$ inches from the bottom edge of the page, and horizontally centered, comes the page number. This is a Roman numeral for the preliminaries (see [APPENDIX A](#)), and Arabic for the main body of the document and the reference material; in both cases, numbering is consecutive and ascending, starting at i and 1.

Indentation is important: in principle, every paragraph should be first-line indented. The amount of indentation is not fixed; around two or three ‘quads’—the width of an upper-case ‘M’—is OK (this document sets the indentation to 2 ‘quads’). An important, required exception to indentation is that the first paragraph after chapter, section, and subsection titles should *not* be indented. Also, it is recommended not to indent the first paragraph after a display (a centered equation, a quotation, a list of items, etc.).

Paragraphs are in general not to be separated from each other by extra space. However, extra space can be used to separate main ideas when a paragraph is the starting point of a new thread in the argument. In those cases, the general use is not to indent the separated paragraph. Page 4 above features just such a case.

3.2 HEADINGS

3.2.1 Format

The following are the minimal required characteristics of the headings (throughout this section, ‘chapters,’ ‘sections,’ etc., mean ‘chapter headings,’ ‘section headings,’ etc.):

- Chapters and sections are CAPITALIZED and centered.
- Subsections and subsubsections are neither capitalized nor centered.
- Headings (chapters, sections, subsections, and subsubsections) have to be ‘bookmarked,’ i.e., included in the Bookmarks Panel (see section [2.1.1](#)).
- It is strongly discouraged (we could almost say directly forbidden) to use non-plain-text characters in headings of any level (see section [2.3](#)).

- Chapters start in a new page, 1 inch from the top margin—this is, 2 inches from the top edge of the page.
- Chapters are separated 4 spaces from the text below. Note: 4 spaces, not 4 double-spaces.
- Sections are separated 4 spaces from the text above (except when they fall at the beginning of a page, when there is technically no ‘text above’); and 2 spaces from the text below.
- Subsections are separated 2 spaces from the text above (if any) and below.
- Subsubsections are separated 2 spaces from the text above (if any). The text of the subsection itself starts in the same line.
- The first paragraph after chapters, sections, and subsections, is not to be indented (see section [3.1](#)).

You can check that all these guidelines are followed in the present document. In addition, this document sets all headings to bold face. This is allowed, but not required. Italics, however, would be more of a stretch, and in general we recommend not to use larger font sizes.²

There is no fifth level of division: no ‘subsubsubsection.’ This does not mean that authors should not divide the document beyond subsubsection: it only means these further divisions would not receive a number, nor a bookmark, nor an entry in the Table of Contents. Also, have in mind that the heading of a subsubsection is already *not* displayed (it shares a paragraph with its text): further divisions should not be displayed either.

For the formatting of appendices, see [APPENDIX B](#).

3.2.2 Numbering

There are two possible schemes for the numbering of document divisions. One, an all-number scheme, is illustrated by this sample, and it is of fairly familiar use. Two

²Did you see that this, the first paragraph after a displayed list of items, is not indented?

things, however, are to be noted: *a*) there is no period after the last digit of a division-number; and *b*) the numbers in chapter headings bear the particle ‘.0’ (i.e., ‘3.0 GENERAL FORMATTING,’ not ‘3 GENERAL FORMATTING’).

The second scheme has a different flavor. Although often neglected, it used to be the one scheme required by the paper-based format guidelines, and the ETD guidelines inherit it from there. Chapters are Roman numeral, sections are Capital letters, subsections are Arabic numerals, and subsubsections are lower-case letters:

I. CHAPTER A. SECTION 1. Subsection a. Subsubsection

In this scheme, unlike the first one, there *is* a period between the numeral and the actual title of the division. Moreover, divisions of lower levels do not include, in their headings, the numbering of higher levels. Thus, the first subsection of the third section of the second chapter’s title is not ‘II.C.1.’, but simply ‘1.’ However, when referring to a section within the text, the whole series should be used: ‘see section II.C.1.’, not simply ‘see section 1.’—this latter would mean nothing.³

3.3 FOOTNOTES

The Format Guidelines do not specify a strict format for the footnotes. This section describes the most common uses.

In this document, footnotes are set at the bottom of the page, in a smaller type, with single interline spacing. They are numbered consecutively in Arabic numbers, although the count is reset to 1 for each chapter. A line is used to separate the footnotes from the main text in the same page.

Alternatively, they could be compiled together at the end of the manuscript (if they are globally counted), or at the end of each chapter (if the count is reset for each chapter). The use of this option—more precisely called ‘endnotes’—in any case, should be made clear to the reader at a suitable place.⁴

³Look at the indentation of this paragraph. Why is it not indented?

⁴For example, in the introduction.

In any case, notes (either foot- or endnotes) are usually called by a superscript after any punctuation marks (following the English practice). Calling notes with a parenthesized number—acceptable perhaps for mechanic, plain text typewriters—is by now hardly recommendable.

3.4 QUOTATIONS

When quotations are long or otherwise important, it is usually good to separate from the main text. Quotation-marks are then not needed. The only explicit mention of quotations in the Format Guidelines occurs under the heading ‘Spacing,’ and points out that the text of the thesis is double- or one-and-a-half spaced,

with the exception of *long quotations*, footnotes, bibliographical references, and the index, *which may be single-spaced* . [1, p. 9, emphasis added]

It then refers to “the recommended style manuals” for other formatting aspects. So there are no strict requirements about quotations. It is increasingly common nowadays to take the chance of single-space in quotations, and to set them in smaller type and with extra margins—just as the previous quotation does. This margin should be symmetrical (at both ends), and amount to the same width as regular-paragraph indentation.

A quotation must be taken literally from the source; if any change is done to it, it has to be enclosed in brackets (‘[’ and ‘]’).⁵ When some of the source is omitted, it is usually indicated by ellipsis (‘...’). Since this *is* a change to the original, some authors enclose the ellipsis in brackets—the reasons to do this are good, but it looks admittedly not very good, and therefore this use is not widely followed. Let it be said that in case of potential confusion (e.g., when there are ellipsis in the original), ‘spurious’ ellipsis should definitely be bracketed. On the other hand, when emphasis is added to a quotation, it has to be clearly stated that it does not come from the

⁵Don’t mistake, however, the brackets in the previous quotation for change-indicating brackets; in this case, they are used for bibliographical reference (see section 3.5).

original, generally at some suitable point around the citation (“my italics,” “italics mine,” “emphasis added” are frequent expressions).

Indentation practices within long quotations keep essentially the same as the in main text. Of course, since the quotation is already indented by its margins, extra indentation is needed for new paragraphs. When, as in the previous example, the quotation is inserted so that it ‘completes’ a paragraph of the main text, indentation is of course to be omitted.

3.5 BIBLIOGRAPHICAL REFERENCES

The Format Guidelines are very open about the style of bibliographical references in a thesis or dissertation. This section describes the main ‘families’ of bibliographical styles. To that end, I use the citations already made in previous sections and added some ‘artificial’ items—‘artificial’ because I do not really cite them as sources of this document (though cannot help but recommending them to all readers). The main idea was to have a fairly representative list, that includes an institutional document (the Format Guidelines), an article (the mentioned article by Fineman), an essay by Holland from an edited book, and a couple of books (Goren’s and Gellner’s).

3.5.1 In-text citations

In this subsection I describe the most usual ways of citing references *in* the text. About the actual list of bibliographical sources, see section [3.5.2](#) following.

3.5.1.1 Label references There is a family of styles that cites bibliographical sources through ‘labels:’ each publication quoted (or mentioned) is assigned a label, and the label is inserted in the text when the mention to the source is done. Generally, these labels are enclosed in brackets. Within the brackets, in addition of the label, a note, usually with the page number, can be appended. An example is the quotation above (page [12](#)), from the Format Guidelines.

In the case of this document, the labels are numerical, ordered by appearance: the Format Guidelines are '[1]' because that is the first source to be mentioned/quoted. Other styles of this family would order the sources alphabetically (generally by author or institution) and assign numerical labels in this order.

Sometimes the labels, instead of being numerical, are an abbreviation of the author and the year: something like [Gel64], [Hol94], [Gor51]. (This comes close to a author-year style, treated in section 3.5.1.2.)

Some styles typeset the labels as superscripts: “That method should be adopted which over the long run procures the best overall results.”^[3, p. 21]

3.5.1.2 Author-year styles This family of styles has come to be almost the standard in ‘humanities’ writing. The basic idea is that, instead of labels, each publication is represented in the text by the author(s)’s last name(s), and the year of publication. At the end of the manuscript, the reader can easily look for the particular entry in the bibliography, which is ordered by last name and then by year.

Parentheses are the paradigmatic punctuation mark of this style. But their use depends on the circumstances. I can for example say that a topic is well analyzed by Gellner 1964. Or I can say that Gellner analyzed it well (1964). Or I can simply quote his irony: “[This is] the Enlightenment view of liberation from tyranny and superstition, which liberated men thereafter to be guided by nature and reason, whoever these ladies be” (Gellner 1964: 8). This topic, moreover, is not directly treated by other authors, who prefer to see evolution as an emergent process (this is the view behind, for example, Genetic Algorithms (Holland 1994)).

There is an advantage about these styles: references do not have to be updated throughout a whole manuscript when a new source is added. In fact, that seems to have been the main force in their popularization. People who do not use these styles, on the other hand, claim that this type of citation interferes with the natural flow of the discourse, that it generates aesthetic dilemmas (see the double parenthesis at the end of the previous paragraph), and that having to go to the final references list to learn even the title of a publication can be annoying. (This last point is true also of

‘label referencing.’) Perhaps those people are right—above all now that the advantage of author-year citations is rendered meaningless by automatic editing through computers.

3.5.1.3 Footnote citations And finally we come to the good-old-times style of citation: the note (foot- or endnote). The first time a source is mentioned, a footnote contains its bibliographical information. The second time, it says something like ‘Gellner, *op. cit.*’ If the same source is mentioned two times in a row, the footnote says ‘*Idem.*’

Since in these styles each citation of the same work is independent of the rest, each one can have comments or other information that would not be relevant for other citations. This is something hardly achievable through labels or author-year citations.

The biggest problem with this style is that, since all the information is contained in the footnotes, sometimes authors neglect a final list of references. Searching the text for one particular reference can then be burdensome. This is solved, of course, by adding the final list—which, in any case, is *required* in a Pitt ETD. Other problem can be that when you see, in the footnote to page 54, ‘Cassirer, *op. cit.*,’ you have to go backwards through the previous notes until you find the one that cites the source in full. This can be solved by appending to every ‘*op. cit.*’ (or ‘*Idem*’) a reference to the relevant footnote: ‘Cassirer, *op. cit.* (note 7).’

With all this, it is hard for me to see any problem with these styles.

3.5.2 The list of references

The list of references is the bibliography proper. It starts on a new page, after the appendices (or, if there are no appendices, after the last chapter) with the heading BIBLIOGRAPHY 1 inch from the top margin (2 from the top edge). Four spaces below that heading comes the list of sources itself. Different entries are separated from each other by double space; within the entries, however, single space may be used.

The detailed formatting of the different ‘fields’ (title, author/editor, publisher, journal, etc.) is not set by the Format Guidelines. Consistency is the only requirement. (When using author-year citation styles, however, it makes sense that each entry gives author and year *first*.)

3.6 TABLES AND FIGURES

Tables and Figures are the two main kinds of visual illustration in a Pitt ETD. Typographically, they are known as ‘floating objects,’ because they are not anchored to a particular place in the document, but ‘float’ around until a good location for them is found. Other conceivable names for floating objects (Examples, Algorithms, etc.) are discouraged in an ETD. They would have to feature their own (interactive) ‘List of . . .,’ etc. Of course, this does not mean that examples or algorithms themselves are discouraged, or that they cannot be treated as floating objects at all; it means that they should be considered Figures, and as such captioned, numbered, and treated. In fact,

[t]he word “figure” designates all other illustrative material [other than Tables] used in the body and in the appendices, including graphs, charts, drawings, images, diagrams, schematic illustrations of experimental apparatus, etc. [1, p. 10]

On the other hand, not every visual illustration has to be blindly treated as a Table or Figure. Sometimes there is some material unsubstantial enough that it hardly deserves the special treatment of a floating object. For example, see the centered illustration of headings in page 11. It could conceivably be treated as a Figure, but I decided not to do so, because it is not that important—the caption would probably have been longer than the illustration itself. A good criterion perhaps is whether the illustration will be object of several references in the text: if it is, it definitely should be a Table or Figure; otherwise it could just be a display.

Table 3.1: The numbering of Tables and Figures.

Kind of numbering	Arabic-numbered chapters	Roman-numbered chapters	Appendices
Relative to chapters	Table 1.1 Figure 3.2	Table I.1 Figure II.2	Table A1 Figure B2
Global	Table 1 Figure 16	Table 1 Figure 16	Table 20 Figure 36

3.6.1 Numbering

Tables and Figures⁶ should be (independently) numbered. They can be numbered either relative to chapter (each chapter resets the count to 1), or globally throughout the document. The final format of the number depends on these options, and on the kind of chapter numbering (section 3.2.2). Table 3.1 illustrates and summarizes. Note the numbering style for Tables and Figures in the appendices.

3.6.2 Captioning

All floating objects have to have a caption. As has been mentioned, this caption goes to the Bookmarks Panel (sections 2.1.1 and 2.3), and therefore it shall contain only plain text, and it should not be long. The caption includes the Table or Figure number, followed by ‘:’ and the text of the caption. Horizontally, the captions are centered.

The other important issue about captioning is the position of the caption respect to the Table or Figure itself. The golden rule is:

<p>Table captions go on op of the table</p>	<p>Figure captions ollow the figure</p>
--	--

⁶The remaining of this section applies to Tables and Figures treated as floating objects, with a number, a caption, and an entry in the corresponding ‘List of.’

3.6.3 Placement

Tables and Figures have to be separated 3 spaces from the surrounding text. They are usually centered horizontally.

3.7 THE INDEX

An index is a superb addition to any non-fiction text. Compiling an index, however, is a good deal of work, and that is why including one is not required in a Pitt ETD. Should it be present, the index can be set in smaller type and single spacing. It is a good idea to set it in two columns, and to separate entries by letter. The index comes at the end of the manuscript, and has to be bookmarked. All this is exemplified in the [INDEX](#) to the present document.

APPENDIX A

THE PRELIMINARIES

The preliminary pages or preliminaries are described fairly completely in the Format Guidelines [1, pp. 13–22] and it is not necessary to repeat that information here. Some remarks are nonetheless in order. Table A1 summarizes the preliminaries.

Pagination Pagination throughout the preliminaries is in lowercase Roman numerals. The Title Page is counted as i, but the number does not appear.

Distances Have in mind that the indications of distance between items of the Title and the Committee Membership pages, which are given in number of spaces, are not rigid. Spacing may depend on the font size, the length of the title, the number of committee members, etc. The ‘measures’ given in the Format Guidelines are, precisely, ‘guidelines.’

Committee For Master’s theses, listing the committee in full is not mandatory. The name of the advisor, however, is required. Ph. D. dissertations have to mention all the members in the committee. Do not hesitate to list the advisor/director’s name twice in the page: first as part of the committee (and the advisor/director should be the first name) and second, explicitly as advisor/or director. In the (rare) cases there are two advisors, both of them should be mentioned.

Abstract Some schools like the word ‘ABSTRACT’ to appear in the abstract. It should be centered at 1 inch from the top margin (2 from the top edge). 2 spaces after that comes the title of the thesis or dissertation, and from then on the abstract

Table A1: The preliminaries

Preliminary	Required	Numbered	Heading
Title Page	•	•	
Committee Membership Page	•	•	
Copyright Page		•	
Abstract	•	•	•
Table of Contents	•	•	•
List of Figures	•*	•	•
List of Tables	•*	•	•
Preface		•	•

* Only if there are elements to list

is typeset as a regular one, following the Format Guidelines as regards author's name and title, and the text itself of the abstract.

Lists Of course, Lists of Tables and Figures should be present only if there are such tables or figures to list.

Indentation Take care of the indentation in the Table of Contents. It should reflect the hierarchy of chapters, sections, etc.

Preface The Preface, if there is one, is the only preliminary listed in the Table of Contents. However, all the preliminaries (with the possible exception of the optional Copyright Page) should have a bookmark.

Headings Note that those preliminaries that have a heading (Abstract, Table of Contents, List of Tables, List of Figures, Preface) follow the general format of the chapters in the body of the document: 1 inch from the top margin (2 from the top edge), centered, CAPITALIZED. Of course, none of the preliminaries is numbered.

APPENDIX B

A NOTE ON THE APPENDICES

The first page of an appendix—for each appendix starts in a new page—is similar to that of a chapter, but it has two headings instead of one: first, 1 inch from the top margin (2 from the top edge), the word ‘APPENDIX’ is typeset. If there is more than one appendix (as in this sample), different appendices have to be numbered with Uppercase letters: APPENDIX A, APPENDIX B, etc. Four spaces below this first heading comes the actual title of the appendix, typeset in CAPITAL LETTERS. The text starts, not indented, four spaces below this second heading.

Look at the bookmarks for the appendices in this document. The two headings described above, separated by a period, appear in the bookmarks. In the case of a single appendix, the bookmark will say simply ‘APPENDIX A.’ followed by the title of the appendix.

The numbering of Tables and Figures, when they are numbered relatively to chapter, changes for appendices. Refer back to Table [3.1](#).

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- [1] *Format Guidelines for Electronic Thesis and Dissertation Preparation at the University of Pittsburgh*. University of Pittsburgh, 2003.
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INDEX

You are *not* required to include an index with your thesis or dissertation (see section 3.7). Here an index follows, to illustrate a possible format and provide quick reference to the topics treated above.

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