

individual citations. Try to avoid splitting citations between two pages. Tables and figures may be included in the general introduction and would follow the references section. Page numbering should re-start at page 1 of the first chapter and pages should be numbered with Arabic numerals (12-point Times New Roman font), beginning with the first chapter and running consecutively throughout the balance of the thesis/dissertation. The first chapter should follow the AFS Publication Style Guide and any AFS journal Guide to Authors. One exception to the AFS journal Guide to Authors relates to line numbering. Under no circumstances should any line numbering appear in a thesis/dissertation.

After the introductory first chapter, the research should be divided into chapters, formatted according to the journal to which the manuscript is being submitted. The first page of each chapter should include, beginning at the top of the page, the title

CHAPTER 2.

centered and double-spaced in all caps (not bold), a blank line, a statement identifying the journal to which the chapter will be submitted

This chapter has been (or will be) submitted to xxxx and is formatted per journal requirements.

centered and single-spaced in italics, a blank line, and the current full citation for the manuscript single-spaced and using the citation style of the manuscript

Spurgeon JJ, Pegg MA, Hamel MJ. 2016. Multi-scale approach to hydrological classification provides insight to flow structure in altered river system. River Research and Applications. DOI: 10.1002/rra.3041.

A blank line should follow the citation. Thereafter, the chapter should follow the formatting requirements of the specified journal. Each chapter would likely include an abstract, introduction, methods, results, discussion, references, tables with headings, and figures with captions.

authors calls for line numbering.

The thesis/dissertation should have a final chapter containing general conclusions that briefly summarizes the overall findings, as well as stating relevant management recommendations, management implications, and future research needs. The first page of the final chapter should include, beginning at the top of the page, the title (e.g. CHAPTER 5. GENERAL CONCLUSIONS) centered and double-spaced in all caps followed by a blank line and then the text. If references are used in the last chapter, a references section should be included. The references section should be hanging indented and double spaced with no blank line between individual citations. The last chapter should follow the AFS Publication Style Guide and the Guide to Authors for any AFS journal.

Appendices may be included in a thesis/dissertation. These would follow the final chapter. An un-numbered blank page should be inserted after all the text of the thesis/dissertation.

If specific formatting questions are not covered by manuscript preparation instructions, students should follow the style and conventions of *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers*, Eighth Edition.

Detailed Arrangement of the Thesis/Dissertation

1. Fly Leaf (a blank page, no page number)
2. Duplication Release (no page number)
3. Cover Page (assumed page number i); the cover page should be centered between the 1½-inch left margin and 1-inch right margin. On the cover page, the following information is listed (See example Cover Page):
 - a. The title of the thesis/dissertation (IN ALL CAPS, centered and single spaced)
 - b. "A Thesis (or Dissertation)
 - c. Submitted in partial fulfillment of the requirements for the degree of Master of Science (or Doctor of Philosophy) in Aquaculture and Fisheries
 - d.
 - e. The full name of the author (this must be the name on the official student record) and a listing of previous degree(s) with the name of the institution, city and state, and the year awarded
 - f. The month and year in which the degree sought is to be awarded (contact the Graduate Coordinator for the correct month and year)
 - g. "University of Arkansas at Pine Bluff"
4. Signature

Extensive tables, which may use a smaller font type size that is still easily readable
Formulas, which may use special fonts or italics as required for such elements as
mathematical or Greek symbols.

Subscripts and superscripts, which may be smaller than the text font.

Footnotes, which may be of a smaller font if used consistently throughout the document.

Margins:

All pages of the thesis/dissertation must have the following margins:

left: 1½ inches

right: 1 inch

top: 1 inch

bottom: 1 inch

If a table or figure is rotated to landscape, the margins would be:

left: 1 inch

right: 1 inch

top: 1½ inches

bottom: 1 inch

Text must be left-justified

All paragraphs must be indented and this spacing must be consistent throughout the document, unless otherwise specified by specific journals.

Pagination:

Original questionnaires, letters, maps, data sheets, and similar materials to be included in appendices must conform to margin and page numbering specifications.

Use of Copyrighted Material:

When any copyrighted material is used extensively, that is, more than 150 words in a direct quotation, the student must conform to all laws pertaining to the use of copyrighted material. This information is in the Reference section of the library.

Computer-Generated Images:

Color or black and white computer-generated images are acceptable in a thesis/dissertation and must be printed on the required cotton paper.

ExtraLarge Pages:

Extra-large charts, maps, etc., should be folded in a form ready for binding.

Non-Print Materials:

These materials include slides, cassettes, compact discs, etc. The student must submit a set with each thesis/dissertation. Slides must be submitted in covered boxes. Appropriate covers should be provided by the student to protect any cassettes and compact discs that are submitted, and each item should be clearly identified with the student's name and the name or title of the item.

Duplication:

Theses and dissertations presented for deposit in the Watson Memorial Library may be machine duplicated/reproduced provided that appropriate methods are used, and high standards of quality are maintained. If a thesis/dissertation is duplicated or reproduced, you must check that all copies are clear and readable, and the pages are in the proper placement. The original typed copy must be clear, black, and neat so

Recommended Time Line

During Semester Prior To Semester of Graduation

Petition to graduate with registrar

Complete data collection and all analyses

First draft of complete thesis/dissertation to advisor for critical reviews (time can vary depending on the quality of the first draft)

Final Semester

Thesis/dissertation to advisory committee members for critical reviews (time varies depending on