**FORMAT GUIDELINES FOR BACHELOR’S THESES AND REPORTS**

For the Department of Energy Resources Programs at the University of Stavanger

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# I. INTRODUCTION TO FORMAT GUIDELINES

The Department of Energy Resources in the Faculty of Science and Technology at the University of Stavanger have prepared a template for students submitting their Bachelor of Science thesis. Please read the guidelines carefully and use the templates provided. The templates are provided for Word 2016. If you require another format, such as MacOS, please notify Lisa Watson at lisa.watson@uis.no.

# II. YOUR OFFICIAL NAME AT THE UNIVERSITY OF STAVANGER

Bachelor’s degree candidates must represent their full name as it is officially recorded at The University of Stavanger (first name, middle name, last name). This official name must be used in reports and theses.

# III. ARRANGEMENT OF THESIS OR REPORT

Each thesis or report must be arranged in the following order. *Italicized pages are optional.*

1. **Signature Page.** Include this page in the pretext count, but do not place a page number on it.
2. ***Copyright Page*** *(Sample A) Include this page in the pretext page count, but do not place a page number on it.*
3. **Title Page** (Sample B) Include this page in the pretext page count, but do not place a page number on it.
4. ***Dedication and/or Epigraph.***  *Include this page in the pretext page count, but do not place a page number on it.*
5. ***Acknowledgements and/or Preface.***  *Begin placing pretext lowercase Roman numerals at the bottom of this page, counting all preceding pretext material except for the fly page. Page numbers are centered 2.54 cm from the bottom of the page.*
6. **Abstract** (Sample D) Continue pretext page numbering with lowercase Roman numerals.
7. **Table of Contents.** Continue pretext page numbering with lowercase Roman numerals.
8. ***List of Tables.*** *Continue pretext page numbering with lowercase Roman numerals.*
9. ***List of Figures.*** *Continue pretext page numbering with lowercase Roman numerals.*
10. ***List of Illustrations/Maps/Slides.*** *Continue pretext page numbering with lowercase Roman numerals.*
11. **Text**. All pages from the first page of text through the Vita are numbered consecutively in Arabic numerals, beginning with Arabic numeral “1” on the first page of the thesis or report text.
12. ***Appendix.*** *Continue page numbering with Arabic numerals.*
13. ***Glossary.*** *May, instead, be placed after the Table of Contents in the area with the Lists of Tables, List of Figures, etc. Continue page numbering with Arabic numerals.*
14. **Bibliography.** Other possible titles are “References” or “Works Cited.” Continue page numbering with Arabic numerals. The bibliography is the last page of the thesis or report and the last page listed on the Table of Contents if the author chooses not to include a Vita page.
15. ***Vita*** *(Sample E) When included, this brief biographical sketch of the author is the last page of the thesis or report and the last page listed on the Table of Contents. Continue page numbering with Arabic numerals.*

# IV. PAGE FORMAT AND LAYOUT

1. **Font**A single font must be used throughout the thesis or report, the only exceptions being in tables, graphs, and appendices. Headings may be bolded and no more than 2 points larger than the rest of the text.
2. **Margins**   
   All theses and reports must have consistent margins of at least 3.8 cm at the top, bottom, left, and right edges of the page. Page numbers must be placed at least 2.54 cm from the bottom of the page. Margins which are larger than those required are acceptable, but smaller margins are not.
3. **Spacing**   
   The thesis or report must be double-spaced or 1.5-spaced. Single spacing may be used only in the Table of Contents, footnotes and endnotes, charts, graphs, tables, quotations, captions, glossary, appendices, and bibliography.   
     
   Prose quotations over three lines long should be in block quote, double or single-spaced, and indented on the left. Do not use quotation marks in the block quote except when indicating quotations within the block quote.
4. **Numbering of Pages**   
   Beginning with the first page of the Acknowledgements or Preface, if used, all preliminary pages preceding the actual text must be numbered in lowercase Roman numerals; e.g., iii, iv, v, etc. These numerals must be centered under the text with at least 2.54 cm of space between the number and the bottom of the page. If no optional pages are used, the page numbers must begin on the Abstract. Do not number the copyright page, signature page, title page, or dedication, but do include each of them in the pretext page count.

The first page of the text begins at Arabic numeral 1. All pages within the text must contain an Arabic page number, bottom-centered, at least 2.54 cm from the bottom edge of the page. The first page of every major section (chapters, appendices, bibliography, Vita, etc.) must begin on a new page.

1. **Tables and Illustrations**   
   Pages carrying illustrative material must be given page numbers appropriate to their place in the document. Illustrative material may not be inserted after the document has been numbered and given numbers such as “10a.”

All tables, figures, illustrations, and other types of examples included and referenced in the text of the dissertation should be numbered for identification. There should be no duplication of these numbers; i.e., no two tables should be assigned the same number. Figures may be numbered in one of two ways: consecutively throughout the document (Table 1, Table 2, Table 3, etc.), or double-numbered so that illustrations’ numbers reflect their locations in the document (Figure 9.3 is the third figure in Chapter 9, or Figure A2 is the second figure in Appendix A.)

Captions and legends must be placed on the same page with the figure, graph, table or illustration they describe. In order to fit both figure and caption on the same page, captions may be single-spaced, margins may be decreased to 2.54 cm, and figures may be reduced in size to fit. If the figures are reduced from their original size, then the page number must be added after the reduction so as not to alter its size. If there is no other way to manage the amount of material to be shown, the caption and figures should be side-by-side in continuous view. This method should only be used in the rare instance where all of the pertinent material will not fit on the same page. Figures, captions, and page numbers must be easily readable when the electronic document is viewed at 100 percent.

# V. CONTENTS

1. **Table of Contents**   
   The Table of Contents must be placed before the text and any lists of tables, figures, etc. It consists of section titles, chapter titles, and as many or few subheadings as the author feels are necessary. The section and chapter titles listed on the Table of Contents must exactly match the titles as they appear within the text. Chapters labeled in the Table of Contents with Arabic numbers (Chapter 3) must not lapse into Roman numerals (Chapter III) when they appear again in the text. Page numbers for chapters and subheadings are right justified on the Table of Contents and preceded by a dot leader.

In the text of the thesis or report, major sections must begin on a fresh page and be designated in the Table of Contents by left justified headings (not indented). Sub-sections, which do not need to begin on fresh pages, must be indented in the Table of Contents. The page numbers listed on the Table of Contents must correlate with the beginning of each section or chapter.

Table of Contents entries are generally double-spaced. However, chapter titles and subheadings, when more than one line long, should be indented at the second line and single-spaced. For example:

Chapter One: Title……………………………………………………………………...1

Chapter Two: Title……………………………………………………………………23

Subheading Title……………………………………………………………….24

Subheading Title Extending Over One   
Or More Lines, at the Author’s Discretion………..…………………………38

It is acceptable to have a minimal Table of Contents, consisting only of the sections Text and Bibliography with their respective page numbers if the text itself has no divisible chapters or major sections.

The Table of Contents must conform to the margin requirements set forth in Section IV. More information about formatting may be found in the *Chicago Manual of Style.*

1. **Footnotes and Bibliography**A Bibliography, or Reference, section must always appear at the end of the thesis or report, even in theses where chapter end notes have been used. When an author chooses to include the optional Vita page, the bibliography immediately precedes the Vita, which will be the last page in the thesis or report. The bibliography is the last page in theses and reports that do not include a Vita page. The bibliography must include materials used including the edition, if not the first, so the citation can be readily verified. Footnote citations must be sufficiently exact to enable the reader to find the source with ease. Any standardized form for footnotes and bibliography approved by your supervisor is acceptable if followed consistently. Several useful manuals for selecting a footnote/bibliography format include the *Chicago Manual of Style* and W.G. Campbell’s *Form and Style in Thesis Writing*.   
     
   You are encouraged to use Endnote or Zotero for the organization of your references and to utilize the “cite while you write” function. While there is no set referencing style, you are encouraged to select and use one of the following: AAPG Bulletin, Marine and Petroleum Geology, Harvard, or Science.
2. **Signature Page**The final version of the thesis or report that is uploaded to Petroleum Geosciences Engineering digital reference library must include an unsigned copy of the signature page. The members’ names must be typed under the signature lines, omitting titles such as “Ph.D.” and “Dr.” Supervisor and co-supervisor status should be noted to the left of the member’s name.

# VI. PUBLICATION AND COPYRIGHT INFORMATION

1. **Publication and Archiving of Reports and Theses**

Theses and reports are additionally saved in the Geosciences Engineering digital reference library.

1. **Using Materials Copyrighted by Others**

Students must certify that any copyrighted material used in their report or thesis, beyond brief excerpts, is being used with the written permission of the copyright owner.

(Sample A: Copyright Page)

**Copyright**

**by**

**Full Official Name**

**2010**

(No page number on the actual copyright page) (Sample B: Signature Page)

**Title of Thesis or Report, Centered and Double-Spaced**

by

**Full Official Name, Previous Academic Degrees (B.A.; B.S.; M.A.; etc.)**

**Thesis or Report**

Presented to the Faculty of Science and Technology

The University of Stavanger

The University of Stavanger

<Month year>

(No page number on the actual title page)

(Sample D: Abstract)

**Title of Thesis or Report Centered and Double-Spaced**

by

Full Official Name, (Official Abbreviation of Degree Sought)   
The University of Stavanger, Year

SUPERVISOR: (Name of Supervisor, no titles)

Indent and begin abstract here. It should be a concise statement of the nature and content of the thesis or report. The text must be either double-spaced or 1.5-spaced. Abstracts should be limited to 350 words.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_Do Not Include Information Below This Line on the Actual Abstract\_\_\_\_\_\_\_\_\_\_**

**The degree sought must be the abbreviation of the degree as listed in the *Graduate Catalog*; e.g., Master of Fine Arts is abbreviated MFA; Master of Science in Engineering is abbreviated MSE, etc. The supervisor’s name should not include any academic titles such as “Dr.” or “PhD.”**

(Sample E: Vita)

**VITA**

Elizabeth Marie Smith was born in Dallas, Texas. After completing her work at Lamar High School, Houston, Texas, in 1977, she entered Southwest Texas State University in San Marcos, Texas. During the summers of 1979 and 1980 she attended Sarah Lawrence College in Bronxville, New York. She received the degree of Bachelor of Science from Sarah Lawrence College in May 1982. During the following years, she was employed as a biology teacher at Austin High School. In September, 1997, she entered the Graduate School at the University of Texas at Austin.

Permanent Address: 1908 Oldham Austin, Texas 78723

This thesis was typed by the author.

*or*

This thesis was typed by John L. Jones.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_Do Not Include Information Below This Line on the Actual Vita\_\_\_\_\_\_\_\_\_\_\_\_**

**The Vita is a brief biographical sketch of the writer that provides information for future readers. The Vita page is optional and most often includes the author’s full name, a permanent address or email where he or she can be reached, and the name of the typist. Because the thesis/report will be available electronically, be aware that certain personal information could be used to steal your identity. For this reason, you are advised not to include your date of birth, parents’ names, or children’s names.**

# VI. FORMATTING CHECKLIST

1. Is every page of the thesis or report numbered correctly, from the pretext pages through the bibliography or Vita, if included?
2. Did you use your full, official name on the title page and abstract?
3. Are the titles on the title page, signature page, and abstract identical?
4. Do your margins conform to the margin requirements set forth?
5. Does your signature page include the original signatures of the supervising committee members listed on your online Master’s Application for Graduation?
6. Are all charts, graphs, and other illustrations legible? Are they all labeled and numbered properly?
7. Is your name and thesis/report title exactly the same on your title page, signature page, and Abstract?
8. Do you have one loose copy of the Title Page, Signature Page (with original signatures), and Abstract to submit?

**If the answer to all of these is “Yes,” you may make your final.**