

CHICAGO MANUAL OF STYLE FRONT MATTER FOR THESIS PUBLISHING

MASTERING THE CHICAGO MANUAL OF STYLE FRONT MATTER FOR THESIS PUBLISHING

CHICAGO MANUAL OF STYLE FRONT MATTER FOR THESIS PUBLISHING IS A CRITICAL COMPONENT OF ACADEMIC RIGOR, ENSURING YOUR SCHOLARLY WORK ADHERES TO ESTABLISHED CONVENTIONS AND PRESENTS INFORMATION WITH CLARITY AND PROFESSIONALISM. FOR STUDENTS AND RESEARCHERS PREPARING TO SUBMIT THEIR THESES OR DISSERTATIONS, UNDERSTANDING THE INTRICACIES OF THE FRONT MATTER IS PARAMOUNT. THIS SECTION, PRECEDING THE MAIN BODY OF YOUR WORK, SERVES AS THE GATEWAY TO YOUR RESEARCH, PROVIDING ESSENTIAL BIBLIOGRAPHIC INFORMATION, ACKNOWLEDGMENTS, AND AN OVERVIEW OF YOUR STUDY. THIS COMPREHENSIVE GUIDE WILL DELVE INTO EACH ELEMENT OF THE CHICAGO MANUAL OF STYLE (CMOS) FRONT MATTER, OFFERING DETAILED EXPLANATIONS AND PRACTICAL ADVICE FOR THESIS PUBLISHING. WE WILL EXPLORE THE PURPOSE AND STRUCTURE OF PRELIMINARY PAGES, INCLUDING THE TITLE PAGE, COPYRIGHT PAGE, ABSTRACT, TABLE OF CONTENTS, LIST OF FIGURES AND TABLES, AND DEDICATIONS, ALL WHILE EMPHASIZING ADHERENCE TO CMOS GUIDELINES. MASTERING THESE ELEMENTS WILL NOT ONLY ENHANCE THE PERCEIVED QUALITY OF YOUR THESIS BUT ALSO CONTRIBUTE TO ITS DISCOVERABILITY AND LONG-TERM IMPACT.

TABLE OF CONTENTS

- THE ESSENTIAL ROLE OF FRONT MATTER IN THESIS PUBLISHING
- THE TITLE PAGE: YOUR THESIS'S FIRST IMPRESSION
- COPYRIGHT PAGE ESSENTIALS FOR SCHOLARLY WORKS
- CRAFTING AN EFFECTIVE ABSTRACT ACCORDING TO CMOS
- STRUCTURING YOUR THESIS: THE TABLE OF CONTENTS
- PRESENTING VISUAL DATA: LISTS OF FIGURES AND TABLES
- DEDICATION AND ACKNOWLEDGMENTS: PERSONAL TOUCHES IN ACADEMIC WRITING
- OTHER PRELIMINARY PAGES: NOTES AND PREFACE
- FORMATTING AND CITATION STYLE CONSIDERATIONS
- FINAL REVIEW AND SUBMISSION BEST PRACTICES

THE ESSENTIAL ROLE OF FRONT MATTER IN THESIS PUBLISHING

THE FRONT MATTER OF A THESIS OR DISSERTATION IS FAR MORE THAN JUST A FORMALITY; IT IS AN INTEGRAL PART OF THE SCHOLARLY COMMUNICATION PROCESS. IN THE CONTEXT OF **CHICAGO MANUAL OF STYLE FRONT MATTER FOR THESIS PUBLISHING**, THESE PRELIMINARY PAGES ESTABLISH THE FOUNDATIONAL IDENTITY OF YOUR WORK, GUIDING READERS AND ENSURING PROPER ATTRIBUTION. THEY PROVIDE CONTEXT, SUMMARIZE KEY FINDINGS, AND OFFER ACCESS POINTS TO YOUR DETAILED RESEARCH. ADHERING TO CMOS STANDARDS IN THIS SECTION DEMONSTRATES METICULOUS ATTENTION TO DETAIL AND RESPECT FOR ACADEMIC TRADITIONS, WHICH IS CRUCIAL FOR THESIS APPROVAL AND SUBSEQUENT PUBLICATION.

THESE PAGES ARE THE FIRST THAT A READER, REVIEWER, OR POTENTIAL PUBLISHER ENCOUNTERS. THEIR CLARITY, ACCURACY, AND ADHERENCE TO ESTABLISHED FORMATTING NOT ONLY REFLECT WELL ON THE AUTHOR BUT ALSO CONTRIBUTE SIGNIFICANTLY TO THE OVERALL CREDIBILITY OF THE RESEARCH PRESENTED WITHIN. PROPER FRONT MATTER ENSURES THAT YOUR THESIS CAN BE EASILY CATALOGED, CITED, AND UNDERSTOOD WITHIN THE BROADER ACADEMIC LANDSCAPE.

THE TITLE PAGE: YOUR THESIS'S FIRST IMPRESSION

THE TITLE PAGE IS THE VERY FIRST PAGE OF YOUR THESIS AND, AS SUCH, REQUIRES CAREFUL ATTENTION TO DETAIL. ACCORDING TO THE **CHICAGO MANUAL OF STYLE FRONT MATTER FOR THESIS PUBLISHING** GUIDELINES, THIS PAGE MUST CLEARLY AND CONCISELY PRESENT THE ESSENTIAL IDENTIFYING INFORMATION FOR YOUR WORK. IT TYPICALLY INCLUDES THE FULL TITLE OF THE THESIS, THE AUTHOR'S FULL NAME, THE NAME OF THE DEGREE SOUGHT, THE DEPARTMENT OR PROGRAM, THE UNIVERSITY'S NAME, AND THE DATE OF SUBMISSION OR PUBLICATION. THE TITLE ITSELF SHOULD BE INFORMATIVE AND ACCURATELY REFLECT THE CONTENT OF YOUR RESEARCH.

KEY ELEMENTS FOR THE TITLE PAGE INCLUDE THE PRECISE WORDING OF THE TITLE, OFTEN CENTERED ON THE PAGE. THE AUTHOR'S NAME SHOULD APPEAR BELOW THE TITLE, FOLLOWED BY THE ACADEMIC DEGREE, SUCH AS "A DISSERTATION SUBMITTED TO THE FACULTY OF THE DEPARTMENT OF [DEPARTMENT NAME] IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY." THE NAME OF THE INSTITUTION AND THE YEAR OF COMPLETION ARE ALSO MANDATORY. CMOS PROVIDES SPECIFIC RECOMMENDATIONS ON CAPITALIZATION AND THE USE OF ROMAN NUMERALS FOR DATES IF REQUIRED BY THE INSTITUTION.

COPYRIGHT PAGE ESSENTIALS FOR SCHOLARLY WORKS

THE COPYRIGHT PAGE IS A STANDARD COMPONENT IN ACADEMIC PUBLISHING AND IS ESSENTIAL FOR PROTECTING YOUR INTELLECTUAL PROPERTY. WHEN CONSIDERING **CHICAGO MANUAL OF STYLE FRONT MATTER FOR THESIS PUBLISHING**, THE COPYRIGHT PAGE ASSERTS YOUR RIGHTS AS THE AUTHOR. THIS PAGE TYPICALLY INCLUDES THE COPYRIGHT SYMBOL (©), THE YEAR OF FIRST PUBLICATION, AND THE NAME OF THE COPYRIGHT HOLDER, WHICH IS USUALLY THE AUTHOR.

A COMMON FORMAT FOR A THESIS COPYRIGHT PAGE, FOLLOWING CMOS PRINCIPLES, MIGHT READ: "© [YEAR] [YOUR FULL NAME]. ALL RIGHTS RESERVED." SOME INSTITUTIONS MAY ALSO REQUIRE ADDITIONAL STATEMENTS REGARDING THE USAGE OF THE WORK, SUCH AS PERMISSIONS GRANTED OR DENIED FOR REPRODUCTION. IT IS IMPORTANT TO CONSULT YOUR UNIVERSITY'S SPECIFIC GUIDELINES, AS THEY MAY HAVE VARIATIONS ON THE STANDARD CMOS PRESENTATION FOR COPYRIGHT PAGES IN THESES.

CRAFTING AN EFFECTIVE ABSTRACT ACCORDING TO CMOS

THE ABSTRACT IS A BRIEF, COMPREHENSIVE SUMMARY OF YOUR THESIS, TYPICALLY APPEARING AFTER THE COPYRIGHT PAGE. FOR EFFECTIVE **CHICAGO MANUAL OF STYLE FRONT MATTER FOR THESIS PUBLISHING**, THE ABSTRACT MUST ENCAPSULATE THE ENTIRETY OF YOUR RESEARCH IN A CONCISE FORMAT, USUALLY BETWEEN 150 AND 300 WORDS, THOUGH INSTITUTIONAL REQUIREMENTS MAY VARY. IT SHOULD CLEARLY STATE THE PROBLEM ADDRESSED, THE METHODOLOGY EMPLOYED, THE MAIN FINDINGS, AND THE CONCLUSIONS DRAWN.

AN EFFECTIVE ABSTRACT SHOULD BE SELF-CONTAINED, MEANING IT CAN BE UNDERSTOOD WITHOUT REFERRING TO THE MAIN BODY OF THE THESIS. IT SHOULD HIGHLIGHT THE SIGNIFICANCE AND ORIGINALITY OF YOUR CONTRIBUTION TO THE FIELD. WHEN WRITING YOUR ABSTRACT, FOCUS ON KEYWORDS THAT ACCURATELY REPRESENT YOUR RESEARCH, AS THESE WILL AID IN ITS DISCOVERABILITY THROUGH ACADEMIC DATABASES. CMOS EMPHASIZES CLARITY AND PRECISION IN LANGUAGE, AVOIDING JARGON WHERE POSSIBLE OR EXPLAINING IT IF NECESSARY.

STRUCTURING YOUR THESIS: THE TABLE OF CONTENTS

THE TABLE OF CONTENTS (TOC) IS A CRUCIAL ORGANIZATIONAL TOOL THAT MAPS OUT THE STRUCTURE OF YOUR THESIS AND ALLOWS READERS TO NAVIGATE ITS VARIOUS SECTIONS EASILY. IN THE CONTEXT OF **CHICAGO MANUAL OF STYLE FRONT MATTER FOR THESIS PUBLISHING**, THE TOC MUST BE ACCURATE, COMPLETE, AND FORMATTED CONSISTENTLY WITH THE HEADINGS USED THROUGHOUT YOUR DOCUMENT. IT TYPICALLY LISTS ALL MAJOR SECTIONS, CHAPTERS, AND SUBHEADINGS, ALONG WITH THEIR CORRESPONDING PAGE NUMBERS.

THE CMOS RECOMMENDS A HIERARCHICAL STRUCTURE FOR THE TOC, REFLECTING THE ORGANIZATION OF THE THESIS. THIS

INCLUDES PRELIMINARY PAGES (OFTEN LISTED WITH ROMAN NUMERALS), MAIN CHAPTERS, AND POTENTIALLY APPENDICES. ENSURE THAT THE WORDING OF THE HEADINGS IN THE TOC PRECISELY MATCHES THE WORDING USED IN THE TEXT OF YOUR THESIS. CONSISTENT PAGINATION IS CRITICAL; ANY CHANGES TO PAGE NUMBERING MUST BE REFLECTED IN THE TOC.

PRESENTING VISUAL DATA: LISTS OF FIGURES AND TABLES

WHEN YOUR THESIS INCLUDES NUMEROUS FIGURES, TABLES, GRAPHS, OR OTHER VISUAL ELEMENTS, DEDICATED LISTS ARE ESSENTIAL FOR PROVIDING READERS WITH A QUICK OVERVIEW AND EASY ACCESS. THIS ASPECT OF **CHICAGO MANUAL OF STYLE FRONT MATTER FOR THESIS PUBLISHING** ENSURES THAT ALL VISUAL AIDS ARE PROPERLY ACCOUNTED FOR AND THEIR LOCATION IS CLEARLY INDICATED. THESE LISTS TYPICALLY APPEAR AFTER THE TABLE OF CONTENTS.

YOU WILL USUALLY CREATE TWO SEPARATE LISTS: A LIST OF FIGURES AND A LIST OF TABLES. EACH ENTRY IN THESE LISTS SHOULD INCLUDE THE FIGURE OR TABLE NUMBER, A CONCISE DESCRIPTIVE TITLE, AND THE PAGE NUMBER WHERE IT CAN BE FOUND WITHIN THE THESIS. FOR EXAMPLE, "FIGURE 1.1: DISTRIBUTION OF SURVEY RESPONSES 25." MAINTAINING CONSISTENCY IN TITLING AND NUMBERING ACROSS THE LISTS AND THE BODY OF THE THESIS IS PARAMOUNT.

DEDICATION AND ACKNOWLEDGMENTS: PERSONAL TOUCHES IN ACADEMIC WRITING

WHILE THE CORE OF A THESIS IS OBJECTIVE RESEARCH, THE DEDICATION AND ACKNOWLEDGMENTS SECTIONS OFFER SPACE FOR PERSONAL EXPRESSION AND GRATITUDE. IN THE REALM OF **CHICAGO MANUAL OF STYLE FRONT MATTER FOR THESIS PUBLISHING**, THESE PAGES ARE OPTIONAL BUT COMMONLY INCLUDED. THE DEDICATION IS A BRIEF, PERSONAL TRIBUTE TO INDIVIDUALS OR ENTITIES THAT HAVE INSPIRED OR SUPPORTED YOU, WHILE THE ACKNOWLEDGMENTS SECTION IS WHERE YOU FORMALLY THANK THOSE WHO HAVE CONTRIBUTED TO YOUR RESEARCH AND ACADEMIC JOURNEY.

THE DEDICATION IS TYPICALLY SHORT AND HEARTFELT, OFTEN PLACED BEFORE THE ACKNOWLEDGMENTS. THE ACKNOWLEDGMENTS SECTION SHOULD BE MORE COMPREHENSIVE, THANKING SUPERVISORS, COMMITTEE MEMBERS, COLLEAGUES, FAMILY, FRIENDS, AND ANY FUNDING BODIES OR INSTITUTIONS THAT PROVIDED SUPPORT. WHILE PERSONAL, THESE SECTIONS SHOULD STILL MAINTAIN A PROFESSIONAL TONE, AVOIDING OVERLY CASUAL LANGUAGE. CMOS DOES NOT PRESCRIBE A RIGID FORMAT FOR THESE SECTIONS, ALLOWING FOR SOME AUTHORIAL DISCRETION, BUT CONSISTENCY IN TONE AND STYLE IS ADVISED.

OTHER PRELIMINARY PAGES: NOTES AND PREFACE

DEPENDING ON THE NATURE AND SCOPE OF YOUR THESIS, OTHER PRELIMINARY PAGES MIGHT BE INCLUDED, SUCH AS A PREFACE OR A SECTION FOR NOTES. WHEN CONSIDERING **CHICAGO MANUAL OF STYLE FRONT MATTER FOR THESIS PUBLISHING**, THESE ELEMENTS SERVE SPECIFIC PURPOSES. A PREFACE, FOR INSTANCE, CAN PROVIDE CONTEXT ABOUT THE RESEARCH, ITS GENESIS, OR ITS LIMITATIONS, OFFERING A PERSPECTIVE THAT MIGHT NOT FIT WITHIN THE MAIN BODY OF THE WORK.

A PREFACE IS DISTINCT FROM THE ABSTRACT AND SHOULD NOT ATTEMPT TO SUMMARIZE THE ENTIRE THESIS. INSTEAD, IT MIGHT DISCUSS THE AUTHOR'S MOTIVATION FOR UNDERTAKING THE RESEARCH, THE CHALLENGES ENCOUNTERED, OR THE INTENDED AUDIENCE. SIMILARLY, IF YOUR THESIS INCORPORATES A SUBSTANTIAL NUMBER OF NOTES THAT ARE NOT CONVENTIONAL FOOTNOTES OR ENDNOTES, A DEDICATED SECTION FOR THEM IN THE FRONT MATTER MIGHT BE CONSIDERED, THOUGH THIS IS LESS COMMON THAN STANDARD ENDNOTES FOLLOWING THE TEXT.

FORMATTING AND CITATION STYLE CONSIDERATIONS

ADHERENCE TO FORMATTING AND CITATION STYLE IS A CORNERSTONE OF ACADEMIC INTEGRITY AND A CRITICAL ASPECT OF **CHICAGO MANUAL OF STYLE FRONT MATTER FOR THESIS PUBLISHING**. THE CMOS, SPECIFICALLY ITS AUTHOR-DATE AND NOTES-AND-BIBLIOGRAPHY SYSTEMS, PROVIDES DETAILED GUIDELINES FOR HOW TO PRESENT YOUR WORK. THIS INCLUDES RULES FOR

MARGINS, LINE SPACING, FONT TYPES AND SIZES, AND THE PLACEMENT OF PAGE NUMBERS.

KEY FORMATTING REQUIREMENTS OFTEN INCLUDE SPECIFIC MARGINS (E.G., 1-INCH ALL AROUND), DOUBLE-SPACING FOR THE MAIN TEXT, AND DISTINCT PAGINATION FOR PRELIMINARY PAGES (ROMAN NUMERALS) AND THE MAIN TEXT (ARABIC NUMERALS). THE CITATION STYLE, WHETHER NOTES-AND-BIBLIOGRAPHY OR AUTHOR-DATE, MUST BE APPLIED CONSISTENTLY THROUGHOUT THE ENTIRE THESIS, INCLUDING ANY BIBLIOGRAPHICAL ENTRIES THAT MIGHT APPEAR IN THE FRONT MATTER OR, MORE COMMONLY, AT THE END OF THE WORK. UNDERSTANDING THESE NUANCES ENSURES YOUR THESIS MEETS THE HIGHEST ACADEMIC STANDARDS.

FINAL REVIEW AND SUBMISSION BEST PRACTICES

BEFORE SUBMITTING YOUR THESIS, A THOROUGH FINAL REVIEW OF ALL FRONT MATTER ELEMENTS IS ESSENTIAL. THIS STEP IS CRUCIAL FOR ENSURING COMPLIANCE WITH BOTH **CHICAGO MANUAL OF STYLE FRONT MATTER FOR THESIS PUBLISHING** GUIDELINES AND YOUR INSTITUTION'S SPECIFIC REQUIREMENTS. ERRORS IN THE TITLE PAGE, ABSTRACT, TABLE OF CONTENTS, OR ANY OTHER PRELIMINARY SECTION CAN DETRACT FROM THE OVERALL QUALITY OF YOUR WORK AND MAY LEAD TO REVISIONS.

TAKE THE TIME TO PROOFREAD EVERY PAGE FOR TYPOS, GRAMMATICAL ERRORS, AND INCONSISTENCIES IN FORMATTING OR NUMBERING. CROSS-REFERENCE YOUR TABLE OF CONTENTS AND LISTS OF FIGURES AND TABLES WITH THE ACTUAL CONTENT OF YOUR THESIS TO ENSURE ACCURACY. IT IS ALSO HIGHLY RECOMMENDED TO HAVE A COLLEAGUE OR MENTOR REVIEW YOUR FRONT MATTER FOR A FRESH PERSPECTIVE. MANY UNIVERSITIES PROVIDE THESIS SUBMISSION CHECKLISTS THAT CAN BE INVALUABLE IN THIS FINAL REVIEW PROCESS.

FAQ

Q: WHAT IS THE PRIMARY PURPOSE OF THE FRONT MATTER IN A THESIS ACCORDING TO THE CHICAGO MANUAL OF STYLE?

A: THE PRIMARY PURPOSE OF THE FRONT MATTER IN A THESIS, AS OUTLINED BY THE CHICAGO MANUAL OF STYLE, IS TO PROVIDE ESSENTIAL INTRODUCTORY AND BIBLIOGRAPHIC INFORMATION ABOUT THE SCHOLARLY WORK. IT SERVES TO ORIENT THE READER, ESTABLISH THE AUTHOR'S IDENTITY, PRESENT A SUMMARY OF THE RESEARCH, AND OUTLINE THE STRUCTURE OF THE DOCUMENT, THEREBY ENHANCING ITS USABILITY AND CREDIBILITY.

Q: DOES THE CHICAGO MANUAL OF STYLE MANDATE A SPECIFIC ORDER FOR ALL FRONT MATTER ELEMENTS IN A THESIS?

A: WHILE THE CHICAGO MANUAL OF STYLE PROVIDES GUIDELINES FOR ELEMENTS TYPICALLY FOUND IN FRONT MATTER, THE PRECISE ORDER CAN SOMETIMES VARY BASED ON INSTITUTIONAL REQUIREMENTS. HOWEVER, COMMON ELEMENTS LIKE THE TITLE PAGE, COPYRIGHT PAGE, ABSTRACT, TABLE OF CONTENTS, AND LISTS OF FIGURES/TABLES GENERALLY FOLLOW A CONVENTIONAL SEQUENCE.

Q: HOW SHOULD I HANDLE PAGINATION FOR THE FRONT MATTER PAGES OF MY THESIS WHEN USING CHICAGO STYLE?

A: ACCORDING TO THE CHICAGO MANUAL OF STYLE, PRELIMINARY PAGES OF A THESIS (FRONT MATTER) ARE TYPICALLY PAGINATED USING LOWERCASE ROMAN NUMERALS (I, II, III, ETC.), WHILE THE MAIN BODY OF THE THESIS AND SUBSEQUENT SECTIONS ARE PAGINATED USING ARABIC NUMERALS (1, 2, 3, ETC.). THE TITLE PAGE ITSELF IS USUALLY UNNUMBERED BUT COUNTS AS PAGE I IN THE ROMAN NUMERAL SEQUENCE.

Q: WHAT IS THE DIFFERENCE BETWEEN A PREFACE AND AN ABSTRACT IN A THESIS, ACCORDING TO CMOS GUIDELINES FOR FRONT MATTER?

A: AN ABSTRACT IS A CONCISE, OBJECTIVE SUMMARY OF THE ENTIRE THESIS, DETAILING THE RESEARCH PROBLEM, METHODS, FINDINGS, AND CONCLUSIONS. A PREFACE, ON THE OTHER HAND, IS MORE PERSONAL AND CONTEXTUAL; IT MIGHT DISCUSS THE INSPIRATION FOR THE RESEARCH, ITS SCOPE, LIMITATIONS, OR ACKNOWLEDGMENTS OF A BROADER NATURE, BUT IT DOES NOT SUMMARIZE THE CORE FINDINGS OF THE THESIS.

Q: WHEN PREPARING THE TABLE OF CONTENTS FOR MY THESIS IN CHICAGO STYLE, SHOULD I INCLUDE PAGE NUMBERS FOR THE PRELIMINARY SECTIONS?

A: YES, WHEN PREPARING THE TABLE OF CONTENTS FOR A THESIS IN CHICAGO STYLE, IT IS STANDARD PRACTICE TO INCLUDE PAGE NUMBERS FOR ALL SECTIONS, INCLUDING PRELIMINARY PAGES. THESE PRELIMINARY PAGES ARE TYPICALLY LISTED USING THEIR ROMAN NUMERAL PAGINATION.

Q: IS IT NECESSARY TO INCLUDE A COPYRIGHT PAGE IN MY THESIS IF I AM JUST SUBMITTING IT TO MY UNIVERSITY?

A: WHILE THE LEGAL NECESSITY OF A COPYRIGHT NOTICE FOR UNPUBLISHED WORKS CAN BE COMPLEX, INCLUDING A COPYRIGHT PAGE AS PART OF YOUR THESIS'S FRONT MATTER IS HIGHLY RECOMMENDED AND OFTEN A STANDARD INSTITUTIONAL REQUIREMENT. IT CLEARLY ASSERTS YOUR AUTHORSHIP AND INTELLECTUAL PROPERTY RIGHTS, ALIGNING WITH BEST PRACTICES IN SCHOLARLY PUBLISHING.

Q: WHAT ARE THE KEY ELEMENTS TO INCLUDE ON THE TITLE PAGE OF A THESIS ACCORDING TO THE CHICAGO MANUAL OF STYLE?

A: THE TITLE PAGE OF A THESIS, FOLLOWING CHICAGO MANUAL OF STYLE CONVENTIONS, SHOULD PROMINENTLY DISPLAY THE FULL TITLE OF THE WORK, THE AUTHOR'S FULL NAME, THE NAME OF THE DEGREE SOUGHT, THE DEPARTMENT OR PROGRAM, THE UNIVERSITY NAME, AND THE DATE OF SUBMISSION OR DEGREE CONFERRAL.

Q: HOW DETAILED SHOULD THE LISTS OF FIGURES AND TABLES BE IN THE FRONT MATTER OF MY THESIS?

A: THE LISTS OF FIGURES AND TABLES IN THE FRONT MATTER OF YOUR THESIS SHOULD BE COMPREHENSIVE, INCLUDING THE NUMBER, TITLE, AND PAGE NUMBER FOR EACH FIGURE AND TABLE. THE TITLES SHOULD BE DESCRIPTIVE AND CONSISTENT WITH THE CAPTIONS USED IN THE BODY OF THE THESIS.

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