

QUICK REFERENCE GUIDE FOR FORMATING A THESIS

Font: Standard embedded font, such as Times New Roman, size 12, 11 or 10. Font style and size is consistent throughout the document. Use ALL CAPITAL LETTERS for the titles of all major headings, for example ABSTRACT, TABLE OF CONTENTS, LIST OF TABLES, CHAPTER HEADINGS, REFERENCES/BIOLOGICALGRAPHY and APPENDICES. Begin each heading at the top of a new page.

Justification: Left justification, except for title page which is centered.

Line Spacing: Double spacing throughout the thesis. In Word, under Paragraph set the *spacing* at **0 pt. before** and **after**. Single spacing is acceptable for blocked quotations, footnotes, end notes, charts, graphs, and appendices.

Margins: 1 inch top, bottom, left and right. If a personal copy is to be bound, the left margin may be set at 1.5 inches.

Title Page: Page is centered vertically and horizontally. Use the template found on the webpage. The title is in all capital letters.

Paragraph Indentation: Indent each new paragraph ½ inch.

Page Numbering:

Thesis Section	Page Number Displayed	Page Number Margin	Page Count
Title Page and optional Signature Page	None	None	No
Initial Pages, through List of Appendices (sections 1 -8)	Lowercase Roman numerals, (i, ii, iii, iv, etc.)	½ inch from the bottom	Begin with i on the Abstract page
Thesis Body, beginning with the Introduction	Arabic numerals (1, 2, 3, 4, etc.)	½ inch from the bottom	Begin with 1 on the Introductory page

Order of Pages/Sections:

1. Title Page
2. Optional Signature Page for Thesis Committee, if required by discipline
3. Abstract
4. Acknowledgements
5. Table of Contents, use dot leader tabs with a right tab set at the 1-inch page margin. Titles and page numbers must match
6. List of Tables, if tables are included. Must match the title on the Table
7. List of Figures, if figures are included. Must match the title on the Figure
8. List of Appendices. Must match the title on the Appendix
9. Introduction
10. Body of Thesis, begin each new heading on a new page
11. References, organized alphabetically
12. Appendix or Appendices, including IRB approval letter

These are suggested guidelines, the thesis should follow the author's disciplinary style.