

## Quick Guides to Thesis/Dissertation Success!

### *Formatting Checklist*

- Margins: top and bottom, 1”; left 1.25”; right 1”
- Font: 10-12 point; use only ONE type of font
- Page and Chapter Titles, Headings: all of these must be consistent in terms of:
  - case (all uppercase or all major words capitalized)
  - emphasis (all bold or none)
  - alignment (all centered or all at left margin – with a few exceptions)
  - size (may be the same size as text or up to 2 points larger)
- Titles, headings, or first line of text: must be about 1” from top of page; no running heads
- Page numbers must appear in the upper right corner about ¾” from top margin
- Spacing of text and lists: minimum 1.5 (looks best) – maximum 2.0
- Spacing after titles and headings, including subtitles, must be consistent throughout
- Tables, figures, and other graphic materials: centered horizontally, with single-spaced captions placed consistently above or below the graphic.
- Eliminate Widows and Orphans: This term applies to words, short lines, subtitles, headings, or bibliographic references that start at the end of one page and continue onto the next. Keep material such as this together whenever possible.
- Keep references that are 2-3 lines together. References of 4 or more lines at the bottom of a page may be split onto 2 pages at approximately the half-way point.

### *Document Components Checklist*

- Preliminary Pages, in order: (use lower case Roman numbers)
  - Title Page (do not put a number on this page)
  - Abstract (p. ii) and then continue numbering from here
  - Vita (optional)
  - Acknowledgments (recommended)
  - Dedication (optional) centered vertically and horizontally on the page
  - Table of Contents
  - List(s) of Graphic and/or Explanatory Materials (one list per type of material, e.g., tables, figures, abbreviations, illustrations, equations, and so forth)
  - Preface (optional)
  - Introduction (optional)
  - Chapters: (Begin to use Arabic numbers here)
  - All subsections within each chapter, such as abstract, introduction, methods, etc. must follow immediately after each other. The only subsection that may start on a separate page is a list of your sources.
  - References/Works Cited/Bibliography: A separate section listing your sources is required for documents that do not include the sources at the end of each chapter.
  - Appendices (not all theses and dissertations require appendices)
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- Make sure your Authorization to Submit Thesis or Dissertation is completed on the ETD platform!