

Thesis Format Details (Official Unofficial Guide for Thesis Chairs)

Page size (8 ½ x 11)

Hopefully obvious!

Margins (Left: 1.25, Top, Bottom, Right: 1.0 inch)

Hopefully obvious!

Continuous pagination

a Every page of the manuscript, including blank pages and cover sheets must be assigned a page number, even those on which no number actually appears. The pages that do not show page numbers are: The first two pages of the manuscript, i.e., the title and signature pages, and The Library Abstract that will not be bound with the manuscript.

b Lowercase Roman numerals are assigned to the preliminary pages. Pagination actually starts with the mandatory copyright page which should be numbered “iii.”

c Arabic numerals are assigned to the rest of the manuscript including the end matter, starting with page 1. All pages must show page numbers, except as noted above.

References/in-text citations

Cite references according to the LaTeX style guide and be sure to include every source cited, including material that has been adapted for use in tables and figures. The important thing is to give due acknowledgment to those authors who had an influence on the work presented in the thesis.

Figure/table sources

A full reference citation, exactly as it appears in the Reference List, must fall on the same page below the table or figure, or on a facing page.

Figure/table placement

All tables and figures must be referenced in text prior to their appearance. Those references should be by number and not by an introductory phrase such as “below” or “in the following table.” The reference may be in running text or in parentheses.

Heading following headings, Single subsections

The first paragraph in a chapter should introduce the subject or focus for that chapter. If the chapter needs further division, first level headings should be used to provide a structure to support the chapter focus. Similarly, the first paragraph under a heading should introduce the subject or focus for that heading. If that heading then needs further division, sub-headings (or second-level headings) should be used, and so on. Text division should comply with the following:

a Every division of text should yield at least two subdivisions.

b There should be text between a chapter title and the chapter’s first heading as well as between any heading and its first subheading.

c As with section titles, headings must never include notes or references. If a note is necessary, repeat the word or phrase in your introductory paragraph and include the note or citation there.