

## GUIDELINES FOR DOCTORAL DISSERTATIONS & MASTER'S THESES

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### PLEASE FOLLOW THESE GUIDELINES:

#### **Font**

Type must be 12 pt minimum (footnotes may be 9 pt).

#### **Spacing**

Document should be double-spaced. Long quotations and footnotes may be single-spaced.

#### **Margins**

Margins must be 1" at top, right, left, and bottom margins.

#### **Justification**

Justification should be left only.

#### **Tables & Figures**

Tables and figures should be consecutively numbered.

#### **Pagination**

***Prefatory Pages***- The prefatory pages, all of the pages preceding the main body of the text, must be consecutively numbered in small **Roman** numerals, centered at the bottom of the page. Numbers do not appear on the *Abstract*, *Title Page*, or *Copyright Page*. However, please note that these pages *are* included in the page count. For example, in a typical dissertation, the *Abstract* is considered the first page, the *Title Page* is considered the second and the *Copyright Page* is considered the third.

#### ***Body of Text***-

The body of the text, including *Chapter Pages*, *Graphs*, *Tables*, *Photographs*, *Bibliography*, and *Appendices* must be consecutively numbered in **Arabic** numerals in a consistent position beginning with "1." The preferred position is the upper right hand corner. Page numbers should be placed so that they appear clearly separate from the body of the text, but no closer than 1/2" to the edge of the paper. Please make certain that the pagination is correct. ***Pages that are misnumbered will delay the processing of your dissertation.***

**ORGANIZATION OF THE DOCUMENT SHOULD BE EXACTLY AS FOLLOWS:**

1. Abstract (**required**) – Page is counted but number does not appear on typed page.
2. Title page (**required**) – (list the degree date, *not* the date of defense or document submission) this should be June 2012, August 2012, December 2012, or May 2013. Page is counted but number does not appear on typed page.
3. Copyright notice (**required**) - Page is counted but number does not appear on typed page.
4. Acknowledgments (optional) – Page is counted. If it is included, this will be the first page to display a number. Number with a lower case **Roman** numeral “iv”, depending on length of abstract. The number should appear centered at the bottom of the page.
5. Table of Contents (**required**) – Page is counted and number must appear on typed page. Number with a lower case **Roman** numeral (*usually* page “v”). The number should appear centered at the bottom of the page.
6. List of Illustrative materials (if applicable) – number with **Roman** numeral. If included type number on page. The number should appear centered at the bottom of the page.
7. Body of Text – first page to display Arabic number (page “1”)
8. Appendix or Appendices (if applicable)
9. Bibliography/References (**required**)
10. Index (if applicable)
11. Vita (biographical data) (**required**)