GUIDELINES FOR DOCTORAL DISSERTATIONS & MASTER’S THESES

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 ½” 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)