

G R A D U A T E  
S C H O O L

**Step I: Preparing the Manuscript**  
Electronic Theses and Dissertations (*ETDs*)

Graduate School Academic Services  
4202 E. Fowler Ave, BEH304  
Tampa, FL 33620  
[www.grad.usf.edu](http://www.grad.usf.edu)  
*Effective June 6, 2005*



*This is but one final step in a journey started long ago.*

*You've done the research. Now all that is left is  
to put it into a beautiful package for all of the world to see.  
You are coming to your journey's end.*

*Remember to Breathe.....*

## TABLE OF CONTENTS

STUDENT RESPONSIBILITIES	1
Supervisory Committee	1
Deadlines	1
Research	1
Format Review (a.k.a. Format Check)	1
Integrity of the Final Publication	1
SELECTING THE WRITING STYLE	2
Selecting the Publication Style	2
Word Processing Systems	2
SETTING UP YOUR PUBLICATION	3
Margins	3
Font Options	3
Page Numbers	3
Spacing	4
Headings	4
Graphics	4
THE THESIS OR DISSERTATION	5
Part I: Preliminary Pages	5
Title Page	5
Dedication (optional page)	6
Acknowledgments (optional page)	6
Note to Reader (if applicable)	6
Table of Contents	7
List of Tables and/or Figures (if applicable)	7
Abstract	8
Part II: Text	8
Tables and Figures	9
Numbering	9
Titles	9
Oversized Tables and Figures	9
Part III: References/Appendices	10
References	10
Bibliography	10
Appendices	11
Appendices Title Page	11
Appendix Sections	11
About the Author (required for dissertations)	12
FORMAT CHECKLIST	13

## STUDENT RESPONSIBILITIES

Students are responsible for knowing and complying with all of the policies and procedures as outlined in the Graduate Catalog (<http://catalog.grad.usf.edu>). All theses and dissertations must conform to the format requirements as set forth by the Graduate School and the Graduate Catalog. Colleges and departments may have additional requirements. Do not use other students' manuscripts as a guide. They may contain errors and also may not conform to the current guidelines. If at any time you have a question regarding these policies and procedures, contact the Graduate School. In addition to the policies and procedures specified in the Catalog, please note the following:

### **Supervisory Committees**

Students are required to have a supervisory committee appointed to guide them through the thesis/dissertation process. The Committee should be appointed prior to beginning the thesis/dissertation. Information on committee appointments is available in the Graduate Catalog.

### **Deadlines**

It is the student's responsibility to meet all deadlines established by the Supervisory Committee, Program/Department, College, Graduate School, and Registrar's Office. Work with your Committee as you near these deadlines to ensure their availability for reviewing and approving your manuscript. Remember to allow sufficient time to meet the University Academic deadlines, the Graduate School deadlines, as well as those of your committee. Deadlines are posted online at: <http://www.grad.usf.edu>.

### **Research**

If the research involves experimentation on humans or vertebrate animals other than humans (including yourself), procedures established by the University Institutional Research Board (IRB) must be followed. For further details, contact the Department Chair or Graduate Program Director.

### **Format Review (a.k.a. Format Check)**

Early in the semester that you plan on graduating, you must submit your manuscript to the Manuscript Editor to have your thesis/dissertation preliminary pages reviewed for format requirements. This must be done NO LATER than the posted format check deadline. No format reviews will be done between semesters. Refer to the online section on Format Check for more information, at <http://www.grad.usf.edu>.

### **Integrity of the Final Publication**

The final submission of the Thesis or Dissertation reflects the academic integrity of the student, program, college and university. Every effort should be made to ensure that the publication is of outstanding academic quality in its research, methodology, and presentation.

## SELECTING THE WRITING STYLE

Your thesis/dissertation is published for online world-wide circulation by the USF Graduate School and is archived through the Florida Center for Library Automation (FCLA) and, if a dissertation, Proquest Information and Learning (PQIL). As researcher and author, you have full responsibility for the form, substance, and writing style of the thesis or dissertation. Your supervisory committee serves as a panel of advisors on the substance, direction, writing, and integrity of your research, as well as the appropriate format of the document. Although the Graduate School ensures that the thesis/dissertation complies with University requirements, the work of you and your committee will ultimately determine the quality of your publication.

### Selecting the Publication Style

The Graduate School does not prescribe any single style for theses and dissertations as formats differ across disciplines. Students should select a style manual established by their department or committee and consistently follow the guidelines of that manual throughout the entire manuscript, not just the reference section. Consult with your Major Professor to determine which style is appropriate for your discipline. Regardless of which style is chosen, it is important to follow the rules of that style consistently. If the style chosen contradicts the format requirements set forth in this handbook, follow the requirements of the handbook. Some of the more commonly used style manuals include:

American Anthropological Association.	<i>AAA Handbook.</i>
American Chemical Society.	<i>ACS Style Guide.</i>
American Institute of Physics.	<i>Style Manual.</i>
American Mathematical Society.	<i>A Manual for Authors of Mathematical Papers.</i>
American Medical Association.	<i>AMA Manual of Style.</i>
American Psychological Association.	<i>Publication Manual of the American Psychological Association.</i>
American Society of Civil Engineers.	<i>ASCE Authors' Guide to Journals, Books, and Reference Publications.</i>
Council of Biology Editors.	<i>CBE Manual.</i>
University of Chicago Press.	<i>The Chicago Manual of Style.</i>
Gibaldi, Joseph and Achtert, Walter S.	<i>MLA Handbook for Writers of Research Papers.</i>
Turabian, Kate L.	<i>A Manual for Writers of Term Papers, Theses, and Dissertations.</i>

### Word Processing Systems

It is imperative that you understand how to navigate your word processing software. Many format issues and last minute problems could be prevented with proper understanding of how to use Microsoft Word, or other word processing systems. Graduate School staff are available to help with format requirement questions and basic format issues. Workshops are available each semester (see <http://www.grad.usf.edu> for a schedule).

However, if you are unfamiliar with computers or word processing software, you are strongly encouraged to obtain some basic training through workshops, such as those offered by Academic Computing <http://www.acomp.usf.edu/training.html>.

## SETTING UP YOUR PUBLICATION

Format refers to the overall physical appearance of the manuscript as set out by margins, pagination, and spacing. Formatting principles are based on (1) maintaining the integrity of the text and (2) facilitating the reading of the text. In Word use “Page Set-Up” for these settings.

### **Margins**

Set margins for all pages:

Top:	1 inch	Right:	1 inch
Bottom:	1 inch	Left:	1.5 inches

There should be no text in any of the margin fields. This is necessary so if bound or microfilmed the text is not cut off and made unreadable. For assistance on adjusting the bottom margin so that page numbers are properly located, refer to the online HTML Tutorial at: <http://www.grad.usf.edu>.

### **Font Options**

Type:	Times, Verdana, Arial
Size:	10-12 points (Tables/Figures/Footnotes may have font-size of: 8-12 points).
Style:	Be consistent in use of italics, bolding, etc. Italics are preferred over underlining.

Do not mix font sizes within text. As an online document, the font must be readable across browsers. Although special fonts may be used if necessary (i.e. math symbols, etc.), the font must be embedded in the document prior to conversion to PDF. In some cases the font may not cross over (i.e. MacIntosh fonts being readable on windows system), in which case, contact the Graduate School for advice on how to proceed.

### **Page Numbers**

First Pages	Includes Title Page, Dedication/Acknowledgments pages; pages are not numbered.
Preliminary Pages	Includes Table of Contents through Abstract; pages are numbered with lower-case Roman numeral, centered at the 1” bottom margin.
Text	Includes Manuscript Body; pages are numbered with Arabic numerals, centered at the 1” bottom margin.

The first numbered page (i) is the Table of Contents. Subsequent pages through the end of the Abstract are numbered sequentially in lower case Roman numerals. Roman Numerals (lower-case) are used for: Table of Contents, List of Tables / List of Figures, other applicable lists, Abstract. Do not use sub-numbers or alpha-numeric such as 34-A or 76.1 to indicate manuscript page numbers. Landscaped tables and figures should be turned in the proper perspective for the online reader and have page numbers located at the bottom of the page. Fonts of page numbers must be of same size/type as font used for text.

**Spacing**

The spacing of your subheadings should follow a standard style manual or program preferred journal. You may single space, space and a half, or double-space the entire manuscript.

**Headings**

Headings and chapter titles may be either placed flush-left or centered, but must be consistently placed, and are located 1” below the 1” top margin. The easiest way to do this is to space down (i.e. hit “Enter” until the text is located at the proper place). Follow style guide for format of subheadings. Be consistent in all presentations.

**Graphics**

Proper set-up for graphics and multi-media attachments is necessary to ensure that the reader will be able to view your image. The use of color is permitted in both theses and dissertations. However, because of microfilming limitations, if a dissertation’s data must have color to understand the information and to retain the integrity of the document, the dissertation must include a “Note to the Reader” that indicates the original document contains color that is necessary for understanding the data and that the original dissertation is on file with the USF library in Tampa, Florida. Graphics must meet technical parameter specifications as noted below. Items embedded within the document (like photos, graphs, etc) are acceptable as long as they work in PDF. All items must be included in the PDF file and are acceptable if they meet the requirements in the chart below.

**IMPORTANT:** Any multi-media items that have links that are included in the thesis/dissertation document must also include the hard-data as well, to prevent a loss of integrity in the document should the link become invalid.

<i>Multimedia Attachments</i>	<b>Preferred</b> <i>Archived subject to changes in technology.</i>	<b>Acceptable</b> <i>May be archived, subject to changes in technology.</i>
<b>Text</b>	PDF, XML, TXT	HTML, XHTML, DOC, RTF, SMGL
<b>Still Image</b>	TIFF, JPG	PNG
<b>Audio</b>		WAV, MP3
<b>Audio/Video</b>	MPEG	AVI
<b>Database/Spreadsheets</b>		MDB, XLS, MySQL
<b>Computer Programs</b>	TXT (Source Code)	

## THE THESIS OR DISSERTATION

Every thesis or dissertation is composed of three major parts: preliminary pages, body of text, and references/appendices. Preliminary pages include the Title Page, Dedication, Acknowledgments, Note to Reader, Table of Contents, List of Tables, List of Figures, etc., and Abstract. The body of text is the main part of the manuscript, including tables and figures. The References/Appendices is the section that includes references, bibliography, supplemental materials (i.e. Appendices), and the About the Author page (if applicable). All pages are required in the manuscript unless noted as optional.

### **Title Page**

Includes academic information on college, department, type of degree, date of approval, major professor, committee, keywords and copyright.

### Format Requirements:

1. Center contents of page vertically so that the top margin and bottom margin are equal, and center all text lines horizontally (use “center” justification).
2. No page number.
3. Spell out your degree (Master of Science, Doctor of Philosophy, etc.) If unsure of exact wording, check list of degrees on the Graduate School web site.
4. Type in the date of approval (May 3, 2002). This is usually the date of the defense, but may be any date up to the date of submission. The template will format this date automatically.
5. List your committee members by their full names, followed by his/her highest academic degree. Do not put “Dr. John Smith, Ph.D.” but “John Smith, Ph.D.” Note: If you have Co-Major Professors, list them both as “Co-Major Professor” instead of “Major Professor.”
6. Choose at least five words for your keywords. Do not use words from your title (these are already used for keywords and are already searchable).
7. Finally, add the copyright year at the bottom (copyright year is the year the manuscript was completed: for information, contact the Copyright Public Information Office, Library of Congress, Washington, D.C.; or call 202.707.3000; or see web site: <http://www.loc.gov/copyright> ). As the author you own the copyright whether you register it or not. However, registering your copyright gives you more legal foundation should anyone ever use your data.

Templates: <http://www.grad.usf.edu/>

### **Dedication (optional page)**

The dedication honors those who inspired or encouraged the writing of the thesis or dissertation. You may also mention those whom you hope to inspire through your writing. It may be up to one page. You may, but are not required to, include the heading “Dedication” on this page.

Format Requirements:

1. Center contents of page vertically so that the top margin and bottom margin are equal.
2. No page number.
3. The Dedication should be spaced the same as the body of the text.
4. Note: If this page is a full page of text, keep top margin and heading placement consistent to format of other headings

### **Acknowledgments (optional page)**

This is a brief paragraph expressing recognition of and appreciation for special professional assistance extended to you by academic personnel, agencies, and institutions. It may be up to one page.

Format Requirements:

1. Center contents of page vertically so that the top margin and bottom margin are equal.
2. No page number.
3. The Acknowledgments page should be spaced the same as the body of the text.
4. Note: If this page is a full page of text, keep a 2” top margin (this may be done by using the “Enter” key as noted in the section on headings)
5. Include at the top of the text the heading “Acknowledgments.”
6. If your committee prefers a more lengthy explanation, include a “Preface” after your Abstract instead of an Acknowledgements page (format the same as you would have the Acknowledgments, place after the Abstract and continue the Roman numeral numbering in the bottom center)

### **Note to Reader (if applicable)**

In Masters' and Ed.S. theses, colored drawings, photographs, charts, maps, graphs and pictures are acceptable. Dissertations may include colored illustrations as well, but only if the images are still readable in black and white. Due to microfilming limitations, if a dissertation's data must have color to retain the integrity of the document; the dissertation must include a "Note to the Reader." This page is placed just prior to the Table of Contents and informs the reader that the original document contains color, that is necessary for understanding the data and that the original dissertation is on file with the USF library in Tampa, Florida.

#### **Format Requirements:**

1. Center contents of page vertically so that the top margin and bottom margin are equal, and center all text lines horizontally (use "center" justification).
2. Include at the top of the text the heading "Note to Reader"
3. No page number.
4. The text should be spaced the same as the body of the text.
5. Wording:

Note to Reader: The original of this document contains color that is necessary for understanding the data. The original dissertation is on file with the USF library in Tampa, Florida.

### **Table of Contents**

The Table of Contents is a guide to the contents of the text.

#### **Format Requirements:**

1. The Heading "Table of Contents" is placed 1" below the 1" top margin (use the "Enter" key). Subsequent pages begin text at the 1" top margin.
2. The first item listed is the first section to follow the Table of Contents.
3. Every heading and subheading within the text should be listed *verbatim* in the Table of Contents.
4. Indent the headings on this page in any consistent style.
5. Corresponding page numbers are aligned with the appropriate heading or with the last line of a multi-line heading.
6. Corresponding page numbers are "right-aligned" at the 1" right margin (Use a Right Tab to align these properly)
7. The Table of Contents page itself begins with a lowercase Roman numeral (i) centered at the 1" bottom margin.

### **List of Tables and/or Figures (if applicable)**

Similar to the Table of Contents, but only lists the titles of the tables and figures (not headings) that are within the manuscript (this includes those in appendices). Reproduce verbatim only the first sentence of the title or figure caption. Other lists (i.e. List of Acronyms, etc.) are formatted in the same manner as the List of Tables and/or List of Figures and are placed in the manuscript immediately after the List of Figures.

#### **Format Requirements:**

1. The Heading “List of Tables” or “List of Figures” is placed 1” below the 1” top margin. Subsequent pages begin text at the 1” top margin (use the “Enter” key).
2. Titles are listed and numbered (Arabic numerals) in the order of appearance in the manuscript.
3. Even if there is only one table and/or figure, include it on a List of Tables and/or a List of Figures.
4. Include a page number for each table/figure listed.
5. Corresponding page numbers are aligned with the appropriate heading or with the last line of a multi-line heading. Corresponding page numbers are “right-aligned” at the 1” right margin (Use a Right Tab to align these properly)
6. The List of Tables and/or Figures page itself has a lowercase Roman numeral centered at the 1” bottom margin.
7. Tables and figures in a “landscaped” orientation should be placed in proper orientation for the online reader and have page numbers in the same place and orientation as other pages.

### **Abstract**

The Abstract is a concise summary of the entire research project; it states the purpose of the study, delineates the basic method of research, and summarizes the conclusions. The Abstract should not exceed 350 words (about one and a half double-spaced pages). Text exceeding the requirement is cut off in the system.

#### **Format Requirements:**

1. The title of your manuscript is placed 1” below the 1” top margin (use the “Enter” key). Double space down, then type your name (upper and lower case letters) and then double space again and type, ABSTRACT (in all capitals)
2. Abstracts may be single, one and a half, or double-spaced.
3. The Abstract page(s) are numbered with Roman numerals centered at the 1” bottom margin.

## Part II: Text

The text is the main body of the manuscript. The text of the manuscript should be roughly divided into an introduction, body and conclusion. Refer to “Setting Up Your Publication” for format instruction.

### Format Requirements:

1. Begin each major section and chapter on a new page, using a 1” top margin throughout. (On the first page of each chapter, push “Enter” enough times to equal 1 vertical inch).
2. All headings placed in the text must be represented verbatim in the Table of Contents.
3. Avoid “widows and orphans.” Note: Widows and orphans are straggling lines of text (one single line at the beginning or end of a paragraph.) at the bottom of a page (widow) or at the top (orphan). Lone headings at the bottom of a page are also widows.
4. When creating outlines or numbered lists within your document, refer to a style manual for spacing and indention of items on the list. Whatever style is chosen, be consistent throughout the manuscript (not just the Reference Section).
5. Use left margin justification, do not “center justify” main body of text (within pages of written text, “center justification” creates irregular spacing in between words and is difficult for the eyes to follow). Begin Arabic numbering (1) of the text with the first page of the first section or chapter. Refer to the section on “Setting Up Your Publication” for more information on page numbering.
6. Note information below for formatting tables and figures within the text.

## Tables and Figures

### *Numbering*

Every table and figure must be assigned Arabic numbers sequentially in the order of appearance from the text through the Appendices. In no case should Table 16, for example, appear in the text earlier than Table 14. Per departmental preference, they may be numbered by chapter, such as Table 1.1, Table 2.1, etc. If two or more tables/figures are closely allied as a generic unit, they may be referred to as Table 1-A and Table 1-B, or Figure 1-A and Figure 1-B, and so on, each with its corresponding caption. The “parts” may instead be described inside one caption, but are then considered part of the title and should be included on the List of Tables.

### *Titles*

Every table or figure must have a title that indicates its contents concisely. When applicable, a citation of source may then follow parenthetically.

Suggested format: Table titles are typically flush-left or centered above the table, whereas figure titles are typically flush-left or centered below the figure. Title style and format must be consistent. If the table or figure is displayed landscaped, the title will also be landscaped. See example below:

Table 3. Grain Production in Selected Mid-Western States. 1990 bushel production of export grains.

STATE	WHEAT	OATS	BARLEY	TOTAL
Colorado	000,000	000,000	000,000	000,000
Kansas	000,000	000,000	000,000	000,000
Nebraska	000,000	000,000	000,000	000,000
Oklahoma	000,000	000,000	000,000	000,000
Texas	000,000	000,000	000,000	000,000

*Oversized Tables and Figures*

For oversized tables, figures, or musical scores, in order to conform to margin requirements either electronically reduce or scale them down to fit on one page (font size may be reduced to 8 points) or carry them over to the next page with the appropriate notation: [Table 1 \(Continued\)](#).

**Part III: References/Appendices**

The last section of a thesis/dissertation may include Endnotes, Reference List, Bibliography, Human Subjects Clearance (if applicable), and Appendices.

**References**

All manuscripts must have references. Depending on your chosen style, you may use footnotes, endnotes, or in-text parenthetical references, e.g., (Miller, 1967, 22-26), that correspond to a reference list at the back of your manuscript.

Format Requirements:

1. "List of References," "Literature Cited," and "References Cited" are suggested headings for this section.

2. Headings are placed 1” below the 1” top margin, just as other header pages have been formatted.
3. The entries are alphabetized by authors, editors, agencies or institutions. Hanging indention is suggested; single spacing within entries, double spacing between. Do not split references between pages.
4. Any background materials should be listed in a separate “Bibliography,” following the same style manual used for the References. A bibliography would appear after the reference page.
5. Endnotes and footnotes may be numbered either sequentially from the beginning to the end of the text, or within each chapter.
6. The reference pages may document according to department preference as long as the page itself follows USF requirements for margins and pagination.
7. Reference page numbers are in Arabic numerals (10), centered at the bottom of the page, at or slightly above the 1” bottom margin.
8. Refer to your chosen style guide for instruction on specific format requirements for your reference pages.

## **Bibliography**

Any background materials not explicitly cited in the manuscript should be listed in a separate “Bibliography,” following the same style manual used for the References.

Format Requirements:

1. Heading (“Bibliography”) is placed 1” below the 1” top margin
2. Use a style of indentation consistent with your chosen format style.
3. Single space within entries, double space between.
4. Do not split references between pages.
5. Continue Arabic page numbers for this section.

## **Appendices**

Appendices consist of supplementary, informational and/or illustrative material too lengthy for inclusion in the text.

## **Appendices Title Page**

The first page of the Appendices section is noted by an “Appendices” title page. It is the title page for the entire Appendices section.

### **Format Requirements**

1. Center the heading “Appendices” vertically on the page so that the top and bottom margins are equal, and center the heading horizontally (center justification)
2. If you choose to have title pages for each separate appendix, the “Appendices” cover page is not necessary, and each separate appendix title page would be formatted as this one (centered vertically and horizontally).
3. If separate appendix title pages are used, do not put the appendix title on the first page of each appendix (see below).
4. Continue Arabic page numbers for this section, located at the center bottom of the page, at or slightly above the 1” bottom margin.

## **Appendix Sections**

The Appendix section includes supplemental material too lengthy for inclusion in the text.

### **Format Requirements**

1. Each appendix is formatted with a 1” top margin on all pages (excluding the title page – see above).
2. Appendices must be labeled on the top margin (at left or centered) sequentially using capital letters, Roman or Arabic numerals (check your style manual. Examples: Appendix A, Appendix 1, or Appendix I).
3. Subsequent pages of multi-paged Appendices are titled: Appendix A (Continued).
4. Tables and figures within appendices should be numbered consecutively from the text, or separately as “A-1,” “A-2,” etc.
5. Continue Arabic page numbers for all appendices.
6. Note: In the event that pre-printed forms and documents in Appendices do not have 1.5” left margins, it will be necessary to modify them to comply with the margin requirement.

**About the Author (required for dissertations)**

This page is a brief biographical sketch of the author. It should include full name, educational background, and important events such as military service, extensive travel, professional achievements, significant awards and recognitions. It is written in the third person and must be 150 words or less.

**Format Requirements**

1. Center contents of page so that the top margin and bottom margins are equal. This page is not numbered.
2. Note: In the “Table of Contents,” use the phrase “End Page” instead of a page number to indicate its placement in the text. See reference on sample page of this document.
3. DO NOT put the words “End Page” on the “About the Author” page.

## FORMAT CHECKLIST

Review your entire manuscript prior to final submission. Although the Graduate School will be checking only a few of the items listed below, to ensure a professionally formatted publication all of the following requirements must be satisfied.

### Entire Manuscript

- Left margin is 1.5”
- Top, Right and Bottom margins are 1”
- All headings are consistent in format
- All pages (including references and appendices) are numbered (excluding Title Page, Acknowledgements, Dedication, and About the Author page)
- All page numbers are placed at the 1” bottom margin (and not below it) and are the same font type/size as text
- Formatting is consistent (i.e. in use of *italics*, **bolding**, etc.; in the formatting of tables, figures, etc.; throughout the text)
- All web links work and supporting information is provided in case they don’t
- Page Headings for new sections are positioned 1” below top margin (at approximately 2” down from the top of the page)
- Sections are in correct order (as follows below)

### Title Page (use template)

- Text is centered vertically on page
- The title is double-spaced and in Upper/lower case
- Student’s full name is listed
- Degree is listed correctly (Doctor of Philosophy)
- Department and College are listed correctly
- Defense/Approval date is listed (*Date cannot be later than date of submission*)
- (Co-)Major Professor(s) and committee members full names and degrees (i.e., Ph.D.) are listed
- Keywords are listed (*pick 5 words or phrases not used in the title*)
- Copyright is listed and year is accurate (*year of final submission and University publication*)
- No page number is listed on the Title Page

### Table of Contents (T.O.C.)

- The Heading, “Table of Contents” is placed approximately 2” down from the top of the page (i.e. 1” down from 1”margin)
- On subsequent pages, the text starts at the 1” top margin
- Headings and subheadings are formatted consistently and match verbatim the headings in the text
- Page numbers for text chapter titles, headings, and subheadings are right aligned at the 1” right margin. For multi-line headings, place page number at end of last line.
- Page number(s) for the T.O.C. itself are centered at the bottom of the page(s) in lowercase Roman numerals (beginning with “i”)
- For Ph.D.’s, the “About the Author” page reference is noted as “End Page”

**List of Tables (L.O.T.), List of Figures, etc.**

- ❑ The heading, “List of Tables” or “List of Figures,” etc., is placed approximately 2” down from the top of the page (i.e. 1” down from 1” margin)
- ❑ On subsequent pages, the text starts at the top margin
- ❑ Titles or captions match the titles or captions in the text
- ❑ Table or figure page numbers listed match location in text
- ❑ Tables or figures page numbers are aligned at the 1” right margin. For multi-line headings, place page number at end of last line.
- ❑ Page number(s) for the List itself are centered at the bottom of the page(s) in lowercase Roman numerals

**Abstract Page**

- ❑ The title of the manuscript is placed approximately 2” down from the top of the page (i.e. 1” down from 1” margin) in Upper/Lower case; on subsequent pages, the text starts at the top margin
- ❑ Student’s name (upper and lower case) is double spaced below the title
- ❑ The word ABSTRACT - in All Caps - is double spaced below the name
- ❑ The Abstract text is 350 words or less (anything more is cut off)
- ❑ Page number is a lowercase Roman numeral centered at the bottom of the page

**Text**

- ❑ Text is single, one and a half, or double spaced
- ❑ Headings/subheadings are formatted consistently (includes spacing)
- ❑ Top Margin is 1”; Chapter Headings are placed 1” below that
- ❑ Tables and Figures are formatted consistently
- ❑ There are **NO MISSING PAGES**

**References and/or Bibliography**

- ❑ The Heading, “References” or “Bibliography” is placed approximately 2” down from the top of the page (i.e. 1” down from 1”margin)
- ❑ On subsequent pages, the text starts at the top margin
- ❑ Citations are formatted consistently
- ❑ There are no split citations

**Appendices (including Cover Page)**

- ❑ Appendices Cover Page: “Appendices” is centered vertically on the cover page.
- ❑ Appendices pages have a 1” Top, Bottom, and Right Margins
- ❑ Left Margin is 1.5”
- ❑ Appendix titles are either flush left or centered at the top margin
- ❑ Appendix titles are formatted consistently
- ❑ If Appendix is more than one page, subsequent pages are labeled with “Appendix A (Continued)” as specified in the *Thesis and Dissertation Guidelines online*

**About the Author (required for dissertations)**

- ❑ Contents are centered vertically on the page
- ❑ No page number is listed
- ❑ 150 words maximum, written in the third person