

## MS Word

For users of Word (and other similar word processors), please follow the guidelines below. The university Word template is a recommended starting point.

### Required Sections

#### Preliminary pages

Any pages before the start of the first chapter are called preliminary pages (or front matter).

- **Title page (required in identical format; see template)**
- **Copyright notice (optional, the page itself should be included; see template)**
- Acknowledgment (recommended)
- **Authorship statement (required, see sample and supporting materials)**
- **Table of contents (required)**
- List of figures (recommended if there are multiple figures)
- List of tables (recommended if there are multiple tables)
- List of symbols, abbreviations, definitions, etc. (optional)
- **Abstract (required)**

The table of contents should list all preliminary sections (except the TOC itself), all chapters, the reference section, and any appendices. Major headings (and subheadings) may be included in the TOC.

You have the option to include a List of Tables, List of Figures, List of Symbols, or associated variants as part of the preliminary pages.

#### Text pages

You must have some text, arranged in chapters.

#### Backmatter

You must have a Bibliography, References, or Works Cited section. Typically, this will be a unified section after the main text.

Appendices are optional, and are placed after the main text. They can come before or after the references, but should always be after the main text.

### Required Format

#### Page Layout

Pages should be formatted for US Letter paper (8.5 by 11 inches).

Left margin is 1.5 inches. All other margins are 1 inch. All text, figures, and tables must fit within the margins. Page numbers must be 0.5 inch from the edge of the paper.

All pages except the title should be numbered.

Preliminary pages use consecutive lower case roman numerals (e.g., i, ii, iii, iv, ...). Default placement is bottom center.

Pages of text (Chapter 1 forward) use consecutive Arabic numerals (e.g. 1, 2, 3, ...). The default placement is top right. All pages should be numbered.

### Text and Headings

Text is single column, and double line spaced. Captions, block text, notes, etc. can be single spaced.

Font is a standard font (e.g., Times New Roman, Arial), between 10-12 points in size, consistently used throughout the document. The main font color is black. Notes and other appropriate text can be smaller, but must still be clear and legible.

Each chapter or major section should begin on its own page.

Heading format and structure should be consistent.

### Figures and Tables

Figures and Tables should be labeled and numbered. The numbering style should be consistent and between the Figures and Tables. Figures and Tables should use their own numbering progression. Examples are Table 1, Table 2, Table 3... or Table 1.1, Table 1.2, Table 2.1 (where the first number is the Chapter).

Figures and tables should have a caption/legend/title. Caption/title style should be consistent. The text here may be single spaced, if desired.

Landscape figures should be oriented with the top of the figure toward the left margin of the page.

If there are more than one figure or table, a list of figures or list of tables, respectively, is recommended.

### Citation and References

An established citation and reference style should be chosen and consistently applied. It is recommended to use a style that is relevant to one's discipline (e.g., APA for Psychology students).

Examples: APA, IEEE, MLA, Chicago.

The bibliography or references section should be formatted per the citation/reference style used. References should be complete. A reference section can include sections, per professional practice or scholarly need. Normally, the reference section is at the end of the work and contains all references referred to in the text.

### LaTeX

For students working in LaTeX, the official school template should be used, along with its default formatting. Adjustments to the default format are permitted after consulting with the thesis examiner.

### Other Document Creation Systems

Other document creation systems can be used, provided they conform to the standards required. The responsibility for compliance in these cases rests with the student.

## Final Approval

The thesis examiner reserves the right to request formatting changes to text that departs from standard practices or which is notably inconsistent with other sections of the thesis. The aim of any requested changes is to ensure professionalism, consistency, and ease-of-use.