

Graduate School Style and Format

The Graduate School accepts theses and dissertations which are approved by the student's advisory committee and which comply with the following Graduate School minimum style and format requirements.

Language – All manuscripts must be written in English, except where a foreign language is appropriate for your major for example Modern Languages and Classics and Creative Writing. The language must be pre-approved by your committee. All Abstracts must be in English.

Margins – The document should have uniform text margins throughout the entire document of at least one inch on all sides, subject to the exclusions listed below.

Headings – Any pages with a major section or chapter heading must have a 2 (two) inches top margin.

Font Size and Type – The minimum font size should be 12 and must be applied consistently throughout the entire document. Subscripts and superscripts must be no more than 2 (two) points smaller than the text font. Standard fonts must be used, no italicized, no script, make sure the fonts are embedded with the document – this means they will be preserved with the document including when converted to PDF for submission. Instructions for embedding fonts for each software type are included in the ProQuest “Help” information on their web pages.

Spacing and Indentation – Must be consistent throughout, please indent the first line of each and every paragraph. Double-spacing for lines is required except for the following where single-spacing is required: bibliographical and references entries (with double-spacing in between entries), long quotations, long endnotes or footnotes, long captions, and long headings (long = more than one line).

Pagination - All page numbers must be located within the bottom margin, centered on each and every page. All pages are numbered except for the title page; note, whilst the copyright page is always the first page the number is NOT shown on the page. Preliminary pages use Roman numerals starting with ii (see previous line), the main document uses Arabic and restarts with 1.

Start a new chapter or major section on a fresh page. Chapters or sections must be delineated clearly and identified in the Contents.

Do not divide words at the bottom of a page, carry them over in full to the next page. Similarly, a sentence ending a paragraph must not end as a partial line at the top of a page.

All landscaped pages are simply included in the document and PDF as they are

created, numbered bottom center of page.

Do not use any running headers or footers anywhere in the document.

Justification – Except for the first lines of new paragraphs, all lines must be left-justified only. Do not use center or left and right justification; the former creates misaligned lines throughout the manuscript and the latter results in “kerning” whereby the software stretches the spaces in between words to make the words fit the lines, neither of which is acceptable.

Footnotes and Endnotes – Where these are included, please follow the style guide you are using for the whole thesis or dissertation.

Tables, Figures, and Illustrations – All tables, figures, and illustrations must be numbered in the order in which they appear in the document and in accordance with the selected style guide.

The Graduate School recommends simple numbering in sequence throughout the document, however it is acceptable to number in sequence within chapters e.g. 1.1, 1.2, 1.3...2.1, 2.2, 2.3...etc. The Graduate School prefers tables, figures, and illustrations to be located in the manuscript as close as possible to the narrative to which they refer however where the standard for your discipline dictates, placement together at the end of a chapter or the document is also acceptable. Lists of each category are required in the preliminaries section.

When table or figure captions are too long to fit on a page with the table or figure reduction of the table/figure is allowed so that they may both appear on the same page. Where this is impractical or the table/figure becomes too small to read then the caption can be included on a separate page, usually opposite the table/figure.

Bibliographies and Reference Lists – Must follow the chosen style guide. If the style guide does not give clear instructions here then consideration must be given to selecting a different style guide.