All revisions are due by the Friday before Finals Week.

Margins/Type/Spacing
___ Left = 1.5”; Right, bottom and top = 1”
___ Times New Roman, size 12
___ Double-spaced (single-space long quotations and footnotes)
___ Triple space after every chapter title line
___ Indented lengthy quotes are single spaced

Page numbering
___ Title, Approval/Signature page and Abstract are not numbered
___ Table of Contents, Tables, Figures pages - small Roman numerals; page number BOTTOM, CENTER
___ Chapter 1 through Vita - Arabic numerals
___ Chapter title pages - page number BOTTOM, CENTER
___ Remaining pages - page number TOP, RIGHT, even w/right hand margin (1/2” from top)
___ Appendixes (title page only) and Vita - page number BOTTOM, CENTER
___ Appendix A, B, etc. - page number TOP, RIGHT
___ Pages in order; no missing pages

Copyright - Required (Dissertations only)
___ Precedes all other pages except Title page
___ Not counted/numbered
___ Centered

Title Page
___ Title - ALL CAPS
___ Date (Month and year) of Graduation [Must agree with Approval and Abstract page]
___ Student’s name - ALL CAPS
___ Master’s/Doctoral program listed

Approval Page
___ Title - exactly the same as title page; ALL CAPS
___ Student’s name - ALL CAPS
___ Committee members named
___ Date (month and year) of Graduation [Must agree with Title and Abstract page]

Abstract (format for Dissertations)
___ Title - exactly the same as title page; mixed case
___ Month/year of Graduation [Must agree with Title and Approval pages]
___ Name and degrees earned
___ Dissertation Chair included

Acknowledgment/Dedication (not required)
___ No more than one page; small Roman numeral bottom center

Table of Contents/List of Tables & Figures
___ Roman numerals
___ Must list all headings and subheadings, inc. abstract, lists, tables, appendixes, references,
___ List of headings and subheadings must match headings/subheadings of dissertation chapters EXACTLY.
___ Lists - format similar to Table of Contents pages

Text
___ Chapter headings - ALL CAPS

References
___ Must be alpha; double-spaced

Appendices
___ Each appendix has own title page
___ Page # - BOTTOM CENTER (“Appendices” page only)
___ Appendix A, etc. - title in mixed case; # TOP RIGHT

Vita (Dissertation only)
___ Page # BOTTOM CENTER
___ Name - ALL CAPS
___ Address - mixed case

Placement of chapter title and headings:

CHAPTER I

INTRODUCTION (ALL CAPS)

First Heading (Mixed Case)

Second subheading (italicized)
Third subheading (italicized and indented followed by a period)