

FORMATTING GUIDELINES FOR THESIS

FONT – Times New Roman 12 pt. consistency throughout text and 10 or 11 point for tables and figures, excluding the captions.

MARGINS

Preliminary pages (Title page, Abstract page, Acknowledgment page)

1 inch on all sides

Table of Contents, List of Figures, List of Tables

1 inch on all sides

Body Pages, beginning with Introduction

1 inch on all sides

Chapter title pages, Appendix title page, Reference title page

2 inches at top

1 inch at bottom and sides

PRINTING

Single-sided: Title page, Abstract page, Acknowledgment page

Both sides: Table of Contents, List of Figures, List of Tables, Body, Appendix, References

Note: Table of Contents, List of Figures, List of Tables, Chapter title pages, References and Appendix pages must begin on the front side of a page.

PAGE NUMBERING

- Page numbers are centered at the bottom of the page.
- Counting begins with the Title page; however, back pages are not counted until the Table of Contents.
- Page numbers do not appear on the page until the Table of Contents (iv).
- Use Roman Numerals (iv, v, vi, vii...) starting at the Table of Contents page until Chapter 1.
- Use Arabic numbers (1, 2, 3 ...) beginning with Chapter 1.
- Be sure numbers appear on all blank back pages once numbering begins.

SPACING

- Double-space text of body.
- Single-space abstract, captions, quotes, long chapter titles, headings, and subheadings.
- Table of Contents, List of Figures, List of Tables, and References can be single-spaced or double spaced.

- Double-space three times after chapter titles (48 pts).
- Double-space twice before subheadings (24 pts).
- Double-space once after subheadings (0 pts).
- Double-space once between two subheadings (0 pts).
- Double-space twice before and after figures (24 pts).
- Double-space twice before and after tables (24 pts).
- Double-space once before and after equations (0 pts).
- Do not leave a single line of text, a single-line equation, or a subheading alone on the top (widow) or bottom (orphan) of a page.
- Do not leave more than about 5 lines of white space remaining on a page unless it's the end of a chapter.

FIGURES

- Figures are normally diagrams, graphs, maps, or charts.
- Center figures on the page.
- Center captions below the figure. Do not exceed the width of the figure. If more than one line is needed, the caption should be left justified at margin.
- A figure should be placed after the paragraph of reference. If it will not fit on the same page, continue the text and place the figure on the next page.

TABLES

- Tables contain numerical or statistical information.
- Center tables on the page.
- Center captions above the table. Do not exceed the width of the table. If more than one line is needed, center each additional line in an inverted pyramid, for example:

Table 6.3 Comparison of roll rotation plots when node was displaced,
and an X-direction off-axis force was applied.
- If table is placed in the landscape position, the top of the table should be on the left side of the page, with the caption above the table. The page number is placed in the standard location.