



# Graduate School

UNIVERSITY OF COLORADO  
DENVER | ANSCHUTZ MEDICAL CAMPUS

## **Format Guidelines for Theses and Dissertations**

**Guidelines for Students Submitting Theses and Dissertations  
to the Graduate School in Partial Fulfilment of Graduate Degrees**

Effective January 2020

Replaces Format Guide for Theses and Dissertations Revised October 2019 with added links and common errors

## CHAPTER I

### QUICK START GUIDE

If you are reading this, you are probably getting close to completing your thesis. Congratulations! Your thesis will be a digitally published scholarly work and you should be proud of both its content and format. Formatting can be complicated, so we've created this Quick Start Guide, which details simple choices you can make to meet the Graduate School requirements without having to read Chapter IV – Detailed Format Requirements. Please review Chapter IV if your formatting needs/preferences aren't met by our recommendations. For convenience, we will use "thesis" to broadly refer to all scholarly works produced by masters & doctoral students.

#### Formatting Your Thesis

1. Open a new document and set the following:
  - Margins: 1" all around
  - Font: 12 pt. Times New Roman (all text must be the same size)
  - Spacing: Double (but no more)
  - Alignment: Left
  - Paragraph indent: 0.5"
2. Prepare preamble pages in the following order, following the examples in Chapter II:  
Title Page, Approval Page, Abstract, Table of Contents
  - It is acceptable (and easier) to only include chapter titles in the ToC even though the example has several header levels shown.
  - Otherwise, follow the templates exactly (content, alignment, spacing, bold, capitalization).
3. Create a page for each of your expected chapters.
  - Each chapter starts at the top of a new page.
  - Titles must be centered, all caps, double-spaced and bold:

## CHAPTER X

### THE TITLE OF YOUR CHAPTER

4. Create a placeholder page for **REFERENCES**.
  - Title format: bold, centered, all caps
  - Entry format: no indent, single-spaced within entries, double-spaced between entries
5. Insert page numbers in the bottom right corner of the footer.
  - Title page is page "i" but suppress it so the first page number is "ii" on the Approval page.
  - Preamble pages are numbered with lowercase Roman numerals (ii, iii, etc.); the body text is numbered with Arabic numbers (1, 2, 3) starting with CHAPTER I as Page 1.
6. Establish your header styles (only regular double space before and after):

**Level 1: Bold, Centered, Title Case, Double Spaced**

**Level 2: Bold, left-aligned, sentence case, double-spaced**

*Level 3: Italic, left-aligned, sentence case, double-spaced*

7. Insert your figures and tables gathered at the end of each chapter.
  - Put each table and figure on its own page.
  - If you have landscape tables or figures, see Page 21 for instructions.

- If you have large tables or figures (take more than one page including the caption), see Page 21 for instructions.
  - Table titles go above the table; figure captions go below the table.
8. Use reference management software such as EndNote, Zotero, Mendeley, CiteUlike, Papers, etc.
  9. If necessary, format the appendix title(s) like chapter titles, except use capital letters (A, B, etc.)

### Common Mistakes

Common Mistake	How to avoid it!
Title page is numbered “i.”	Suppress the page number on the first page or start numbering on the second page with “ii.”
Errors in preamble pages.	Copy the sample pages exactly, including spacing and required text. Do not add embellishments like degrees or titles to faculty except as in the sample.
Program name is wrong in preamble pages.	Use your proper degree name, not your department or colloquial program names. Don’t include tracks.
Your name varies in the preamble pages (e.g. middle included in some but not all places)	Your name must be the same in all three places it appears in the preamble pages
Approval statement isn’t aligned correctly.	Align the approval statement to the right.
Advisor’s title is wrong on the abstract page.	Ask or look up your advisor’s title. It should be Assistant Professor, Associate Professor or Professor, with limited modifications (e.g. Research or Clinical). Do not include other titles (e.g. Department Chair)
Chapters formatted incorrectly in Table of Contents:	Format correctly like this:
Chapter I – Chapter Title.....1	I. Chapter Title.....1
Extra space between paragraphs.	Remove extra space from Word’s default “Normal” style before you start.
On landscape tables/figures, page number is in the correct place for landscape page orientation, but not portrait.	Insert your table/figure on a portrait-oriented page and rotate the table/figure rather than the page.
Headers aren’t applied consistently throughout the thesis.	Choose a simple header format structure Use Styles in Word.
Chapters are numbered with Arabic numerals.	Use Roman numerals.
Short pages (too much white space).	Use the “gathered at the end” method for tables & figures; if using interleaved, make sure text flows to the bottom of the page before and resumes at the top of the page after the table/figure, even if the text breaks mid-sentence. Don’t use page breaks to start new sections on a fresh page unless they would create an orphan header.
Orphan headers.	Each header should be followed by at least two lines of text, else insert a page break to start at the top of the next page.
Thesis submitted to the wrong campus in ProQuest.	Choose your program’s home campus; if you don’t see your program, you are on the wrong campus.
Thesis Approval Form isn’t submitted.	Most commonly, you forget to download and prepare the form OR it is confused with the Exam Report form because they require similar (though not always identical) signatures. You cannot handle the Exam Report form, which is generated by the Graduate School and sent to your chair. But you may handle/submit the Thesis Approval form. Make sure you know who is taking responsibility for each of these forms.

## CHAPTER II

### TEMPLATE PREAMBLE PAGES

The following pages are templates of the required and optional preamble pages that must come at the beginning of your thesis. Remember that the title page is page “i” but it is not numbered as such, so page numbering begins on the second page with “ii.”

We’ve used sample titles, names and other text in the sample pages so that you can see what the pages should actually look like. [Blue descriptive text](#) has been inserted in what should otherwise be blank double spaces. Do not include any of the blue text in your actual thesis and be sure to maintain double spacing throughout.

Page numbers on the sample pages are formatted as they will be in your thesis but are accurate for this document. As such, the sample title page does not have a page number shown but is actually page v whereas in your thesis, it will actually be page i.

Template Title Page - Required

WINTER MICROBIAL CARBON METABOLISM  
AND COMMUNITY COMPOSITION IN ALASKAN TUNDRA SOIL

by

JANE KATHERINE DOE

B.S., University of Manitoba, 2001

M.S., Oregon State University, 2004

The title and your name should be all caps but not bold.

List each of your previous degrees (but not the one you are about to earn) in chronological order.

Use the degree abbreviation (with or without periods), but do not include your major.

A thesis submitted to the  
Faculty of the Graduate School of the  
University of Colorado in partial fulfillment  
of the requirements for the degree of  
Doctor of Philosophy  
(full degree name)  
Structural Biology and Biochemistry Program  
(program or college if College of Nursing)  
2015

It is very uncommon for science dissertations or theses to be copyrighted because much of it is or will be published. The publisher owns the copyright. It is more common for humanities dissertations or theses to be copyrighted.

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JANE KATHERINE DOE

ALL RIGHTS RESERVED

This thesis for the Master of Science degree by  
<full degree name>  
Jane Katherine Doe

has been approved for the

Soil Science Program  
<program granting the degree>

by

David D. Myrold, Chair

Peter J. Bottomley

Elizabeth Sulzman

Date: <last day of the semester>

Often, the chair of a Master’s committee is also the advisor. If the advisor is someone other than the chair, indicate with “, Advisor” after their name. If the advisor is not part of the committee, list their name last.

Example degrees: Master of Science, Master of Science Clinical Science, Master of Arts, Master of Humanities, etc.

Example Programs: Genetic Counseling Program, Epidemiology Program, History Program, Civil Engineering Program, etc.

This thesis for the Doctor of Philosophy degree by  
<full degree name>  
Jane Katherine Doe  
<your full name>  
has been approved for the  
  
Ecology Program  
<program or college (if Nursing) granting the degree>

by

Oliver Chadwick, Chair

Josh P. Schimel, Advisor

Sally MacIntyre

Craig Carlson

Matthew Wallenstein

Date: <last day of the semester>

If the advisor is not part of the committee, list their name last.

Examples of Colleges or Programs: College of Nursing, Human Medical Genetics Program, Cancer Biology Program, Applied Mathematics Program, Clinical Health Psychology Program

Do not include degrees (PhD, MD, etc) or titles (Dr., Professor, etc) on committee member names.



## Template Abstract – Required

Doe, Jane Katherine (MS, Soil Science Program)

<Full Name> (<degree abbreviation>, <program or college if CON>

Linking Soluble C to Microbial Community Composition and Dynamics During Decomposition of

<Title Case is Preferred but Sentence Case is Acceptable>

<sup>13</sup>C-Labeled Ryegrass

Thesis directed by Associate Professor David D. Myrold

Thesis directed by <Advisor's Faculty Title> <Advisor's Full Name>

### **ABSTRACT**

This line indicates how the body of the abstract is to begin. The body should not exceed 350 words. The following approval statement must be typed exactly as it appears at the end of the abstract. Just type the advisor's name for approval; signature actually appears on the Statement of Approval page. Do not list any titles or degrees. Right justify.

The form and content of this abstract are approved. I recommend its publication.

Approved: David D. Myrold

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    Microbes in Cold Environments (Level 1 Heading)..... 5

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## CHAPTER III (Title Style)

### WINTER – VERSUS SUMMER-ACTIVE BACTERIAL COMMUNITIES IN ARCTIC SOIL

#### Introduction and Review of the Literature (Level 1)

As the Arctic climate changes, resulting in longer summers and milder winters (Maxwell, 1002), the microbial communities in soil will likely change, in turn altering the biological process microbes perform, particularly when soil is frozen.

#### Materials and Methods (Level 1)

##### Field Sampling (Level 2)

###### *Field Site and Sample Collection (Level 3)*

Soil was collected from the North Slope of Alaska at Toolik Field Station (68° 38' N, 139° 39' W) in May, June, August and November 2015, representing late winter, spring, summer and early winter respectively. During winter when soil was frozen, cores (8 cm diameter) were drilled using a SIPRE ice auger (Jon's Machine Shop, Fairbanks, Alaska) to a depth of at least 20 cm in all soil types.

###### *Sample Handling and Processing (Level 2)*

Great care was taken to ensure that frozen samples never thawed. Wintertime sample processing was done outside at the field station in subzero temperatures. Samples were shipped frozen in insulated coolers with dry ice, and experiments were conducted in a walk-in freezer.

**APPENDIX A**

**PERMITS TO COLLECT AND TRANSPORT SOIL FROM HIGH ARCTIC SITES IN THULE,  
GREENLAND**

You can put anything in the appendix formatted any way you like as long as it fits inside your margins. Have fun!

## CHAPTER III

### GENERAL INFORMATION FOR SUBMITTING DISSERTATIONS & THESES

You'll find important deadlines and forms on the Graduate School's website. Note that each campus has different deadlines and you must work with your home campus's Graduate School Office. Visit the [Graduate School Resources](#) page for the most up-to-date deadlines.

Denver Graduate School Office:

Phone: 303.315.5879  
Location: Lawrence Street Center  
Suite 1251

Anschutz Graduate School Office:

Phone: 303.724.2911  
Location: Fitzsimons Building  
Suite W5107

### Copyright

If you have already published portions of your thesis, you must get permission from the publishers or copyright owners before you include them in your thesis. Include a footnote on the appropriate chapter title that states:

Portions of this chapter were previously published in <provide reference info like journal, year, issue> and are included with the permission of the copyright holder.

Copyrighted work must also meet the following requirements:

1. The work must represent research conducted while enrolled in the master's or doctoral program and must not have been used to fulfill requirements of another degree.
2. You must be the sole or primary author of the published work; when multi-authored works are included, your contribution and how it relates to the thesis must be clearly explained in the introduction or body of the text.
3. Previously published work must be reformatted to meet Graduate School guidelines.

You may have the copyright on your thesis registered through ProQuest for an additional fee. If you have published or will publish your thesis in the future, personal copyright is probably unnecessary. Additional information about copyrighting can be found on the ProQuest website.

For more information on copyright, please visit:

US Copyright Office: [www.copyright.gov](http://www.copyright.gov)

Fair Use Information: <http://copyright.gov/fair-use>

ProQuest/UMI: [http://media2.proquest.com/documents/UMI\\_CopyrightGuide.pdf](http://media2.proquest.com/documents/UMI_CopyrightGuide.pdf)

### Responsible Conduct of Research

Every thesis must uphold the utmost level of research and academic integrity. Plagiarism, fabrication, falsification, and other forms of research misconduct will be investigated by the [Office of Regulatory Compliance](#) Research Integrity Officer and/or the Research Ethics Committee.

### Research on Human Subjects or Animals

If you have performed research involving human subjects, include your COMIRB/IRB protocol number in your Acknowledgements. If you have used live animals, animal tissue or observational animal work, include your IACUC protocol number in your Acknowledgements. Failure to obtain appropriate approvals can have serious consequences including but not limited to your degree not being granted.

## **Involvement of Students in Restricted, Proprietary or Classified Research**

Two important policies provide guidance on restricted research: (1) Board of Regents [Policy 4F: Classified Research](#) and (2) [Administrative Policy Statement 1023](#): Restricted, Proprietary and Classified Research. Note that only the Chancellor can approve research sponsored by an entity that imposes research restrictions and that in general, students cannot work on projects where publication is restricted; see Section IX of APS 1023 for more details.

### **Format Review**

#### **Denver Students**

You must have your thesis reviewed for correct format by the format review deadline. The thesis you submit for format review should be mostly complete, which will allow us to give you thorough feedback. Pay close attention to the feedback you receive through format review and make all changes we request before submitting your final thesis.

Email a PDF of the thesis to [stephanie.puello@ucdenver.edu](mailto:stephanie.puello@ucdenver.edu). Please include your last name and "Format Review" in the subject line of the email. Your thesis will be reviewed electronically and changes will be sent to you via email. Please plan on 2-3 weeks' turnaround time, particularly if you submit close to the deadline.

#### **Anschutz Students**

Beginning in Fall 2019, initial format review is not required because your peers have been consistently presenting cleanly formatted theses at initial review sessions. However, if you have doubts about the quality of your formatting, please contact Assistant Dean Shawna Cox ([Shawna.cox@cuanschutz.edu](mailto:Shawna.cox@cuanschutz.edu)) for a consultation.

### **Submission Process**

All theses are [submitted online to ProQuest](#). When you create your account, make sure you are submitted to your home campus. If you don't see your program listed, you are probably on the wrong campus. Submit your thesis by your home campus's deadline and stay alert for final format revisions, which will be sent through ProQuest to the permanent email you provide in your ProQuest account. All final format review will be handled through ProQuest; please do not email theses after the initial format review.

#### **Thesis Approval Form**

[Download](#) and prepare this form *before* your exam. Take it with you to the exam so that most of your committee members can sign. If you have revisions, we suggest that all but your chair or advisor sign at the exam so that you only have to get one more signature.

All members of your committee *must sign in ink*. In rare circumstances, a remote committee member may print and sign a separate copy, which should be appended (physically or digitally) to the main copy. Submit the fully executed Thesis Approval Form to the Graduate School before you submit your thesis to ProQuest. We will accept the original inked form or a high quality scan.

#### **Costs**

Standard electronic publication is free but additional publication options (e.g. copyright) have additional fees. See ProQuest's website for more details.

#### **Bound Paper Copies**

You or your program/department may want bound copies of your thesis. You can order them directly from ProQuest or work with the Denver Bookbinding Company. Tell Denver Bookbinding



that you are binding a university document to receive a discount. Copies from ProQuest will take some time to arrive but you can have a copy bound by Denver Bookbinding at your convenience.

### **Embargo**

You may choose to place an embargo on your thesis, which will prevent the full thesis from being accessible through the library until six months, one year or two years after submission. Only your title and abstract will be available until the embargo is lifted.

### **Exit Surveys**

We value the time our graduates take to provide thoughtful feedback. Doctoral students will be invited to complete the Graduate School Exit Survey and the Survey of Earned Doctorates. Masters students will receive an invitation to complete the Graduate School Exit Survey. Some specialty programs may send additional exit surveys (e.g. BEST at CU Anschutz).

## CHAPTER IV

### DETAILED FORMAT GUIDELINES

If you need additional information or would like to format your thesis differently from the Quick Start Guide, please read this chapter carefully. Also, consult with your advisor and/or committee about their expectations. Some committees don't like "gathered at the end" placement of tables/figures. The key to formatting your thesis is consistency: use the same font, font size, header style, margins, page number location, etc. throughout your thesis. We only provide guidelines for structural format; please consult a content style guide appropriate to your field for additional guidance on the following:

- Abbreviations and symbols
- Formulas and equations
- Table, figure & graph appearance
- Units & measures
- Hyphens, colons, semicolons, dashes

Examples of such style guides include:

- Publication Manual of the American Psychological Association (APA)
- A Manual for Writers of Term Papers, Theses and Dissertations by Turabian

#### **Thesis Preparation – “Making Thesis Formatting Easier”**

It is often easier to start with a properly prepared template than to consistently apply formatting to an existing document. If you use Word to write your thesis, set up Styles to apply your formats. Using Styles allows you to change your format details quickly and easily throughout your thesis. You can also use the Table of Contents tool to automatically create, populate and update an accurate Table of Contents, though you will need to adjust the formatting as Word's automatic formatting does not meet the Graduate School guidelines.

If you wish to use LaTeX to format your thesis, templates are available from the Math Department at this [link](#). LaTeX is not a word processor, but rather a "document preparation system for high-quality typesetting" (<http://latex-project.org/intro.html>). Note that this template is in technical format whereas the Graduate School guidelines are more accurately described as traditional format, so you should be prepared to make some modifications to the template as necessary.

We offer periodic seminars on both campuses to help students identify common formatting mistakes and ways to avoid them. Contact the Graduate School office on your home campus for info.

#### **Overall Structure**

We only require that a written thesis is organized into chapters. The most chapter structure can be classified as "chapters as sections" and "chapters as papers." In the "chapters as sections" structure, chapter headings may be similar to sections in a single scholarly paper (e.g. Introduction, Materials & Methods, Results, Discussion, Conclusion, etc). In the "chapters as papers" format, you would start with a global introduction/literature review and end with a global conclusion/summary/future directions. Each paper would be a separate chapter in between. Previously published manuscripts must be formatted per this formatting guide. No matter structure what you choose, the entire document only has one reference section.

If your discipline necessitates a format other than a written document, please consult with your program for guidance on appropriate structure.

## Thesis Organization

Organize your thesis as follows. The items marked with an asterisk (\*) are required in every thesis; other items are optional. Examples of these items can be found in Chapter II. Items 1-10 are collectively known as the “preamble” pages of your thesis.

1. Title Page\*
2. Copyright Page
3. Approval Page\*
4. Abstract\*
5. Dedication
6. Acknowledgements
7. Table of Contents\* (ToC)
8. List of Tables
9. List of Figures
10. List of Abbreviations      ↑ Number these pages with lowercase Roman numerals (e.g. i, ii, iv)
- .....
11. Text (Chapters)\*                      ↓ Number these pages with Arabic numbers (e.g. 1, 2, 10)
12. Endnotes
13. Bibliography, Selected Bibliography or References\*
14. Appendix or Appendices

### Typeface/Font

Use a standard font such as Times New Roman, Cambria, Arial, Helvetica or Calibri in 10, 11 or 12 pt. Think carefully about your choice of a serif vs. sans serif font. Many people find serif fonts to be easier to read in long documents and large blocks of text.

Use the same font for all text throughout the thesis, including but not limited to headings, paragraph body, quotes, figure captions, table titles, footnotes and page numbers. Text within a table or figure as well as superscript numbers for footnotes/endnotes can be smaller than your main font (as small as 9 pt.). Text within a figure should be legible when the figure is embedded in the thesis.

Equations, formulas and words within figures must also be typed. Handwriting is only permissible within a figure if it is a necessary aspect of the figure (e.g. the figure depicts a handwriting sample).

Computer code can be in any typeface and format.

### Margins, Alignment and Pagination

Thesis margins must be 1” on all sides.

Align your text to the left (ragged edges).

Preamble pages (items 1-10 in the Thesis Organization section) are numbered with lowercase Roman numerals (e.g. i, ii, iii, ...). The title page is counted as page i but does not have a page number printed on it. The main body of the thesis (items 11-13) are numbers with Arabic numbers starting with 1 on the first page of the first chapter.

Put the page number in the upper right corner, lower right corner or bottom center of the page. Page numbers must be ½” from the top or bottom of the page and 1” from the right side of the page.

Remember that page numbers are the same size and font as the rest of your thesis.

## Spacing and Indents

The entire thesis must be double-spaced except for the items listed below, which are single-spaced:

- Footnotes/endnotes
- Long, indented quotes (more than 40 characters; entirely indented from margin)
- Figure legends/captions
- Text inside a table or figure
- Footnotes under a table
- References/bibliography (single-space within entries, double-space between entries)

Do not put extra space between paragraphs.

You should have at least 8" of content per page including the top margin unless you are at the end of a chapter, otherwise you create a "short page". Insert a page break to move a heading of any level to the next page if it is not followed by at least two lines of text.

Indent the first line of each paragraph. For consistency, use the tab key or format your body text style to have an indent built in. Long quotations are indented entirely from the left. See Chapter X for examples of different types of indentation and images of the ruler in Word for each.

## Headings

Choose a hierarchical style for headings and subheadings; each level of heading should be progressively less eye-catching. The spacing above and below headings must be consistent. Apply your heading styles consistently throughout the thesis, i.e. all Level 1 headings must be the same in every chapter.

Chapter headings are required but all other heading levels are optional. You should follow proper outlining protocol: there must be two or more subheadings below any higher level heading.

If your program/department does not dictate specific heading styles, we offer the following recommendations. Remember that all text is double spaced unless otherwise noted under Spacing and Indents so all headings naturally have a double space before and after them.

Chapter Name: bold, centered, all caps, no additional space

Level 1: bold, centered, upper & lower case (title case)

Level 2: bold, aligned left, upper & lower case (title case)

Level 3: underlined, aligned left, upper & lower case (title case)

Level 4: bold, paragraph indent, first letter cap only (sentence case) followed by period then paragraph text

Level 5: italic, paragraph indent, first letter cap only (sentence case) followed by period then paragraph text

See Section III for examples of how you could apply headings.

For title case, capitalize main words; articles, conjunctions and prepositions are not capitalized unless they are the first word. Visit [grammar-monster.com](http://grammar-monster.com) for more detailed instructions.

For sentence case, capitalize only the first word and proper nouns (or other special words like acronyms), just like in a sentence.

## **Title Page**

Format your title page following the example page.

Key features:

- Thesis title and your name are all caps.
- All text is centered on the page and double-spaced.
- Your name must be identical on the Title Page, Approval Page and Abstract.
- List all prior academic degrees including location if the institution had multiple campuses. Do not include your major.
- In the block of text at the bottom of the page, use the full name for your degree, the College or Program from which it was granted and the year in which your degree will be granted (not necessarily the same as the year you defended).

## **Approval Page**

Format your approval page following the example page.

Key features:

- All text is centered on the page and double-spaced.
- Like the Title Page, use the full name of your degree and the College or Program from which it was granted.
- If your advisor was on your committee, list second (after Chair); if not, list at end.
- Do not include degrees or titles for committee members.
- Use the last day of the semester in which the degree will confer, regardless of when you defend/submit.

## **Abstract**

Format the text at the top of the page as in the example:

- <Last name>, <first name> (<degree abbreviation>, <discipline>)
- Thesis title should be in title case.
- Thesis directed by <advisor's title> <advisor's name> (e.g. Assistant Professor Doe)

Center and bold "ABSTRACT" followed by abstract text.

End with (right-justified):

The form and content of this abstract are approved. I recommend its publication.

Approved: <advisor name, no title or degree>

## **Dedication**

Dedications are optional and personal. If it is long, center the title "DEDICATION" at the top of the page. If it is short, center the dedication on the page and don't use a title.

## **Acknowledgements**

If you are the sole author, Acknowledgements are optional unless you have a COMIRB or IACUC protocol. Acknowledgements also include funding sources and people who contributed to the research and preparation of the thesis.

If you have co-author(s), i.e. other persons made substantive contributions to the research and/or writing of individual chapters, these should be specified on the Acknowledgements page or within the appropriate chapter(s).

If you choose to include Acknowledgements in the preamble of your thesis, center the title “ACKNOWLEDGEMENTS” at the top of the page.

If you choose to include Acknowledgements in your individual chapters, either format your acknowledgements as a footnote on the title of the chapter or include a separate Acknowledgments section at the end of the chapter. If a chapter has been published, this is also a useful place to cite that publication along with assurance that the publisher has waived copyright. (See p. 5 for more information.)

### **Table of Contents**

You must have a Table of Contents in your thesis. Follow the sample page formatting.

Key features:

- Title: CONTENTS or TABLE OF CONTENTS centered and bold
- Number the pages of the ToC itself in lowercase Roman numerals
- Minimum: include Chapter titles (numbered with uppercase Roman numerals, all caps)
- Standard: include Level 1 headings (case matching your thesis)
- Advanced: include Level 2+ headings (case matching your thesis)
- “CHAPTER” aligned left with I. <first chapter name> on the subsequent line
- Page numbers aligned right with or without leaders
- Double space all text
- Indent each heading level consistently
- Recommended: Properly format hanging indents to align first letter of multi-line titles

If you properly use the Styles tool in Word to apply your chapter heading style and your level 1 and level 2 heading styles, you can use the Table of Contents tool to automatically generate and easily update the Table of Contents. We highly recommend you do this to ensure accurate page numbers and easy updates as you edit your thesis.

Note that REFERENCES and APPENDIX are not chapters, so are not numbered and are aligned left.

If you have more than one appendix, “number” them with A, B, etc.

### **List of Tables, List of Figures, List of Maps, Abbreviations**

All of these pages are optional and are part of the preamble pages that are numbered in lowercase Roman numerals.

Key features:

- Title: TABLES or LIST OF TABLES, FIGURES or LIST OF FIGURES, etc., ABBREVIATIONS centered and bold
- Number pages in lowercase Roman numerals
- “TABLE,” “FIGURE,” “MAP” aligned left with entries numbered as in thesis (e.g. 1.2, 3, 4a)
- Page numbers aligned right with or without leaders
- Double space between entries; single space within multi-line titles
- Recommended: Properly format hanging indents to align first letter of multi-line titles

Arrange abbreviations in neat columns and single-space entries if desired.

## Chapters

Key features:

- Written theses must be arranged in chapters.
- “CHAPTER X” followed by chapter title also in all caps; double spaced; bold, center.
- Chapters numbers in capital Roman numerals
- Apply format guidelines presented in earlier sections throughout chapters (e.g. margins, headings, body text, etc.)

### Tables, Figures, Maps, etc.

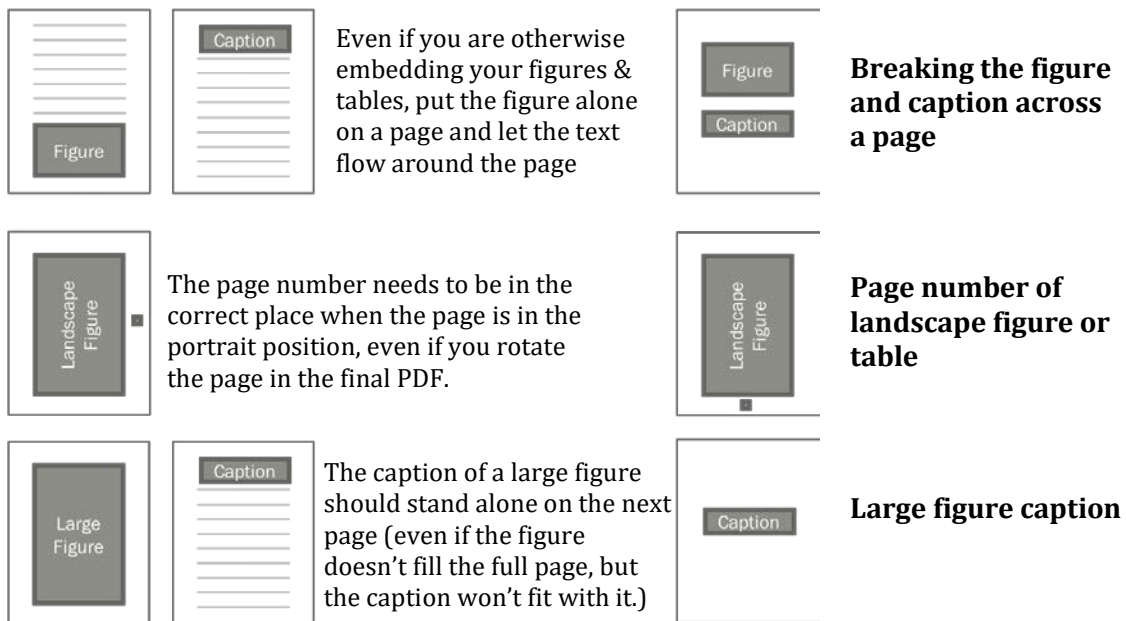
Tables and figures can EITHER be inserted in-line with the text immediately after their first mention, OR on separate pages. If you use separate pages for your tables/figures, you can EITHER insert the separate page as the next page after mention, OR gather all tables and figures at the end of the chapter. See Figure 1 for a graphical example. You may put multiple small tables or figures on one page. Consult with your committee/program for their preference.

Key features:

- Refer to a style guide for the formatting of tables, figures, graphs, etc.
- Must fall within margins (including left border of tables, which Word misaligns).
- Table titles and figure captions are the same size and font as body text.
- Text can be smaller than body text, but should still be readable (esp. in scaled figures).
- Format table titles and figure captions consistently throughout.
- Large tables/figures can be formatted in landscape with top to the left when in portrait, but page number of such items must appear in same position as all other pages.
- Tables/figures can be numbered sequentially through the entire thesis or within each chapter.
- Unless your discipline dictates otherwise:
  - Table titles appear at the top of the table.
  - Figure captions appear at the bottom of the figure.
  - Table footnotes appear at bottom of table.
  - Figure footnotes appear at bottom of figure, above the caption.
  - Caption should be the full width of your page.
- For large figures or those with very long captions, put the caption on the next page, but include the figure number (minimum) or the figure title (recommended) under the figure itself. Figure caption stands alone on next page. Don't break figure captions across pages. See Figure 2 for a graphical example.
- For tables longer than one page, repeat the header row and indicate “Table X cont'd” at the top of each subsequent page.



**Figure 1.** Three options for figure/table placement. This figure depicts the three acceptable options for placing tables and figures in your thesis. Choose one option and use it consistently throughout.



**Figure 2.** Common mistakes in figure and caption placement. The right column depicts the correct way to format the aspect of figure placement addressed in that row.



### **Footnotes/Endnotes**

Consult a relevant style manual for the structure of footnotes/endnotes. Use is optional.

Key features:

- Indicated with a superscript number.
- Numbered consecutively through thesis.
- Bibliography should include all references cited in footnotes/endnotes.
- Superscripts may be in a smaller font size; single space within multi-line notes; double space between notes.

### **Bibliography/References**

You must include a bibliography or reference section even if you use footnotes/endnotes. Choose the appropriate format for documenting your sources. A bibliography is a list of sources used or consulted in preparing the thesis. References are a list of sources that are cited in the thesis.

Consult your committee, a relevant journal or professional style guide for citation format and reference list format. Apply your citation format consistently throughout your thesis.

We highly recommend using reference management software such as EndNote, Zotero, etc. This will make reformatting references easy if you publish your papers in multiple journals with different formats.

Key features:

- Title: "REFERENCES" or "BIBLIOGRPAHY" or "LIST OF REFERENCES" centered, bold
- Single space within multi-line entries; double space between entries.
- Keep a single entry together (don't split it across a page break).
- Make sure each page starts with an entry, not a blank line.

### **Appendix**

Key features:

- Optional
- Multiple appendices are delineated with alpha characters (A, B, C, etc.)
- Title: "APPENDIX X" centered, bold
- Page numbers continue from rest of thesis
- Content must fit within margins