Text of the Thesis

Formatting standards to remember:

- Number each page consecutively with Arabic numerals
- Double-space throughout
- Don’t add extra spaces between paragraphs unless required by an a-head or b-head
- Indent all new paragraphs ½” from the left margin
- Full justification of the text is not recommended - it can be hard to read
- Typeface must be 12-point font for the text and no smaller than 10-point font for the notes
- Times New Roman is preferred
- Students should take care that the same style of font and typeface that appears in the main body of the text is also used in all headers, page numbers, and footnotes
- For long bibliographic entries, long quotations (more than four typed lines) and extensive figure captions:
  - Single-spacing is acceptable
  - Introduce the quotation with a sentence, followed by a colon
  - Double-space before beginning the quotation
  - Indent them 1 inch from the left-hand margin
- Notes, headings, references, bibliographic entries and all other mechanics must be presented in a consistent manner throughout the thesis
- Unless the thesis is being prepared for publication in a journal that uses a particular notational style, students must – depending on their field – use the APA, MLA, or CMS style of citation
  - use the most current edition of the appropriate style manual