

FORMAT CHECKLIST FOR ALM THESIS WRITERS

Important Format Topics When Preparing the Final ALM Thesis Manuscript

All ALM thesis writers should make every effort to fully comply with the style and format guidance provided on this web site, as well as in the current appropriate discipline-specific style guide: APA 6th edition, CMS 16th edition, or MLA 8th edition. This is important because Harvard University will be sharing your work with other scholars from around the world here: <https://dash.harvard.edu/>

- Adhere primarily to the ALM guidance, but also to the latest edition of the relevant style guide; e.g., English students use the MLA 8th edition, Biotechnology students use the APA 6th edition, etc.
- Consistent font style and size, typically 12-pt. Times New Roman in body of work, without **Bold**, Underlined, or *Italics* headers, and with minimum 10-pt. size for any footnotes.
- Use ALM guidance for spacing and sequencing of pages, especially front and end matter
- Abstract should be a summary of the whole work including findings, not an introduction
- Table of Contents: Verify that it is correct (e.g. Chapter III really is on p. 37)
- ALM Spacing and Margin rules are consistently adhered to (e.g. left margin is always 1-1/2")
- Bibliography or Reference Lists are in strict, alphabetical sequence.
- Mechanics of Writing: Before submission, have two or more academic readers proofread all punctuation, grammar, spelling, etc. Remove all unintentional hints of discriminatory or sexist language or tone, and any implied assumptions about the reader.
- Appendices, Tables, Figures, Graphs, Illustrations, etc. are not exceptions to the stated formats and, like text, must adhere to ALM and appropriate style guide formats (e.g. still 1-1/2" left margin, captions must adhere to relevant guidance, etc.)
- Long quotations are single-spaced and indented 1", shown without quotation marks, and cited
- Chapter Heads, "A" Heads, etc. should be formatted as shown in ALM Guide
- The goal is a single, fully-compliant, research advisor-approved PDF for upload here:
<http://etds.lib.harvard.edu/dce/>
- To view existing ALM theses, visit <https://dash.harvard.edu/handle/1/14557738>

To clarify major formatting issues, or to confirm how this guidance applies to your work, e mail your ALM research advisor early in the preparation of the manuscript.