

## **Thesis Format Requirements**

### **Typeface and Spacing.**

Text should be 11-point or 12-point in a serif font (e.g. Times New Roman or Cambria). Line spacing should be 15-18 point. Typeface, size and spacing should be consistent throughout the document. Major sections should be titled using a 16-point bold typeface. Subsection headings should use a smaller typeface.

### **Margins and Page Numbers.**

All margins except for the binding edge should be 1". The binding edge (left margin on odd-numbered pages and right-edge on even numbered pages) should be 1.5". Each page (except the cover page and the appendices) should be numbered in the bottom margin. The page number may be centered or justified on the side opposite the binding edge. Page numbers should either be a single page number or a section number and a page number separated by a dash. Lower case Roman numerals are allowed on introductory pages.

### **Figures.**

All figures must be numbered, either with a single figure number or with a section number and a figure number separated by a dash. Figure numbers should increment with each figure in the section or document. Each figure should be labeled with (a) the word Figure, (b) the figure number, (c) a period and (d) a descriptive caption. Captions should be clear and concise. Captions should describe the data shown or draw attention to important features in the figure. Figure labels should be located below (or in rare circumstances involving multiple figures, beside) their respective figures.

### **Tables.**

All tables should be numbered, either with a single table number or with a section number and a table number separated by a dash. Table numbers should increment with each table in the section or document. Each table should be labeled with (a) the word Table, (b) the table number, (c) a period and (d) a title. Table labels should be located above their respective tables.

### **Equations.**

All equations should be numbered, either with a single equation number or with a section number and an equation number separated by a dash. Equations should appear centered, inline with the text but with extra space above and below. Equation numbers should appear on the first line of each equation, right-justified and in parentheses. Variables should be written in italic both in equations and in the text.

### **Appendices**

Appendices should be labeled using capital letters starting with A. Each appendix should be introduced with a page containing only the word "Appendix", the appendix letter and a brief description of its

contents. Pages in the appendices need not be numbered, but if they are, each page number should consist of the appendix letter and a page number separated by a dash.

**Paper**

All theses and reports should be submitted both as a .PDF and a hard copy. The hard copy should be printed on acid-free, good quality bond paper with a rag or cotton content of at least 25%.