

Guidelines for Formatting a Dissertation/Thesis if you are NOT using the template

GENERAL GUIDELINES:

Margins and Page Numbers:

- Margins throughout entire document should be 1" left and 1" right and 1" top and bottom.
- All material including page numbers, figures, footnotes/endnotes, and full-page images must be inside the margins (including all material in appendices).
- Right justification of text is discouraged. Recommend using ragged right margin.
- All page numbers should be in same font size and style as text.
- Headers, footers, titles, words, decorative hyphens, periods or other devices should not be added to the page numbers.
- The abstract, title, copyright, and committee pages do not have page numbers.
- Number all other pages
 - Number acknowledgments, contents, tables and figures page with lowercase Roman numerals (i, ii, iii,...).
 - Including chapter pages, references, and appendices, with Arabic numerals (1, 2, 3,...).
 - Numbering of pages MUST start with 1 beginning chapter I.
- The total number of pages identified on the Abstract page must match the page number on the last page of the thesis/dissertation (i.e., the last page of references if there are no appendices, otherwise the last page of the last appendix – do not count pages numbered with Roman numeral or unnumbered special pages in this page total).

Placement of Page Numbers:

You may either:

- a) center all page numbers just below the 1" bottom margin, or
- b) place all numbers at the top right corner *except* on the first page of each chapter, first page of reference section and first page of each appendix where the number is centered just below the 1" bottom margin

Pages in landscape: Position page number on 1" bottom margin, centered, or upper flush right as on other secondary pages (i.e., page number should be in portrait).

Headers and Chapter Titles:

- Chapter titles and headings within chapters must match verbatim their listings in the Contents.
- Headings in the text must match verbatim their listing in the contents page. This includes uppercase and lowercase letters.
- On the first page of each chapter, chapter title must be in all- uppercase letters. See example in the Thesis/Dissertation Instructions.
- All headings should be double spaced
- Each heading and subheading must be followed by at least two lines of text on a page.

Spacing:

- Double-space the body of the manuscript. Apply any extra spacing to offset figures or illustrations consistently. If specified in the style manual selected by your program, you may use single spacing for quotations set in as paragraphs, for captions, items in tables, lists, graphs, charts, footnotes/endnotes, reference entries, and for lists in appendices.
- Keep two lines of text with each new heading, otherwise “Widows” and “orphans” (single lines from paragraphs that float to the previous or next page) are acceptable.
- Single spacing is permissible for long block quotes (over 40 words)
- Text should be continuous throughout each chapter. Do not start a new page for each heading within a chapter.
- Spacing between a page number and text should be approximately one double space.
- Each heading and subheading must be followed by at least two lines of text on a page.
- Indent the first line of each paragraph.
- **To Double space lines**
 - Select the lines that need to be double spaced
 - Right click → Paragraph → “Line Spacing” must be “Double” and “Before” and “After” points MUST be 0

Font Face and Size:

- Arial, Calibri, Courier New, Georgia, Times New Roman, and Trebuchet MS are standard approved fonts in plain forms only; no script, italic or ornamental variations.
- Use 10, 11, or 12 point fonts which are consistent throughout. Adjustment in size is permitted in tables and figures to assure correct margins.
- Italics may be used for non-English words and for titles and headings as directed by the style manual specified by your program. Underlining in place of italics is acceptable if permitted by your style manual. Use of either italics or underlining must be consistent throughout.

SPECIFIC PAGES:**ABSTRACT PAGE:**

- Title should be inverted pyramid format.
- Double-space title.
- Align number of pages on left margin.
- Author name is all uppercase letters.
- "P" in "Pages" is uppercase.
- Between the title and the author's name, there should be two blank double spaced lines.
- Spacing between author name and Pages line is one blank line.
- Spacing between the Pages line and first line of text is one blank line.
- The total number of pages will be the number that appears on the last page of the thesis.
- Double-space text of abstract.
- Keywords are listed after text of abstract.
- Spacing between text and KEYWORDS header is one double space.
- List keywords with a comma **or** semi-colon between each keyword.
- Keywords should not end in a period or “etc.”

TITLE PAGE:

- Double-space title.
- Title should be inverted pyramid format.
- Between the title and the author's name, there should be two blank double spaced lines.
- Center text between 1" left and 1" right margins.
- Author name is all-uppercase letters.
- Format lower information block according to example from [Word template](#).
 - In lower information block, "f" in "for" is lowercase.
 - Information block should be on the 1" bottom margin.
 - The first three lines of the block must be single spaced and the rest of the lines, double spaced

COPYRIGHT PAGE:

- Copyright year is the year degree is received.
- You may format the copyright either:

© 2014 John H. Doe

OR

Copyright 2014 John H. Doe

COMMITTEE PAGE:

- Title and author name should be identical to title page, including spacing between lines.
- Align committee members by their first names in the committee block.
- Omit titles, such as "Dr." from committee names.
- Align first name of committee members with "C" in Committee
- Committee block should be on 1" bottom and 1" right margin.
- Committee names are aligned by their first names.
- You will have either one chair OR two co-chairs, but not a chair and a co-chair.
- The committee members' block must have double spacing throughout – make sure to select the block, right click, "Paragraph", and set "Line Spacing" to "Double" while "Before" and "After" are set to 0.

ACKNOWLEDGMENTS PAGE:

- No "e" after the "g" in spelling of Acknowledgments
- One double space below last line of text, flush right, type author initials, in all uppercase letters with punctuation, and one space between initials.
- Place page number(s) below the 1" bottom margin, centered
 - Maintain this position of page number throughout the document on EACH page
- Number the first page of the Acknowledgments with lowercase roman numeral "i". Roman numeral page number should be same point size and font style as text.

TABLE OF CONTENTS:

- See the end of this document for a sample table of contents, and tables, and figures pages.
- Place page number(s) below the 1" bottom margin, centered
 - Maintain this position of page number throughout the document on EACH page.
- Title of page should be "CONTENTS" in all caps and centered at the 1" top margin.
- The heading "Page" appears one double space below Contents, aligned with 1" right margin
- Align reference page numbers to the right, with the "e" in the heading "Page".
- Do not use leader dots.
- Chapter titles should be all uppercase letters.
- All chapter titles and headings must match those in the text.
- All the lines in the contents pages MUST be double spaced throughout.
 - Be sure to set "Before" and "After" points to 0.
- Indent first-level headings 5 spaces or .5" from beginning point of chapter titles.
- Referenced page numbers on the contents page must match those found in the text.

TABLES AND FIGURES PAGES:

- These are separate pages, but formatting is the same.
- Title of page should be TABLES or FIGURES on the 1" top margin, centered and in all caps.
- Place page number(s) below the 1" bottom margin, centered
 - Maintain this position of page number throughout the document on EACH page.
- Secondary lines of table/figure titles aligned with beginning point of first line; page number of table/figure title aligned with last line of title.

Example:

| TABLES | | |
|---|--|------|
| Table | | Page |
| 1. Number of Subjects at Each Level of Causal Reasoning | | 30 |
| 2. Demographics of Participants | | 45 |

- Table/figure titles in upper and lowercase letters.
- Table/figure titles must match table titles in text.
- Table/figure titles should not run over to another page. If necessary, begin title on new page.
- Do not combine tables listing and figures listing in one section. If you have both tables and figures, you will have a separate listing for each.
- Tables in the appendices are numbered separately in the appendix in which they appear; i.e., Table A-1, A-2. These tables are not included in the Tables Listing.

TEXT:

- First page of each chapter begins on new page.
- Text pages are numbered with Arabic numerals, beginning with page 1 of Chapter I and consecutively throughout remaining chapters.
- Number on first page of each chapter appears centered on 1" bottom margin.
- Succeeding pages are numbered either centered on 1" bottom margin or upper right 1" from top and 1" from right margin.
- Chapters are numbered with Roman numerals.
- Chapter titles are all caps.
- Use headings for your specific style guide beginning with 1st level headers. Leave Chapter titles as all caps and without bold.
- Double space between chapter title and next heading or text.
- Chapter titles and headings within chapters must match verbatim their listing in the Contents page.
- If headings fall at the bottom of a page or heading and just one line of text, bump heading or heading and one line of text to top of next page.
- **Tables/Figures in text:**
 - Consistently place 3 blank lines before and after table (or figure).
 - Do not reduce the font of a table/figure label or title.
 - Tables should not be split. A table which can be contained on one page should remain on one page, not split.
 - A long table, which continues for subsequent pages, should bear the words "Table Continued" flush right on the bottom margin. The table heading is repeated on the next (and subsequent) page(s). No bottom line appears until the very end of the table.

REFERENCES:

- On first page of the reference section, position page number on 1" bottom margin, centered.
- You may double space the entire references section OR single space within each entry and double space between entries. You may not double space each entry and triple space between entries.

APPENDICES:

- First page bears page numbered centered on bottom 1" margin.
- Appendices are lettered, not numbered, consecutively (i.e., APPENDIX A, APPENDIX B, etc).
- If you have only one appendix, you may identify it as "APPENDIX" rather than "APPENDIX A."
- Appendix titles in text must match appendix titles listed in Contents.

- Appendices which have numerous pages may bear fly sheets – a page which bears only the appendix letter and the title and is numbered on the bottom. Subsequent pages to that appendix begin at the top one-inch margin. The number on the fly sheet is the number that appears in the Contents page. Appendices of only one page do not need a fly sheet.
- Tables in the appendices are numbered separately in the appendix in which they appear; i.e., Table A-1, A-2. These tables are not included in the Tables Listing.
- Delete any off-campus, personal phone numbers: (xxx) xxx-xxxx. Delete any personal e-mail addresses: xxxxxx@xxxxx.xxx.

Official Degree Titles:

Doctor of Philosophy
 Doctor of Education
 Master of Arts
 Master of Science
 Master of Fine Arts
 Master of Music Education
 Master of Business Administration

| DEPARTMENT/SCHOOL LISTING: | |
|--|--------------------------------------|
| Department of Agriculture | School of Art |
| Department of Chemistry | School of Biological Sciences |
| Department of Communication Sciences and Disorders | School of Communication |
| Department of Criminal Justice Sciences | School of Information Technology |
| Department of Economics | School of Kinesiology and Recreation |
| Department of Educational Administration and Foundations | School of Music |
| Department of English | School of Social Work |
| Department of Family and Consumer Sciences | School of Teaching and Learning |
| Department of Geography-Geology | School of Theatre and Dance |
| Department of History | |
| Department of Languages, Literatures and Cultures | |
| Department of Mathematics | |
| Mennonite College of Nursing | |
| Department of Politics and Government | |
| Department of Psychology | |
| Department of Sociology and Anthropology | |
| Department of Special Education | |
| Department of Technology | |

SAMPLE CONTENTS PAGES:

| CONTENTS | | Page |
|--|--|------|
| ACKNOWLEDGMENTS | | i |
| CONTENTS | | ii |
| TABLES | | iv |
| FIGURES | | v |
| CHAPTER I: TITLE OF CHAPTER | | 1 |
| 1 st level heading | | 1 |
| 1 st level heading | | 1 |
| 2 nd level heading | | 1 |
| 2 nd level heading | | 1 |
| 1 st level heading | | 1 |
| CHAPTER II: TITLE OF CHAPTER | | 2 |
| 1 st level heading | | 2 |
| 1 st level heading | | 2 |
| 2 nd level heading | | 2 |
| 2 nd level heading | | 2 |
| 1 st level heading | | 2 |
| CHAPTER III: TITLE OF CHAPTER | | 3 |
| CHAPTER IV: COST ANALYSIS OF COVER CROP INCLUSION AND ENVIRONMENTAL BENEFITS: A CENTRAL ILLINOIS ON FARM CASE STUDY | | 4 |
| CHAPTER V: TITLE OF CHAPTER | | 5 |
| REFERENCES | | 6 |

| | |
|-------------------------------|---|
| APPENDIX A: TITLE OF APPENDIX | 7 |
| APPENDIX B: TITLE OF APPENDIX | 8 |

TABLES

| Table | Page |
|---|------|
| 1. Demographics of Participants | 12 |
| 2. Descriptive Statistics of the Participants | 20 |