UC **SANTA BARBARA**
Academic Services
Graduate Division
General Formatting Quick Guide

MARGINS

- Left: 1.25 inches
- Right/Top/Bottom: 1 inch
- They can be set for larger than this (such as 1.5 all around), but not any smaller.

PAGE NUMBERS

- Centered and .75 inches from bottom of page
- Exceptions: the title page and signature page do not have visible page numbers even though they are considered pages i and ii.
- Lower-case Roman Numerals (iii, iv, v) used in the preliminary pages (through the table of contents), Arabic Numerals (1, 2, 3,) used in the main body of the document.

TEXT SHOULD BE DOUBLE-SPACED

Exceptions: CV, acknowledgements, TOC, long quotes, footnotes, text within figures/tables/maps, bibliographies, and captions can be single spaced.

12 PT FONT REQUIRED THROUGHOUT THE ENTIRE DOCUMENT

Exceptions: Captions, footnotes/endnotes, text in figures/tables/maps can be as small as 10 pt.
There is no set fonts that you must use. Graduate Division will check for legibility and size.

PROQUEST REQUIRES TRUE TYPE FONTS

Some True Type fonts include (but are not limited to):
- Arial, *Georgia, *Times New Roman, *Trebuchet, *Verdana, *Courier New
- Microsoft Sans Serif, Garamond, Tahoma, Century, Lucida Bright
*Web font. Designed for easy reading online.

STYLE

- Style outside of the required margin, font, numbering, and spacing requirements is up to you.
- You are free to head your chapters and sections in whatever way is normal for your discipline, the templates just contain examples of what they could look like.
- Please use the citation style (footnotes, endnotes, inline) that is normal for your discipline.

DOCUMENT TEMPLATES

Please review our Master's Thesis, Dissertation, DMA Document, and Joint Doctorate Dissertation templates here: **www.graddiv.ucsb.edu/academic/Filing-Your-Thesis-Dissertation-DMA-Document**

For more information, please contact our Academic Services team at gradacademics@graddiv.ucsb.edu.