University ETD Formatting Guidelines

University formatting guidelines apply to the font type, font size, page margins, page numbering, page order and the required content and formatting for the front pages. Style guides and MS Word Templates (beta) are available on the website tabs by School or College name.

Please DO NOT base the formatting on previous theses or dissertations as University Formatting Guidelines.

General Formatting Guidelines

Font Type and Font Size:

1. **Font Type:**

   MS Word:
   Times New Roman – 12 pt
   Georgia – 11 pt

   LaTeX:
   True Type Fonts (TTF; .ttf extension),
   Open Type Fonts (OTF; .otf extension)
   T1 Font or Cork encoding (common default in Tex installations)

2. **Font Size: Use the same font size throughout the entire document.**

   MS Word:
   Text: 12 pt
   Footnotes/Endnotes: no smaller than 8 pt.

   LaTeX:
   Text: \normalsize.
   Footnotes: \footnotesize

Page Size: 8.5" x 11"

Page Margins:

*Portrait Pages***:**
Left and Right margins: 1.25 inches
Top and Bottom margins: 1 inch

*Landscape Pages***:**
Top and Bottom margins: 1.25inches
Left and Right margins: 1 inch

Setting your page margins in MS Word:
Click on the *Page Layout Tab*
In the *Page Setup* section, click on *Margins* and select *Office 2003 Default*

Page Numbering: All pages are numbered, except for the title page.

1. *Page number location* - centered and ¾ of an inch from the bottom of the page.

2. *Preliminary pages* – small roman numerals
   The title page is page i, but the page number is not displayed.

3. *Body of Thesis* – Arabic numerals
   a. The first page of the Introduction or Chapter 1 is numbered as page 1 and the remaining pages numbered consecutively to the end of the document *including the Appendices*.
   b. If there is a Thesis Statement, that page is numbered as page 1.

Blank Pages: Please **DO NOT** include blank pages in your manuscript.

Running Headers: Running headers *should not* be used any place in the document.

Borders/Horizontal Lines: Please *do not* use borders or horizontal lines in the document.

Do NOT bold or underline in preliminary pages:
> **EXCEPTION:** *School of Applied Science and Engineering Management* – refer to the **SEAS Doctoral Student Handout** for the appropriate use of bolded text.

Do Not include the following in a dissertation or master's thesis:
Biographies, CVs, Lists of Published Articles, Conference Proceedings, Presentations or Awards

Order of Pages: All elements are required, except as noted below.

Front Pages

Title Page

Certification Page *(Dissertations only)*

Copyright Page *(Optional)*

Dedication *(Optional)*

Acknowledgments *(Optional)*

Disclaimer *(Optional)* / Statement on Previously Published Articles

Abstract of Dissertation/Thesis: Dissertations *(Required);* Masters Theses *(Optional)*

Table of Contents *(Required)*

List of Figures *(Required if Figures are used)*

List of Tables *(Required if Tables are used)*

List of Symbols & Abbreviations *(Optional)*

Glossary of Terms *(Optional)*

Preface *(Optional)*

Main Body of Dissertation or Thesis

Thesis Statement *(As required by your department or advisor)*

Chapter 1 Introduction

Chapter 2

Chapter 3

.

Bibliography or References

Appendices *(Optional)*

Front Pages

Title Page:

1. **Thesis title** starts 2 inches from top of page
   a. Use upper and lower case letters : *Example:* This is the Title of My Dissertation
   b. Capitalize all of the significant words in the title.
   c. Title is centered on the line
   d. Single space the title if it is more than one line.
2. 4 blank line spaces
3. **by (Your Name):** text is on the same line
4. 3 blank line spaces
5. **Degree held, date conferred (Month Year), conferring Institution**:
   a. Center the text on the line
   b. List lower degrees first and do not include certificates earned
   c. Please express your previous degrees as follows:
      B.A. [Initials of degree] in [field of study], Month Year, name of institution conferring the degree *Example:*

      B.A. in International Relations, May 2005, University of Delaware
      M.A. in International Relations, May 2007, The George Washington University

6. 2 blank line spaces
7. **A Thesis/Dissertation submitted to**
8. 3 blank line spaces
9. **Paragraph starting with "The Faculty of.."** is worded, formatted and centered as shown below:

   The Faculty of
   The [Name of School or College]
   of The George Washington University
   in partial fulfillment of the requirements
   for the degree of [Doctor or Master] of …..

10. 3 blank line spaces
11. **Month, Day, Year degree conferred** (spell out the month) *ex.* August 31, 2011
    a. **Summer** graduation: August 31, 20xx
    b. **Fall** graduation: January 10, 20xx
    c. **Spring** graduation: Date of **University** Commencement Ceremony: May xx, 20xx
12. 4 blank line spaces
13. **Dissertation/Thesis directed by**
14. 1 blank line space
15. **Thesis Advisor's/ Dissertation Director' formal name** (eg. Joseph Smith – not Joe Smith)
16. **Thesis Advisor's/Dissertation Director's full academic title** (eg. Associate Professor **of** History)
    Please do not include administrative titles for your dissertation or thesis advisor. Please consult the GW Online Directory or contact your School Administrator or Program Coordinator for information on your committee member's correct professorial title.
17. **Examples:**
    a.   Advisor is GW Faculty Member

         Joseph Smith
         Associate Professor of History

    b.   Advisor is a professor outside of GW, include their academic title and the name of their home institution

         Joseph Smith
         Associate Professor of History, University of Delaware

    c.   Thesis Advisor is in the workforce, list their name, job title, and place of employment.

         Joseph Smith
         Senior Researcher, American Historical Society

Certification Page (*Required for Dissertations - DO NOT include in a Thesis*)

1. Numbered as page ii
2. The **first paragraph** is text is left-aligned and double spaced. The **date in this paragraph** is the date of your **dissertation defense**
3. 3 blank line spaces
4. **Dissertation title**: initial caps/small letters, single-spaced and centered on the line
5. 1 blank line space
6. **Your Full Name** (Joseph Smith)
7. 4 blank line spaces
8. **Dissertation Research Committee**: Only list the Dissertation Director (or Dissertation Co-Directors) and the two readers who are members of the core research proposal committee.
   a. 1 blank line space
   b. Indent .5 inches for each entry.
      i. Single-space within an individual committee member listing. If it is more than one line, indent both lines.
      ii. Double-space *between* each committee member's information.
   c. Exceptions:
      i. School of Engineering and Applied Sciences: may list up to six committee members on this page
      ii. School of Business: may list up to five committee members
   d. Example: One director

   Joseph Smith, Professor of History and of International Relations, Dissertation Director

   Joseph Smith, Associate Professor of History, University of Delaware, Committee Member

   Joseph Smith, Senior Researcher, American Historical Society, Committee Member

   Example: Two directors:

   Joseph Smith, Professor of History and of International Relations, Dissertation Co-Director

   Jane Alexander, Professor of Ancient History, Dissertation Co-Director

   Joseph Smith, Associate Professor of History, University of Delaware, Committee Member

   Joseph Smith, Senior Researcher, American Historical Society, Committee Member

Copyright page: (optional) Text is single spaced and centered from top to bottom on the page

Year – year the degree is conferred
To insert this symbol on the page in MS Word, type: Crl+Alt+c or Alt+0169

Dedication (optional)
1. Page header is in initial caps and small letters and centered 1 inch from the top of the page
2. 2 blank line spaces
3. Text is left-aligned and double-spaced.

Acknowledgements (optional)
1. Page header is in initial caps and small letters and centered 1 inch from the top of the page
2. 2 blank line spaces
3. First line of each paragraph is indented .5 inches
4. Text is left-aligned and double-spaced.

Abstract of Thesis (optional)
1. Page header is in initial caps and small letters; centered 1 inch from the top of the page
2. 2 blank line spaces
3. Title of Dissertation/Thesis
4. Use initial caps/small letters
5. Center the title; single space the title if longer than one line.
6. The title here should be in the same font style and size as shown on the title page. d. 1 blank line space
7. Indent the first line of each paragraph .5 inches.
8. The text is double-spaced.

Table of Contents (required)
1. Page header is in initial caps and small letters, centered, and 1 inch from the top of the page
2. 2 blank line spaces
3. Entries and page numbers for preliminary pages starting with the Dedication page are required if used in the front pages.
4. Please make sure the text for the entries does not spill over into the page number column.
5. Individual entries are single spaced if more than one line; Double-space between entries.

List of Figures (required if there are figures)
1. Page header is in initial caps and small letters, centered, and 1 inch from the top edge of the page
2. 2 blank line spaces
3. Entries consist of: Figure #, Figure Title or Caption, page number on which the figure appears.
4. Please make sure the text for the entries do not spill over into the page number column.
5. Individual entries are single spaced if more than one line; Double space between entries.

List of Tables (required if there are tables)
1. Page header is in initial caps and small letters, centered, and 1 inch from the top edge of the page
2. 2 blank line spaces
3. Entries consist of: Table #, Table Title or Caption, page number on which the table appears.
4. Please make sure the text for the entries do not spill over into the page number column.
5. Individual entries are single spaced if more than one line; Double space between entries.

List of Abbreviations (optional)
1. Page header is in initial caps and small letters, centered, and 1 inch from the top edge of the page
2. 2 blank line spaces
3. Double space between entries.

List of Symbols/Nomenclature (optional)
1. Page header is in initial caps and small letters, centered, and 1 inch from the top edge of the page
2. 2 blank line spaces letters
3. Double space between entries..

Glossary of Terms (optional)
1. Page header is in initial caps and small letters, centered, and 1 inch from the top edge of the page
2. 2 blank line spaces
3. Double space between entries.

Main Body of Dissertation or Thesis Manuscript

1. Formatting rules for page margins, page numbering, and page order govern the formatting of the main body of the manuscript including the appendices.
    a. For the body of the manuscript, students should use the manuscript style (APA, Chicago Style, etc.) appropriate to your field of study or as directed by your advisor and/or department guidelines.

    b. For information on specific Style Guides, please consult the Citation Style Guide on the GW Libraries website.

    c. Chapter titles are determined by the author

    d. Figures, tables and images
       Label figures, tables and images according to the style guide used for the manuscript. The page size may be changed to legal size (8.5" x 14") to accommodate large tables, figures and images.
       ***N**OTE: legal or larger size pages will be reduced proportionately to 8.5x11 or 6x9 when printed and bound.*
2. Start a new Chapter on a new page.

Chapters
1. Number the first page of the first chapter or introduction as page 1 and the rest of the document is numbered consecutively to the end of the document including Appendices.
2. Text is double-spaced.
3. Start a new chapter on new page.

Bibliography or References (required – except for Law School)

1. Page header in initial caps and small letters, centered, and 1 inch from the top of the page
2. 2 blank line spaces
3. Single spacing within entries; Double-space between entries.

Appendices (optional)
1. Page header in initial caps and small letters, centered, and 1 inch from the top of the page
2. 2 blank line spaces

Supplementary Files (optional)
1. All copyright requirements also apply to supplementary files; For example, do not upload third party software.
2. Please use a file name that reflects the content of the file and provide a brief description of the file content.
3. All files over 10MB should be uploaded as a Zip file.
4. Upload files with a directory structure as zip file.
5. Zip large numbers of files.

Linking and Media Files for ETD Submissions

When selecting a media file format to include in your dissertation or thesis, you want to consider accessibility, long-term preservation. For example, you do not want to use a file format that uses software that is proprietary or not widely available to your readers.

Links

External Links

1. Links pointing to sources outside of the main body of the document should not be embedded in the document.
2. These links may change or the pages withdrawn over time and the reference to that page are lost.
3. Possible exceptions would include a link to an archived website.
4. Links embedded in the main body of the document, should not link to the supplementary files, instead reference the files in the body of the document and point to the location of those files.

Internal Links and Bookmarks

1. Within the main document are permissible – for example bookmarks in the table to contents.
2. Links that are internal to the main document

Media Files

ProQuest highly recommends placing multi-media files as supplementary files rather than embedding them in the body of the document. Supplementary files are exempt from the page margin restrictions. These files are copied to a CD and placed in a back pocket of the printed document.

Multi-media File Types and Formats

ProQuest guarantees multimedia files and formats listed below will be migrated for long-term preservation. All others are not guaranteed.

Images:
- GIF (.gif)
- JPEG (.jpeg)
- TIFF (.tiff)

Video Files:
- Apple Quick Time (.mov)
- Microsoft Audio Video Interleaved(.avi)
- MPEG (.mpg)

Audio:
- AIF (.aif)
- CD-DA
- CD-ROM/XA
- WAV (.wav)

- MIDI (.midi)
- MPEG-2
- SND (.snd)

File Naming Conventions

1. **Keep file names short**, but meaningful and descriptive of content

2. **Dates:** Write dates back to front – YYYYMMDD

3. **Avoid special characters**

4. **Versioning to keep track of different versions of content:**
   Use v## as needed; use two digit numbers (01 instead of 1)

5. **Do not use spaces to delineate words in the file name; Instead use:**
   a. Underscores (_): use underscore to separate concepts such as name and date Ex. Name_YYYYMMDD
   b. Title Case (CamelCase): Capitalize all words and do not use spaces: SmithJohn
   c. Hyphens(-) are also acceptable, but not recommended.

6. **Personal Names in Files:** Surname, first name, middle initial
   Ex: SmithJohnR

7. **Examples:**

   Main File
   SmithJohnR_20180503_v03
   SmithJohnR_Dissertation_v03
   ShortDescriptiveTitle_yyyymmdd_v03

   AppendixA_ComputerCode
   AppendixB_Website
   ApprendixC_ExhibitionCatalog
   DataSet_TableA
   DatasSet_FigureA

   Supplementary Files
   - If providing content in an unusual file format, let the user know what software they need to read the files.
   - Consider providing a README file (usually .txt or .md) to describe the content in human readable form (as opposed to machine readable form).