Please read note 1 on bottom of this page first.

For an explanation of single- and double-spacing please read note 2 below.

**Headings (front and end matter)**

-all headings must be centered and 1 ½ inches down from top of page

-after heading, 2 ds must precede the text

**Chapter Headings (ALM guide, p. 57)**

-“Chapter X” must contain UC Roman numerals and centered and 1 ½ inches down from top of page

-title of chapter (e.g. Introduction) must be centered and 1 ds below “Chapter X”

-chapter title must contain UC and LC with no underlining or boldface

-after chapter title, 2 ds must precede the text

**Subheadings (ALM guide, p. 57-58)**

-a-heads must be centered, use UC and LC, and 1 ds after (before text)

-b-heads must appear flush to left margin, use UC and LC, and 1 ds after

2 ds before and 1 ds after a-heads and b-heads

-c-heads must begin a paragraph, are not indented, are underlined or *italicized*, use LC (except first letter), and are followed by a period

1 ds before c-head with text immediately following period (on same line)

-headings must not appear consistently without interspersed text

-in other words, for each section, after the chapter head and section title, there needs to be a brief paragraph that contains a few sentences to introduce the section. This brief paragraph will come before the a-head.

**Tables and Figures (ALM guide, p. 59-61)**

-excessive number of tables and figures must be placed in appendix

-tables and figures larger than 50% of page must be placed in appendix

-tables and figures that appear in text must have 2 ds before and after

-page numbers should be counted and either consistently appear or not appear

-each table or figure must be numbered (Table X.), contain a brief but informative title, and a descriptive or explanatory caption that is single space

-each table or figure must be connected to text (eg. “see Figure X”) and placed as soon as conveniently possible (nearby)

-material taken from other work must be cited similar to text citations

-illustrations should be positioned to fit vertically (portrait)

if large, position horizontally (landscape), but make sure legend is positioned in portrait mode with page number properly displayed at bottom

**Typing (ALM guide, p. 61)**

-must contain ds (except figure legends, long quotes) and 12-point font throughout

times new roman preferred; must not contain multiple font types

-new paragraphs must be indented ½ inch from left margin, with no additional spacing between paragraphs

-single spacing is only used for long quotations (more than 4 lines), figure legends, and references

-quotations must be introduced by a sentence followed by a colon, then 2 taps of space bar before quotation.

long quotations must be indented 1 inch from left-hand margin

**Margins (ALM guide, p. 61)**

-left-hand margin should be 1 ½ inch

-top, bottom, and right-hand margins should be 1 inch

exception, pages for new chapter or major headings require 1 ½ inch

-right-hand margin should not be justified

**Page Numbers (ALM guide, p. 61)**

-Arabic page numbers must be consecutive and centered at bottom and ½ inch from edge of paper

-first page (“1”) of text is always on page for “chapter 1”

last numbered page is always last page of references or optional index

**Front Matter (ALM guide, p. 62)**

-all headings must be placed 1 ½ inch from top of page

2 ds follows heading before first line of text

-order must be: (1) title page, (2) blank page, (3) abstract, (4) *optional frontispiece,* (5) *author’s optional biographical sketch written in third person,* (6) *optional dedication,* (7) *optional acknowledgements,* (8) table of contents, (9) list of tables, and (10) list of figures; each begin on separate pages

-first three pages unnumbered but counted

pages iv. through last page of list of figures contain LC Roman numerals

**Title Page (ALM guide, p. 62-63)**

-must not contain underline or boldface

-title, statement of field of concentration, and university/grad date must be ds

page must be entirely ds

title and statement of field of concentration must be in UC and LC letters

-title of the work should be centered, 2 inches from top of page

title may require 2 lines

-author’s name must appear centered, 2 ½ inches below first line of title

-statement for field of concentration must appear 2 inches below author’s name

-university/grad date must appear 1 inch below field of concentration

-last line must show month, year of grad 2 ½ inches from bottom of page

**Blank/Copyright Page (ALM guide, p. 62)**

-if wish to copyright thesis, add statement “Copyright 2014 Author’s Name”

reproduce without quotation marks

must appear centered at bottom of blank page

“Copyright” may be replaced with ©, followed by date and author’s name

**Abstract Page (ALM guide, p. 65)**

-typically 1 page summary of whole thesis

second page is also acceptable

-must include (1) the hypothesis or basic goal of project, (2) the relevant background, (3) the research methods employed, (4) the chief results, and (5) the author’s overall conclusion(s) in that order

**Table of Contents (TOC) (ALM guide, p. 66)**

-TOC heading must be 1 ½ inches below top of page

2 ds between heading and first line of text below

-although TOC is a numbered page, it is not shown in TOC; neither is abstract

-TOC is entirely ds, including entries that take up more than 1 line

-number of beginning page for each entry must be indicated and connected to title by continuous line of spaced periods with no gap between last period and page number

-each chapter number must be represented by a Roman numeral with period after, without the word “Chapter”, then the title of chapter (e. g. I. Introduction

2 taps of space bar must follow the period, before chapter title is typed

-each chapter title must appear exactly as it does in text

use UC and LC letters with no underline or boldface

-for entries that take up two lines, the second line of title should be aligned with first word of title

no words should appear directly above or below page numbers

-if utilized, a-heads, b-heads, and c-heads must be indented ½ inch below each respective chapter title

each b-head should be indented ½ inch under preceding a-head, and so on

**List of Tables (LOT) (ALM guide, p. 68)**

-must follow similar format to TOC

-each table must be Arabic numbered consecutively

-title must be connected to page number by line of continuous spaces

-2 taps of space bar must follow the period, before table title is typed

-for entries that take up two lines, the second line of title should be aligned with first word of title

no words should appear directly above or below page numbers

**List of Figures (LOF) (ALM guide, p. 68)**

-must follow similar format to TOC

-each figure must be Arabic numbered consecutively

-title must be connected to page number by line of continuous spaces

-2 taps of space bar must follow the period, before figure title is typed

-for entries that take up two lines, the second line of title should be aligned with first word of title

no words should appear directly above or below page numbers

**Citations (see OWL website below)**

-must include last name of first author and date of work in parentheses following first mention of reference

usually appears before the final punctuation of sentence

**End Matter (ALM guide, p. 70-71)**

-all headings must be placed 1 ½ inch from top of page

2 ds follows heading before first line of text

-order must be: (1) appendices or supplements, (2) endnotes, (3) references, (4) optional index; each begin on separate pages

-any appendix or supplement must be prepared and formatted as a chapter including a title

if several appendices, they should be Arabic numbered

-list of references must follow APA format (see link below)

ds between entries, but ss spacing within each entry

see owl website link below

Note 1: If you are unsure of any edits, refer to chapter 4 of ALM thesis guide; it contains the proper thesis format and if carefully reviewed should decrease time for and number of revisions

Note 2: 1 ds is present throughout the text of thesis when set properly; 2 ds is established by typing, pressing return twice, then typing again. If double spacing is set properly in format>paragraph, it will work fine. See example below:

Example 1

For one double space, press return once

then begin typing again.

Example 2

For two double spaces, press return twice

then begin typing again.

APA format

<https://owl.english.purdue.edu/owl/resource/560/06/>

Key

ss = single space

ds = double space

Upper-case = UC

Lower-case = LC