

Thesis Formatting – Common Issues

- Title: ALL CAPS
- Fonts
 - Headings: Arial
 - body of document: Times New Roman
- Margins
 - 1 inch all sides
- Page numbering
 - Upper right hand corner
 - Cover page: no page number
 - All pages prior to the introduction: lowercase roman numerals
 - All other pages starting with introduction: restart numbering at “1” and numbers are Arabic
- Tables
 - Headings: centered above the table
 - Font: 10 point Times New Roman BOLD
 - Numbered with Roman Numerals (capital).
 - Right justify numbers
 - Left justify text
 - Within the table column: decimal points need to line up (example: if you have 4 places past the decimal – all in that column must have 4 places past the decimal.)
 - Too big for 1 page: then it goes in the appendix
- Figures:
 - Captions: centered and below the figure.
 - Font: 10 point Times New Roman BOLD
 - Numbered with Arabic numerals.
 - Too big for 1 page: then it goes in the appendix
- References Cited: no one style is required. Use what is preferred by your discipline.
- New section: new page (heading level 2)