Engineering Students

Thesis Format Checklist

General Format
• One side of 8.5" x 11" page on thesis quality paper
• Margins: 1.5” on left; other margins are 1”
• Laser printed with legible font style, size 11 or 12 point
• Line Spacing: 1.5 for body, single space within references and non-textual (figure) descriptions
• Keep headings, tabulation, and spacing consistent (discriminate between heading styles, e.g. different styles for Heading 2 and Heading 3)
• 2 typed spaces between sentences even after reference superscripts

Pagination
• Preliminaries (small Roman numerals: iii, iv, etc.)
• Title and Signature (include former degrees) pages are counted (I, ii) but not paginated. Blank page is not counted.
• Acknowledgements - visible page numbering starts with Acknowledgements (iii)
• Table of Contents, Lists of Tables, and Figures continue numbering (page iv, v, vi as needed). Items are lined up along the left margin, indented as needed. Leave at least .5" between listing and page numbers
• Abstract [350 words or less for Dissertation Abstracts (Ph.D.)]
• Body of text, References, and Appendices (when needed) are paginated with Arabic numbers (1, 2, etc.), centered at the bottom of the page

Tables/ Figures/ Equations:
• Spacing: spacing above and below the figures and tables should be consistent and greater than spacing between text lines within a paragraph so they stand out from regular text
• To have automatic generation of the Figure and Table Lists use REFERENCES>Insert Caption>Figure or Table)
• Word processing margins work only for regular text, so check margins for table or figures overlapping into margins.
• Obtain permission to publish for those figures and tables copied from a book or journal
• Tables need:
  o Roman numerals
  o Title capitalization placed above the table
  o Succinctness [use a footnote at bottom of table (*) for further description]

• Figures:
  o Place descriptions below the figure with Arabic numbering and sentence capitalization (capital letter at beginning and period at the end)
  o To have automatic generation of the Figure List use REFERENCES>Insert Caption>Figure)
  o If figure description is longer than one line, manually wrap the description in the Figures List, so there is at least ½” between description and page numbers
  o Discrimination of figure lines has to have more than just color (dashes, dots, etc.) Color must appear on each of the four mandated copies submitted.
  o If a figure is too large for the vertical page, use landscape. Use section breaks before and after to continue page numbering. Page number must be moved manually to the vertical bottom of page.

• Equations:
  o tab or center
  o numbering is Arabic place in parentheses near right margin

References (see citation examples):
• Reference in text as superscript, in order of appearance in text, after punctuation, no spaces
• Reference list is located at the end or before Appendices
• List is left justify with Arabic numbering and hanging indent
• Citations – if EndNote is used, a reference list is easily generated, but the list is only as good as the import from the various sources. Each must be individually checked.
• Books have:
  o author (last name with first two initials)
  o title (in italics)
  o Series: title of series is not in italics
  o volume and/or edition (e.g. 2nd ed.) when available
  o publisher (don’t include "Inc.", "Co.", etc. with the publisher name)
  o publisher location [city, and state (if U.S.) or country]. State/country is not needed if city is world-renown, e.g. London. Be sure state names in citations have consistent abbreviation (NY or N.Y.).
  o year of publication
  o pages (hyphenated page range; e.g. pp. 148-54) or chapters (Ch. 4) where info is listed
  o an edited book has an 'Edited by' statement preceded and followed by periods.
• Journal articles have:
  o author as above
  o article title in quotes and title capitalization, comma before ending quote mark
  o journal title in italics [use abbreviations (http://cassi.cas.org/search.jsp) of the American Chemical Society]
  o volume number in bold type
  o issue number (when available) in brackets
  o hyphenated page range
  o year
• "As cited in..." is used if reference was not personally read

Refer to the Graduate Manual for more detail. Maintain consistency throughout your thesis. Make its appearance reflect the published, professional document that it will be.

Contact Emilie Carney (carneye@alfred.edu) with any questions.