

## **QUICK START REFERENCE SHEET FOR PREPARING YOUR THESES/DISSERTATION**

**NOTE:** This sheet is provided only as a means to help get you started with your project. It does not contain all that you will need to properly complete your theses or dissertation. For detailed instructions and examples on how to lay out your pages for the perfect presentation we recommend that you purchase the book titled: “A Manual for Writers of Term Papers, Theses and Dissertations” by Kate L. Turabian, Sixth Edition, ISBN: 0-226-81627-3.

### **I. PAPER STOCK/TYPE**

- a. Heavyweight printing paper (28-pound weight & 97 – bright)
- b. Letter size (8 ½ x 11in)
- c. Acid free

### **II. TYPEFACE**

- a. Use only Times New Roman or Courier type font.
- b. All typing must be large and dark enough to be clearly legible.
- c. Use twelve-point (12 pitch) for your text
- d. Use ten-point (10 pitch) for your notes.

### **III. MARGINS**

- a. A margin of one inch on all four edges of the page is required.
- b. Right margin should be justified (aligned) only if it can be done without leaving large gaps between words.

**NOTE:** When lines are automatically justified by the computer, all hyphenation must be checked and corrected when necessary. Use either the Webster’s Third New International Dictionary or Merriam-Webster’s Collegiate Dictionary to determine the correct word hyphenation.

### **IV. INDENTATION**

The key to paragraph indentation is consistency. Whether you use five, eight or some other measurement, it must always be the same through the entire project.

### **V. SPACING**

- a. Your text must be double-spaced.
- b. Block quotations, notes, captions, and long headings must be single-spaced with a blank line between items.

### **VI. PAGINATION**

- a. All pages to include blank pages must be numbered.
- b. Preliminary page should be numbered using lowercase roman numerals such as i, ii, iii, iv, etc.
- c. Place all numbers centered at the foot of the page, at least ¾ of an inch from the bottom edge.

**NOTE:** Although the following pages are counted in the pagination, the number is not to appear at the foot of the page: Title, Copyright, Dedication or Epigraph (*an inscription, quotation or motto*).