

# Electronic Theses and Dissertation Formatting Guidelines

The George Washington University

as of Fall 2021

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# University ETD Formatting Requirements

University formatting guidelines apply to the font type and size, page margins, page numbering, page order, line spacing for the entire document and the content and formatting for the front pages. [ETD Style Guides for the front pages](#) are available by school or college on the ETD website. For the body of the document, please use the style guide most appropriate for your field of study or specified in the graduate school handbook or by your dissertation advisor.

Basic formatting information for your thesis or dissertation follows. You may download our complete guide below. Formatting assistance is available on the ETD website for [MS Word](#) and [LaTeX](#) or from the database [LinkedIn Learning](#).

**The School of Law:** The School of Law follows different formatting guidelines. Please see the [School of Law Guidelines for Completing LLM Thesis](#) for complete information on formatting guidelines and requirements.

## General Formatting Guidelines

### Font Type and Font Size:

1. **MS Word: Text** - Times New Roman; 12 pt.
2. **LaTeX:** True Type Fonts (TTF; .ttf extension); Size: \normalsize (12pt equivalent)
3. **Footnotes, table and figure titles & captions, and long quotes:** Times New Roman; no smaller than 8pt
4. Equations: no smaller than 10pt

**Page Size:** 8.5 inches x 11 inches

*Exception-* for large tables and figures only: 8.5 inches x 14 inches

### Page Margins:

#### *Portrait Pages:*

Left and Right margins: 1.25 inches

Top and Bottom margins: 1 inch

#### *Landscape Pages:*

Right and left margins: 1 inch

Top and Bottom margins: 1.25inches

#### *Setting the Page Margins:*

Click on the *Page Layout Tab*

In the *Page Setup* section, click on *Margins* and select *Office 2003 Default*

## Line Spacing:

Single line space (1.0)

Double line spacing (2.0)

Front Pages: see detailed instructions for individual pages

Body of Manuscript: Double-space the text.

Footnotes, table and figure titles & captions, and long quotes: Single spacing

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

1. **All page numbers:** are located in the footer section, centered, 3/4 inches from the bottom of the page
2. **Footer from Bottom:** setting should be **.5 inches**



Figure 1: Illustration of settings for page numbers

3. **Front pages:** small roman numerals. The title page is counted as page i, but the page number **is not** displayed.
4. **Body of Thesis/Dissertation:** Arabic numerals. The first page of the Introduction/Chapter 1 (or Thesis Statement if used) is page 1 and the remaining pages are numbered consecutively to the end of the document including the Appendices.
5. **To change the page numbering from small roman numerals to Arabic numerals:** insert a section break (next page). See **Page Numbering** (under Guides) on the [Word Help](#) page or go to [LinkedIn Learning](#).

**DO NOT include the following content in a dissertation or master's thesis:**

- a. **Biographies, CVs, Lists of Published Articles, Conference Proceedings, Presentations or Awards**
- b. **Blank pages** anywhere in the document
- c. **Running headers** anywhere in the document
- d. Horizontal or vertical lines or page borders

## Supplemental Files

1. Any file format can be used in supplemental files
2. University formatting rules do not apply to supplemental files
3. Material in supplemental files will be provided on a CD-ROM in a pocket insert at the back of the print copy. The content is presented exactly as it is uploaded to the ETD Administrator site.

# Front Pages

**Page Order:** All elements are required, except as noted below.

Title Page (*Required*)

Certification Page (*Dissertations only*)

Copyright Page (*Optional*)

Dedication (*Optional*)

Acknowledgments (*Optional*)

Disclaimer (*Optional*)

Abstract of Dissertation/Thesis (*Required for Dissertations*)

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*)

## Title Page

1. **Dissertation/Thesis Title**
  - a. Starts 2 inches from top edge of page or 1 inch below the top page margin
  - b. Capitalize the significant words in the title. **Example: This is the Title of My Dissertation**
  - c. Center the title on the line and single space if the title is more than one line.
2. **3 single (1.0) blank line spaces**
3. **by (Your Name):** text is on the same line as “by” and centered
4. **3 single (1.0) blank line spaces**
5. **Degree held, date conferred (Month Year), conferring Institution:**
  - a. Center the text on the line
  - b. List your lower degrees first and do not include certificates earned
  - c. Please format your previous degrees as follows:

B.A. [Initials of degree] in [field of study], Month Year, name of institution conferring the degree

### Examples:

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

6. **2 single (1.0) blank line spaces**

7. **A Thesis/Dissertation submitted to:**
8. **3 single (1.0) blank line spaces**
9. **Central Paragraph:**
  - a. Use the format shown below; text is centered on the line.
  - b. **DO NOT include department names in the degree title**

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 single (1.0) blank line spaces**
11. **Month, Day, Year degree conferred** (spell out the month)
  - a. **Summer** graduation: **August 31, 20xx**
  - b. **Fall** graduation: **January xx, 20xx**
  - c. **Spring** graduation: **May xx, 20xx** ([Date of University Commencement](#))
12. **3 single (1.0) blank line spaces**
13. **Dissertation/Thesis directed by**
14. **1 single (1.0) blank line space**
15. **Thesis Advisor's/ Dissertation Director's formal name** (eg. Joseph Smith – not Joe Smith)
16. **Thesis Advisor's/Dissertation Director's full academic title** (Associate Professor of History)
  - a. **Find your Committee Member's titles in the [GW Online Directory](#) or contact your [School Administrator](#)**
  - b. Please **DO NOT** include administrative titles.
  - c. **Examples:**

**GW Faculty:** list their academic title only

**Joseph Smith**  
**Associate Professor of History**

**Non-GW Faculty:** include their academic title and name of their home institution

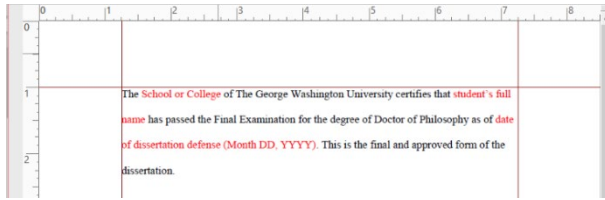
**Joseph Smith**  
**Associate Professor of History, University of Delaware**

**Committee Member is in the workforce:** list their name, job title, and place of employment

**Joseph Smith**  
**Senior Researcher, American Historical Society**
17. The title page is counted as page i, but the page number is NOT displayed

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

1. This page is numbered ii
2. The **first paragraph** is left aligned and double-spaced. The **date in this paragraph** is the date of your **dissertation defense**.



*Figure 2: Illustrates the correct text and formatting for the paragraph on the certification page.*

3. **3 single (1.0) blank line spaces**
4. **Dissertation title:** Single-spaced and centered on the line; Capitalize the significant words in the title, **3 single (1.0) blank line space**
5. **Your Full Name**
6. **3 single (1.0) blank line spaces**
7. **Dissertation Research Committee:** List only the Dissertation Director (or Dissertation Co-Directors) and the two readers who are members of the core research proposal committee.

**Exceptions:**

- School of Engineering and Applied Sciences: May list up to six committee members
  - School of Business: May list up to five committee members
- a. **1 single (1.0) blank line space**
  - b. List your dissertation director/co-director's first
  - c. Each entry is indented .5 inches
  - d. Single-space the individual committee member listing if more than one line; indent both lines
  - e. Use 1 single line space *between* each committee member's information
  - f. Examples:

**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**

**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 on the line and top to bottom of the page* (4.5 inches on the vertical ruler)

© Copyright **year** by **Your Name**  
All rights reserved

Please use the symbol © on your copyright page. To insert this symbol on the page in windows, type:

**Ctrl+Alt+c or Alt+0169**  
**Year: year the degree is conferred**

**Page Headers for the Front Pages**

1. One inch from the top edge of the page. (at the 2 inch mark of the horizontal ruler)
2. Font type and size: Times New Roman, 12 pt, in bold
3. Center the page header on the line
4. Use upper and lower case letters
5. Use 2 single (1.0), blank line spaces between the page header and the first line of text or entry on the page.

**Dedication and Acknowledgment Pages** (optional)

1. Text is left-aligned and double-spaced.
2. Acknowledgements: Indent the first line of each paragraph .5 inches.

**Abstract of Thesis or Dissertation** (required for dissertations)

1. Title of Dissertation/Thesis
  - a. The title should be in Times New Roman 12pt
  - b. Capitalize the significant words in the title
  - c. Center the title; Single space the title if more than one line.
2. Use 2 single (1.0) blank line spaces before and after the title
3. Indent the first line of each paragraph .5 inches.
4. The text is double-spaced.
5. See Figure 3 below



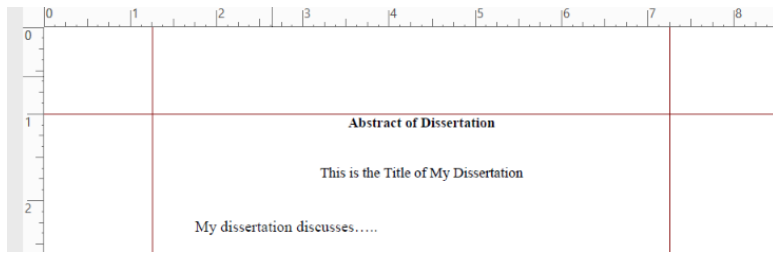


Figure 3: Illustration of correct formatting for the Abstract page for a dissertation or thesis.

### Table of Contents (required)

1. Do not include the title page, certification page, and copyright page.
2. Single space within each entry; Double space between entries.
3. Please make sure the text for the entries do not overlap with the page number column.
4. Check this page for Bookmark Errors!
5. Sample: blue line shows the page margins

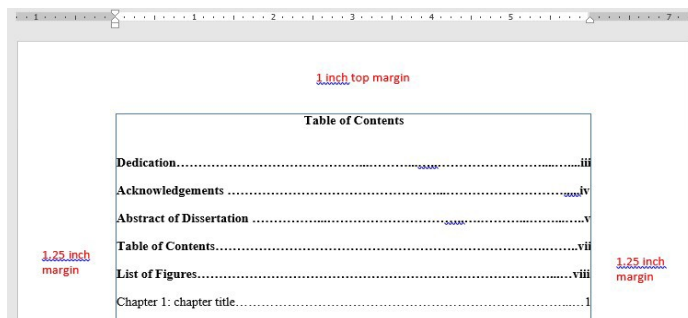


Figure 4: Illustrates the correct formatting for the Table of Contents

### List of Figures and List of Tables: (required if used in the document)

The formatting for the List of Figures and List of Tables are the same.

#### List of Figures (required if used in the document)

1. Single space (1.0) within each entry; Use two (2) single spaces between entries
2. Include the Figure or Table number, title or caption, and page number on which the figure or table appears.
3. The text for entries should not overlap with the page number column.
4. The image below shows the correct formatting for the list of figures and list of tables. The blue line shows the page margins

#### List of Tables (required if used in the document)

See the formatting guidelines for List of Figures

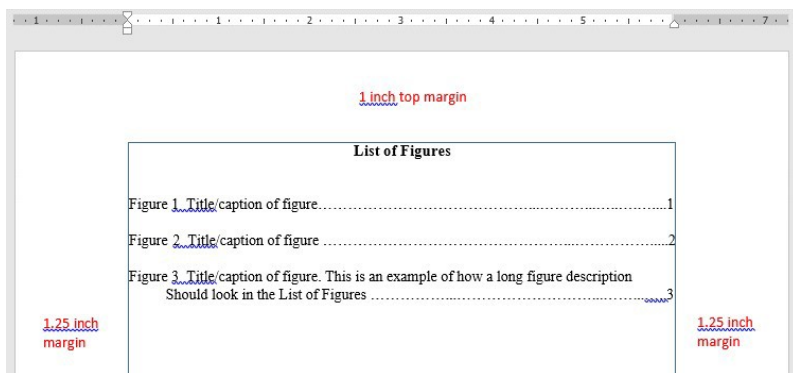


Figure 5: Illustrates the correct formatting for the List of Figures and List of Tables.

**List of Abbreviations – Glossary of Terms:** The formatting for the pages below is the same

List of Abbreviations (optional):

List of Symbols/Nomenclature (optional):

List of Equations (optional):

Glossary of Terms (optional):

1. Bold and center the page header at the top of the page
2. Follow the page header with 2 single (1.0) blank line spaces
3. Left align the text with the left page margin.
4. Single space within each entry
5. Double space between entries

## Body of Document

University formatting rules for page margins, page numbering, line-spacing and page order govern the formatting of the main body of the manuscript including the appendices.

1. Otherwise, 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.
2. Consult the [Citation Style Guide](#) on the GWLibraries website for information on specific Style Guides.

### Page Order

Thesis Statement (*As required by your department or advisor; this is numbered as page 1*)

Chapter 1 Introduction

Chapter 2

Chapter 3....5

Bibliography, References, or Works Cited, (*Required except for the School of Law*)

Appendices (*Optional*)

## Page Headers

1. One inch from the top edge of the page.
2. Font type and size: Times New Roman, 12 pt, bold
3. Center the page header on the line
4. Use upper and lower case letters
5. Use 2 single (1.0), blank line spaces between the page header and the first line of text or entry on the page.

## Chapters

1. Number the first page of the first chapter or introduction as page 1.
2. Chapter titles are determined by the author.
3. Start a new chapter on new page.
4. Font type and size: Times New Roman 12pt
5. The text is double-spaced except for:
  - Figure and table titles and captions
  - Long quotes
  - Footnotes and Endnotes
  - Bibliographic entries

## Figures, Tables and Images

1. Label figures, tables and images according to the style guide used for the manuscript.
2. Figure, Table, & Images title & caption text: Times New Roman, no smaller than 8pt
3. Use of color in photos, figures, tables, charts and images is allowed.
4. Page margins for individual figures, tables and images may be modified to 1 inch for right, left, top and bottom page margins.
5. For large figures, tables and images, consider the following options:
  - a. Change the page orientation to landscape
  - b. Change the page size to 8.5 x 14 inches (legal size); required page margins must be maintained.  
*NOTE: legal or larger size pages will be reduced proportionately to 8.5x11 or 6x9 when printed and bound.*
  - c. See [MS Word Help](#) for this option.

## Footnotes

1. Font type and size: Times New Roman, no smaller than 8pt
2. Single-spaced (1.0)
3. Formatting should conform to your school's requirements or writing style used for the thesis or dissertation.

## End Notes

1. Font type and size: Times New Roman, 12 pt
2. Single spacing within entries; Double-spacing between entries

## Bibliography, References, Works Cited (required)

1. Font type and size: Times New Roman
2. Single spacing within entries; Double-spacing between entries

## Appendices (optional)

1. Single spacing within entries; Double-spacing between entries
2. Must meet page margin requirements

## Supplemental Files

1. Any file format can be used in supplemental files
2. University formatting rules do not apply to supplemental files
3. Material in supplemental files will be provided on a CD-ROM in a pocket insert at the back of the print copy. The content is presented exactly as it is uploaded to the ETD Administrator site.

## File Naming Conventions

[Recommended File Naming Conventions for ETDs](#) (75.22 KB)

## Linking and Media Files

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.

### 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

### Multi-media File Types and Formats

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 and will be downloaded to a CD and placed in a back pocket of the printed document.

Multimedia files and formats supported by ProQuest for long-term preservation. [More file formats supported by ProQuest.](#)

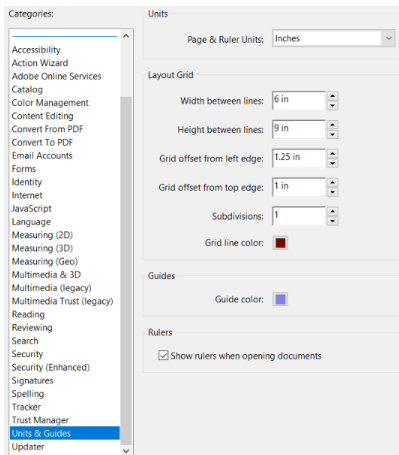
Images	Video Files	Audio Files	Application Files
.gif	. mov Apple Quick Time	.wav	.xls
.jpeg	.avi MS Audio/Video Interleave	.snd	.ppx
.tiff/.tif	.mpg MPEG	.aiff	.doc
.png			.csv
			.xml
			.html

*Table 1: Lists Images, Video, Audio, and Application files supported by ProQuest.*

# Formatting Checklist

## 1. Check the page margins, especially:

- a. Page headers
- b. Table of Contents, List of Figures and List of Tables
- c. Text of Document
- d. Figures, Tables, Images, and Equations
- e. In Adobe DC, From the **Edit** menu, go to **Preferences**.
  - Under **Categories** click on **Guides and Units**.
  - Under **Layout Grid** use the settings shown in the figure below to create a template that shows the page margins when you open your pdf in Adobe DC.



**Figure 6:** Shows the settings needed to show the page margins in a PDF.

## 2. Check the font type and size: Times New Roman 12pt.

## 3. Check the page numbering

- a. Location
- b. The title page is not numbered
- c. All front pages are numbered consecutively, in small roman numerals
- d. All pages in the body of the document are numbered consecutively in Arabic numbers to the end of the document
- e. Page numbers are centered and .75 inches from the bottom of the page.

## 4. Check the line spacing in the front pages

- a. Line Spacing Options:
  - Remove Space Before Paragraph
  - Add Space After Paragraph
- b. These are toggle switches that should read:
  - Add Space Before Paragraph
  - Add Space After Paragraph

- c. To change the setting, highlight the text in question. If you see gray above or below the text you may need to adjust the settings. Generally places you may need to check the line spacing is on”

The Title Page

Certification page

After the Page Headers in the front pages.

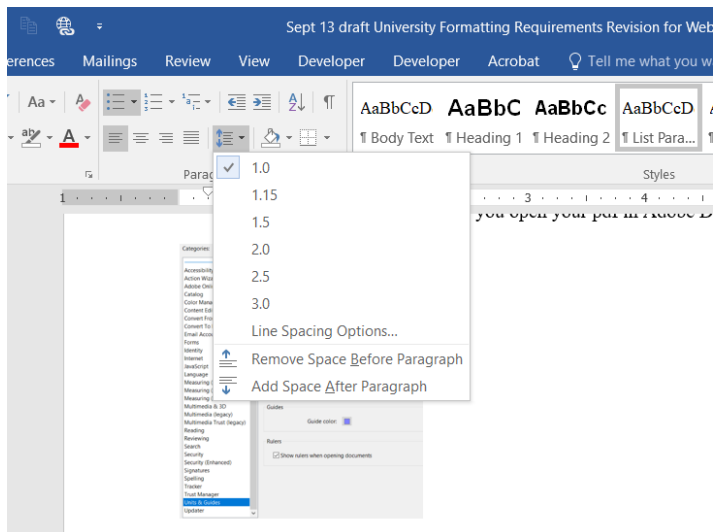


Figure 7: Illustrates the settings for single line spacing the line spacing options (Remove/Add space Before/After Paragraph

## How to Submit Your Revised Manuscript

1. On the left hand navigation bar, click on **Revise PDF**.
2. Click on the **Replace** to upload your revised manuscript.
3. You **must** click on **Save Changes on the bottom of each screen** to continue to the next step.
4. After you have completed all of your revisions, click on **Submit Revisions**. A confirmation page will be displayed. If everything is correct, click **Submit Revisions**.
5. **You must click the Submit Revisions button for your revisions to be submitted and to notify your administrator of the update(s).**