University ETD Formatting Requirements

University formatting guidelines apply to the font type and size, page margins, page numbering, page order, line spacing and the required content and formatting for the front pages. Sample ETD Guides are available on the website tabs by School or College name.

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
3. **Footnotes, table and figure titles & captions, and long quotes:**
   
   Text for the items above should conform to your school’s requirements or writing style used for the thesis or dissertation, but no smaller than 8pt.

Page Size: 8.5” x 11”

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: 1.25 inches

*School of Law - Portrait pages*
- Left Margin: 1.50 in; Right margin: 1 in.; Top and Bottom margins: 1 inch

*Setting the Page Margins:*
- Click on the *Page Layout Tab*
- In the *Page Setup* section, click on *Margins* and select *Office 2003 Default*

Page Numbers: All pages are numbered, except for the title page. See guides under **Page Numbering** for assistance

1. **Page number location:** in the footer section, centered, ¼ inches from the bottom of the page

2. **Footer from Bottom:** setting should be .5 inches

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 is numbered page 1 and the remaining pages are numbered consecutively to the end of the document including the Appendices

5. If there is a Thesis Statement, it is numbered as page 1
Page Headers for the Front Pages:
1. One (1) inch from the top edge of the page.
2. Centered and bolded
3. Use upper and lower case letters

Line Spacing:
Front Pages–see the details in the section Front Pages
Body of Document – text is double-spaced, except for
1. Long quotes
2. Figure and Table titles and captions
3. Footnotes and Endnotes
4. Bibliographic Entries

DO NOT include the following in a dissertation or master’s thesis:
1. Biographies, CVs, Lists of Published Articles, Conference Proceedings, Presentations or Awards
2. Blank pages anywhere in the document
3. Running headers anywhere in the document
4. Horizontal lines or page borders
Page Order:  All elements are required, except as noted below.

Front Pages

Title Page (Required)
Certification Page (Dissertations only)
Copyright Page (Optional)
Dedication (Optional)
Acknowledgments (Optional)
Disclaimer (Optional)
Abstract of Dissertation/Thesis
   Dissertations (Required)
   Masters Theses (Optional)
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)

Main Body of Dissertation or Thesis

Thesis Statement (As required by your department or advisor)
Chapter 1 Introduction
Chapter 2
Chapter 3….5
Bibliography or References
Appendices (Optional)
Front Pages

Title Page:

1. **Dissertation/Thesis title** starts 2 inches from top of page (1 inch down from the top page margin)
   a. Use upper and lower case letters: *Example: This is the Title of My Dissertation*
   b. Center the title on the line and single space if the title is more than one line.

2. 3 blank line spaces

3. **by (Your Name):** text is on the same line as “by”

4. 3 blank line spaces

5. **Degree held, date conferred (Month Year), conferring Institution:**
   a. Center the text on the line
   b. List lower degrees first and do not include certificates earned
   c. Please express your previous degrees as follows:
      i. B.A. [Initials of degree] in [field of study], Month Year, name of institution conferring the degree
      ii. *Examples*
         
         B.A. in International Relations, May 2005, University of Delaware

6. 2 blank line spaces

7. **A Thesis/Dissertation submitted to**

8. 3 blank line spaces

9. **Paragraph starting with “The Faculty of..”:**
   a. Format as shown below, centered on the page.
   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 blank line spaces

11. **Month, Day, Year degree conferred** (spell out the month) ex. **August 31, 2011**
   a. **Summer** graduation: **August 31, 20xx**
   b. **Fall** graduation: **January 10, 20xx**
   c. **Spring** graduation: **Date of University Commencement:** **May xx, 20xx**

12. 3 blank line spaces

13. **Dissertation/Thesis directed by**
14. 1 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)
   Please DO NOT include administrative titles for all Dissertation Directors/Thesis Advisors.

   a. GW Faculty:

      Joseph Smith
      Associate Professor of History

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

      Joseph Smith
      Associate Professor of History, University of Delaware

   c. Advisor is in the workforce: list their name, job title, and place of employment

      Joseph Smith
      Senior Researcher, American Historical Society

   d. Find Committee Member’s Titles:
      GW Online Directory
      Contact your School Administrator

17. The title page is page i, but the page number is NOT displayed
Certification Page (Required for Dissertations; DO NOT include in a Thesis)

1. Numbered as page ii

2. The first paragraph is text is left aligned and double-spaced. The date in this paragraph is the date of your dissertation defense

3. 3 blank line spaces

4. Dissertation title: initial caps/small letters, single-spaced and centered on the line

5. 1 blank line space

6. Your Full Name

7. 3 blank line spaces

8. Dissertation Research Committee: please list only the Dissertation Director (or Dissertation Co-Directors) and the two readers who are members of the core research proposal committee.

   Exceptions:
   i. School of Engineering and Applied Sciences: May list up to six committee members on this page
   ii. School of Business: May list up to five committee members

   a. 1 blank line space
   b. List your dissertation director/co-director’s first
   c. Indent each entry .5 inches
      i. Single-space within an individual committee member listing. If it is more than one line, indent both lines
      ii. Use 1 single line space between each committee member’s information
   d. 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

   If 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

Year – year the degree is conferred
Please use the symbol © on your copyright page.
To insert this symbol on the page in windows, type: Crl+Alt+c or Alt+0169

Dedication (optional)
1. Page header is in initial caps and small letters and centered 1 inch from the top of the page
2. 2 single, blank line spaces
3. Text is left-aligned and double-spaced.

Acknowledgements (optional)
1. Page header is in initial caps and small letters and centered 1 inch from the top of the page
2. 2 single, blank line spaces
3. Indent the first line of each paragraph .5 inches.
4. Text is left-aligned and double-spaced.

Abstract of Thesis (optional)
1. Page header is in initial caps and small letters; centered 1 inch from the top of the page
2. 2 single, blank line spaces
3. Title of Dissertation/Thesis
4. Use initial caps/small letters
5. Center the title; single space the title if longer than one line.
6. The title here should be in the same font style and size as shown on the title page. d. 1 blank line space
7. Indent the first line of each paragraph .5 inches.
8. The text is double-spaced.

Table of Contents (required)
1. Page header is in initial caps and small letters, centered, and 1 inch from the top of the page
2. 2 single, blank line spaces
3. Entries and page numbers for preliminary pages are required if they are used in the document
4. Do not include the title page, certification page, copyright page.
5. Please make sure the text for the entries do not overlap with the page number column.
6. Individual entries are single spaced if more than one line
7. Use double-spacing between entries.
8. Sample: blue line shows the page margins
List of Figures (required if there are figures)
1. Page header is in initial caps and small letters, centered, and 1 inch from the top edge of the page
2. Follow page header with 2 single, blank line spaces
3. Please make sure the text for the entries do not overlap with the page number column.
4. Individual entries are single spaced if more than one line
5. Use double-spacing between entries.
6. Sample of List of Figures. The blue line shows the page margins

List of Tables (required if there are tables)
1. Page header is in initial caps and small letters, centered, and 1 inch from the top edge of the page
2. Follow page header with 2 single, blank line spaces
3. Please make sure the text for the entries do not overlap with the page number column.
4. Individual entries are single spaced if more than one line
5. Use double-spacing between entries.
6. See List of Figures (above) for sample formatting.

List of Abbreviations (optional)
1. Page header is in initial caps and small letters, centered, and 1 inch from the top edge of the page
2. Follow page header with 2 single, blank line spaces
3. Text must be double-spaced.

List of Symbols/Nomenclature (optional)
1. Page header is in initial caps and small letters, centered, and 1 inch from the top edge of the page
2. Follow page header with 2 single, blank line spaces
3. Text must be double-spaced.

Glossary of Terms (optional)
1. Page header is in initial caps and small letters, centered, and 1 inch from the top edge of the page
2. Follow page header with 2 single, blank line spaces
3. Single space within each entry; Double space between entries
Main Body of Dissertation or Thesis Manuscript

1. 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.

   a. 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.

   b. For information on specific Style Guides, please consult the Citation Style Guide on the GW Libraries website.

   c. Chapter titles are determined by the author

   d. Figures, tables and images
      i. Label figures, tables and images according to the style guide used for the manuscript.
      ii. The page size may be changed to legal size (8.5” x 14”) to accommodate large tables, figures and images.

      NOTE: legal or larger size pages will be reduced proportionately to 8.5x11 or 6x9 when printed and bound.

2. Start a new Chapter on a new page. Grid lines

3. The text is double-spaced except for:
   a. Figure and table titles and captions
   b. Long quotes
   c. Footnotes and Endnotes
   d. Bibliographic entries

Chapters
1. Number the first page of the first chapter or introduction as page 1.
2. Text is double-spaced.
3. Start a new chapter on new page.

Bibliography or References (required – except for Law School)
1. Page header in initial caps and small letters, centered, and 1 inch from the top of the page
2. 2 blank line spaces
3. Double-spacing between entries; Single spacing within entries.

Appendices (optional)
1. Page header in initial caps and small letters, centered, and 1 inch from the top of the page
2. 2 blank line spaces
Linking and Media Files for ETD Submissions

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.

**Links**

**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

**Media Files**

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.

**Multi-media File Types and Formats**

ProQuest guarantees multimedia files and formats listed below will be migrated for long-term preservation. All others are not guaranteed.

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<thead>
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<th>Images</th>
<th>Video Files</th>
<th>Audio Files</th>
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<td>AIF (.aif)</td>
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<td>Microsoft Audio Video Interleaved (.avi)</td>
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Vae 2019 Sept. 19