University Formatting Guidelines for Electronic Theses and Dissertations

The Basics
University Formatting Guidelines

Where to find information:
GW ETD Website - library.gwu.edu/etd/formatting-content

Applies to:
Page Order: Entire document
Font Size: Entire document
Page Margins: Entire document
Page Numbering: Entire document
Line Spacing: Entire document
Font Type and Size

- Recommended Font Types/Sizes (web fonts for easy reading):
  Times New Roman, 12pt.
  Georgia, 11pt.
  Garamond, 12 pt.

- Footnotes (same font type as text): 8-10 point
Page Order

FRONT PAGES
- Title Page*
- Certification Page (Dissertations only)*
- Copyright page
- Dedication
- Acknowledgements
- Abstract of Thesis/Dissertation* (required for dissertations)
- Table of Contents*
- List of Figures (if used in manuscript)*
- List of Tables (if used in manuscript)*
- List of Abbreviations, etc.
- Preface or Forward

*Required

BODY OF DOCUMENT
- Thesis Statement (If used)
- Chapters
- Bibliography or References
- Appendices
Page Margins

Portrait Pages:
- Left and Right Margins: 1.25 inches
- Top and Bottom Margins: 1 inch

Landscape Margins:
- Left and Right Margins: 1 inch
- Top and Bottom Margins: 1.25 inches

Tables and Figures:
- Right and left page margins for tables and figures – only - may be 1 inch.

To set your page margins, go to Layout/Margins and select Office 2003 Default.
Page Numbering

Page numbers are always at the bottom center of the page – ¾ of an inch from the bottom edge.

Formatting page numbers:

On the MS Ribbon:
- Go to the Insert tab
- Click on Footer in Header in the Footer section
- From the drop down menu, click on Edit Footer

On the Design tab:
- In the Position section, Footer from Bottom should be set at .6”
- In the Header & Footer section:
  - Click on Page Number
  - Select Bottom of Page, then the option labelled Plain number 2.
Page Numbers - Front Pages

- Title page is counted as Page i, but the page number is not displayed
- Small roman numerals
- Centered at the bottom of the page

On the Insert tab, click on Footer
- In the Header & Footer section:
  - From the Footer drop down menu, select Edit Footer.
  - From the Page Number drop down menu, select Bottom of page and select the option labelled Plain number 2.
  - From the Page Number drop down menu:
    - Change the number format to small roman numerals
    - Click on the radio button Start at and type in “i”, then click on Okay.
    - In the Options section, check the box next to Different First page to remove the page number from the title page.
- After the last page of the front pages, insert a section break.
Insert a Section Break

To change the page numbering for the main body of the document, insert a page break:

Breaks
Restarting the page numbering requires a new section break to be inserted into the document. At the bottom of the previous page, click on the Page Layout Tab on the Word Ribbon.

1. On the right-hand side of the Page Setup section, click on the drop down menu labelled Breaks.

2. On the drop-down menu, click on Breaks.

3. Under Section Breaks, select Next Page to start a new section on a new page.
Page Numbers – Body of Document

- Arabic numbers
- Pages are numbered consecutively from the first page of the first Chapter (or Thesis Statement if used) to the end of the document including Appendices.

- After creating your section break, change the page number format to Arabic numerals
- Click on the radio button Start at and type in “1” and click on OK.
- Make sure the box next to Different First Page is unchecked.
Line Spacing

For the following pages, see the University Style Guide for your school for the correct line spacing:

Title page
Certification page
Copyright page

All other text is double spaced except for:

• Long Quotes
• Figure and Table titles and/or descriptions
• Footnotes and Endnotes
• Entries in Bibliography or References