University ETD Formatting Guidelines

University formatting guidelines apply to the font type and font size, page margins, page numbering, page order and the required content and formatting of that content for the front pages. Style guides and MS Word Templates (beta) for each school or college are provided under the website tabs Dissertations and Masters Theses.

Please DO NOT base the formatting on previous theses or dissertations as University Formatting Guidelines may change over time.

Font Type and Font Size:

1. True type fonts / web friendly fonts as recommended by ProQuest:

<table>
<thead>
<tr>
<th>Font Type</th>
<th>MS Word</th>
<th>LaTeX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arial</td>
<td>10pt</td>
<td>\normalsize</td>
</tr>
<tr>
<td>Courier New</td>
<td>10pt</td>
<td></td>
</tr>
<tr>
<td>Georgia</td>
<td>11pt</td>
<td>\footnotesize</td>
</tr>
<tr>
<td>Times New Roman</td>
<td>12pt</td>
<td></td>
</tr>
<tr>
<td>Trebuchet MS</td>
<td>10pt</td>
<td></td>
</tr>
<tr>
<td>Verdana</td>
<td>10pt</td>
<td></td>
</tr>
</tbody>
</table>

2. Font Size: MS Word - Text: 10 pt. to 12 pt
   Footnotes: 8 pt.
   LaTeX - Text: \normalsize.
   Footnotes: \footnotesize

Page Size: 8.5” x 11”
8.5” x 14 for pages with large tables, figures or images. These pages will be shrunk to 8.5”x11” proportionately for printed and bound copies

Page Margins:

<table>
<thead>
<tr>
<th>Portrait Pages:</th>
<th>Landscape Pages:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left and Right margins: 1.25 inches</td>
<td>Top and Bottom margins: 1.25 inches</td>
</tr>
<tr>
<td>Top and Bottom margins: 1 inch</td>
<td>Right and left margins: 1 inch</td>
</tr>
</tbody>
</table>

Setting your page margins:
Click on the Page Layout Tab
In the Page Setup section, click on Margins and select Office 2003 Default

Blank Pages:
Please DO NOT include blank pages in your manuscript.

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

1. Page number location for all pages- centered and at least ¾ of an inch from the bottom of the page.

2. Preliminary pages – small roman numerals
   The title page is counted as page i, but the page number is not displayed.

3. Body of Thesis – Arabic numerals
   a. The first page of the Introduction should be numbered as page 1 and the remaining pages numbered consecutively to the end of the document including the Appendices.
   b. If a Thesis Statement is used, that page is numbered as page 1.
Running Headers:
Running headers should not be used anywhere in the document.

Horizontal Lines:
Please do not use borders or horizontal lines in the document.

Use of bold or underline in preliminary pages:
Elements of the preliminary pages should not be bolded or underlined
**EXCEPTION:** the School of Science and Engineering Management should bold the text in the manuscript as instructed in the SEAS Doctoral Student Handout for the appropriate use of bolded text.

Order of Pages: All elements are required, except as noted below.

**Front Pages**
Title Page
Copyright Page (Optional)
Dedication (Optional)
Acknowledgments (Optional)
Disclaimer (Optional)
Abstract of Dissertation/Thesis
  - Dissertations
  - Masters Theses (Optional for the CCAS)
Table of Contents
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

Bibliography or References
Appendices (Optional)
Front Pages

Title Page:

a. All text is centered on the line.

b. **Thesis title** starts 2 inches from top of page
   1. Use upper and lower case letters
      
      *Example: This is the Title of My Dissertation*
   2. Single space the title if it is more than one line.

c. 4 blank line spaces

d. **by (Your Name):** should be on the same line

e. 3 blank line spaces

f. **Degree held, date conferred, conferring Institution:**
   1. Center the text on the line
   2. List lower degrees first and do not include certificates earned
   3. Please express your previous degrees as follows:
      
      *Example: B.A. in International Relations, May 2005, University of Delaware
      M.A. in International Relations, May 2007, The George Washington University*

  g. 2 blank line spaces

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

k. 3 blank line spaces

l. **Paragraph starting with “The Faculty of..”** is worded and formatted and centered on the page as shown below:

   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 .....  

m. 3 blank line spaces

n. **Month, Day, Year degree conferred** (spell out the month) ex. *May 15, 2011*
   
   For **Summer** graduation, the date is: August 31, 20xx
   
   For **Fall** graduation, the date is: January 31, 20xx
   
   For **Spring** graduation, the **date of the University Commencement Ceremony** is used: May xx, 20xx

o. 4 blank line spaces

p. **Dissertation/Thesis directed by**

q. 1 blank line space

r. **Thesis Advisor's/ Dissertation Director' formal name** (eg. Joseph Smith – not Joe Smith)

s. **Thesis Advisor's/Dissertation Director's full academic title** (eg. Associate Professor of History)

   *Please do not include administrative titles for your dissertation or thesis advisor.*

   i. Advisor is GW Faculty Member

      **Joseph Smith**
      
      Associate Professor of History

   ii. Advisor is a professor outside of GWU, include their academic title and the name of their home institution

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

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

      **Joseph Smith**
      
      Senior Researcher, American Historical Society
NOTE: If you do not know your dissertation or thesis director’s academic title, please consult the GW Online Directory or contact your School Administrator or Program Coordinator.

t. 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)

a. Numbered as page ii
b. The **first paragraph** is text is left-aligned and double spaced
c. The **date in this paragraph** is the date of your dissertation defense
d. 3 blank line spaces
e. **Dissertation title**: initial caps/small letters, single-spaced and centered on the line
f. 1 blank line space
g. **Your Full Name** (Joseph Smith)
h. 4 blank line spaces
i. **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.
   1. 1 blank line space
   2. Indent .5 inches for each entry.
      a. Single-space within an individual committee member listing if it is more than one line and indent both lines.
      b. Double-space between each committee member’s information.
   3. Exception:
      a. School of Engineering and Applied Sciences: may list up to six committee members on this page
      b. School of Business: may list up to five committee members
   4. Examples:

      *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 in the middle of the page

© 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

**Dedication** (optional)

a. Page header is in initial caps and small letters and centered 1 inch from the top of the page
b. 2 blank line spaces
c. Text is left-aligned and double-spaced.

**Acknowledgements** (optional)

a. Page header is in initial caps and small letters and centered 1 inch from the top of the page
b. 2 blank line spaces
c. First line of each paragraph is indented .5 inches
d. Text is left-aligned and double-spaced.

**Abstract of Thesis** (optional)

a. Page header is in initial caps and small letters; centered 1 inch from the top of the page
b. 2 blank line spaces
c. Title of Dissertation/Thesis
   • In initial caps/small letters; center and single space the title if longer than one line.
   • The title here should be in the same font style and size as shown on the title page.
d. 1 blank line space
e. First line of each paragraph is indented .5 inches.
f. Text of abstract is left-aligned and double-spaced.

**Table of Contents** (required)

a. Page header is in initial caps and small letters, centered, and 1 inch from the top of the page
b. 2 blank line spaces
c. Entries and page numbers for preliminary pages are required if they are used in the document except for the title page, certification page, copyright page, and table of contents.
d. Please make sure the text for the entries do not spill over into the page number column.
e. Individual entries are single spaced if more than one line
f. Text is double-spaced.

**List of Figures** (required if there are figures)

a. Page header is in initial caps and small letters, centered, and 1 inch from the top of the page
b. 2 blank line spaces
c. Please make sure the text for the entries do not spill over into the page number column.
d. Individual entries are single spaced if more than one line
e. Text is double-spaced.

**List of Tables** (required if there are tables)

a. Page header is in initial caps and small letters, centered, and 1 inch from the top of the page
b. 2 blank line spaces
c. Please make sure the text for the entries do not spill over into the page number column.
d. Individual entries are single spaced if more than one line
e. Text is double-spaced.
**Main Body of Dissertation or Thesis Manuscript**

1. Formatting rules pertaining to page margins, page numbering, 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 guidelines.

   b. For information on specific Style Guides, please consult the Citation Style Guide on the The George Washington 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 8.5” x 14” to accommodate large tables, figures and images.

2. **NOTE:** legal or larger size pages will be shrunk proportionately to 8.5x11 or 6x9 for printed and bound copies.

3. Please start each new Chapter on a new page.

**Chapter 1**

a. The first page of the first chapter or introduction is numbered as page 1.

b. Start a new chapter on new page.

   c. Text is double-spaced.

**Bibliography or References (required – except for Law School)**

a. Page header in initial caps and small letters, centered, and 1 inch from the top of the page

b. 2 blank line spaces

   c. Double-spacing between entries; Single spacing within entries.

**Appendices (optional)**

a. Page header in initial caps and small letters, centered, and 1 inch from the top of the page

b. 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

a. Links pointing to external sources outside of the main body of the document should not be embedded in the document.
   i. These links may change or the pages withdrawn over time and the reference to that page are lost.
   ii. Possible exceptions would include a link to an archived website.

b. Links embedded in the main body of the document, should not link to the supplementary files, instead the supplementary file name should be referenced and the reader pointed to those files.

Internal Links and Bookmarks

a. Within the main document are permissible – for example bookmarks in the table to contents.

b. 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 because they are downloaded to a CD and placed in a back pocket of the printed document.

Multi-media File Types and Formats

ProQuest has a list of multimedia files and formats that they guarantee to be migrated for long term preservation. All others are not guaranteed.

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Images:
- GIF (.gif)
- JPEG (.jpeg)
- TIFF (.tiff)

Video Files:
- Apple Quick Time (.mov)
- Microsoft Audio Video Interleaved (.avi)
- MPEG (.mpg)

Audio:
- AIF (.aif)
- CD-DA
- CD-ROM/XA

- MIDI (.midi)
- MPEG-2
- SND (.snd)
- WAV (.wav)