UNLV | GRADUATE COLLEGE

Most Common Formatting Issues

- The date listed on the cover page must be the last month and year of the semester you are submitting your document. The month will either be May, August, or December. For example, Spring 2020 graduates would list May 2020. See the GC Cover Page Manual webpage fore detailed instructions and specifics on Cover Page formatting.

- Margins must be 1" on all sides (top, bottom, left, and right).

- Tables, figures, appendix/appendices, vitae, tables, figures, or any other components of the document cannot extend into the 1" margin (**Note:** For those working in Microsoft Word, figures and tables might automatically be put into the 1" margin if the figure or table is large. This means that you will have to manually adjust the size of your figures and tables.

- All figures and tables must be clearly delineated from the text on all sides by two, double-spaced line breaks. This can be done by double-spaced line breaks, borders, or a delineation that is approved by your style guide. The title and description of all figures, tables, images, etc. are considered to be part of the figure, table, image, etc. and must be clearly delineated from the text as well. See the Thesis and Dissertation Format and Submission Guidelines webpage for detailed instructions.

- All text (with the exception of text found in figures, images, or appendices) is in black. This includes URLs, which will have to be done manually.

- Font styles and size must be consistent between the document text and page numbers. For example, if your font style and size is 12 point Times New Roman for the text, the page numbers must also be 12 point Times New Roman.

- Chapter and Section Titles/Headings are **all** the same size, font, justification, and style. For example, if the section heading on your Table of Contents is in all caps, centered, Times New Roman, and 12 point font, then all other chapter titles and section headings must follow this format. Please see the GC Table of Contents Manual for more specific formatting instructions.

- The Table of Contents, List of Figures, List of Tables (or any 'List of' pages) needs to be double-spaced, similar to the document text.