Preface

• This page is optional.

• It must continue the number order from the Abstract.

• The document order for the Preface page is either after the Abstract, Acknowledgements, or Dedication page. The Acknowledgements and Dedication pages are optional. If you choose to have both, the Preface will go after the Dedication. If you choose to have only one, then the Preface will go after whichever one you include. If you choose to have neither, then the Preface will follow the Abstract page.

• The page number must be at the bottom center of the page (and be consistent with the font style and size of the rest of the document text)

• Must be double-spaced and the margins must be 1” on all sides (top, bottom, right, left)

• The font size, style, and type must be consistent with the rest of the document.

• The primary/major section header (Preface) must be consistent with the font size, style, and type of the rest of the primary/major section headers and chapter titles.

• All other content and formatting rules will be determined by your discipline’s or department’s style guide.