Most Common Formatting Issues

- Margins must be 1” on the left, top, bottom, & right.

- The date listed on the title page must be the last month and year of the semester you are submitting your document. For example, Spring 2017 graduates would list May 2017.

- Tables and figures 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 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 the page numbers. For example, if your document text is Times New Roman and 12 point font, the page numbers must also be Times New Roman and 12 point font.

- 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 titles/headings must follow this format.

- The Table of Contents, List of Figures, and List of Tables pages (or any ‘List of’ pages) needs to be double-spaced, which is similar to all other chapters/ sections in the document (excluding the Cover Page, Approval Page, and Copyright Page).

- Please make sure that the document order is correct. See the Document Order page.

- Tables need to be in black or grey-scale.

- Curriculum Vitae must be labeled: Curriculum Vitae. No other heading will be accepted.
The format of the Curriculum Vitae must be consistent with the rest of the document. Often, this means that a Curriculum Vitae cannot just be added to the end of the thesis/dissertation without any edits to the format.