

Thesis and Dissertation Format Guidelines

Be sure to check out www.unlv.edu/graduatecollege/thesis.

Here you'll find information on:

- A step-by-step formatting guide
- A format review checklist
- Required paperwork for your masters or doctoral project
- Using previously published material
- Copyright and embargo information
- How to create a PDF of your document for submission
- iThenticate submission
- Thesis/dissertation submission process

General Formatting Guidelines

Organization of Document:

1. Title Page
2. Copyright Statement (optional)
3. Abstract (iii)
4. Acknowledgments (optional)
5. Dedication (optional)
6. Preface (optional)
7. Table of Contents (abstract through CV)
8. List of Tables (required for 5 or more)
9. List of Figures (required for 5 or more)
10. Any other lists (optional)
11. Main body of text
12. Appendix (optional)
13. Bibliography/References
14. Curriculum Vitae

Document Formatting:

- All margins must be 1"
- Do not number the Title Page and Copyright Page
- Page numbers are bottom-centered, with orientation matching the rest of the page
- Pages preceding the text are numbered in lower case Roman numerals (beginning with Abstract [iii]); Arabic numerals begin on the first page of the first major section of the main body (page 1)
- Font and font size must be consistent throughout the document text; font must be a standard, clear style in size 11 or 12 point; font color must be black throughout the document text
- Heading sizes and styles, tables, figures, and other items must all be formatted consistently within these content types
- No headers, footers, or editing marks are present
- Refer to your chosen style guide for general formatting guidelines

Cover Page

- All margins must be 1", with text centered on the page
- Title is in ALL CAPITAL letters, centered in an inverted triangle shape, double-spaced, in the same font/size as the rest of the document
- Use your full legal name as listed with the UNLV Registrar's Office, and list any degrees equivalent to a Bachelor's degree or higher under your name
- Correct degree title, college name, and department name are listed - see the step-by-step guide for this information
- "The Graduate College" is listed under college name; the university is listed as "University of Nevada, Las Vegas"; the date is the month/year of the semester
- Format and spacing must match the template provided in the guide

Table of Contents (TOC)

- Titles of items and casing of titles must match what is in the text
- Page numbers listed in the TOC match placement of items in the text
- Formatting of the TOC must be consistent and match style guide requirements
- All document components included in the document must be listed in the TOC
- Chapter sections and subsections should appear consistently within the TOC and between the text and TOC
- The formatting guide provides detailed instructions on generating a TOC in Microsoft Word