

Please refer to the WCU Thesis Guide (8<sup>th</sup> Edition) for complete formatting instructions. Check your final thesis document against the list below (before and after .pdf conversion) prior to submission to Pro Quest.

## Formatting Checklist

### *General Document*

#### **ALL PAGES**

- Margins: Top, Right, Left and Bottom = 1”
- Font: **all text** Arial or Times New Roman, 11 or 12 point (black)
- Paragraph Spacing: No extra space before/after paragraphs
- Pagination:
  - No page number on title page, but page counted
  - Front matter numbered with consecutive Roman numerals
  - Body and back matter numbered with consecutive Arabic numerals beginning at 1
  - Page numbers at bottom center, ¾” from bottom of page
- Parts included and in **the following order**:
  1. Title page
  2. Acknowledgements (optional)
  3. Table of Contents
  4. Lists of Tables
  5. List of Figures
  6. List of Abbreviations/Symbols (if used)
  7. Abstract
  8. Body text
  9. References/Works Cited/Bibliography
  10. Appendices (optional)

#### *Title Page*

- Title in ALL CAPS
- Student’s full legal name in byline
- Director and committee members listed
- Text matches sample and “General Document” rules above
- Copyright included IF DESIRED and paid for
- No page number appears**

#### *Acknowledgements (optional)*

- Heading centered and ALL CAPS, one (double) space between heading and text

### *Table of Contents*

- Single-spaced
- Heading centered and ALL CAPS
- Three (single) spaces between Heading and text
- Titles of all chapters and subheadings match **exactly** with body
- Page numbers match **exactly** with body
- Headings and subheadings indented
- Page number references aligned right
- Tab leaders (periods) used between text and page numbers
- All** sections, chapters, and subsections/subheadings listed

#### *Lists of Tables, Figures, Abbreviations*

- See rules for Table of Contents. All labels in body must match front matter lists.

#### *Abstract*

- Heading centered and ALL CAPS, one (double) space between heading and text
- Matches Abstract Sample

#### *Body Text*

- New chapters begin on new page, titles centered and ALL CAPS
- One (double) space between chapter title and text
- Headings follow appropriate discipline guide (default APA)
- All text double-spaced (except for footnotes, etc.) with no extra space before/after paragraphs
- At least triple space between text & tables/figures
- Tables/figures **labeled** according to discipline guide (default APA) and are student’s **original** work (follow PROQUEST/UMI copyright rules).

#### *Works Cited and Appendices*

- Heading centered and ALL CAPS, one (double) space between heading and text
- Page numbers, headings, and margins follow same rules as body text