

University ETD Formatting Requirements

University formatting guidelines apply to the font type and size, page margins, page numbering, page order, line spacing and the required content and formatting for the front pages. Sample ETD Guides are available on the website tabs by School or College name.

General Formatting Guidelines

Font Type and Font Size:

1. **MS Word: Text** - Times New Roman; 12 pt.
2. **LaTeX:** True Type Fonts (TTF; .ttf extension); Size: \normalsize
3. **Footnotes, table and figure titles & captions, and long quotes:**
Text for the items above should conform to your school's requirements or writing style used for the thesis or dissertation, but no smaller than 8pt.

Page Size: 8.5" x 11"

Page Margins:

Portrait Pages:

Left and Right margins: 1.25 inches

Top and Bottom margins: 1 inch

Landscape Pages:

Right and left margins: 1 inch

Top and Bottom margins: 1.25inches

School of Law - Portrait pages

Left Margin: 1.50 in; Right margin: 1 in.; Top and Bottom margins: 1 inch

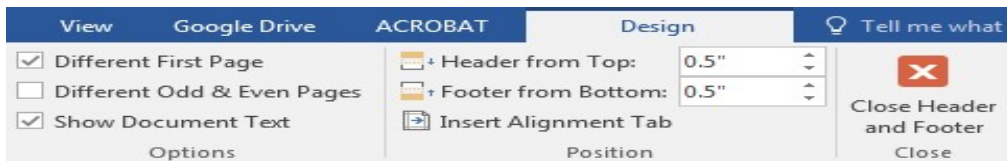
Setting the Page Margins:

Click on the *Page Layout Tab*

In the *Page Setup* section, click on *Margins* and select *Office 2003 Default*

Page Numbers: All pages are numbered, **except** for the title page. See guides under [Page Numbering](#) for assistance

1. **Page number location:** in the footer section, centered, $\frac{3}{4}$ inches from the bottom of the page
2. **Footer from Bottom:** setting should be **.5 inches**
3. **Front pages:** small roman numerals. The title page is counted as page i, but the page number is **not** displayed



4. **Body of Thesis/Dissertation:** Arabic numerals. The first page of the Introduction/Chapter 1 is numbered page 1 and the remaining pages are numbered consecutively to the end of the document including the Appendices
5. If there is a Thesis Statement, it is numbered as page 1

Page Headers for the Front Pages:

1. One (1) inch from the top edge of the page.
2. Centered and bolded
3. Use upper and lower case letters

Line Spacing:

Front Pages—see the details in the section Front Pages

Body of Document – text is double-spaced, except for

1. Long quotes
2. Figure and Table titles and captions
3. Footnotes and Endnotes
4. Bibliographic Entries

DO NOT include the following in a dissertation or master's thesis:

1. **Biographies, CVs, Lists of Published Articles, Conference Proceedings, Presentations or Awards**
2. **Blank pages** anywhere in the document
3. **Running headers** anywhere in the document
4. Horizontal lines or page borders

Page Order: All elements are required, except as noted below.

Front Pages

Title Page (*Required*)

Certification Page (*Dissertations only*)

Copyright Page (*Optional*)

Dedication (*Optional*)

Acknowledgments (*Optional*)

Disclaimer (*Optional*)

Abstract of Dissertation/Thesis

 Dissertations (*Required*)

 Masters Theses (*Optional*)

Table of Contents (*Required*)

List of Figures (*Required if Figures are used*)

List of Tables (*Required if Tables are used*)

List of Symbols & Abbreviations (*Optional*)

Glossary of Terms (*Optional*)

Preface (*Optional*)

Main Body of Dissertation or Thesis

Thesis Statement (*As required by your department or advisor*)

Chapter 1 Introduction

Chapter 2

Chapter 3....5

Bibliography or References

Appendices (*Optional*)

Front Pages

Title Page:

1. **Dissertation/Thesis title** starts 2 inches from top of page (1 inch down from the top page margin)
 - a. Use upper and lower case letters: **Example: This is the Title of My Dissertation**
 - b. Center the title on the line and single space if the title is more than one line.

2. **3 blank line spaces**

3. **by (Your Name):** text is on the same line as “by”

4. **3 blank line spaces**

5. **Degree held, date conferred (Month Year), conferring Institution:**

- a. Center the text on the line
- b. List lower degrees first and do not include certificates earned
- c. Please express your previous degrees as follows:
 - i. B.A. [Initials of degree] in [field of study], Month Year, name of institution conferring the degree
 - ii. **Examples**

B.A. in International Relations, May 2005, University of Delaware

M.A. in International Relations, May 2007, The George Washington University

6. **2 blank line spaces**

7. **A Thesis/Dissertation submitted to**

8. **3 blank line spaces**

9. **Paragraph starting with “The Faculty of.”:**

- a. Format as shown below, centered on the page.
- b. **DO NOT include department names in the degree title**

The Faculty of
The [Name of School or College]
of The George Washington University
in partial fulfillment of the requirements
for the degree of [Doctor or Master] of

10. **3 blank line spaces**

11. **Month, Day, Year degree conferred** (spell out the month) *ex.* **August 31, 2011**

- a. **Summer** graduation: **August 31, 20xx**
- b. **Fall** graduation: **January 10, 20xx**
- c. **Spring** graduation: Date of University Commencement: **May xx, 20xx**

12. **3 blank line spaces**

13. **Dissertation/Thesis directed by**

14. **1 blank line space**
15. **Thesis Advisor's/ Dissertation Director' formal name** (eg. Joseph Smith – not Joe Smith)
16. **Thesis Advisor's/Dissertation Director's full academic title** (Associate Professor of History)
Please **DO NOT** include administrative titles for all Dissertation Directors/Thesis Advisors.

a. **GW Faculty:**

Joseph Smith
Associate Professor of History

b. **Non-GW Faculty:** include their academic title and name of their home institution

Joseph Smith
Associate Professor of History, University of Delaware

c. **Advisor is in the workforce:** list their name, job title, and place of employment

Joseph Smith
Senior Researcher, American Historical Society

d. **Find Committee Member's Titles:**

[GW Online Directory](#)

Contact your [School Administrator](#)

17. The title page is page i, but the page number is NOT displayed

Certification Page (Required for Dissertations; DO NOT include in a Thesis)

1. Numbered as page ii
2. The **first paragraph** is text is left aligned and double-spaced. The **date in this paragraph** is the date of your **dissertation defense**
3. **3 blank line spaces**
4. **Dissertation title:** initial caps/small letters, single-spaced and centered on the line
5. **1 blank line space**
6. **Your Full Name**
7. **3 blank line spaces**
8. **Dissertation Research Committee:** please list only the Dissertation Director (or Dissertation Co-Directors) and the two readers who are members of the core research proposal committee.
Exceptions:
 - i. School of Engineering and Applied Sciences: May list up to six committee members on this page
 - ii. School of Business: May list up to five committee members
 - a. **1 blank line space**
 - b. List your dissertation director/co-director's first
 - c. Indent each entry .5 inches
 - i. Single-space within an individual committee member listing. If it is more than one line, indent both lines
 - ii. Use 1 single line space *between* each committee member's information
 - d. Examples: One director

Joseph Smith, Professor of History and of International Relations, Dissertation Director

Joseph Smith, Associate Professor of History, University of Delaware, Committee Member

Joseph Smith, Senior Researcher, American Historical Society, Committee Member

If two directors:

Joseph Smith, Professor of History and of International Relations, Dissertation Co-Director

Jane Alexander, Professor of Ancient History, Dissertation Co-Director

Joseph Smith, Associate Professor of History, University of Delaware, Committee Member

Joseph Smith, Senior Researcher, American Historical Society, Committee Member

Copyright page: (optional)

Text is *single spaced and centered on the line and top to bottom of the page* (4.5 inches on the vertical ruler)

© Copyright **year** by **your name**
All rights reserved

Year – year the degree is conferred

Please use the symbol © on your copyright page.

To insert this symbol on the page in windows, type: **Ctrl+Alt+c or Alt+0169**

Dedication (optional)

1. Page header is in initial caps and small letters and centered 1 inch from the top of the page
2. 2 single, blank line spaces
3. Text is left-aligned and double-spaced.

Acknowledgements (optional)

1. Page header is in initial caps and small letters and centered 1 inch from the top of the page
2. 2 single, blank line spaces
3. Indent the first line of each paragraph .5 inches.
4. Text is left-aligned and double-spaced.

Abstract of Thesis (optional)

1. Page header is in initial caps and small letters; centered 1 inch from the top of the page
2. 2 single, blank line spaces
3. Title of Dissertation/Thesis
4. Use initial caps/small letters
5. Center the title; single space the title if longer than one line.
6. The title here should be in the same font style and size as shown on the title page. d. 1 blank line space
7. Indent the first line of each paragraph .5 inches.
8. The text is double-spaced.

Table of Contents (required)

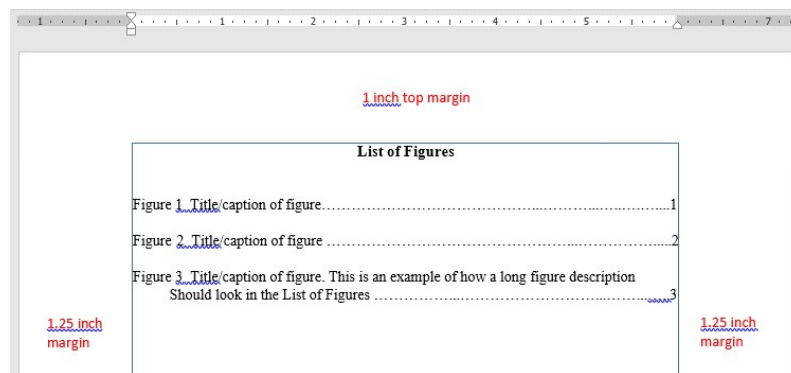
1. Page header is in initial caps and small letters, centered, and 1 inch from the top of the page
2. 2 single, blank line spaces
3. Entries and page numbers for preliminary pages are required if they are used in the document
4. Do not include the title page, certification page, copyright page.
5. Please make sure the text for the entries do not overlap with the page number column.
6. Individual entries are single spaced if more than one line
7. Use double-spacing between entries.
8. Sample: blue line shows the page margins

The screenshot shows a Microsoft Word document with a Table of Contents. The top margin is 1 inch, and the left and right margins are 1.25 inches. The Table of Contents is centered and includes the following entries:

Table of Contents	
Dedication.....	iii
Acknowledgements	iv
Abstract of Dissertation	v
Table of Contents.....	vii
List of Figures.....	viii
Chapter 1: chapter title.....	1

List of Figures (required if there are figures)

1. Page header is in initial caps and small letters, centered, and 1 inch from the top edge of the page
2. Follow page header with 2 single, blank line spaces
3. Please make sure the text for the entries do not overlap with the page number column.
4. Individual entries are single spaced if more than one line
5. Use double-spacing between entries.
6. Sample of List of Figures. The blue line shows the page margins



List of Tables (required if there are tables)

1. Page header is in initial caps and small letters, centered, and 1 inch from the top edge of the page
2. Follow page header with 2 single, blank line spaces
3. Please make sure the text for the entries do not overlap with the page number column.
4. Individual entries are single spaced if more than one line
5. Use double-spacing between entries.
6. See List of Figures (above) for sample formatting.

List of Abbreviations (optional)

1. Page header is in initial caps and small letters, centered, and 1 inch from the top edge of the page
2. Follow page header with 2 single, blank line spaces
3. Text must be double-spaced.

List of Symbols/Nomenclature (optional)

1. Page header is in initial caps and small letters, centered, and 1 inch from the top edge of the page
2. Follow page header with 2 single, blank line spaces
3. Text must be double-spaced.

Glossary of Terms (optional)

1. Page header is in initial caps and small letters, centered, and 1 inch from the top edge of the page
2. Follow page header with 2 single, blank line spaces
3. Single space within each entry; Double space between entries

Main Body of Dissertation or Thesis Manuscript

1. Formatting rules for page margins, page numbering, line-spacing and page order govern the formatting of the main body of the manuscript including the appendices.
 - a. Otherwise, students should use the manuscript style (APA, Chicago Style, etc.) appropriate to your field of study or as directed by your advisor and/or department.
 - b. For information on specific Style Guides, please consult the [Citation Style Guide](#) on the GW Libraries website.
 - c. Chapter titles are determined by the author
 - d. Figures, tables and images
 - i. Label figures, tables and images according to the style guide used for the manuscript.
 - ii. The page size may be changed to legal size (8.5" x 14") to accommodate large tables, figures and images.

NOTE: *legal or larger size pages will be reduced proportionately to 8.5x11 or 6x9 when printed and bound.*

2. Start a new Chapter on a new page. Grid lines
3. The text is double-spaced except for:
 - a. Figure and table titles and captions
 - b. Long quotes
 - c. Footnotes and Endnotes
 - d. Bibliographic entries

Chapters

1. Number the first page of the first chapter or introduction as page 1.
2. Text is double-spaced.
3. Start a new chapter on new page.

Bibliography or References (required – except for Law School)

1. Page header in initial caps and small letters, centered, and 1 inch from the top of the page
2. 2 blank line spaces
3. Double-spacing between entries; Single spacing within entries.

Appendices (optional)

1. Page header in initial caps and small letters, centered, and 1 inch from the top of the page
2. 2 blank line spaces

Linking and Media Files for ETD Submissions

When selecting a media file format to include in your dissertation or thesis, you want to consider accessibility, long-term preservation. For example, you do not want to use a file format that uses software that is proprietary or not widely available to your readers.

Links

External Links

1. Links pointing to sources outside of the main body of the document should not be embedded in the document.
2. These links may change or the pages withdrawn over time and the reference to that page are lost.
3. Possible exceptions would include a link to an archived website.
4. Links embedded in the main body of the document, should not link to the supplementary files, instead reference the files in the body of the document and point to the location of those files.

Internal Links and Bookmarks

1. Within the main document are permissible – for example bookmarks in the table to contents.
2. Links that are internal to the main document

Media Files

ProQuest highly recommends placing multi-media files as supplementary files rather than embedding them in the body of the document. Supplementary files are exempt from the page margin restrictions and will be downloaded to a CD and placed in a back pocket of the printed document.

Multi-media File Types and Formats

ProQuest guarantees multimedia files and formats listed below will be migrated for long-term preservation. All others are not guaranteed.

Images	Video Files	Audio Files
GIF (.gif)	Apple Quick Time (.mov)	AIF (.aif)
JPEG (.jpeg)	Microsoft Audio Video Interleaved (.avi)	CD-DA
TIFF (.tiff)	MPEG (.mpg)	WAV (.wav)
		MIDI (.midi)
		MPEG-2
		SND (.snd)
		CD-ROM/XA

Vae 2019 Sept. 19