

SJGS REFERENCE GUIDE FOR FORMATTING

The following dissertation documents will be provided to students as Word or LaTeX templates as students prepare to write the dissertation.

- SJGS_1_doctoral-dissertation-title-page
- SJGS_2_doctoral-dissertation-approval
- SJGS_3_preliminary_pages_with_copyright_all programs
- SJGS_4_doctoral-dissertation-table-of-contents
- SJGS_5_doctoral-dissertation-template

When preparing the dissertation for submission, students must follow these formatting requirements. Any deviation from these requirements may lead to rejection of the dissertation and delay in conferral of the degree. Most of these formatting guidelines have been incorporated within the templates.

Length

- Most dissertations are 100 to 300 pages in length. All dissertations should be divided into appropriate sections, and long dissertations may need chapters, main divisions, and subdivisions.
 - Front Matter
 - Signature Page
 - Copyright
 - Abstract
 - Dedication
 - Acknowledgements
 - Table of Contents
 - Introduction
 - Chapters (at least two but as many as necessary)
 - Discussion
 - Conclusions and Future Directions
 - Societal Impact
 - References
 - Appendices

Page Size

- 8.5 x 11

Font Type and Size

- Times New Roman (Including page numbers and footnote numbers) is preferred.
- 12-point font size, but a smaller type size may be used if student's committee members agree to this.
- Specialized fonts appropriate for typesetting needs (such as formulas and equations) may be used if approved by student's committee

Margins

- 1.0" top, right, left and bottom
- A 1.50" left margin may be used only if a student wishes to produce bound copies for their advisor, department, etc.

Justification and Hyphenation

- Align all text with the left-hand margin, except centered headings, paragraph indentations (at least 5 spaces required, although most styles require 10 spaces or .5" indentations for paragraphs), or block quotations (indent 5 spaces only, not 10).
- Full justification of margins is NOT acceptable; the right-hand margin must be jagged.
- Hyphenation at the right-hand margin is allowed as long as it does not cause difficulty in reading.

Spacing

- Double space all text unless stated differently in a particular style guide or refereed journal. This requirement includes only one double spaced line between all paragraphs, not triple.
- Double space between all paragraphs within centered/and or subheadings.
- Indent first word of each paragraph.
- Single spacing may be used for quotations, footnotes, tables, and references. Individual references should have at least one space between them.
- Single space footnote entries, but double space between each separate entry.
- Single space bibliography/references/works cited entries, but double space between each separate entry.

Tables and Figures

- Tables and figures should be on a separate page.
- Headings should be placed at the top of tables and figures.
- Captions should be placed at the bottom of tables and figures centered vertically and horizontally within the margins.
- Double space captions.

Page Numbers

- All page numbers should stand alone without any form of punctuation and should be in the upper right header. The last line of text must be 1" from the bottom.

- There must be NO page number displayed on the document title page.
- Preliminary pages, such as the Copyright, Dedication, Acknowledgement, Abstract, Table of Contents, List of Tables, List of Figures, or List of Abbreviations, etc. must be numbered in lowercase (small) Roman numerals beginning with "ii" and MUST be in the upper right header.
- Pages in the body of text must be numbered using Arabic numerals beginning with "1" and must also be in the upper right header of each page.

Subheadings

- Placement of chapters and/or section heads should be consistent throughout the entire document.
- Preliminary page titles (i.e., Abstract, Table of Contents, etc.) should each be treated as chapter titles in terms of formatting.
- Do NOT begin any subheading or other divisions on separate pages.
- If a subheading falls at the end of a page without any accompanying text, move it to the top of the next page.
- Do NOT include any extra lines between section heads, unless otherwise specified by a refereed journal.
- Do NOT use a numbering system for title and subheadings (e.g., 1.1, 1.1.1) unless required by style manual, refereed journal or approved by student's committee. If they are numbered, please send justification with review copy to the Registrar.

Running Headers, Footnotes, and Endnotes

- Running headers and endnotes are NOT allowed.
- If footnotes are used, they must conform to margin requirements. They must also begin on the page they are cited.
- Footnotes must be in size 10 font (whereas all other text must be size 12) unless specified required differently by student's committee.
- Single space each footnote entry and double space between each separate entry.
- Footnotes are NOT to be numbered consecutively throughout the text. At the beginning of each new chapter, begin each footnote number with the Arabic number "1."