

MANUSCRIPT ELEMENTS AND FORMATTING REQUIREMENTS

Manuscript Elements: The list below identifies the required and optional parts of every thesis, in the order in which they appear in the thesis.

Manuscript Element	Required	Optional
Title Page	X	
Copyright Page		X
Certificate of Approval	X	
Dedication		X
Epigraph		X
Acknowledgements		X
Abstract*	X	
*Not required of DMA / MFA students.		
Public Abstract	X	
Table of Contents	X	
List of Tables*	X	
List of Figures*	X	
* Required if the thesis includes more than one table / figure.		
List of Symbols		X
List of Abbreviations		X
Preface		X
Appendices*	X	
* Required only when included.		
References / Bibliography	X	
Non-printed Material		X

Formatting Requirements: The requirements below should guide the construction of your thesis. They also serve as the criteria by which we review your thesis for clearance. To meet many of these requirements easily, use the Preliminary Pages template provided on this website.

Title Page (required)

- List your degree as it appears on ISIS. If you have an official subtrack, you may include it in parentheses after your degree.
- List the correct month and year of your graduation.
- Include the name(s) and academic rank(s) of your thesis supervisor(s).
- There is no page number on the Title Page.

Copyright Page (optional)

- The copyright date is the year of graduation.
- There is no page number on the Copyright Page.

Certificate of Approval (required)

- List your degree (and subtrack if you wish) as it appears on ISIS. Make sure it matches the Title Page.
- List the correct month and year of your graduation.
- Do not include the academic rank of your committee members. Your thesis supervisor should be listed first followed by a comma and the phrase "Thesis Supervisor."
- Do not capitalize "has" as it appears in the paragraph on this page.
- There is no page number on the Certificate of Approval.

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Dedication (optional)

- Text should be single-spaced and centered on the page, both horizontally and vertically.
- This page requires a lower-case Roman numeral page number, at the bottom center of the page.

Epigraph (optional)

- Text should be single-spaced and centered on the page, both horizontally and vertically.
- This page requires a lower-case Roman numeral page number, at the bottom center of the page.

Acknowledgements (optional)

- Text should be top-aligned, double-spaced, and with each paragraph indented.
- This page requires a lower-case Roman numeral page number, at the bottom center of the page.

Abstracts (Abstract required except for DMA/MFA students; Public Abstracts required of all students)

- An External Abstract is no longer required.
- A Scholarly Abstract (“Abstract”) is required for PhD and Master’s students, but not for DMA or MFA students.
- A Public Abstract (“Public Abstract”) is required for all students.
- Text should be top-aligned, double-spaced, and with each paragraph indented.
- These pages require lower-case Roman numeral page numbers, at the bottom center of the page.

Table of Contents (required)

- All major headings from the manuscript must be included. Entries should be consistently spaced.
- Entries here must match corresponding titles in the text, but should not carry over boldface, italics, or underlining from the text.
- Do not include the preliminary pages that come before the Table of Contents.
- Include the List of Tables and List of Figures, if the thesis contains them. Page numbering for these entries should be lower-case Roman numerals.
- Entries should not run into the page number column.
- Page numbers should be vertically aligned by the rightmost digit.
- This page requires a lower-case Roman numeral page number, at the bottom center of the page.

List of Tables / List of Figures (required if more than one table / figure is included)

- Entries should be single-spaced, with a double space between them.
- Captions listed must match corresponding captions in the text, but should not carry over boldface, italics, or underlining from the text.
- Entries should not run into the page number column.
- Page numbers should be vertically aligned by the rightmost digit.
- The List(s) require a lower-case Roman numeral page number, at the bottom center of the page.

Appendices (if applicable)

- Treat Appendix headings (Appendix A, B, etc.) as major headings and include them in the Table of Contents.
- If more than one Appendix is included, identify them as Appendix A, Appendix B, and so on. Lettering is unnecessary when there is only one Appendix.

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References / Bibliography (required)

- The References heading should be treated as a major heading and included in the Table of Contents.
- References should be single-spaced, and indenting conventions should be consistent.
- There may be a single- or double-space between entries.
- References may be placed at the end of each chapter or at the end of the manuscript.
- Entries should not break across a page.

Headings:

- Major headings should be consistently formatted in a professional manner.
- Spacing beneath major headings should be consistent throughout the entire manuscript.
- Different order subheadings should each have a distinct style.
- Spacing beneath subheadings should be consistent.
- Headings may not be placed at the bottom of the page without at least two lines of text beneath them.

Tables and Figures:

- Brief descriptive titles for tables and figures must be included in the List of Figures / List of Tables (if included).
- Tables and figures may be located above, below, or adjacent to the manuscript text.
- Gaps around tables and figures are allowed if the table or figure is larger than half a page.
- Table captions must not extend beyond the width of the table(s) being described.
- Spacing between a caption and its corresponding table / figure should be consistent.
- Tables / figures that appear in an Appendix must have their own numbering system (A.1, A.2, etc.).
- If a table or figure continues to one or more following pages, the number with a “continued” notation (e.g. Table 3—continued) is placed on each page after the first. The descriptive title is not repeated in part or full on continuation pages. A separation line is not required.

Margins:

- Margins must be a minimum of 1 inch on all sides and on all pages, including the Preliminary Pages.
- Margins should be consistent throughout the entire text.
- If the thesis is to be bound, the left margin should be 1.5 inches.

Line Spacing:

- Line spacing may be either 1.5 or double-spaced. Line spacing should be consistent throughout.

Page Numbers:

- Preliminary page numbers begin with a lower-case Roman numeral “ii” on the first page following the Certificate of Approval. Center them in the footer, ½ to 1 inch above the bottom of the page.
- Manuscript page numbers must be Arabic numerals.
- Manuscript page numbers may be located in the upper-right, lower-right, or lower-center of the page. They should be located in a consistent place on the page throughout the thesis.
- Manuscript page numbers should begin with a “1” on the first page of the first chapter.

Font:

- Use 10–12-point font for the body of the manuscript. Font smaller than 8-point is not allowed.
- You may use 12-point font for major headings. Font larger than this may be used sparingly, if at all.
- A range of font styles is acceptable, but font styles and sizes should be professional in appearance.