
Formatting At-a-Glance (Review pages 6 -9 for more specific information)

General

(required for both electronic and non-electronic)

1. Font = Times New Roman or equivalent
2. Font size = 10 or 12 point
3. Spacing = double space
4. Margins = 1 ½" left; 1" right, top and bottom
5. Page numbering - style and location = See page 6
6. Abstract - 350 words or less
7. Composition = 3 main parts (preliminaries, text and references). See page 6
8. Writing style = Follow style suggest by department
9. Approval/signature page

Non-electronic Thesis

(Not an option after summer 2012)

- A. Paper
 1. Size = 8 ½ x 11
 2. Type = white acid-free (ph neutral or archival quality)
 3. Weight = 20 lb.
- B. Single-sided printing
- C. Copies - 1 for library. (Contact department regarding additional required copies)
- D. See page 6 for additional information

Electronic Thesis and Dissertation

(Electronic thesis will be mandatory effective fall 2012)

- A. Go to www.etsadmin.com/wnull for additional information.
- B. Submit in PDF format
- C. Embed all fonts
- D. Copies - once paper is submitted to ProQuest, additional copies may be requested from another vendor if desired. Here are some helpful suggestions:
 1. Keep your flashplayer up-to-date.
 2. Turn off RGB unless color print is desired. Go to "Font - print black only".
 3. If there is a problem uploading your document, try a different browser (Firefox, Safari or Explorer).