

DISSERTATION AND THESIS FORMATTING TIPS

PREPAGES

Title Page Check – Follow Template

- Check carefully for any misspellings,
- Check the title and name are uppercase, bold and centered.
- Check that the previous degree(s) (BA/BS/MA/MS) awarded is there and accurate.
- Check that the correct degree is noted at bottom of page (Submitted in partial fulfillment of the requirements for the degree of “Doctor of Philosophy / Master of Arts / Master of Arts” and the correct year of graduation is included. This should be the last line on the bottom of the page.
- Check that page number is counted but not printed.

Copyright page - Follow Template (Usually for PhD dissertations only)

- Check that your name matches written here matches exactly with your name on the title page
- Check that the year is correct.
- Check that page number is counted but not printed.

Approval Page - Follow Template

- Make sure there are no misspellings (First Reader, Second Reader, etc.), including periods between all Ph.D. and M.D. degrees
- Signatures must be original. Photocopies are not allowed.
- Check that page number is counted but not printed.

Acknowledgements or Dedicatory Page (optional)

- This page should be double spaced with similar format to the rest of the document
- These pages are the first to be numbered
- Page numbers as roman numerals should be placed at bottom center of the Preliminary pages only

Abstract - Follow Template

- Title and Name on this page should be exactly the same as on the title page
- Check that Boston University School of Medicine, 201# is correct and the year is accurate
- Title & student's name should all be in uppercase all
- Page numbers as roman numerals should be placed at bottom center
- Check that page numbers are 0.5" to 0.75". From the bottom edge, and that they match the font type and size as the rest of the document.
 - If the page number is too low, reset the Footer from (usually) .5" to .75". If the page number is too far from the bottom of the page, and the footer is set correctly, double click on the bottom of the page, which opens the footer box. Usually, there's an extra line in the box pushing the page number up, you must delete it. Sometimes, the footer is double spaced, or there's space automatically placed after the line, or the little text box around the page number is double spaced, etc. Get rid of it all (click on Paragraph, and the double spacing and Points Before and Points After windows are in there).

List of Tables

- List of Tables precedes the List of Figures (if applicable).

Abbreviations

- Make sure your abbreviation list is in alphabetical order and that abbreviations starting with a number are included at the top of the list before those abbreviations starting with the letter “A”.

GENERAL FORMATTING

Spellcheck Your Entire Document Before Format Review:

- Make sure your thesis is not in the review format mode when completing spell check by going to the “Review tab” and changing the view from “Final Showing Markup” to just “Final”.
- Choose “Spelling and Grammar” tab on far left.
- In the window that appears, click on Options.
- Check the settings that said Ignore Words in Uppercase is off to assure that all titles and headings are spell checked.
- Then, Spell Check Document

Page Numbering

- Check that the first page of the introduction starts on the number 1.
 - To change from Roman numerals to Arabic numerals a section break (not a page break) must be included at the end of the abbreviations page. Then insert page numbers to the main thesis body and indicate numbering starts at 1.
- Every page in the dissertation/thesis must be assigned a number (even though the first few prepages (i, ii, and maybe iii) do not have a number printed).
- Page numbers are included on each figure or table page. If a figure or table is landscape the page number must still be in the format orientation.
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Margins

- Check all the margins, and count the pages as you go.
 - Top Margin: 1.5 inches to first line of text or heading.
 - Left Margin: 1.5 inches.
 - Right Margin: 1 inch. You may choose to justify the right margin (see below).
 - Bottom Margin: at least 1 inch from the bottom of the page.

Table and Figures

- Legend Format:
 - Each table and figure must have a clear title, descriptive legend and citation if not your own work.
 - Legends for MA/MS theses may be single spaced.
- Legend Placement:
 - MA/MS Theses: Legends for Tables go above and legends for figures go below.
- Reability:
 - Make sure tables and figures are readable, are within the defined margins and that the page number is positioned correctly.
 - Figures and Tables may be in color. Avoid using a dark or black background as these do not reproduce well.
- Heading or subheading:
 - Headings should never start at the bottom of a page. Move new section to the top of the next page.
 - Your thesis or dissertation must be printed single sided and face in one direction only. If you have a figure caption on a separate page, you cannot arrange the caption so that it is facing

Format Consistency:

- Formatting of sections and/or chapters should be consistent throughout the document.

Bibliography or References

- References can be single spaced with a double space between each citation
- Make sure citations are complete, with no missing information (volume and pages of journal articles, publishers of books, etc.).
- Delete duplicate citations.
- Check the library catalog for correct name. Medline has an application called Journal Database, now on the right side of the main screen, if you enter a standard Medline abbreviation, you will be get the correct full title.

- Journal names: The reference list must include the full journal name or a “List of Journal Abbreviations” must precede the reference list which includes abbreviated journal names.

C.V. title: *VITA* or *CURRICULUM VITAE*:

- Vita and Curriculum Vitae are acceptable titles. Check that you use the same on the table of contents. Maximum three pages
- Check that your name, contact information, year of birth, educational information is included
- Check that your name matches the name on the title and abstract page exactly.

Final Printing

- All textual material and preliminary pages must be double-spaced.
 - This includes your Table of Contents. Footnotes and long quotations may be single-spaced. Your bibliography may be single-spaced, with one double space between each citation.
- Print size must be 10 or 12 point.
 - Titles or major headings may be in all upper case letters, bold, italics, or underlined, but they cannot be larger than 12 point.
 - Use standard fonts such as Arial, Times, Palatino, Bookman, etc. Please try to avoid using Times New Roman, since it prints out at a smaller size than other fonts of the same point.
- Font type and point sizes must be used consistently throughout the work for both text and page numbers. Footnotes or tables may be in smaller type than the main text, but not smaller than 10 point. All print must be dark, unbroken, and legible, including material copied from other sources
- Convert your document to a PDF before the final printing and check each page is correct and then do the final printing on the correct paper. Do not have a Kinkos or Staples print your final document from a word file. Documents open differently on different computer
- The minimum requirement is 20lb-weight paper with minimum 25% cotton or rag content - it must have the water seal and be bright white (not beige, gray or off-white). A few examples of the types of paper are:
 - Southworth Exceptional Legal Document Paper (or exceptional business) 100% cotton, 20lb, white, watermarked
 - Southworth Fine Business Paper, 25% Cotton, 20 lb, White, watermarked
 - Other types of paper are also acceptable but make sure it meets these requirements and has the watermark seal.
- Count all the pages in both copies after you've printed it out or picked it up from a copy place.
- If you want personal copies of your dissertation /thesis you will need to make them on your own
 - Acme in Charlestown, and Wells in Waltham are often used.