

COMMON DISSERTATION/THESIS FORMATTING ERRORS

1. Make absolutely sure that all text is the same font size throughout thesis/dissertation, including chapter headings. Try also to keep figures/tables the same font size as the text.
2. Paper size must always be set to 8.5" x 11" (not A4 or any other paper size).
3. If you need specific formatting questions answered, you must go to the *Manual for Writers of Research Papers, Theses, and Dissertations* by **Kate Turabian**.
4. Do not bold text within the *preliminary pages*, including headings on title pages.
5. Be certain that chapter headings are centered, bold, in all caps, and 2" from the top of the page. Example:

(line 1) CHAPTER X
(line 2- leave one single line space)
(line 3) CHAPTER TITLE
(line 4- leave one single line space)
(line 5- leave one single line space)
(line 6) Begin text on this line, against the left margin.

6. Be sure to follow the samples in the back of this guide for all preliminary and other important pages.
7. The signature block should be in the lower right-hand corner of the signature page.
8. **Do not copy the format of a former student's dissertation/thesis without following the "Guide for the Preparation of Master's Theses and Doctoral Dissertations."** If you have a former student's dissertation/thesis and there is a discrepancy between it and this guide, this guide will take precedence.
9. Please make sure the thesis or dissertation is printed on one type of paper. Mismatched or discolored paper will not be accepted.
10. Theses/dissertations that do not show the watermark on the acid-free archival paper used for final copies will not be accepted. The watermark must be turned right side up on each page.
11. When printing from the PDF, turn the page scaling option off. From the PDF file, choose File → Print → Page scaling: None. Then print.