COMMON FORMATTING MISTAKES

Below are some common formatting mistakes. Information is included on how to avoid and correct these mistakes. Ultimately, the Thesis or Dissertation/Capstone Manual should be utilized for questions related to style and formatting.

FONT AND SPACING

All text throughout the document should be the same font.

Students will want to ensure that text included in the header or footer, such as page numbers, match the font used for the body of text.

Double spacing should be used throughout, including the preliminary/cover pages.

MARGINS

Ensure that all text, including page numbers, falls **inside** the following margins:

> Top = 1"
> Bottom = 1"
> Left = 1.25"
> Right = 1"

To avoid submitting a document and having to correct the margins, it is recommended that students print a selection of their document and measure with a ruler from the edge of the page to their body of text. It is imperative that the left margin is at 1.25" to ensure that text is not obscured once copies are bound. Please refer to the formatting aids - Margins with Notes and Margins for Page Number Placement for more information.

PAGE NUMBERS

The title page, electronic signature page, and physical signature page are **<u>not</u>** numbered.

In *most* instances, page numbers will start with the Dedication/Acknowledgement section, which is typically numbered as page "iii" (the title page and electronic signature page are technically pages "i" and "ii" but **should not** be numbered; the physical signature page is for official records).

Lastly, pages need to match the Table of Contents.

SECTION TITLES

Section titles should be centered, all caps, and begin on a new page.

All section titles should match the Table of Contents and thesis titles should be consistent on cover pages.