AT A GLANCE:

THESIS FORMAT BASICS

Final Draft: .pdf format uploaded to ProQuest

Adherence to basic academic format conventions:

> One-inch margins all around;
>
> Black, Times New Roman 12 font throughout document, including numerals
>
> Double spaced
>
> **Exceptions:** single space and smaller font sizes can be used for table titles and captions, as well as for data within tables and figures. However, all text and data must remain consistent, readable, and legible.
>
> Three spaces can be used after tables and figures if needed to distinguish from running text.
>
> Margins, text, spacing, etc., can be adjusted somewhat to avoid widows/orphans or too much white space left on a page. White space is acceptable at end of chapters.
>
> Except for paragraph indentions and some headings, all text, tables, and figures should be **aligned to the left margin**.

Hypertext should not be used anywhere in the document, nor should web addresses be used in the running text.

References and **in-text citations** should follow the style used in your discipline.

Heading Format: follow the style used in your discopline; if no particular style is indicated, use APA.

> For the thesis, your first level heading will be each **chapter title in all caps**.
>
> Only levels 1 and 2 must be shown in Table of Contents (ToC).

Tables and **Figures** should likewise follow the style of your discipline. If not indicated, use the default APA format.

> All tables and figures should be numbered consecutively, mentioned in the running text, and placed soon after they are mentioned.

The **Appendix** should have a cover page, as should each appendix item. Either *Appendices* or *Appendixes* may be used as the plural.

> All Appendix material should be mentioned in the text alphabetically.

For further reference, see examples in the Thesis Guide and the model thesis on the UWF Thesis and Dissertation page.