

FORMATTING QUICK REFERENCE: TRADITIONAL

ABBREVIATIONS USED

TOC	Table of Contents
LI/LT	List of Illustrations/List of Tables
DS	Double-space
SS	Single spaced
TMS	Too much space
TD	Title difference
TO	Fix throughout entire document

GENERAL REQUIREMENTS

Margins

- > Left margin must be 1.5 in. on all pages. Top, right, and bottom margins must be 1 in. on all pages.
- > Tables, figures, etc., should not exceed margins.

Pagination

- > Page numbers must be placed 0.75 in. down from the top of the page and aligned on the right margin.
- > Preliminary pages must be numbered with lowercase Roman numerals (e.g., i, ii, iii); beginning at the main body, pages must be numbered with Arabic numerals (e.g., 1, 2, 3).
- > The following pages must not have a visible page number: front/back flyleaves, title page, copyright/blank page, first page of main body, appendix title pages.

Line Spacing and Text

- > Text must be double spaced and left-aligned or fully justified consistently throughout the document.
- > Font size must be 12 pt. throughout the entire document, times new roman font style is preferred (see T/D Specifications for other allowable fonts).
- > All paragraphs must be indented 0.5 in.

FRONT MATTER

Title Page

- > Counted as page one (i), no visible page number.
- > All text must be centered vertically and horizontally within the required margins.
- > Text should be spaced evenly.
- > Bold font should not be used.
- > Title must be in all caps; if title exceeds more than one line, it must be double spaced.
- > Student's full legal name must be in all caps.
- > Correct degree program must be listed.

- > The year listed must be the year that the degree is awarded.
- > Committee member names must be spelled correctly and match the most current approved program of study (Advisor/Co-Advisor must be labeled appropriately).

Blank or Copyright Page

- > Counted as page two (ii), no visible page number.
- > Text should sit at the bottom 1 in. margin, centered horizontally within required margins.
- > Use © or Copyright but not both.
- > The year listed must be the year that the degree is awarded.
- > Must include full legal name.

Abstract

- > Counted as page (iii), first page with a visible page number.
- > Limited to one page.

Acknowledgments

- > Limited to one page.

Table of Contents

- > No bold or italics.
- > The word "Page" must be at the right margin above the column of page numbers.
- > Page numbers must be aligned at the right margin.
- > Text must not encroach page number area; there must be a clear delineation of page numbers.
- > "TABLE OF CONTENTS" must not be included in the Table of Contents.
- > The word "SECTION" (no dot leaders or page numbers) must be listed below the front matter headings (left-aligned).
- > Headings must be tiered appropriately (each level should be indented below the previous level).
- > Headings that exceed one line must be single-spaced within, and all lines of text must be aligned.
- > Headings must be identical in wording to those in the main body of the document, including punctuation and capitalization.
- > Subsections must have at least two headings

List of Figures/List of Illustrations

- > The word "Figure/Table" must either appear above the numbers or in front of each number, but not both.
- > The word "Page" must be at the right margin above the column of page numbers.
- > Page numbers must be aligned at the right margin.

- > Text must not encroach page number area; must be a clear delineation of page numbers.
- > Figures/tables must be numbered based on the section in which they appear (e.g., the first figure/table in Section 1 is 1.1. and the second figure/table in Section 2 is 2.2.).
- > Titles that exceed one line must be single-spaced within, all lines of text must be aligned.
- > Titles must be identical in wording to those in the main body of the document, including punctuation and capitalization, up to the first period. Extra information does not need to be included in the LI/LT.
- > Capitalization within all titles must be consistent
- > Figures/tables that appear in the appendices should not be listed in the LI/LT.

Nomenclature

- > Must include column headings.
- > No dot leaders or page numbers.

MAIN BODY

General

- > First page is counted as page (1), no visible page number.
- > A page must not end (orphan) or begin (widow) with one line of a paragraph by itself; there must always be two lines together.
- > Content should fill the page as close to the bottom 1 in. margin as possible (TMS).
- > If a page consists of text only, there must be at least three lines.

Headings

Main/1st Level Headings

- > All caps, bold, centered at the top of a new page.
- > Must have an extra blank line space below (and this spacing must be consistent below all main/1st level headings).

2nd Level Subheadings

- > All caps, bold, aligned on the left margin.
- > Must have an extra blank line above, the paragraph starts directly below.

3rd Level Subheadings

- > Bold, indented 0.5 in., and end with a period, paragraph begins on the same line.
- > First letter of each major word is capitalized.

4th Level Subheadings

- > Bold, indented 0.5 in., and end with a period, paragraph begins on the same line.
- > First letter of the first word is capitalized.

Figures/Tables

- > Figure titles must be placed below the figures.
- > Table titles must be placed above the tables.
- > Figure/table titles that exceed one line must be single-spaced.
- > Figures/tables must be mentioned by number in text.
- > Figure/table titles must be formatted consistently, including placement, capitalization, and punctuation.
- > Spacing above and below all figures/tables must be consistent (3-4 blank single-spaced lines).
- > If figure/table must be split between two pages, the figure/table number and title must be included on all pages. The titles on all subsequent pages must include "(cont.)" at the end. The page number where the figure/table first appears is used in the LI/LT.
- > Landscape layout: margins and page number placement must be consistent with the rest of the document.

BACK MATTER

Appendices

- > For one appendix, the title (if applicable) must be listed below the heading "APPENDIX" with text following on the same page.
- > For multiple appendices, each appendix must have a title page. Appendices must be designated with a main heading of "APPENDIX A.", "APPENDIX B.", etc. Each title page must include the main heading with the appendix title double spaced below. Title pages must not include a visible page number, and the text must be all caps and centered vertically on the page.

References

- > References can be formatted with a hanging indent or as a numbered list.
- > References that exceed one line must be single-spaced within and double spaced between each.
- > A reference should never be split between two pages.

Vita

- > Student's full legal name must be included.
- > Entire vita must be written in past tense.
- > Past degree statement must be included.
- > Current degree statement must be included: ("He (or she) received his (or her) master's degree in Electrical Engineering from Missouri University of Science and Technology.
- > Limited to one page.