THESIS DUPLICATION AND FORMAT INSTRUCTIONS

1. FORM AND STYLE. Campbell’s Form and Style: Theses, Reports, Term Papers and Turabian’s A Manual for Writers of Term Papers, Theses and Dissertations are the official style manuals for graduate papers and theses. One of these should be used by graduate students unless another recognized style manual is approved by the student’s Thesis Committee or faculty member for whom the paper is being prepared. Both style manuals are available in the University Store.

2. QUALITY OF PAPER.
   a. Original copy – 8 ½” x 11” bond; a high quality paper should be used.
   b. Copy – Xerox copy, carbon copy or equivalent; must be a high quality paper with a clear, high contrast copy.
   c. All paper shall be of the same quality and brand per copy.

3. MARGINS. Left – 1 ½”, right – 1”, top – ¾”, bottom – 1”.

4. PAGINATION.
   a. Roman numerals – used consecutively for preliminary pages beginning with the title page. (Although the title page has a number, it is not typed on the page.)
   b. Arabic numerals – used consecutively for all remaining pages beginning with the first page of Chapter 1. The initial page of a chapter has the number centered at the bottom. Numbers on other pages shall be placed five single spaces from the top of the paper and aligned with the right-hand margin.

5. CHAPTERS. The word “Chapter” and its number in Arabic numerals are placed on the fifth double space below the top edge of the paper and centered between the margins. Only the first letter of “Chapter” is capitalized. The chapter title in full capitals shall be centered and placed three single spaces below the chapter number headings.

6. COPIES. A minimum of one copy is required. Additional student copies may be submitted. The binding fee is $21.00 per copy.

7. FONT. Any font approved by your Thesis committee is acceptable.

8. TITLE PAGE. See attached sample.

9. APPROVAL SIGNATURE PAGE. See attached sample.

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