# Format Self-Check

## GLOBAL FORMATTING

### Before You Begin Writing
- Determine structure for thesis/dissertation
  - Traditional: does not include modified journal-paper formats. REFERENCES and APPENDICES are included at the end of the thesis/dissertation.
  - Journal article: at least one chapter is a journal article planned to be submitted, submitted, or published. The format includes an abstract for the entire thesis/dissertation prior to Chapter 1. Author names and affiliations, an Abstract and introduction begin each journal article.
- Download and read through the current template from the [Center for Communication Excellence, Graduate College website](#)
  - Traditional—Microsoft Word template
  - Traditional—Overleaf LaTeX template
  - Journal Article—Microsoft Word template
  - Journal Article—Overleaf LaTeX template

### Margins and Fonts
- 1” margins top, bottom, left, and right
- All text, tables, figures, and schemas are within the margins
- Same standard proportional font (Arial, Times New Roman, Calibri, Cambria) used for all text, except text in the Appendices
- 12-point font used for page numbers, body text, headings
- 8-12 point font used for tables, figures, and captions.

### Page numbers
- Preliminary pages (before Chapter 1) numbered with lower-case Roman numerals (e.g., ii, iii, iv)
- Numbering begins at “ii” on the page following the title page
- Chapter 1 begins with “1”
- Page numbering sequential through end of document
- Page orientation:
  - Portrait-oriented pages: Page number appears at the top of the page, centered
  - Landscape-oriented pages: Page numbers appear at the right side of the margin, centered, and rotated 90 degrees to the right
- Font and font size same as body text

### Headings
- At least two lines of a paragraph appear under a heading

#### Level 0
- Centered, bold, all letters capitalized, at the top of a new page
- Used for the following when section is present:
  - DEDICATION (does not appear in TABLE OF CONTENTS)
  - TABLE OF CONTENTS (does not appear in TABLE OF CONTENTS)
  - LIST OF FIGURES
  - LIST OF TABLES
  - NOMENCLATURE
  - ACKNOWLEDGEMENTS
  - ABSTRACT
  - REFERENCES/BIBLIOGRAPHY (traditional format only)
  - APPENDICES (traditional format only)

#### Level 1
- Centered, bold, all letters capitalized, at the top of a new page
- 12-point font
- Single-spaced, double-space before paragraph text
- Used only for chapter titles

#### Level 2+
- Each heading level has a unique text format (capitalization, bold, italics, alignment, indentation)
- Heading levels must be consistent:
  - Traditional format: Across entire document
  - Journal article format: Within each chapter
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## Preliminary Pages

### Preliminary Pages
- Pages in the following order (if included)
  - Title page (required)
  - **DEDICATION** (optional)
  - **TABLE OF CONTENTS** (required)
  - **LIST OF TABLES** (optional)
  - **LIST OF FIGURES** (optional)
  - **NOMENCLATURE** (optional)
  - **ACKNOWLEDGMENTS** (optional)
  - **ABSTRACT** (required) - May use same for ProQuest

### Title Page (Required)
- No page number appears, but implied it is page ‘1’
- Title is centered, bolded at top of the page
- The first word in the title and the first word following a colon are capitalized
- Proper nouns and acronyms in the title are capitalized
- Title does not contain a period
- The word “by” is lowercase
- Student name is bolded and matches name in AccessPlus
- The word “thesis” or “dissertation” is used in the “fulfillment of requirements” statement
- The phrase “MASTER OF...” or “DOCTOR OF...” is used
- Only the Major(s) and (if applicable) the specialization(s) are listed (minors are **not** listed)
- Faculty names do not include titles or affiliations (e.g., Dr., Esq., Ph.D., Committee Member, etc.)
- “Major Professor” is listed after respective faculty’s name
- Program of Study and Committee member names are single-spaced
- The word “thesis” or “dissertation” is used in the “responsibility of content” statement
- Iowa State University is listed
- Ames, Iowa is listed
- Graduation year is listed
- Copyright statement is written as: “Copyright © [name not bolded and matches name in AccessPlus], [Graduation Year]. “All rights reserved.”

### DEDICATION (Optional)
- No more than one page
- Formatted in body style (double-spaced, indented first line of paragraphs)

### Table of Contents (Required)
- Page number columns are right justified
- “Page” is written above the page numbers column (only on the first page of the TOC) and is right justified
- Long titles do not run into the page numbers column
- Single-space chapter entries
- Double-space between chapter entries
- The word “CHAPTER” and number of that chapter appear before each chapter title (e.g., CHAPTER 1. TITLE GOES HERE)
- **TABLE OF CONTENTS and DEDICATION do not appear in the TABLE OF CONTENTS**

### List of Tables and List of Figures (Optional)
- If you have one of these lists, then you have the other as well (Unless you only have tables or just figures, then you only have one list)
- Page number columns are right justified
- “Page” is written above the page numbers column (only on the first page of the list) and is right-justified
- The word “Table” or “Figure” comes before the title or figure number (e.g., “Table 1. Title”)
- Titles of tables and figures do not run into the page numbers column
- If table/figure captions are longer than two lines, align figure and table captions under the text, not the figure or table number
- Use only the first sentence, not the parts that explain components of the figures and tables.
- Single-space list entries
- Double-space between list entries
- Numbering of tables or figures:
  - **Traditional format**: Continue numbers throughout document (e.g., Figure 1, Figure 2, Figure 3)
  - **Journal article format**:
    - Option 1: Restart Figure/Table caption number for each chapter (e.g. Figure 1, Table 1), write “Chapter 1”, “Chapter 2”, Chapter X, etc. to separate each chapter section in the List of Figures and/or List of Tables.
    - Option 2: Use Figure/Table caption number with each chapter number, (e.g. Figure 2.1, Figure 2.2, etc. or Table 2.1, Table 2.2, etc.), write Figure/Table + Chapter number followed by figure/table number for the respective chapter.
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**NOMENCLATURE (Optional)**
- Two-column format

**ACKNOWLEDGEMENTS (Optional)**
- No more than 4 pages in length

**ABSTRACT (Required)**
- ABSTRACT is written in Heading 0 (included in TOC) style (note: there is no word limit for the abstract)
- Body style is used for body of abstract (double-spaced, indented first line of paragraphs)
- No figures, tables, or citations

**BODY OF THESIS/DISSERTATION CHAPTERS**

**Body of Thesis/Dissertation**
- Paragraphs are indented
- No blank pages
- No blank space greater than ¼ of page
  - Exceptions allowed for the end of a chapter
  - Exceptions allowed for a figure/table section at the end of a chapter (journal article format) or end of the document (traditional format)
  - Exceptions allowed for a table/figure on a landscape page
- At least two lines of each body paragraph must appear on a page
- Body text is double-spaced, left-aligned, not full justified
- Indent first line of body paragraphs, including in the ABSTRACT, DEDICATION, and ACKNOWLEDGMENTS
- No personal information, such as phone numbers, signatures, and addresses

**For Journal Article Format Only**
- Manuscript chapter titles are formatted as Heading Level 1:
  - Centered
  - Bold
  - Every letter capitalized
  - Single-spaced
  - Start at the beginning of a new page
- First chapter is called “CHAPTER 1. GENERAL INTRODUCTION”
- Final chapter is called “CHAPTER #. GENERAL CONCLUSION”
- Manuscript chapters are titled with the title of the manuscript (e.g., CHAPTER X. TITLE OF MANUSCRIPT)
- Required preliminary details:
  - Author name(s) and affiliation(s): insert below chapter title, following journal’s conventions
  - Affiliation(s) can be inserted below the author name(s) OR in the footnotes
  - Publishing status: insert statement after author name(s) and affiliations (if applicable)
  - Include “Modified from a manuscript [choose one:] published in / under review in / to be submitted to Journal Name (italicize journal name)”
- Abstract appears on same page as chapter/article title
- Abstract formatted as Heading Level 2
- The text of the article begins on the same page below the abstract
- Keywords (optional) are formatted in body-style convention (double-spaced, indented first line of paragraphs)
- Footnotes (optional) restart at 1 for each manuscript chapter
- Citation styles can differ between journal article chapters
- Citation style is the same for GENERAL INTRODUCTION and GENERAL CONCLUSION chapters
- Each manuscript has its own Abstract, References/Bibliography, Appendices, etc.

**ADDITIONAL SECTIONS**

**Tables and Figures**
- Table captions are located at the top of the table
- Figure captions are located at the bottom of the figure
- Captions longer than one line use consistent line spacing and indentation
- Long captions that do not fit on one page must have at least two lines of the caption on the same page as the figure or table
- Tables and figures that do not fit on one page:
  - “Table X/Figure X continued” appears at the top (tables) or bottom (figures) of each subsequent page. (This caption should not be included in the List of Tables/Figures)
  - Column headings/labels repeat on each subsequent page
  - Any table and figure listed in the appendix follows these formatting rules
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References/Bibliography

- Individual citations are not split across two pages
- Location of references/bibliography:
  - Traditional format: At end of document (before the Appendices)
    - Begins on a new page
    - “REFERENCES” or “BIBLIOGRAPHY” formatted as Heading Level 0 (included in TOC)
  - Journal article format: At end of each chapter (before Appendices)
    - Continues on the same page of text as a section, unless there is insufficient space. Then, it begins on a new page.
    - References or Bibliography formatted as Heading Level 2
- References are single-spaced, with a double space between citations or double-spaced citations throughout

Appendices

- Location of section in the TABLE OF CONTENTS and in the Body of Thesis/Dissertation (if included):
  - Traditional format: After REFERENCES
  - Journal article format: After References within the respective manuscript chapters
- All pages are numbered in the same font and location as text pages
- Appendix titles listed appropriately:
  - If only one appendix, “Appendix. Title” appears without A, I, or 1
  - If multiple appendices, title them with a list (e.g., “Appendix A. Title”, “Appendix B. Title”, etc. or “Appendix 1. Title, Appendix 2. Title, etc.”)
- Formatting of appendix titles as follows:
  - Traditional format: Heading Level 0 (included in TOC) (e.g., APPENDIX A. TITLE)
  - Journal article format: Heading Level 2 (e.g., Appendix A. Title)
- Shared consent form included, if chapter for Journal article format contains two or more student co-authors. See Forms.
- IRB approval letter included, if approval was required for the study
- Letters and documents should not contain signatures or personal information
- No Abstracts, Vitae, Conference Proceeding, Publication lists