| **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](https://cce.grad-college.iastate.edu/writing/thesis_dissertation/formatting-tools-and-resources/formatting-templates)   + [Traditional—Microsoft Word template](https://cce.grad-college.iastate.edu/sites/default/files/thesis%20and%20dissertation/templates/Traditional_ThesisDissertation_Template.docx)   + [Traditional—Overleaf LaTeX template](https://www.overleaf.com/latex/templates/isu-template-with-traditional-format-ver-3-dot-0-updated-aug-2020/kfswpqwqrjbm)   + [Journal Article—Microsoft Word template](https://cce.grad-college.iastate.edu/sites/default/files/thesis%20and%20dissertation/templates/Journal%20Article_ThesisDissertation_Template.docx)   + [Journal Article—Overleaf LaTeX template](https://www.overleaf.com/latex/templates/isu-template-with-journal-article-format-ver-3-dot-0-updated-aug-2020/rrxvwpjbzzfw) |
| 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 |
| **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 ‘i' * 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   + For co-major professors, “Co-major Professor” appears after both names; **do not** use “Major Professor” * 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. |
| 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 |
| 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](https://cce.grad-college.iastate.edu/writing/thesis_dissertation/formatting-tools-and-resources/formatting-templates). * 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 |

After you have completed this self-check, save your thesis/dissertation as a PDF and [submit it to ProQuest for a final review](http://www.etdadmin.com/cgi-bin/home).