| **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).