

Formatting Your Thesis or Dissertation

Requirements and Guide

The Graduate School

BINGHAMTON
U N I V E R S I T Y

STATE UNIVERSITY OF NEW YORK

Introduction

This guide is designed to help you successfully format your thesis or dissertation for submission to The Graduate School. Our goal is to give you a clear outline of formatting requirements in order to make the process as smooth and simple as possible.

The contents of this guide move from general to specific, from an overview of global formatting requirements to specific page layout requirements. Many of the instructions are formatted as checklists so that you can easily compare your work and mark requirements as complete.

We recommend you review the guide early in your dissertation- or thesis-writing process so that you can format it correctly as you go.

Best of luck as you work toward finishing your degree!

Sincerely,

The Graduate School

Questions? Contact:

Degree Completion Team
gad@binghamton.edu
607-777-2151

Manual of Style

In general, you should follow the style manual (e.g. MLA, APA, Chicago, etc.) preferred by your department or discipline. In the absence of a departmental preference, The Graduate School recommends *The Chicago Manual of Style*, published by the University of Chicago Press.

You **must** also follow the formatting guidelines contained in these instructions. Where your chosen style manual and the Graduate School requirements differ, you should follow the Graduate School requirements.

General Page Formatting

Formatting Requirement			Fulfilled?
Page Margins			
	Left	1"	
	Right	1"	
	Top	1"	
	Bottom	1"	
Body text of manuscript	Double-spaced. Justifying the text at the right margin is optional		
Font Size	No smaller than 10-point and no larger than 14-point		
Text Color	All text should be black (including URLs)		
New Chapter	Each chapter begins at the top of a new page, with a 2" top margin		
Prefatory headings, chapter names and section headings	All prefatory headings, chapter names and section headings should be formatted consistently		
Footnotes or Endnotes	Single-spaced, with a double space between each note		
Bibliography/Works Cited/Reference List	Single-spaced, with an extra space between entries. Style and format should otherwise follow the style guide used for the rest of the thesis/dissertation		
Long Quotations	May be indented and single-spaced, though some style guides prefer them to be indented and double-spaced		
Tables and Figures	Must conform to the same margins as the text. If the table or figure is placed in landscape orientation (horizontally on page), the margins and page-number location must retain a portrait (vertical) orientation, as on a regular page. Tables and figures may be in color		
Table and Figure Captions	Single-spaced. Should be in the same type as the body of the text		
Hand Lettering	Not permitted. Symbols, accent marks, and equations must be typescript		
Corrections in pen or pencil	Not permitted		

Sequence of Pages (Page Order)

The correct order of pages is as follows:			Fulfilled?
1.	Title Page	Mandatory	
2.	Copyright Notice	Mandatory	
3.	Committee Page	Mandatory	
4.	Abstract	Mandatory	
5.	Dedication	Optional	
6.	Acknowledgements	Optional	
7.	Table of Contents	Mandatory	
8.	List of Tables	Include list if manuscript includes tables	
9.	List of Figures	Include list if manuscript includes figures	
10.	List of Plates	Include list if manuscript includes plates	
11.	List of Abbreviations	Include if needed	
12.	Body of Manuscript	Mandatory	
13.	Appendix(es)	If necessary	
14.	Notes	If necessary	
15.	Bibliography/Works Cited/Reference List	If necessary	

Page Numbering

The correct numbering of pages is as follows:			Fulfilled?
Title Page	Not numbered		
Copyright Notice	Not numbered		
Committee Page	Lowercase Roman numeral, beginning with "iii"		
Abstract	Lowercase Roman numeral "iv"		
Dedication	Next consecutive lowercase Roman numeral		
Acknowledgements	Next consecutive lowercase Roman numeral		
Table of Contents	Next consecutive lowercase Roman numeral		
List of Tables	Next consecutive lowercase Roman numeral		
List of Figures	Next consecutive lowercase Roman numeral		
List of Plates	Next consecutive lowercase Roman numeral		
List of Abbreviations	Next consecutive lowercase Roman numeral		
Body of Manuscript	Arabic numeral, beginning with "1"		
Appendix(es)	All subsequent pages are numbered.		
Notes	Numbering runs consecutively to the end		
Bibliography	of the manuscript		

Note:

- ☐ Page numbers may fall within the one-inch top or bottom margin, but at least a one-half-inch margin should remain between the page number and the edge of the page
- ☐ The number may be centered at the top or bottom of the page, or may appear at the top right-hand corner. Be consistent throughout your manuscript
- ☐ Include **only** the page number. Do not include a name, title, or other information with the number

Tables and Figures

- ☐ Tables and figures may be in color
- ☐ Tables and figures must remain within the same margins as the text
- ☐ Oversized computer-generated tables can be reduced and included in the manuscript
- ☐ If a table or figure must be placed in landscape orientation (horizontally on the page), the margins and page-number location must retain a portrait (vertical) orientation, as on a regular page. See Sample Thesis/Dissertation Template for an example
- ☐ Captions for tables and figures and page numbers should be in the same font as the body of the text
- ☐ When using a table or figure from a previously published work, be sure to obtain appropriate permission from the copyright holder. (Simply citing the source is not enough!)

Illustrative/Supplemental Materials

- ☐ Static graphics (photographs, etc.) should be inserted into the body of the document. Supplementary files (images, sounds, videos, sheet music, etc.) should be submitted separately as a separate file. These files will be provided as a cd disk if a bound copy of the document is purchased.
- ☐ When using an image or graphic from a previously published work, be sure to obtain appropriate permission from the copyright holder. (Simply citing the source is not enough!)
- ☐ Including supplementary materials with your submission may require additional paper documentation before ProQuest can complete the publishing process. For further information, refer to the [Sample Permission Letter for Use of Previously Copyrighted Material](#).

Specific Page Layouts

Some pages, such as the Title Page and Copyright Page, have specific content and format requirements. The following instructions will show and explain how to put those pages together correctly.

The Thesis/Dissertation Sample with Formatting Tips PDF, available on The Graduate School website, provides an additional visual and formatting aid.

Title Page

Title

- ☐ The first line of the title begins 2" from the top of the page
- ☐ Center the title and USE ALL CAPITAL LETTERS
- ☐ If the title is two lines, it should be single spaced. If the title is more than two lines, it should be double-spaced
- ☐ If the title is more than two lines, use an inverted pyramid form, dividing lines by thought groups, if possible.

THESIS OR DISSERTATION TITLE IS CENTERED AND IN ALL CAPS. THE FIRST LINE OF THE TITLE SHOULD BE APPROXIMATELY TWO INCHES FROM THE TOP OF THE PAGE. IF THE TITLE IS TWO LINES, IT SHOULD BE SINGLE-SPACED. IF THE TITLE IS MORE THAN TWO LINES, IT SHOULD BE DOUBLE-SPACED.

BY

AUTHOR NAME IN ALL CAPITAL LETTERS AND CENTERED

BX, College or University, YYYY
MX, College or University, YYYY

SPECIFY DISSERTATION OR THESIS

Submitted in partial fulfillment of the requirements for
the degree of Name of Degree in Major
in the Graduate School of
Binghamton University
State University of New York
YYYY

Author Name and Degrees

- ☐ The word "BY" and the author's name are to be in all capital letters and centered
- ☐ The word "BY" should be two lines **above** the name
- ☐ Consider carefully the name you choose to publish here. This may help or hinder the catalog connection between your current manuscript and others that you have published previously or plan to publish in the future.
- ☐ Previous degrees should be listed beginning two lines below the name
- ☐ List one previous degree per line. Do not list awarded certificates or associate degrees
- ☐ Previous degrees follow this format: degree received, university name, year awarded
- ☐ List previous degrees from oldest to most recent
- ☐ Make sure there is the same amount of space between the title and the word "BY" as there is between the previous degrees and the submission statement

Submission Statement

- ☐ Type the word DISSERTATION or THESIS in all capital letters two lines above the submission statement.
 - Master's students use the word THESIS. Doctoral students use the word DISSERTATION
- ☐ The submission statement is single-spaced. Word and divide the lines **exactly** as shown, filling in where indicated
- ☐ Name of Degree and Major. The name of the major (XXXX below) should correspond with how the graduate program's degree is registered with SUNY and NYSED. Contact your graduate program if you aren't sure
 - Master students: Master of Arts in XXXX, Master of Science in XXXX, Master of Music, Master of Business Administration, Master of Public Administration, or Master of Social Work
 - PhD students: Doctor of Philosophy in XXXX
 - Education doctoral students: Doctor of Education
 - TRIP doctoral students: Doctor of Philosophy in Translation Studies
- ☐ The final line is the year degree is to be awarded. Fill in with the correct year
 - This line should be 1" from the bottom of the page

Copyright Notice

© Copyright by Full Legal Name of Author YYYY

All Rights Reserved

Author Name and Degrees

To protect the right of authorship by copyright, it is only necessary under current law to affix a notice of copyright to the page following the title page.

- ☐ The copyright notice should give the full legal name of the author, centered at the bottom of the page
- ☐ The copyright notice should give the year of submission

Unless a thesis or dissertation is copyrighted in this way, it becomes part of the public domain as soon as it is accepted by The Graduate School and delivered to the UMI ProQuest website.

Note:

The Graduate School urges students to register their thesis and dissertations with the federal copyright office. The advantage of taking this step could be considerable. In the case of plagiarism, for example, the author may bring an action against the guilty party and recover damages. In the case of scholarly work, proving and recovering damages may be difficult, if not impossible. But if the work bears a notice of copyright and has also been registered with the copyright office, statutory damages may be awarded, and may include attorney's fees incurred in prosecuting the suit.

Registration of the thesis or dissertation with the copyright office entails applying at the UMI website and payment of a \$55 fee.

However, even without registering the dissertation with the copyright office, the copyright notice on the page following the title page is sufficient to effect a copyright for the author.

Committee Page

Accepted in partial fulfillment of the requirements for
the degree of Name of Degree in Major
in the Graduate School of
Binghamton University
State University of New York
YYYY

Mmmmm DD, YYYY

First Name Last Name, Chair
Department of Xxxxxx, University Name

First Name Last Name, Faculty Advisor
Department of Xxxxxx, University Name

First Name Last Name, Member
Department of Xxxxxx, University Name

First Name Last Name, Outside Examiner
Department of Xxxxxx, University Name

iii

Acceptance Statement

- ☐ The acceptance statement is single-spaced. Use the wording and divide the lines **exactly** as shown, filling in where indicated
- ☐ The “Name of Degree in Major” and year of degree should be identical to what you put on the Title Page
- ☐ Mmmmm DD, YYYY: This is the date of final acceptance by your committee.

Committee Information

- ☐ The **only** people who are to be listed on this page are people who were official (appointed and approved) members of the dissertation defense committee at the time of defense
- ☐ If the chair is **both** the Chair of the committee **and** the Faculty Advisor, you can identify that person as Chair, or as Chair and Faculty Advisor
- ☐ If there were official Co-Advisors or Co-Chairs, then the faculty members can be identified that way
- ☐ List committee members in this order: Chair, Faculty Advisor, Member, Outside Examiner
- ☐ Signatures are **not** included on the Committee Page.

Margins and Numbering

- ☐ As with the Title Page, the final line of the Committee Page must end 1” from the bottom of the page
- ☐ The Committee Page of your manuscript is the first page that requires a number. The page number is “iii”. See the section on Page Numbering for additional information

Abstract

Abstract

The abstract is mandatory.

The maximum acceptable length for an abstract to be published in Dissertation Abstracts International (DAI) is 350 words, and 150 words for Master's Thesis Directories (MTD). However, an abstract within the dissertation or thesis need not be limited. The student may prepare a lengthy abstract for inclusion in the thesis or dissertation and a more concise summary for publication in DAI/MTD. The abstract is expected to give a succinct account of the student's work so that a reader can quickly learn the essential contents and results. A typical abstract includes a statement of the problem, an account of procedure or methods followed, and an account of main results and conclusions.

Abstracts must be prepared carefully, since they are published in DAI/MTD without editing or revision.

iv

Abstract

- ☐ **The Abstract is mandatory**
- ☐ There is no longer a word limit on the length of the Abstract.
- ☐ The abstract is expected to give a succinct account of the student's work so that a reader can quickly learn the essential contents and results. A typical abstract includes a statement of the problem, an account of procedure or methods followed, and an account of main results and conclusions.
- ☐ Abstracts must be prepared carefully, since they are published in DAI/MTD without editing or revision.

Table of Contents

Table of Contents

List of Tables	viii
List of Figures	ix
List of Abbreviations	x
Introduction	1
Title of Chapter 1	2
Section Heading	2
Section Heading	4
Title of Chapter 2	6
Section Heading	6
Appendix A	8
Notes	9
Bibliography / References / Works Cited	10

vii

Table of Contents

- ☐ Only pages that appear **after** the Table of Contents should be included in the Table of Contents
- ☐ No page that appears before the Table of Contents (e.g., Copyright Page, Dedication, Acknowledgements, etc.) should be included in the Table of Contents
- ☐ Make sure that the Table of Contents is numbered correctly. See section on Page Numbering for more information
- ☐ Do not include individual Table and Figure listings. Those should appear on the Lists of Tables and List of Figures.
- ☐ Make sure that the page numbers listed on the Table of Contents match the actual page numbers in the body of the manuscript

Hint: Recent versions of Microsoft® Word have a function that lets you use styles to put together a Table of Contents and easily update it. You can find instructions and tutorials online

Lists

List of Tables

Table 1. General formatting requirements for thesis or dissertation	5
---	---

viii

List of Figures

Figure 1. Sequence of pages for thesis or dissertation	3
Figure 2. Aerial photograph of the Clock Tower, Peace Quad, and the Glenn G. Bartle Library Tower, June 16, 2009	7

ix

List of Abbreviations

Include any listing of abbreviations on this page.

x

Lists

- ☐ Each list is like a table of contents for your tables, figures, etc.
- ☐ Each individual list should start on a new page
- ☐ Each list item should include the page number on which the item appears (abbreviations excepted)
- ☐ See Page Numbering section for information on how to number the list pages
- ☐ Only include a list page if you have items to include on that page

Hint: Recent versions of Microsoft® Word have a function that lets you use references to put together your lists and easily update them. You can find instructions and tutorials online

References / Bibliography / Works Cited

Bibliography / References / Works Cited

References should be single-spaced. The style and format for references should follow the style guide used for the rest of the thesis/dissertation.

Put an extra space in between entries.

10

Citing Your References

- ☐ Within the **body** of your manuscript, cite your references according to the style guide you are using. Be consistent throughout the manuscript
- ☐ Your **complete listing of works cited** belongs at the end of your manuscript
- ☐ Use the naming convention preferred by your style guide/discipline (e.g., "Works Cited," "References," "Bibliography")
- ☐ List your references according to the style guide you are using. Be consistent throughout
- ☐ Single-space each entry in your Bibliography
- ☐ Double-space **between** each entry

Hint: Does your discipline require that the first line of a bibliographic entry be un-indented but the remaining lines be indented (as shown on the sample page)? You can set the paragraph formatting of your word processing software to automatically indent each entry correctly