USA Graduate School T/D FAQ'S:

- 2/21/19
- Should my paper follow any particular style? Yes, your paper must follow an accepted style. Most graduate students use the APA style. The MLA is also acceptable. La Tex can be used for technical papers. A La Tex template will be emailed to you upon request. You may also use our pre-formatted <u>thesis template</u> available on our webpage. Check with your department to see if they have any requirements and/or recommendations.
- What are the margin requirements? Left margin is 1 ½ inch, Right margin is 1 inch, Bottom margin is 1 ¼ inch and the top margin with a major heading is 2 inches, on all other pages the top margin should be 1 inch, with a few exceptions, such as a centered figure. ALL pages should follow these requirements including title and signature page.
- How should my name appear in the paper? You must list your name *exactly* the same throughout your paper (signature page, title page, abstract, biographical sketch). You may list your name as you wish.
- What order should the preliminary pages follow? Signature Page, Title Page, Dedication (optional), Acknowledgement (optional), Table of Contents, List of Tables, List of Figures, List of Symbols, List of Abbreviations and/or Nomenclature (if applicable), Abstract.
- How do I number the pages in my paper? Preliminary page numbers should be lower case roman numerals and the numbers must appear on the bottom of the page, centered and ½ inch from the bottom of the page. The page numbers need to be the same size and font type used in the body of your paper. The first page of the body of your paper must be page 1. Page numbers in the body of your paper usually appear on the bottom of the page, same placement as the preliminary page numbers, or can appear at the top right of the page, depending on what formatting style you are using.
- What pages should NOT be numbered? Your signature page is not numbered or counted. Your title page is not numbered, but *is* counted. Cover pages should *not* be numbered or counted.
- When should I use cover pages? Cover pages are optional for your References, Appendices and your Biographical Sketch. Also, if you have a multi-volume paper, each volume must have a title (cover) page (these are not numbered or counted).
- What is the format for my Abstract page? Your manuscript must include your abstract. Thesis abstracts may
 only be 1 page in length. Dissertation abstracts may only be 2 pages in length. See example thesis online at for
 an abstract example.
- I am having problems with line spacing, how do I fix this? Certain versions of Word will add extra line spaces to your work if you are not careful to check your formatting. To correct this issue, go to the paragraph menu and check the option "Don't add space between paragraphs of the same style".
- What is the format for the major headings and subdivisions in the body of my paper? Please consult either the <u>Thesis/Dissertation Guide</u> or the Thesis <u>template</u>.
- How should I format tables in my paper? Insert 3 single blank line spaces between a table and the text of your paper. There must be one single blank line space between the table and the caption. Captions should be single spaced. There are two ways to format table captions, see the <u>Thesis/Dissertation Guide</u>. The table caption must be placed *above* the table, left justified or centered. Be consistent in formatting. Use the same size font as in the body of your paper. If your table is too large to place on your page vertically, you may place it horizontally on the page. However, your page margin placement and page number placement must match the rest of your paper. If your table is on the page with no text from the body of your paper, the page should have a *1 inch top margin*. Depending on size, multiple tables may appear on the same page as long as they are separated by 3 blank line spaces. Multiple tables must appear vertically, they cannot be placed side by side.

- How should I format figures in my paper? Insert 3 single blank line spaces between a figure and the text of your paper. There must be one single blank line space between the figure and the caption. Captions should be single spaced, left justified or centered. Be consistent in formatting. The figure caption must appear *below* the figure. Figure captions should end with a period. Use the same size font as in the body of your paper. If your figure is too large to place on your page vertically, you may place it horizontally on the page. However, your page margin placement and page number placement must match the rest of your paper. If your figure is on the page with no text from the body of your paper, it must be *centered* on the page. Depending on size, multiple figures may appear on the same page as long as they are separated by 3 blank line spaces. Multiple figures must appear vertically; they cannot be placed side by side.
- How should I format my Reference Section? There are online software products available for this purpose. A brief google search will result in many options. Also, the USA Library recommends <u>Mendeley</u> which is free of charge. You may check with your department for suggestions as well.
- How should I format my Biographical Sketch? There are two acceptable formats, please consult the <u>Thesis/Dissertation Guide</u>.
- Where can I find a sample thesis and more information? You can find a sample thesis and a detailed Thesis/Dissertation Guide on our <u>webpage</u>.
- If I am having problems with my paper, are there resources for me on campus? Yes, USA has a <u>Writing Center</u>.
 The <u>English Language Center</u> is also available and the <u>USA Library</u> is an excellent resource.
- Before I turn my Thesis or Dissertation in to the Graduate School, what should I do as a final check before submitting? Please consult the most commonly encountered errors document before submitting your paper. This can drastically cut down on needed edits to your paper and shorten the approval process significantly.