

University Formatting Guidelines for Electronic Theses and Dissertations

The Basics

University Formatting Guidelines

Where to find information:

GW ETD Website - library.gwu.edu/etd/formatting-content

Applies to:

Page Order: Entire document

Font Size: Entire document; see exceptions below

Page Margins: Entire document

Page Numbering: Entire document

Line Spacing: Entire document

Font Type and Size

Font Type and Size : Times New Roman, 12pt.

Exceptions to font size:

Footnotes (same font type as text): no smaller than 8 point

Figure and Table titles and captions: no smaller than 8 point

Page Order

FRONT PAGES

- Title Page (required)
- Certification Page (Dissertations only)
- Copyright page
- Dedication
- Acknowledgements
- Abstract of Thesis/Dissertation (required for dissertations)
- Table of Contents*
- List of Figures (required if used in manuscript)
- List of Tables (required if used in manuscript)
- List of Abbreviations, etc.
- Preface or Forward

BODY OF DOCUMENT

- Thesis Statement (If used)
- Chapters
- Bibliography or References
- Appendices

Page Margins

Portrait Pages:

- Left and Right Margins: 1.25 inches
- Top and Bottom Margins: 1 inch

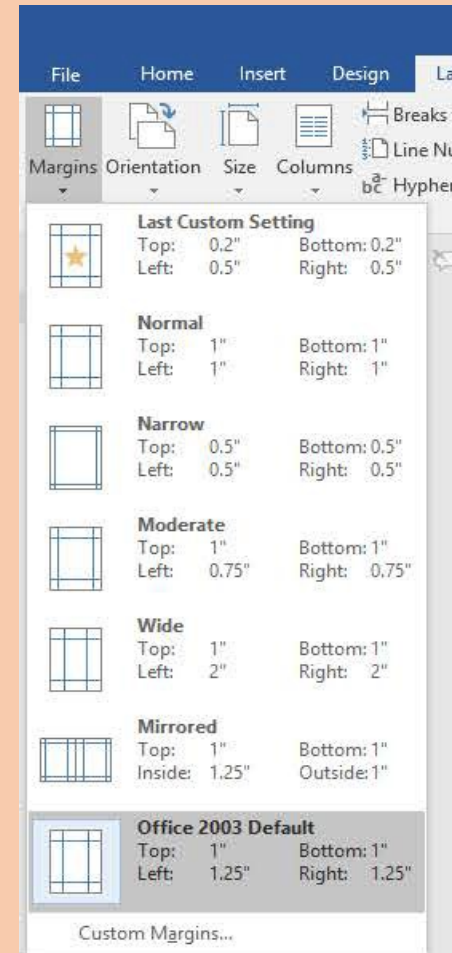
Landscape Margins:

- Left and Right Margins: 1 inch
- Top and Bottom Margins: 1.25 inches

Tables and Figures:

- Right and left page margins for tables and figures – only - may be 1 inch.

To set your page margins, go to Layout/ Margins and select Office 2003 Default



Page Numbering

Page numbers are always at the bottom center of the page – $\frac{3}{4}$ of an inch from the bottom edge.

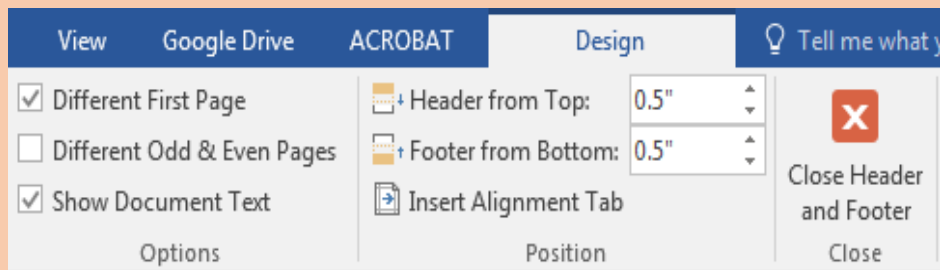
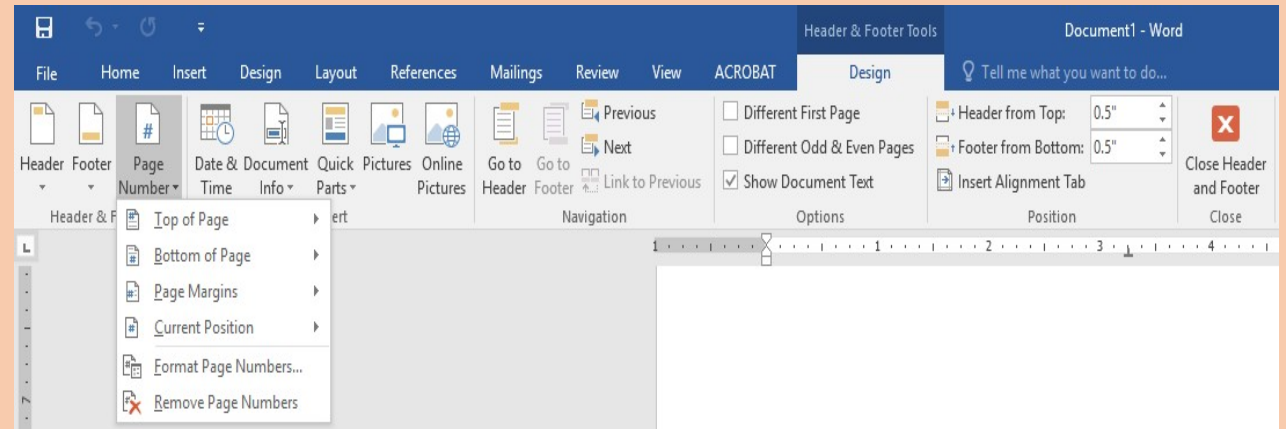
Formatting page numbers:

On the MS Ribbon:

- Go to the **Insert** tab
- Click on **Footer in Header** in the **Footer** section
- From the drop down menu, click on **Edit Footer**

In the **Header & Footer** section:

- Click on **Page Number**
- Select **Bottom of Page**, option **Plain number 2**.



Page Numbers - Front Pages

- Title page is counted as Page i, but the page number is not displayed
- Small roman numerals
- Centered at the bottom of the page

On the **Insert tab**, click on **Footer**

- In the Header & Footer section:
- From the **Footer** drop down menu, select **Edit Footer**.
- From the Page Number drop down menu, select **Bottom of page** and select the option labelled **Plain number 2**.

- From the Page Number drop down menu:
 - Change the number format to small roman numerals
 - Click on the radio button **Start at** and type in “i”, then click on **Okay**.
 - In the **Options** section, check the box next to **Different First page** to remove the page number from the title page.

After the last page of the front pages, insert a section break.

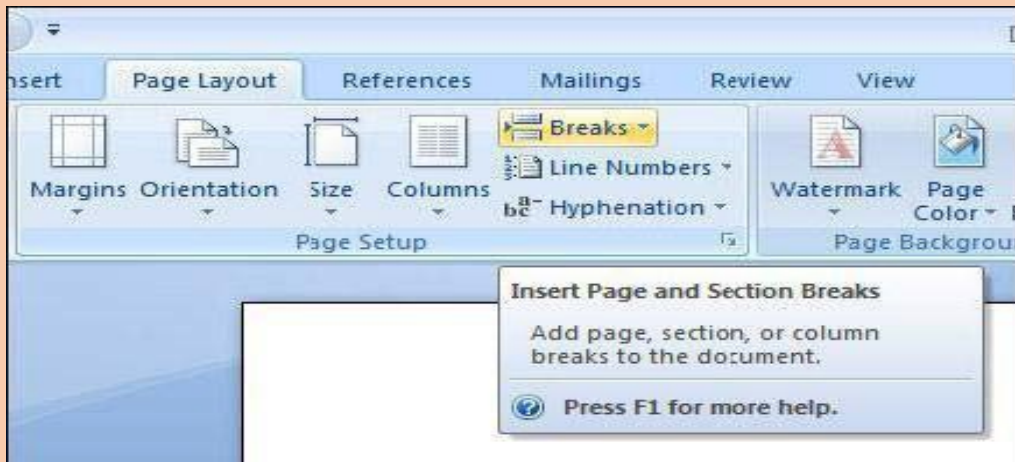
Insert a Section Break

To change the page numbering for the main body of the document, insert a page break:

Breaks

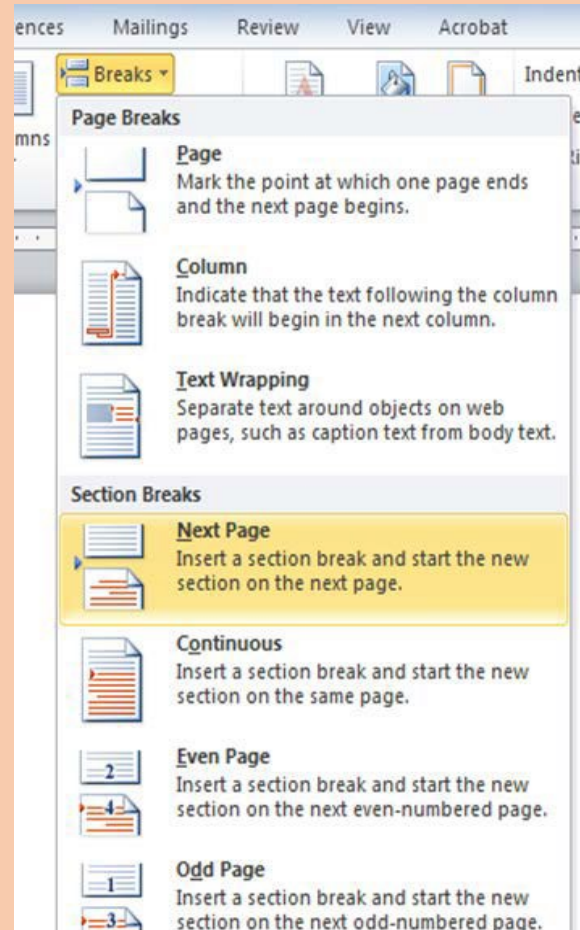
Restarting the page numbering requires a new section break to be inserted into the document. At the bottom of the previous page, click on the **Page Layout** Tab on the Word Ribbon.

1. On the right-hand side of the **Page Setup** section, click on the drop down menu labelled **Breaks**.



2. On the drop-down menu, click on **Breaks**.

3. Under **Section Breaks**, select **Next Page** to start a new section on a new page.



Page Numbers – Main Document

- Arabic numbers
- Pages are numbered consecutively from the first page of the first Chapter (or Thesis Statement if used) to the end of the document including Appendices.
- After creating your section break, change the page number format to Arabic numerals
- Click on the radio button Start at and type in “1” and click on OK.
- Make sure the box next to **Different First Page** is *unchecked*.

Line Spacing

For the following pages, see the University Style Guide for your school for the correct line spacing:

Title page

Certification page

Copyright page

All other text is double spaced except for:

- Long Quotes
- Figure and Table titles and/or captions
- Footnotes and Endnotes
- Entries in the Bibliography or References

Converting Word / LaTeX to pdfs

MS Word

1. **Embed the fonts** when saving your Word document prior to converting the document to a pdf. **Embedding the fonts ensures the formatting of the Word document carries over to the pdf.**

File => Options => Save =>

Preserve fidelity when sharing this document

- Check the box next to Embed fonts in the file
- The two boxes underneath should not be checked.

2. Convert document using the Adobe Acrobat converter in MS Word
3. Upload the Word Document file directly in your ETD account and ProQuest will do the conversion for you.

LaTeX

Use an editor for Windows computers such as [WinEDT](#)

1. Open your .tex file
2. Save your document in pdf archival format
3. Click on the PDFLaTeX icon
4. The PDF appears.

Converting Websites to PDF

Adobe Acrobat DC – How To

<https://helpx.adobe.com/acrobat/using/converting-web-pages-pdf.html>