

THESIS & DISSERTATION FORMATTING CHECKLIST THE PURDUE UNIVERSITY GRADUATE SCHOOL

PAPER SIZE

Use LETTER (8 ½” by 11”) paper size for your thesis when converting to PDF (legal or ledger can be accepted for large tables). When saving as an Adobe PDF file, your MS Word document should automatically convert using the correct paper size.

FONT TYPE AND FONT SIZE

Use just 12 point font size and Times New Roman font for your entire thesis content. This will include your page numbers. You may use a smaller font size for footnotes, table and figure captions, and within tables, if you wish (no smaller than 10 point). Use 14 point font size and **BOLD** for all major headings and chapter titles.

MARGINS

The margin requirements for a Purdue thesis:

LEFT: 1”

RIGHT: 1”

BOTTOM: 1”

TOP: 1” (1.5” top margins required on Title Page and Statement of Approval page ONLY)

CONSISTENCY

Use applied styles in your thesis consistently. Be consistent in the amount of space you use between paragraphs, listed entries, and headings throughout the document. Be consistent in your use of underline, bold, italics, numeric styles, naming of headings, and indentation.

CAPITALIZATION

- ***ALL CAPS:***

Use ALL CAPS for major headings and chapter headings, for major and chapter headings in your Table of Contents, and for your thesis title on the title page.

- ***Common Title Case:***

Use Common Title Case for subheadings and for your thesis title on the Abstract page.

- ***lower case:***

Use lower case Roman numerals (i, v, x, l, c) for the page numbers on your preliminary pages.

❑ **PAGE NUMBERS**

Page numbers go in the top right corner on portrait pages.

Page numbers go in the bottom right corner of landscape pages and are turned to read top to bottom (if using MS Word template see section 2.4 of template for more information and instructions).

Use lower case Roman numerals (ii, iii, iv...) in the preliminary section (Dedication page through the ABSTRACT page(s)). Use Arabic numerals (1, 2, 3...) in the main body of your thesis, beginning with Chapter 1.

❑ **TABLE OF CONTENTS/LIST OF TABLES/LIST OF FIGURES**

Ensure all leader dots are consistently spaced and the referenced page numbers do not exceed the 1" right margin requirement.

❑ **TABLE AND FIGURE CAPTIONS**

Table captions go above tables. Figure captions go below figures. The font size for captions may be smaller than your normal font size, but should be no smaller than 10pt.

❑ **AVOID “WIDOWS AND ORPHANS”**

Include at least 2 lines of a paragraph at the top and bottom of chapter pages.

Turn on Orphan and Widow Control in your word processor to help control orphan and widow lines.

❑ **REFERENCES**

Do not allow a reference entry to be split between two pages.

If you have a split-entry move the entire entry to the top of the second page using Page Break or the Enter button (if using MS Word).

PURDUE

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