

## **FORMATTING TIPS**

**Copyright** – The submission of your thesis to Proquest is an automatic copyright to your work. Therefore, please do not add a copyright page to your thesis.

**Lists** – lists of tables and figures are not required.

**Abstract** – we advise that students who are embargoing their documents not include sensitive information in their abstracts, as abstract text is included in the basic information displayed and thus not able to be embargoed.

**Margins** – follow Proquest’s requirements throughout, including in your appendices.

**Page numbers** – starting with the thesis title page as “1”, all page numbers should be Arabic.

To place page numbers at the top of the page using Windows XP, format the top margin to one inch by following these steps:

"View"

"Header and footer"

Select "insert page number" - 1st button from left

Select "format page number" - 3rd button from left

Number format - "1, 2, 3,...."

Page numbering - "start at 1"

"OK"

Highlight header display area

Click "right justify" icon

"File" - "Page set up"

"Margins"

"top" - 1" and "bottom" - 1"

"OK"

With cursor on the page number, hit the enter key 4 or 5 times until the page numbers moves below the one inch marker

"Close"

**Spacing** – for the Table of Contents and Bibliography, you can single space within the chapters or references and double space between them.

**Style** – bold face type is acceptable and italics are fine.

**Type face** – you can use more than one type face (i.e., Arial and Times New Roman).

*If you have additional questions, please contact Proquest at 800-521-0600 x7020*