

3. Formatting for all Thesis Styles

Font and Spacing:

- General text is double-spaced in portrait format
- Single spacing used for footnotes or lengthy quotations
- Triple or larger spacing may be used where necessary to set off headings, sub headings, or illustrations
- Font, font size, style of footnotes and references must be consistent
- Times New Roman 12pt is recommended
- Smaller fonts may be used for footnotes, graphs, etc. but must be sufficiently clear

Margins:

- If you want to have your thesis bound, use these margins:
Left: 3.8 cm (1.5 inches); Right: 2.5 cm (1.0 inch)
Top and Bottom: 3.0 cm (1.25 inches)
- If you have no intention of binding your thesis, all margins should be 2.5 cm (1.0 inch).

Pagination:

- All pages must have a number
- All page numbers are centered at bottom of page
- Acknowledgements, Abstract, Summary, and Table of Contents use lower case Roman numerals (i, ii, iii)
- Title page is (i) but suppress the number (not indicated)
- Body of thesis text uses Arabic numerals (1, 2, 3)
- Figures, Tables, Plates, Appendixes are numbered consecutively with Arabic numerals to the end of the Bibliography/References

Illustrations:

- Tables, figures, photographs, scanned images and other non-text material whether in black/white or colour should be legible, arranged neatly and effectively, and must always be referred to in the text.
- Title of a table should be placed above the table, and the title of a figure or plate should be positioned below the figure.
- Oversize maps, charts or diagrams must be folded so that they can be bound with the pages or, as is most common, inserted in a pocket fastened to the inside of the back cover when the thesis is bound.
- If possible, media containing additional print or non-print material should be included in a pocket fastened to the inside of the back cover when the thesis is bound.
- Prints, photo-offsets or scanned images should be provided in all required copies of the thesis.
- Where not forming a complete page, non-text material should be properly mounted on a page.

Language:

With the exception of the theses submitted from the Modern Languages, Literatures and Cultures Department, all theses are written in English, except with the express permission of the Dean of Graduate Studies.