

Graduate Thesis, Dissertation, & Project Formatting



Preliminary Page Formatting*



- Size 12 font
- Consistent margins
- Double space
- No boldface or italics
- No numbering (Start page number 1 on first chapter)

*Main documents should be in approved program format

Preliminary Page Template for Students Competing a Culminating Thesis or Dissertation at West
Chester University

A Thesis Presented to the Faculty of the
Department of Communication Studies
West Chester University
West Chester, PA

In Partial Fulfillment of the Requirements for
the Degree of Master of Arts

By
Mary B. Student
May 2024

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No running header

Double spaced, size 12
font, no bold face or italics

Title Page

Follow this exact template!

No page number

Copyright optional



Dedication

You may want to dedicate your document. You may dedicate to a family member, partner, or amazing friend. This page too uses double space, size 12 font, and no boldface. This page is also optional.

Acknowledgements

You may want to acknowledge people who helped you write your document. This can include the many people who participated as subjects for the study, the professors who provided guidance and encouragement, and the University staff who made it possible. This page too uses double space, size 12 font, and no boldface. This page is optional.

Acknowledgements And/Or Dedication



Pro Tip:

If your dedication and acknowledgements are short, you can combine them on one page

Count title page as page i, so this starts on page ii

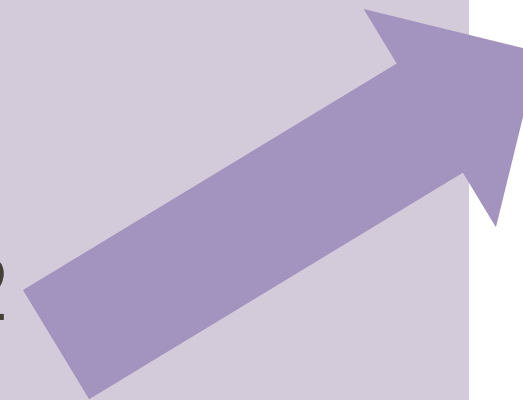
Both follow same formatting & both optional

<250 Words

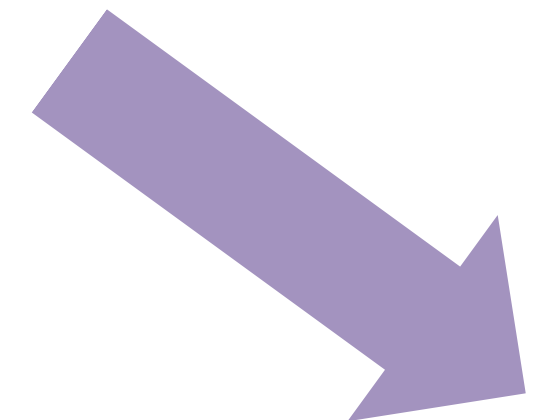


Abstract

No boldface, size 12
font, double spaced



Still no number



Abstract

This is a sample abstract. After working very hard on your paper, you must summarize the salient features of your paper in 250 words or less. In Digital Commons your abstract will appear, even if you choose to restrict your full paper. Please note that, like the title page, the abstract includes size 12 font, double spaced text, and no bold face. Unlike the title page, this is the first page that will have a number. Since you must start page one with chapter one, we recommend that you use roman numerals.

I

Table of Contents

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ProTip: Learning to use Microsoft's table of contents feature is very useful

Pro Tip:
If you have many tables and figures, you can make them two separate pages

Follow your document style guide.
Double check that TOC pages match document

Table of Contents

You may include title page, abstract, dedication, etc., but it is not required

Reminder: Chapter 1 starts page 1.



Handbook Checklist



Part V – Checklist

- ☐ Use one consistent style manual (APA, MLA, etc.) throughout EXCEPT preliminary pages

Pages must include the following and be in order:

- ☐ Title page*
- ☐ Dedication Page (optional)*
- ☐ Acknowledgements*
- ☐ Abstract*
- ☐ Table of Contents
- ☐ List of Tables (if required)
- ☐ List of Figures (if required)
- ☐ Main Document
- ☐ References
- ☐ Appendices

Preliminary Pages Formatting Checklist

- ☐ Consistent margins all around
- ☐ Left-justified with ragged right margins
- ☐ Size 12 font
- ☐ Double spaced
- ☐ Title Page looks EXACTLY like template
- ☐ Spelled out degree name (no abbreviations for degree)

Document Numbering Checklist

- ☐ No numbering on preliminary pages
- ☐ Page 1 starts on the 1st page of the manuscript after the tables and figures
- ☐ Each chapter starts a new page
- ☐ Table of Contents correct pagination

Other Items

- ☐ References come BEFORE appendices
- ☐ Convert Files to PDF
- ☐ No artwork

Digital Commons

- ☐ Uploaded document to Digital Commons
- ☐ Abstract <250 words
- ☐ All committee member names
- ☐ Committee names listed as Name, Degree (e.g., Lisa Calvano, Ph.D.)
- ☐ Signature Page uploaded

*Preliminary Pages

Common Errors

- Bold face and/or italics on preliminary pages
- Title not double spaced
- Abstract exceeding 250 words
- Page 1 starting on the abstract not on chapter 1
- Number on title page
- Table of contents page numbers not matching document
- Images or pictures in preliminary pages
- Defense signature page added to document
- Digital Commons metadata information incorrect or not matching document

Questions? THESISDOC@wcupa.edu