

Formatting Checklist | 2010

Use this checklist to help you prepare for the official format and style evaluation of your manuscript. This is not the complete list of formatting rules and cannot be used in place of the University Style and Format Guidelines or your departmental style guide.

The University Basics

- ☐ **Font:** The Font Size is 12 point for the Text, Footnotes, and Page Numbers.
- ☐ **Font:** You may choose from one of the following styles: Times Roman, Times New Roman, Courier, or Courier New. (The Appendix Material may be in another font and size.)
- ☐ **Margins:** 1.5 inch Left; 1.0 inch Right and Bottom. These Margins never change.
 - ☐ **Top Margins:** The first page of each new 'section' has a 2 inch Top Margin. Subsequent pages within the 'section' have a 1 inch Top Margin. Sections: Abstract, Acknowledgements, Preface, Table of Contents, List of Tables (Figures, Slides, Works, etc.), Abbreviations, each new Chapter, and References (or Bibliography).
- ☐ **Page Numbers:** 12 point Font; Centered at the Bottom of the page; must be above the 1 inch Bottom Margin. **MS Word Formatting Hint:** Go to Page Setup, choose Layout, adjust the Footer to equal 1.0 inch from the edge.
- ☐ **Text (Body):** Always standard Double-Line Spacing (i.e., one empty line between two lines of text; 0pt Before and After Spacing) with no additional line space between the text and titles/subheads or between paragraphs. **MS Word Formatting Hint:** Go to Paragraph, set the Before and the After Spacing to zero (0) point (0pt; do not set to Auto or anything other than 0pt).
- ☐ **Text (Body):** Always Left Justified with the first line of each new paragraph indented (First Line Indent either 0.25 inch to 0.5 inch; be consistent).
- ☐ **Bold, Bulleted Lists, Outline Format, Outline/Shadowed Text:** These are not allowed in the Text (Body). You may include these formats only within your Appendix Material.
 - ☐ **Double Space after all End Punctuation and Colons:** Two character spaces after all end sentence punctuation and colons throughout your Text (Body) and Preliminary Pages (i.e., periods, exclamation points, question marks, and colons). You do not have to apply this rule to your References or Bibliography, just be consistent within this section. **MS Word Formatting Hint:** Use the Find/Replace Dialog Box (Edit Menu in MS Word 97-2003; Home tab, Edit Group in MS Word 2007) to find and replace where needed. Remember to click on the Show/Hide command button to reveal your spaces, tabs, and returns.
- ☐ **Widows and Orphans:** Single lines of text may not be left at the top or bottom of a page. You must have at least two lines of text. Subheads must have at least two lines of text following them at the bottom of a page or they must be moved to the next page.
 - ☐ **MS Word Formatting Hint:** You can select all of your text then turn on the Widow/Orphan control within the Line and Page Breaks tab of the Paragraph Dialog Box; You can then select one subhead at a time and choose the Keep with Next control within the Line and Breaks tab of the Paragraph Dialog Box to keep subheads linked to their text. Do not use the Keep with Next on your paragraphs.

General Text Preparation

- ☐ **Block Quotes:** They may be either Single-Line or Double-Line Spaced, be consistent. The quote must be Left Justified with the entire left side indented the same as your paragraph indent (MLA only: Indent left side 1.0 inch).
- ☐ **Enumerations (Numbered Lists):** These are only allowable if formatted as "mini" paragraphs (i.e., formatted in paragraph style; the first line is indented and the subsequent lines wrap to the Left Margin). Text that is in Outline Form is not allowed. Format in paragraph style or place as an Appendix.
- ☐ **Abbreviations:** The following abbreviations must be confined to parentheses and are followed by a comma: i.e., etc., e.g., (i.e., The cat in the hat, sat on the mat.)
 - ☐ **U.S. or United States?** The abbreviation "U.S." is only used as an adjective, for example, U.S. Department of Health and Human Services, U.S. Postal Service, the total U.S. population. When used as a noun the words "United States" must be used. Examples: I arrived in the United States. There are over 300 million people in the United States. According to the *CIA World Factbook* online (July 2008 est.), the total population within the United States is 303,824,640.

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- ☐ **Acronyms:** Acronyms must be spelled out the first time they are used with the acronym placed within parentheses. Thereafter, you may use the acronym. Example: I will earn a Master of Social Work (MSW) after I complete my Thesis Requirement.
- ☐ **Consistency:** Be consistent with your hyphenated words and terms. Be consistent with capitalization for terms, proper nouns et cetera. **MS Formatting Hint:** Use the Find/Replace to check for consistency. This will speed up the process.

Preliminary Pages and Major Sections

- ☐ **Preliminary Pages:** Certain pages in this section are not numbered on the page, but are included in the page count. The Copyright Notice page is not counted nor numbered on the page. The Title Page and Signature/Approval Page are NOT numbered on the page, but they are counted in sequence (i and ii). You will use the lowercase Roman numeral system for the preliminary pages (e.g., iii, iv, v). The actual page numbering begins with "iii" on either the Acknowledgements page (if included) or with the Table of Contents.
- ☐ **Date of Submission:** This date is always the end month of the Term followed by the Year. It is never the month in which you submitted your manuscript to our office.
Fall = December Winter = January Spring = May Summer = August
- ☐ **Abstract, Title Page, and Signature/Approval Page:** Your Manuscript Title must be Centered, All Caps, and in an Inverted Pyramid (i.e., longest line first, the second line will be shorter and so on). The lines must match word-for-word and line-for-line (i.e., break the title in exactly the same place on all three pages).
- ☐ **Abstract, Title Page, and Signature/Approval Page:** Your Name must appear the same on all three pages. It must be the official name by which you are known to the University. It may not be a nickname, and it may not include honorific titles.
- ☐ **Abstract:** The Abstract is not numbered, unless it is more than one page, then it is numbered using the Arabic numerals 1 and 2. Master's Candidates may have no more than 150 words (text) in an Abstract. Doctoral Candidates may have no more than 350 words (text) in an Abstract. Abstracts cannot include in-text citations or direct quotations. Paragraphs are formatted exactly like chapter paragraphs (i.e., First Line Indented, Double-Line Spaced, and Left Justified).
- ☐ **Guard Sheets:** There are two Guard sheets (blank pages) in your manuscript; the first is placed directly after your Abstract (before the Title page), the second is placed directly after the last page of References (or Bibliography).
- ☐ **Title Page:** Formatted in 5 'blocks of text' which are each Double-Line Spaced. This page has a 1.0 inch Top Margin. You must begin the first 'block of text' (your manuscript title) on the first line. You must end the last 'block of text' (Your name, previous highest degree, and date) as close to the 1.0 inch Bottom Margin as possible. Add line spaces before or after the other three 'blocks of text' to move them as a whole, do not split up a block of text. Do not bunch them up, space them as evenly as possible.

Title Page, Committee Member text block: The block of text with the Committee Member names and College Designee is formatted in the following manner:

- ☐ **Line (1)** type the words: Committee Members:
- Line (2)** leave empty
- Lines (3-5)** type: the Committee Member names, followed by the degree abbreviations (use Single-Line Spacing); the Chair is designated by the word "Chair" in parentheses. Example: John M. Smith, Ph.D. (Chair)
- ☐ **Line (6)** leave empty
- Line (7)** type the words: College Designee:
- Line (8)** leave empty
- Line (9)** type: the College Designee name, followed by the degree abbreviation (i.e., Dean, Associate Dean, Department Chair, or Director; review our online link *College Designee (Dean/Department Chair/Director on Signature Page)*, located under "Format Guide").

- ☐ **Signature/Approval Page:** This page has a 1.0 inch Top Margin. It is formatted with 4 'blocks of text' which must remain Double-Line Spaced within each 'block.' The first 3 'blocks of text' are at the top: (1) Introductory Text; (2) Your Manuscript Title; (3) the word "By" and your Name. Begin the first 'block of text' on the first line. The fourth 'block of text' is placed as close to the 1.0 inch Bottom Margin as possible. This 'block of text' contains the complete name of the University (i.e., California State University, Long Beach) and the Date of Submission (end Month and Year of semester; i.e., May 2009). Please refer to the University Style and Format Guidelines for visual examples in the Appendices.

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- ☐ **Acknowledgements:** This page has a 2 inch Top Margin and uses the standard Double-Line Spacing throughout. On the first line, type, ACKNOWLEDGEMENTS (All Caps, Centered). Text (Body) is Double-Line Spaced, First Line Indented for each new paragraph. Double-Space Rule applies. No Contractions. Dedications are allowed but this does not change the title of this 'section.'
- ☐ **Table of Contents (TOC):** Please refer to the TOC example within the University Guidelines. This is how your TOC should look. The simplest way to create this is by using TABs within MS Word 97-2003 and 2007. Please refer to the *How to Set the Table of Contents Tabs* help sheet, a link on our Web site, under Format Guide. This should not take more than 20-30 minutes; if you are having problems contact us. If you are inserting a Table of Contents, you must reformat it to look like our TOC style. This includes exact line and character spacing, indentation, and the empty space between the Dot Leaders and the Page Numbers. Page Numbers must be Right Aligned (Right-Aligned Tab).
- ☐ **Table of Contents:** The headers CHAPTER and Page or APPENDICES and Page must appear at the top of each continuing page (first line) within this section as appropriate. The page number listed for each Appendix or the References/Bibliography section is the page number of the Half-Sheet Title Page and not the actual first page of material or citations. The REFERENCES or BIBLIOGRAPHY section is placed after the Appendices.
- ☐ **List of Tables or Figures:** These pages are formatted similarly to the TOC using the Chapter tab (0.25 inch) for indenting the beginning of the line for each new title. It also includes the Dot Leader and Page Number tabs (see the *How to Set the Table of Contents Tabs* help sheet). You do not include the word Table or Figure in front of each new title. The headers TABLE and Page or FIGURE and Page must appear at the top of each continuing page (first line) within these sections as appropriate.
- ☐ **Chapter 1, Page 1:** You will begin your page count from Chapter 1, page 1, using the Arabic numeral system (e.g., 1, 2, 3). You will continue with this numbering system until the last page of your References (or Bibliography).
- ☐ **Half-Sheet Title Pages:** The Appendices (as a whole), each separate Appendix, and the References or Bibliography 'section' will have its own Half-Sheet Title Page. These are numbered in sequence with your text (body). The Title is Centered and Double-Line Spaced and the first line of text is positioned half-way down the page (5.4 inches to 5.6 inches, be consistent).
- ☐ **References or Bibliography entries:** Citations are Single-Line Spaced within and formatted with an Hanging Indent (first line remains at the 1.5 inch left margin, while the subsequent lines are indented 0.5 inch), with one empty line space between each new entry. **MS Word Formatting Hint:** Before you begin typing your citations set a hanging indent by going into the Paragraph Dialog Box. On the Indents and Spacing tab look for the Indentation group and choose Hanging from the Special drop down menu. Leave the default setting at 0.5 inch. Now look for the Spacing group and choose Single from the Line Spacing drop down menu. Click OK. This will give you the hanging indent that you need and the single-line spacing required within citations. Then you can manually add the one empty line space between entries (if line spacing is set to Single, hit the Enter key twice and begin typing on the second line).
- ☐ **References/Bibliography section:** Double check that all citations within your text appear in your Reference/Bibliography section; and that the spellings and dates are accurate and consistent. **MS Word Formatting Hint:** Use the Find/Replace to double check your references and whether or not you are correctly following your citation style.
- ☐ **The title REFERENCES or BIBLIOGRAPHY** does appear on the first page of your citations. It is Centered in All Caps (2 inch Top Margin). This is in addition to the Half-Sheet Title Page which introduces your References or Bibliography section.

In-Text Citations

- ☐ **Footnotes:** Footnotes must be 12 point and in the same Font Style as the text. The first line (including the footnote number) must be indented the same amount as your paragraph indents. Footnotes are Single-Line Spaced within the note, and one empty line space between each new footnote. Endnotes are not allowed. **MS Word Formatting Hint:** To manipulate and format your notes all at once, switch to the Normal/Draft View. In MS Word 2003, go to the View Menu and select Normal View. In MS Word 2007, click on the View tab and click on Draft within the Document Views group. Do not panic when you no longer see your margins, page numbers, or footnotes, this is simply a different way to view your document. It does not change your formatting. To view the Footnotes in a split screen, go back into the View Menu and click on Footnotes, for MS Word 2003. In MS Word 2007, click on the References tab and click on the Show Notes option within the Footnotes group. This will split the screen in two sections, in the top section you will find your main text, in the bottom section you will find your notes. Now you can select all of your notes and change the format as needed. If needed, you can control the separator line while in the Footnotes/Show Notes view. When you are done you may switch back to the Print Layout View, within the View Menu or View tab. Double-check that your notes are formatted properly in the Print Layout View.
- ☐ **Bracket and Numbered Citations:** For those using a Bracket or Numbered citation method, remember that citations are assigned a number in sequence (1, 2, 3, ...) in the order of appearance within the body of your manuscript. They then retain that number throughout your entire text. You do not create and number your Reference List first.

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- ☐ **Bracket and Numbered Citations:** Citations do not serve a grammatical function. Your sentence must be grammatically correct without regard to the reference. For example, do not write either of the following: "[2] tested and proved that the hypothesis did not work." OR, "In [2], it was tested and proved that the hypothesis did not work." Rather, write the following: "In the Smith 2007 study, they tested and proved that the hypothesis did not work [2]."
- ☐ **Bracket and Numbered Citations:** Bracketed citations [2] or Numbered citations in parentheses (2) are placed inside the end punctuation.
- ☐ **Superscript Citations:** Footnote Marks or Superscript Note Marks are placed outside of grammatical marks and final sentence punctuation. There should not be a space between a grammatical mark or a final sentence punctuation and the Footnote Mark or Superscript Note Mark.

Tables and Figures

- ☐ **Tables:** Table Titles are placed above the table. The Table Header appears as the word "TABLE" in All Caps and is followed by its number in sequence, a period, and two spaces before the Table Title begins. The Table Title is in Headline Style Capitalization (i.e., The Cat in the Hat), Single-Line Spaced, and Left Justified. There is no final punctuation.
- ☐ **Tables:** A Table Line is placed below the Table Title. Column Headers should also have a Table Line placed below the headers. A Closing Line is placed below the last line of data. Any notes will follow this last line.
- ☐ **Tables:** Table Titles and Notes must be 12 point font. The Data within the Table may be Single-Line or Double-Line Spaced and may be as small as 10 point for Times Roman Fonts or 8 point for Courier Fonts.
- ☐ **Numerical Data within Tables:** Columns of numerical data within tables must be aligned on the present or assumed decimal point.
- ☐ **MS Word Formatting Hint:** Create your columns of data using the Decimal Tab, this will ensure that your numerical data aligns on the present or assumed decimal point. To locate the Decimal tab in MS Word 2003, go to the Format Menu and click on Tabs. For MS Word 2007, go to the Home Tab and look for the Paragraph Group, click on the Paragraph Dialog Box Launcher, within that dialog box, click on the command button TABs in the bottom left-hand corner.
- ☐ **Tables:** Tables may break across your text pages, however, if it cannot be completed on one page, it must begin at the top of a new page. You must bring text up to fill any empty space left by having moved the table (even if this text is under a new subhead). You will not place a closing line until the end of the Table. You must include a repeat of the Table Header and Number followed by the word "Continued" and any column/row headers at the top of each page that the table splits across (e.g., TABLE 1. Continued).
- ☐ **Figures:** Figures and their captions must be complete on one page and may not break across two pages.
- ☐ **Figures:** Figure Captions are placed below the figure. The Figure Header appears as the word "FIGURE" in All Caps and is followed by its number in sequence, a period, and two spaces before the Figure Caption begins. The caption is in Sentence Style Capitalization (i.e., The cat in the hat.), Single-Line Spaced, and Left Justified. The caption is followed by a period.
- ☐ **Table/Figure Spacing:** 3 to 4 empty line spaces must be placed between the Text and the beginning of the Table or Figure, and between the end of a Table or Figure and the continuing Text.
- ☐ **Facing Pages:** Facing Pages are allowed when a figure caption will not fit on the same page as the figure (review the University Style and Format Guidelines for details regarding Facing Pages).