Graduate Thesis & Dissertation Formatting

General Formatting*

- Size 12 font
- Consistent margins
- Double space
- No boldface or italics for preliminary pages
- No number on title page
- Roman numerals for preliminary pages
- Start page number 1 on first chapter
- New page for each chapter

*Creative works may have different formatting, but preliminary pages will follow the same guidelines

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Page Order

1. Title Page*
2. Dedication*^
3. Acknowledgements*^
4. Abstract*
5. Table of Contents*
6. List of Tables* (if required)
7. List of Figures* (if required)
8. Text or body of Thesis/Dissertation
9. Endnotes (unless incorporated at the end of each chapter)^
10. References (Works Cited, Bibliography)
11. Appendices (if required)

*Preliminary pages
^Optional

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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Copyright optional

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

Title Page

Follow this exact template!

ProTip: Center on page AFTER numbering all preliminary pages

No page number (although you should count this as page "i")

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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

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<u>Pro Tip:</u>
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

ii
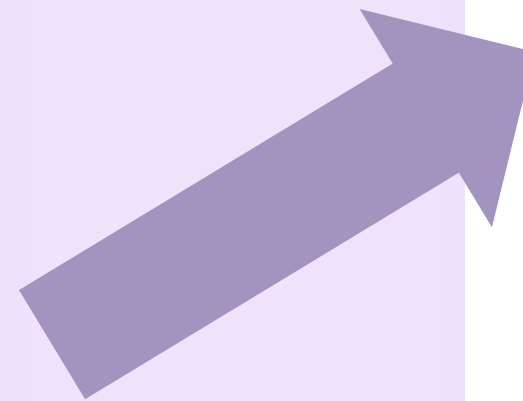
Both follow same formatting & both optional
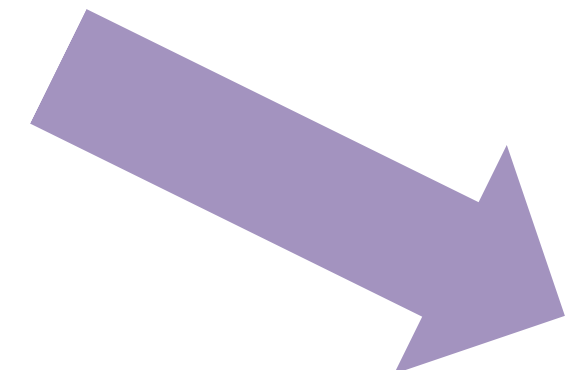
iii

Abstract

<250 Words

No boldface, size 12 font, double spaced

Use roman numerals. Numbers can go anywhere on the page as long as they're consistent.

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.
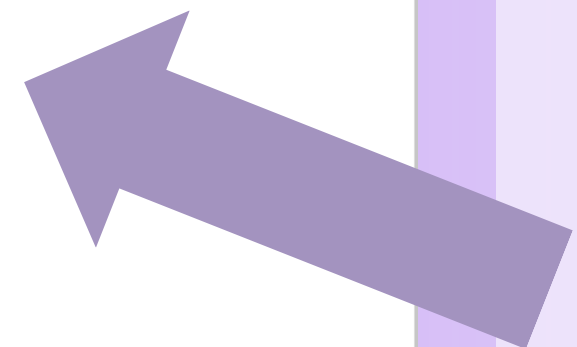
iv

Table of Contents

v

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

Double spaced, size 12 font, no boldface

Table of Contents

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

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

Reminder: Chapter 1 starts with page 1. Each chapter starts on a new page.

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Handbook Checklist

Part V – Checklist

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

Preliminary pages must include the following and be in order:
☐ Title page
☐ Dedication Page (optional)
☐ Acknowledgements (optional)
☐ Abstract
☐ Table of Contents
☐ List of Tables (if required)
☐ List of Figures (if required)

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
☐ All pages are counted, but not every page is numbered
☐ No number on the title page
☐ Roman numerals on all other preliminary pages
☐ Page 1 starts on the 1st page of the manuscript
☐ 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.)

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 meta data information incorrect or not matching document

Questions? THESISDOC@wcupa.edu