

left and bottom margins are 1.5 inches
right and top margins are 1 inch

These margins apply to EVERY PAGE
of your thesis.

The title is at least two inches
down from the top of the page

THIS IS AN EXAMPLE

OF A VERY NICELY ← Capitals & bold

FORMATTED

THESIS

Note how this is all laid out and spaced
on the page. It is centered except for
the 'A thesis' section, which is left-
aligned.

Note the spacing between sections;
note how it does not go all the way to
bottom of the page.

by

Author ← your name goes here

A thesis submitted to the Faculty of the University of Delaware in partial fulfillment of the
requirements for the degree of Degree in Major with Distinction.

If you are getting an Honors
degree, this will say "degree of
Honors Degree in Major"

check the manual (page 16) for the
correct degree: usually Bachelor of
[Art/Science] in [Major] with
Distinction. Do not rearrange these
words!

Term Year

Fill in your information

Copyright Year Author
All Rights Reserved

'with Distinction' is last

No page number!

The title is at least two inches
down from the top of the page

**THIS IS AN EXAMPLE
OF A VERY NICELY
FORMATTED
THESIS**

← Title here is exactly the
same as the first page.

by

Author

Fill in the names and highest
degrees of your committee
members, and Department Name
when necessary, and get their
signatures

Approved:

Name of Adviser, Highest Degree
Professor in charge of thesis on behalf of the Advisory Committee

Approved:

Name of Committee Member, Highest Degree
Committee member from the Department of Department Name

Approved:

Name of Committee Member, Highest Degree
Committee member from the Board of Senior Thesis Readers

Approved:

Ismat Shah, Ph.D.
Chair of the University Committee on Student and Faculty Honors

← The URO will get this signature for you.

← If you are Honors, this signature will be
Alan Fox, Ph.D. / Director, University
Honors Program.

No page number!

The title is two inches from the top of the page, in all capitals, bolded, and centered. There are three lines of space between the title and the text.

EPIGRAPH OR FRONSTPIECE

An epigraph is brief quotation or 2-4 lines of verse. It is optional and rarely used, but when it is used it appears immediately after the Approval page. Epigraphs are usually centered and the source of the quotation appears below and is not listed in the bibliography. Epigraphs do not appear in the Table of Contents, nor are they labeled.

A frontspiece is a photograph or map – basically a visual version of the Epigraph.

First page number: Number '3' in Roman Numerals.



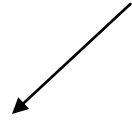
The title is two inches from the top of the page, in all capitals, bold, and centered.

DEDICATION

The dedication is optional. It can be on its own page or appear at the end of the Acknowledgments. Center the text, and make sure there is at least two inches between the dedication and the top of the page.

Dedications are not listed in the Table of Contents.

The title is two inches down from the top of the page, centered, in all capitals, and bold. There are three lines of space between the title and the text.



PREFACE

A Preface is optional and not listed in the Table of Contents. If you write a preface, you will include the Acknowledgments, and your thesis will not include a separate section for Acknowledgments.

You should include a Preface if you need to note the contributions of several authors.

If you are writing a creative thesis, you should write an Artists' Statement as a Preface, explaining the genesis and context of your creative work, or describing aspects of your creative process. This Artists' Statement should be a few pages long.

left and bottom margins are 1.5 inches
right and top margins are 1 inch

All capitals, bold, centered, and
two inches down from the top of
the page. There are three lines of
space between the title and the
text.



ACKNOWLEDGMENTS

Here you can thank all the people who helped you with your thesis. These are usually a page or two long.

The Acknowledgments is optional but included in almost all theses.

Note what is in **bold** and what is not (including the leader dots)

All capitals, bold, centered, and two inches down from the top of the page.

TABLE OF CONTENTS

Leave two single lines of space

Leader dots, done as a tab, and not bold

Note what is CAPITALIZED and what is mixed case.

LIST OF TABLES	ix
LIST OF FIGURES	x
ABSTRACT	xii

Chapter	Tab space; the first section lines up with the start of the chapter title	
1 UNNUMBERED SECTION BREAKS		1

List the starting page number of each section

Note the indents, which identify the level of section break.

Formatting a Thesis.....	1
Formatting Front Matter.....	1
Formatting the Title Page	2
Formatting the Approval Page.....	2
Formatting the Body of the Thesis.....	2
Writing a Thesis.....	2

All titles should match what is in the body of the thesis.

Double-space between levels of headings; single-space within levels

2 NUMBERED SECTION BREAKS	3
--	---

Tab space after each number

2.1 Formatting a Thesis.....	3
2.1.1 Formatting Front Matter.....	3
2.1.1.1 Formatting the Title Page	3
2.1.1.2 Formatting the Approval Page.....	3
2.1.2 Formatting the Body of the Thesis	4
2.2 Writing a Thesis.....	4

3 PICTURES	5
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Tables.....	5
Figures.....	6
Oversized Tables or Figures	7

REFERENCES	10
APPENDIX	11

This Thesis has only one Appendix. If there were additional Appendices, they can be listed as either:

APPENDIX A: TITLE	Page
APPENDIX B: TITLE	Page

OR

Appendix

A: TITLE	Page
B: TITLE	Page

Your Table of Contents may go onto a second (or more) pages.

Follow the same rules of case and bolding as in the rest of the Table of Contents.

NEVER mix the unnumbered/numbered styles of section breaks in your thesis. Both are included here as an example.

All capitals, bold, centered, and two inches down from the top of the page.



LIST OF TABLES

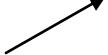
Leave three lines of space

This is the caption exactly as it appears in the text, at least up through the first period (as this particularly caption is more than one sentence long).



1 A very simple table.....5

Each table will be numbered, both here and in the caption.



One normal tab space



Leader dots, formatted as a tab



Page number



NOTE: Include a list of tables even if you just have one table.

Follow the same formatting as the List of Tables. Be consistent across the two tables.

LIST OF FIGURES

1	A very simple figure.....	6
2	An oversized version of a very simple figure.....	8

If you have figures or tables in an appendix, they must be listed in the List of Figures.

EXCEPT if you have many figures or tables and they are grouped in an appendix, without any separate captions.

All capitals, bold, centered, and two inches down from the top of the page.



GLOSSARY, LIST OF ABBREVIATIONS, TERMS, OR SYMBOLS

These are optional. Include if having access to this information would be helpful for the readers of your thesis: would a reader need to be able to quickly look up words, abbreviations, etc? If your thesis includes a number of equations, you may want to include a List of Equations.

This should be listed in the Table of Contents.

Title: **CAPITALS**, **bold**, centered,
and spaced at least two 2" down
from the top of the page

Three lines of space between the
title and the text

ABSTRACT

Required, usually no more than a page. An abstract is a concise summary of
your paper. This is the last of the front matter.

This is the last page which will
have a roman numeral.

Start the chapter two inches down from the top of the page.

The chapter title is in upper case and bolded

Chapter 1

This part is in mixed case, uses an Arabic number, and is bolded.

UNNUMBERED SECTION BREAKS

Begin writing your document on this page. Leave a consistent amount of spacing between the chapter title and your first paragraph. Always leave the same amount of space, for every chapter of your thesis! The standard is three lines of space, but it is more important to be **consistent**.

Typical paragraphs here. Double-space. Indent new paragraphs. Be consistent in the spacing between paragraphs.

This is the bulk of your thesis. You will spend the most time actually writing your Thesis. Most of the formatting can be done later, *except* for the formatting regarding ORGANIZATION. A thesis is closer to a book rather than a journal article. It must be divided into chapters. And chapters are usually divided into sections. As you write your thesis, think about where you want to divide it into chapters and sub-sections.

Formatting a Thesis

First-level section break: Mixed case, underlined, centered.

This is a first-level division. This section may itself have subsections. This is an example of the *unnumbered* heading scheme, and is typically used by the arts, humanities, and social sciences.

Second-level section break: Mixed case, underlined, left-aligned.

Leave three single lines of space between sections, and be **consistent**.

Formatting Front Matter

Like this: this section is under the first-level section break of “Formatting a Thesis”. It’s called a second-level section break.

First Arabic page number, restarting with ‘1’

Avoid orphaned headers – keep headers and text on the same page, even if it forces you to add another space.

The second page of your chapter has a 1.5 inch top margin, not two inches like the first page.

Third-level section break: Mixed case, underlined, indented. Ends with a period and begins the paragraph.



Formatting the Title Page. This is a third-level section break. Most Theses do not

have more than three levels of headings.

Leave three single lines of space between sections, and be **consistent**..

Formatting the Approval Page. Here's another third-level section break. Divide sections as appropriate, given the material you are discussing.

Formatting the Body of the Thesis

Back to another second-level heading.

Writing a Thesis

New first-level section break, heralding a brand-new topic that is not part of the preceding section.

Two inches down

Chapter title is formatted the same

Chapter 2

NUMBERED SECTION BREAKS

Do not *EVER* mix organizational styles within your thesis! Chose either the unnumbered or numbered schemes, and consistently apply them throughout your thesis.

But this is a Sample Formatting Thesis, so it's now going to switch to numbered section breaks.

Numbered section breaks are typically used in the sciences and engineering.

The first number indicates the chapter, the second the section.

2.1 Formatting a Thesis

All in bold, mixed-case. There's a big indent between the numbers and the title. Be consistent, and indent more than the regular paragraph indent.

First-level section break, using the numbered scheme. This is Chapter 2: First Section.

Leave three single lines of space between sections.

2.1.1. Formatting Front Matter

Second-level section break.

2.1.1.1. Formatting the Title Page

This is the second chapter, first section (first-level break), first subsection (second-level break), first sub-subsection (third-level break). It will make better sense in the Table of Contents.

Third-level section break. It looks a bit long because the numbering starts with the chapter number.

2.1.1.2. Formatting the Approval Page

Etc.

1.5 inches down

2.1.2 Formatting the Body of the Thesis

Second-level section break.

2.2 Writing a Thesis

Another first-level section break. Usually there will, of course, be more text between these – though there is no requirement for how long each subsection should be.

Chapter 3

PICTURES

You may insert tables or figures into the body of your thesis, if appropriate and if doing so will not interrupt the flow of your thesis (otherwise, you should include them as an appendix).

Tables

Here is a very simple table, worked into the flow of the text. You want to put the table as close to where you reference in the text as possible.

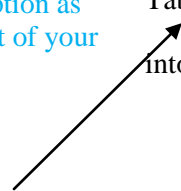
Leave three lines of space between the text and the table.

Table 1. A very simple table. This table was almost randomly generated by typing numbers into Excel.

Leave two lines of space between the caption and the table.

Numbers	Significance	More Numbers	Etc.
1	0.002	2356	14
3	0.003	5286	85
5	0.001	548	8
7	0.002	5798	6
9	0.003	157	52
11	0.001	27	36
13	0.002	4859	78
15	0.003	459	65
17	0.001	894	58
19	0.002	289	19
21	0.003	248	13
23	0.001	251	14

Place the caption above the table. Use the same font for the caption as for the rest of your thesis.



Number the table. You can either number them consecutively, or use a decimal system to number them by chapter (much like the numbered system of section breaks).

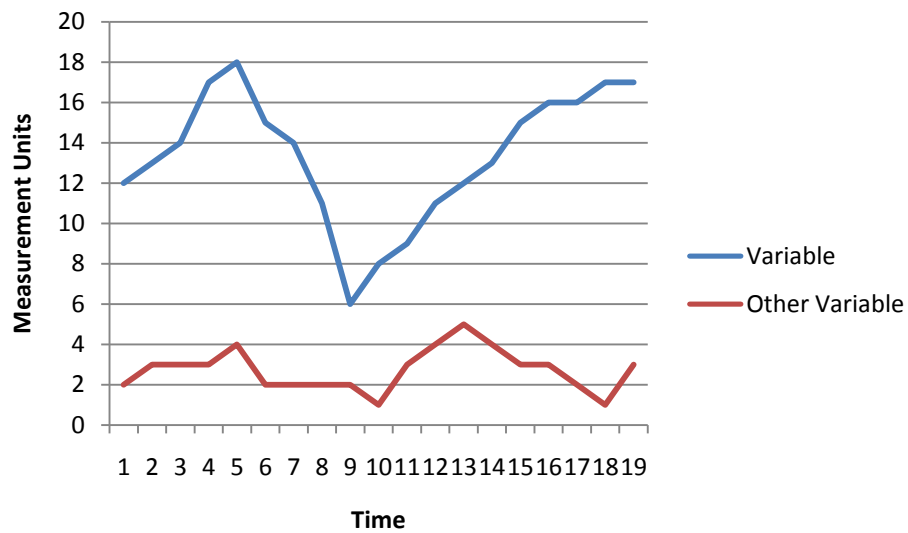
Talk with your director about the best way to format tables in your field: Should there be borders? Vertical but not horizontal borders? Etc.

Continue writing.

Figures

The rules for placing figures are much the same as for placing tables: if they can be inserted into the text, do so as soon after mentioning them as possible.

Leave three lines of space between the text and the figure.



Talk with your director about the best way to format figures in your field:
Borders?
Axis labels?
Lines? Fill?

Place the caption below the figure. Use the same font for the caption as for the rest of your thesis.

Figure 1. A very simple figure. This figure was almost randomly created by entering numbers into Excel.

Leave two lines of space between the caption and the figure.

Number the figure. You can either number them consecutively, or use a decimal system to number them by chapter (much like the numbered system of section breaks).

Continue writing.

Oversized Tables or Figures

Inserting a table or figure into the text works fine as long as the object is small enough (the rule of thumb is half a page or less) to fit easily onto a page along with the text. Since everything is double-spaced, and since you are required to put extra lines of space above and below the object, and between the object and the caption, it can be difficult to fit in tables or figures.

The real difficulty is with very large tables or figures. They MUST fit into the margin specifications. But you can put them on their own page, and can landscape them if necessary. For example –

(You probably wouldn't want to leave all this blank space, so just continue writing. Tables and figures should be inserted into the text as soon as possible after they're mentioned.)

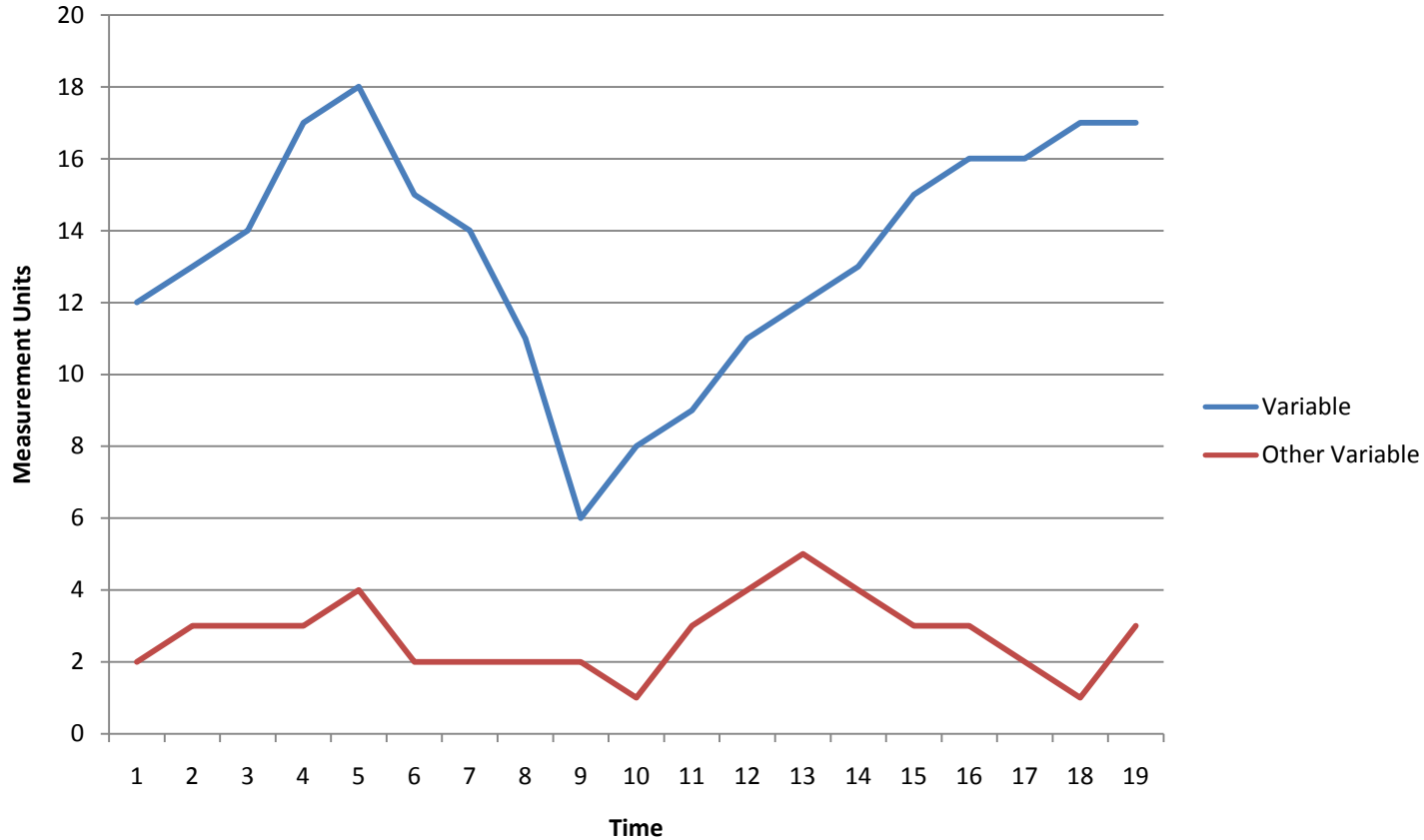
This will be the left side of the page: left margins are 1.5 inches

The figure still fits within the margins.

A text box with rotated text allows you to put a page number in the same place as a portrait page.

8

This will be the top of the page; top margins are one inch



This will be the bottom of the page; bottom margins are 1.5 inches

Still two lines of space between the figure and the caption.

Figure 2. An oversized version of a very simple figure.

There is actually the page number '8' under here, but since you want the page number to be in the same place as all your potrait pages, there's an empty text box placed over the page number.

This will the right side of the page; right margins are one inch.

Alternatively, you could disable page numbers in this section, and restart the next section with the appropriate number.

If you still have difficulty fitting a figure or table into the page, it is possible to put the number and caption on either a preceding or facing page. Or the material can be included as pocket material, which does not have to obey any size or margin specifications. In the print copy of your thesis, the pocket material will be in a pocket affixed to the inside back cover of your thesis. For the digital copy, you will simply have to provide a pdf of the figures or tables.

Title is in all capitals, bold, centered, and two inches down on the page. There are three lines of space between the title and the text.



REFERENCES

Use whatever style of references is appropriate to your field. Do not make up your own system.

Ask your director if you have questions.

Even if you used end or foot notes in your thesis, you *must* still list all your references in this section.

APPENDIX

If you have only one appendix, call it “The Appendix.” If you have multiple appendices, the standard is to label them Appendix A, Appendix B, etc.

Start each Appendix on its own page.

Insert any additional material here.

Appendices often include:

Questionnaires or surveys used in the study

Human Subjects Review Board Approval (required if you used human subjects)

Figures or tables. (These can be included within the text of your thesis unless they would interrupt the flow of the document, in which case they are set aside as an appendix.)

The appendix is the last part of your thesis.