

Format Requirements for Professional Papers

Paper

- ❑ Regular white printer paper is adequate. Do not use line paper, erasable paper, perforated paper, or paper hole-punched for a binder.

Margins

- ❑ Margins are 1" on all sides to allow for binding.
- ❑ Page numbers, tables, figures and appendices do not extend into the left margin.

Photomounting

- ❑ Photographs, if used, need to be scanned.

Visual Quality

- ❑ The print is letter quality and uniform style has been used throughout.
- ❑ Final copies are high quality. (Be sure the copies have not picked up spots or smudges during reproduction.)
- ❑ Figures, printouts, spectra, etc. are clear and easy to read.
- ❑ There is no tape, white-out, handwritten information, etc. on the copies.
- ❑ Text is double-spaced and printed on only one side of the paper.

Pages

- ❑ Each copy has been checked page by page.
- ❑ All pages are present, in the correct order, and right side up.
- ❑ Preliminary pages are numbered at the bottom with lower case Roman numerals.
- ❑ Text is numbered with Arabic numerals.
- ❑ First pages of chapters or sections, appendices, and bibliography are unnumbered or numbered at bottom.
- ❑ All figures, tables, photographs, etc. are present and have the appropriate captions.

Submission

- ❑ One spiral-bound copy for the College and each committee member of the final approved copy.