

FORMAT REQUIREMENTS AND GUIDELINES

Paper

- White paper with a 25% or higher cotton-fiber content embossed with a watermark seal
- 20 pound weight minimum
- 8.5" x 11" in size

Word Processing

The thesis/dissertation must be a flawless copy that does not reveal the following:

- Cross-outs, lines from paste-ons, dots and shading in the background, smudges and smears, and white-out.
 - Use of photo-mounting corners, staples, or tape.
- A thesis/dissertation with any of the above flaws will not be accepted.

Printing and Copying

- Every page of the document must be printed single-sided.
- Laser printers are strongly recommended.
- Dot-matrix printers are not acceptable.
- Professional copying of the unbound thesis or dissertation submitted to the Graduate School is strongly recommended.

Fonts

- **Most** 12-point fonts are acceptable for text and 10-point font for footnotes and subscripts (see page 25 for font references).
- Fonts equivalent to Microsoft Word may be used.
- All fonts less than 10-point are not recommended even for superscripts and subscripts. For information related to font size in footnotes, refer to the Footnotes section (next column).
- Other point sizes may be acceptable under special circumstances, but their use is not recommended and requires ADVANCE approval from the Graduate School. Bring your document for a preliminary check by the Graduate School for approval.

Symbols

- Symbols commonly used in mathematical equations, logic/scientific notations, etc. may be used, but must be fully legible and amenable to microfilming without loss of information (see page 27 for samples).

Spacing and Margins

- **The abstract and the general text of the manuscript must be double-spaced.**
- **Single-space each bibliographical entry and double-space between entries (see page 9 for bibliographical entries).**
- **Single-space may be used for long tables, long quotations, footnotes, appendices and multi-line captions.**
- **Margins must be:**
Top, Bottom, Right: 1"
Left: 1.5" (extra space is needed for binding)

Divisions and Subdivisions

- If the text is to be divided into chapters or subdivided into sections, any of the methods recommended in the style manuals may be used, provided consistency is maintained throughout.

Footnotes

There is a wide diversity of practice in footnoting among publications of the sciences, humanities, and social sciences. Michigan State University has no overall requirement beyond consistency.

- All footnotes must conform to margin requirements.
- All footnotes must conform to font requirements with exception being given only to the footnote number itself. Most software programs default to a font size smaller than 10-point. However, the footnote number can be no less than 8-point font size (see page 26 for sample footnotes).