

## MatSE Thesis/Dissertation Format Requirements

These requirements should be followed in addition to the format requirements set by the Grad College: [Graduate College Requirements](#)

\*Deadlines for deposit are listed on the [Graduate College Academic Calendar](#)

1. An ABSTRACT is required for all thesis and dissertations and should be on pg. ii.
2. The title "**TABLE OF CONTENTS**" should be in bold print, but no other bold lines should appear on the table of contents page. If *italics* are used in the text for subheadings, be sure to put the subheading in *italics* on the table of contents. If there are two lines to a heading, single space and line up the second line of text with the first word of the heading and also make sure the first line does not overlap the page numbers on the right.

2.1 Heading	
heading second line.....	5

3. All chapter and major section headings should be centered and in all CAPS.

CHAPTER 1

HEADING

4. Subheadings Should be in Upper and Lower Case.
5. Margins must be a minimum of 1 inch all around.
6. Page numbers should be centered at the bottom of the page.
7. **References:** Format references like headings in the TABLE OF CONTENTS. Displace from the number and single space/left-justify multi-line texts. Reference notations within the text must be in brackets [1.2] and the same size as the rest of the text. DO NOT USE SUPERSCRIPTS.
8. **Figures:** If placing figures at the end of chapters as their own section, they should be the very last pages of the chapter appearing after the references. If two figures will fit comfortably on one page, please group them; otherwise center the figure on a single page. Format figure captions like subheadings and references.

\*Your thesis must be ready to deposit before the department will format check.

\*Please allow a minimum of 3 days to complete the department format check and allow a minimum of one week for deposit completion.

\*Your thesis must be approved by the department before it can be deposited.

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