

Chapter 3

TECHNICAL REQUIREMENTS: PAPER, PRINT, AND WORD PROCESSING

Key Technical Requirements

Many details of good practice and specific requirements are presented in this chapter. A few, however, should be highlighted.

- The thesis or dissertation is printed on one side of the page, not both sides.
- Text pages may be single- double- or one-and-a-half-spaced, depending on requirements set for your specific program.
- The entire thesis or dissertation will use the same type style (e.g., Ariel, Times) throughout, with very few exceptions.
- A high-quality, professional appearance is essential, with consistent application of all formats.

3.1 Paper

Both library copies of the thesis or dissertation must be submitted on uniform white paper of at least 25% cotton content and 20-pound weight and in the standard 8 1/2 x 11 size. Acceptable paper will have a watermark indicating the cotton (rag) content. Paper meeting these specifications is available in a number of different brands. Many copy centers supply appropriate paper as part of the copying fee. This paper is also available in the Campus Store.

Exceptions are allowed in the quality and weight of paper for these final copies only in the case of photographic plates and “pocket material” (see 6.3).

Do not use the kind of paper sometimes sold as “thesis or dissertation paper” that shows marginal rulings in light, colored ink. “Erasable” paper also must not be used.

You should make certain of your paper supply for the final copies before the first submission of the thesis or dissertation, because the signatory pages required at this time should match the paper to be used for final submission.

Why is rag-content paper needed for the library copies?

It's a matter of preservation. Only rag-content paper holds up well over time. Other papers, with a higher acid content, will darken and become increasingly brittle. One bound, rag-content copy of your thesis or dissertation will be placed in the library's permanent archive and will not be allowed to circulate. The other copy will be shelved for use by the library's patrons.

3.2 Print and Photocopy Quality

The final copy of the thesis or dissertation must be “letter quality,” as produced on a laser printer.

For the final copy, superscripts and subscripts must be typed and equations and symbols must be typed/word processed; a different typeface may be used for such special cases if it is uniform throughout.

Most thesis/dissertation final copies are produced individually by a quality laser printer. If you will submit photocopies, these should be—and must be, for the final submission—clear, uniform, medium-dark copies without spots, lines, smudges, or “shadows,” with print on one side of the paper only. The print must be permanently

fused to the paper. It is a good idea to test this while you are still at the copy shop by rubbing a sample of the print with your finger or an eraser. If the print rubs or flakes off easily, the reproduction is not thesis or dissertation quality. The print quality and darkness of the final copy should match that of the signatory page previously produced.

Inserted illustrations for both copies should be photographs or graphics-quality photo-reproductions (see section 6.3).

3. 3 Word Processing

In word processing a thesis or dissertation, the cardinal principle is consistency of format, along with adherence to the specific instructions given within this manual.

If you will be having someone else word process your thesis or dissertation, special considerations need to be taken into account. You should feel free to ask for references or samples of previous work. You should establish in advance the terms of your agreement—the exact work to be done, time frame, rates, schedule for payment, and the like. By clarifying the nature of the work to be done, this process can be advantageous to both parties. Make certain that the typist you hire has a copy of the current version of this manual and the specialized style manual you are following. Remember the rule that no matter who helps you with preparation of your thesis or dissertation, you are the one responsible for all details of its final content, format, and appearance.

3. 3. 1 Type Size and Style

Use a standard type face of 11 or 12-point size. Point sizes differ depending on the type face and design. (A commonly used type-face, 12-point Times New Roman, illustrated in this sentence, has a particularly small format; your thesis or dissertation should not use a type face smaller than that shown in this sentence.) Use italic (script) print only for foreign words, book and journal titles, and special emphasis.

You may use type of somewhat larger sizes for chapter headings, but do not use sizes larger than 14 point. Do not overdo the use of different type sizes. Boldface type may also be used on the title page and for headings, as well as in the text for special symbols or for emphasis.

You must use a single type face for the entire thesis or dissertation: the front matter, text, references, display pages, and appendix—including page numerals. You may use different type faces only within tables, figures, and appendices. The thesis or dissertation will be more attractive if variation in type styles is minimal; you should seek to have your tables, figures, and appendices use the same type faces as the text unless a good reason prevents it. The same type face must be used for all table numbers and titles and for all figure numbers and titles; however, in both cases this may differ from the text type face.

Reduced type may be used within tables, figures, and appendices, but, in part because of microfilming requirements, it should be at least 9 points in height and must be completely legible. (This is an example of 9 point type.) If you are photocopying an illustration from another source and the copy is not clean and sharp, you will need to paste in typed material for further copying or devise some other method of producing clear print of the specified size.

3. 3. 2 General Formatting Rules

Begin each chapter on a new page. Do the same with each element of the front matter—list of tables, acknowledgments, etc.—the references or bibliography section, and each appendix. Continue the text to the bottom of the page in other cases. Do not type a heading near the bottom of a page unless there is room for at least two lines of text following the heading. Instead, leave a little extra space on that page and begin the heading on the next page.

Text pages may be single- double- or one-and-a-half-spaced, depending on requirements set for your specific program. If double- or one-and-a-half-spacing is used for your text pages, the following may use a closer spacing: items in table of contents or list of figures/tables (within but not between entries), table titles, figure

captions, body of tables, and body of appendices. Legibility will be considered in evaluating the final version for approval of library submission. Many programs will determine a specific choice, such as double-space, that all thesis or dissertation writers must use; others may allow the student to make the choice. We will attempt to maintain a web posting that indicates each program's choices.

We strongly suggest that you **not** divide words at the ends of lines, except in cases where not doing so would produce an extraordinarily short line. The presence of many hyphen-divided words significantly reduces legibility. Carefully check all end-of-line word divisions with a dictionary. We will return incorrect word divisions for correction.

We strongly suggest that you **not** use right justification—the process used in printed books that makes both the left and the right-hand margins even. Even with contemporary word processing software, this usually results in distracting gaps or other unevenness in spacing. A somewhat ragged effect along the right-hand margin, as in the present publication, is preferable to excessive or incorrect end-of-line hyphenation and to the spacing irregularities within lines caused by “right justification.” If, in our judgment, a thesis or dissertation's right-justification distracts legibility, we will return it for correction.

3. 3. 3 Margins

A margin is a blank space surrounding the text and extending to the paper's edges, in which nothing appears, not even page numerals.

The left margin of all pages must be at least 1 1/2 inches. This applies to all pages—tables, figures, and appendices as well as text. (The extra wide left margin allows for sewing the sheets; it will not look excessive when the copies are bound.) The other three sides should have a margin of 1 inch. Page numbers also must be on or within these margins. In typing the title page and headings, center lines on the typed page, not the paper, allowing for the extra half-inch of margin on the left.

3. 3. 4 Pagination

Page numeration is indicated with lower-case roman numerals (iii, iv, etc.) for the front matter and a sequence of Arabic numerals (1, 2, etc.) continuing through the text, bibliography/references, and any appendices. More detail on page numeration for the items of the front matter is given in Chapter 5. The preferred style for placement of page numbers, is “On front matter pages and the first page of each chapter or section, the page number will be placed in the center of the text at the bottom of the page, with the bottom of the number resting on the one-inch margin. On all other pages, the page number will be placed at the top of the page, one inch from the right side, so the bottom of the number rests on the top one-inch margin.”*

Other page number placements are possible, such as all occurring centered at page bottom on the margin line, as long as the format is used consistently throughout.

Do not type a number on the title page or signatory page. Page numbers must be in a consistent location and be within the page margins.

Just show the page numeral itself. Never embellish page numbers with punctuation such as dashes or periods or the typed symbol “p.” or the word “page.”

* Miller, Joan I, and Bruce J. Taylor, The Thesis Writer’s Handbook (West Linn, Oregon: Alcove Publishing Company, 1989), 62.