

DOCUMENT FORMAT CHECKLIST

TAD Services reviews the following formats within a document before accepting it: order of pages, layout, page numbers, margins; references, tables, and figures for consistent layout; and lists of contents against the document.

- Send document in Word Format** to TAD Services for a pre-oral defense and final post-oral defense format check at tad@ohio.edu. Please name the file “Last, First and current date” (Doe, Jane MM-DD-YY). *Please note: large documents can also be sent by using the secure web site at www.yousendit.com.
- Page order** and **front of document** are formatted correctly (see *Document Layout* or use *Document Template*).
- Use same Font** is used consistently throughout the document (font size should be 11 or 12 pt. and common fonts, such as: Times New Roman, Courier, Arial, etc.).
- Margins:** Right, top, bottom = 1.0 inch. Left = 1.5 inches for binding.
- Header** is set to 1 inch on the whole document to keep page numbers out of margins.
- Spacing** is double or 1-1/2 inch throughout the document. Single spacing may be used for long quotations, footnotes, table captions, tables, figure captions, figures, table of contents, list of figures, list of tables, dedication page, references, and appendices.
- Footnotes** can be numbered sequentially within the entire document, placed at the bottom of the appropriate page, sequentially at the end of a chapter, or at the end of the document.
- All photographs, illustrations, and musical scores are digitized for inclusion in the electronic file. Links can be created in the PDF document as described in the Word/PDF Training Handbook.

Page Numbering

- Page number begins:** on page two (2) of the manuscript.
- Page number placement:** upper right hand corner inside margins (set Header to 1”, so the page number does not appear in the margin). Also, press the *Entry* key once after inserting the page number to allow for proper line spacing between the page number and text.
- Page number assignment:** every page is assigned a number, but no number appears on the title (first) page. As of Fall 2007, all page numbers will be in Arabic number format (1, 2, 3...) and will begin on page two of the document (with the exception of the Scripps College of Communication, who uses Roman numeral, i, ii, iii, at the beginning of the document and then the page number starts on Chapter 1 in Arabic numbers, 1, 2, 3... No page number appears on the first page. Use the Scripps template document for the correct page number format.).
- Page number format:** page numbers stand alone. Use no dashes (-2-) or words (Page 2, title, name, etc.) before or after the page number. Page numbers should be formatted in the same font as your text.

Tables/Figures

Follow the discipline-specific style guide (APA, MLA, etc.) to format tables and figures. If the style guide does not have specific instructions, please use the following as a guide.

Ensure placement of tables/figures:

- Tables and figures appear in the document after being mentioned in the text. If a table/figure is large, place the entire table/figure on the following page (use CTRL-Enter to insert a page break). Landscape page orientation is also an option.
- Tables that spread over several pages, should have the title “Table #: continued” at the top of the following page(s).
- Tables/figures are left aligned and should fit within the margins.
- No text appears to the left or right of a table/figure.

- If the page is oriented in landscape, the margins should be 1.5 inch top margin and 1.0 inch on all other sides. This should occur naturally when you set the page to landscape in Word. (To set a page to landscape, select the title and table, select File/Page Setup/Landscape Page/Apply to: selected text.)

Titles/Captions on Tables/Figures:

- A brief and explanatory title should appear at the top of all tables. All titles should appear in the List of Tables with similar wording and the same capitalization as they appear in the body of the document. The titles should be in the same font and size as other text.
- A concise explanation (called a caption) should appear below all figures. All captions should appear in the List of Figures with similar wording and the same capitalization as they appear in the body of the document. The titles should be in the same font and size as other text.
- Titles and captions have a consistent font, numbering, placement, and capitalization. Conventions for capitalization of words and punctuation in titles and captions vary from discipline to discipline. The format selected should be consistent throughout the document.
- Spacing between the title/caption and the table/figure should be formatted consistently on all tables and figures.

Sample format and spacing before and after a table and figure: All tables/figures should be separated from the text by three blank lines (two double spaces) before and after the table.

← double space (or three single blank lines)

Table 1.

This is an Example of an APA Table

Paper Type	Total for 2005	Total for 2006
Dissertation	52	54
Thesis	150	150

← double space (or three single blank lines)

The example below shows the format of the caption on a figure and the spacing required before and after a figure.

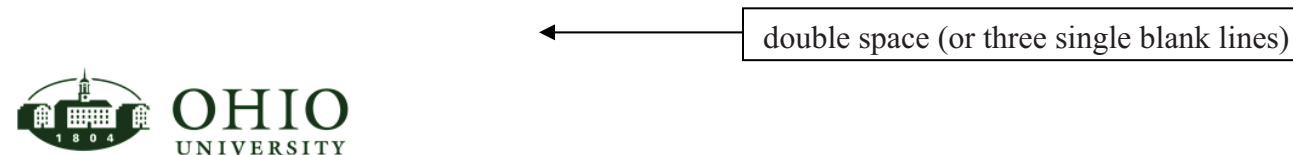


Figure 1. Ohio University icon.

← double space (or three single blank lines)

Beginning of next paragraph...

HEADING LEVELS FOR THESES AND DISSERTATIONS

The following heading levels were adopted by all colleges at Ohio University Summer 2007. These heading levels are not required (some students may want to use journal specific formatting guidelines); if these headings are used, they should appear in this order and in the same font as the balance of the document. These heading style have already been formatted into all template documents. The Scripps College of Communication has a Chicago Style Template with different style heading. All templates are available at www.ohio.edu/tad under Step 1.

CENTERED UPPERCASE HEADING	←Heading 1
Centered Uppercase and Lowercase Heading	←Heading 2
<i>Centered, Italicized, Uppercase and Lowercase Heading</i>	←Heading 3
<i>Flush Left, Italicized, Uppercase and Lowercase Side Heading</i>	←Heading 4
<i>Indented, italicized, lowercase paragraph heading ending with a period.</i>	←Heading 5

PAGE ORDER

Flyleaf (blank sheet for hard copy paper copies only)

Title Page
Approval Page
Abstract Page
Preface (optional)
Dedication (optional)
Acknowledgements (optional)
Table of Contents
List of Tables
List of Figures
List of Charts, Illustrations, Photographs, Symbols, etc.
Main Text
Bibliography (References or Works Cited)
Appendices

Flyleaf (blank sheet for hard copy paper copies only)

A sample of each of these pages follows this section. Carefully read the guidelines for each page. To save time, you may use the TAD Word or LaTeX template files (located at www.ohio.edu/tad). These files contain most TAD settings mentioned in this guidebook.