Document Format Checklist

TAD Services reviews the following areas 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. **TAD Services recommends using the template designed for your college. Each template is pre-formatted with the requirements listed below.**

- ❑ **Send document in Word Format (PDF for LaTex users)** to TAD Services for a pre-oral defense and post-oral defense format check at tad@ohio.edu. Please name the file "Last, First Name and current date" (Doe, Jane MM-DD-YY). Large documents can also be sent using via the TAD Box account, accessible on the TAD homepage: www.ohio.edu/tad.
- ❑ **Page order** and **front of document** are formatted correctly (see sample pages or use document template).
- ❑ **The same font** is used consistently throughout the document (font size should be 11 or 12 pt. and a common font, such as Times New Roman, Courier, etc.).
- ❑ **Margins:** Right, top, bottom = 1 inch. Left = 1.5 inches. Margins on landscape pages: Top or Bottom = 1.5 inches. All other margins = 1 inch.
- ❑ **Header from top** is set to 1 inch on the whole document to keep page numbers out of the top margin. **Exception**: Scripps College page numbers appear in the footer, centered.
- ❑ **Spacing** is double or 1.5 throughout the document. Single spacing may be used for block quotations, footnotes, table titles, tables, figure captions, Table of Contents, List of Figures, List of Tables, Dedication, References, and appendices. There should be no space applied anywhere in the body of the document.
- ❑ **Indentation:** The first line of each new paragraph should be indented consistently throughout the document; TAD Services recommends using the Tab key to indent each paragraph to .5".
- ❑ **Footnotes** may 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 numbers begin** 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). Press the Enter key once after inserting the page number to allow for proper line spacing between the page number and text. **Exception**: Scripps College page numbers appear in the footer, centered.
- ❑ **Page number assignment:** Every page is assigned a number, but no number appears on the title (first) page. All page numbers are in Arabic number format (1, 2, 3).
  Exception: Scripps uses Roman numerals (i, ii, iii) at the beginning of the document and then the page number starts in the first page of 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, Running head, name, etc.) before or after the page number. Page numbers should be formatted in the same font and size as your text.

Tables/Figures

Follow the discipline-specific style guide (APA, MLA, etc.) to format tables and figures. TAD Services also requires the following:

Ensure placement of tables/figures:

- ❑ Tables and figures appear in the document after the paragraph of mention. If a table/figure is too large to fit in the remaining space, place the entire table/figure on the following page (use CTRL-Enter to insert a page break). Landscape page orientation is also acceptable.

- ❑ Tables that spread over multiple pages, should have the title "Table #: continued" at the top of the following page(s).
- ❑ Tables/figures are consistently left aligned or consistently centered 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" for the top OR bottom margin, and 1 inch on all other sides. This should occur naturally when you set the page to landscape in Word.

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 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 for all tables and figures.

Sample Format and Spacing Before and After a Table and Figure

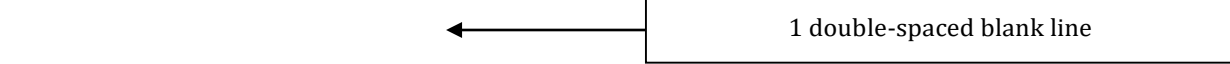All tables and figures should be separated from the text by one double-spaced blank line.

← 1 double-spaced blank line

Table 1

This is an Example of an APA Table

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

Note: Typeface and size of text within tables and table notes may be as small as 10 point, if 12 point is impractical. Titles should be consistent with the rest of the document.

← 1 double-spaced blank line
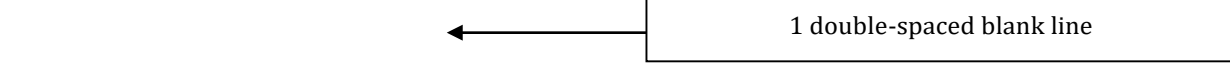
The example below shows the format of a figure caption and the spacing required before and after a figure.

← 1 double-spaced blank line

Figure 1. Ohio University logo.

← 1 double-spaced blank line
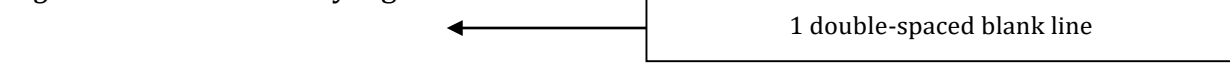
Beginning of next paragraph…

Heading Levels for Theses and Dissertations

The following heading levels have been adopted by all colleges at Ohio University. 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 body of the document. These heading styles have already been formatted into most TAD templates. The Scripps College of Communication has a Chicago Style Template with corresponding heading styles and the Patton College of Education template has been formatted with APA 7 headings. All templates are available on the Forms and Templates page on the TAD website.

American Psychological Association (APA) 5

Heading 1	CENTERED UPPERCASE HEADING
Heading 2	Centered Uppercase and Lowercase Heading
Heading 3	*Centered, Italicized, Uppercase and Lowercase Heading*
Heading 4	*Left-aligned, Italicized, Uppercase and Lowercase Heading*
Heading 5	*Indented, italicized, lowercase run-in heading ending with a period.*

American Psychological Association (APA) 6

Heading 1	**Centered, Boldface, Uppercase and Lowercase Heading**
Heading 2	**Left-Aligned, Boldface, Uppercase and Lowercase Heading**
Heading 3	**Indented, boldface, lowercase run-in heading ending with a period.**
Heading 4	***Indented, boldface, italicized lowercase run-in heading ending with a period.***
Heading 5	*Indented, italicized, lowercase run-in heading ending with a period.*

American Psychological Association (APA) 7

Heading 1	**Centered, Boldface, Title Case Heading**
Heading 2	**Left-Aligned, Boldface, Title Case Heading**
Heading 3	***Left Aligned, Boldface, Italicized, Title Case Heading***
Heading 4	**Indented, Boldface, Title Case, Run-in Heading Ending With a Period.**
Heading 5	***Indented, Boldface, Italicized, Title Case, Run-in Heading Ending With a Period.***

Page Order

Flyleaf (blank sheet for 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, Schemes, Symbols, etc.
Main Body Text
Bibliography (References or Works Cited)
Appendices

Flyleaf (blank sheet for paper copies only) Samples of these pages can be found at www.ohio.edu/tad.

TAD Services strongly recommends using one of the TAD Word or LaTex templates. These templates are pre-formatted following most of the guidelines given in this checklist.