

## B. Format

- Paper

Use high-quality acid-free A4-size paper.

- Printing

A high-quality laser printer should be used for the final copy.

- Headings

In disciplines where section numbering is normally used, the following guidelines apply:

Chapter title: 18 – 24 pt. size, bold.

Main Section Headings: Can be numbered as chapter-number. Section number (e.g., 3.2 for chapter 3, section 2) in 14 pt. size, bold.

All main heading should be centered.

Second Headings: Can be numbered as x.y.z (e.g., 3.2.4 for chapter 3, section 2, and sub-section 4) in 12 pt. size, bold.

First Subheadings: Can be numbered as w.x.y.z (e.g., 3.2.4.1 for chapter 3, section 2, subsection 4, and sub-subsection 1) in 12 pt. size, regular.

Second Subheadings: Preferably unnumbered, 12 pt., italics.

- Text Font

Acceptable fonts generated by word processing programs include, but are not restricted to: Times New Roman 12, Helvetica 12, and Letter Gothic 12. The font provided through LaTeX\* is acceptable. Bold and italics should not be used excessively in the text. Furthermore, colored text should not be used. A single unified text font should be used in the whole thesis from first page till last page.

\*LaTeX is a document preparation system for high-quality typesetting. It is most often used for medium-to-large technical or scientific documents but it can be used for almost any form of publishing. LaTeX is *not* a word processor! Instead, LaTeX encourages authors *not* to worry too much about the appearance of their documents but to concentrate on getting the right content.

<http://latex-project.org/intro.html>

- Spacing

Double or one and a half spacing is required for the text. Only footnotes, long quotations, bibliography entries (double space between entries), table captions, and similar special material may be single-spaced.

- Margins

Left, 4 cm; top, bottom, and right, 2.5 cm. These are necessary to allow for binding and trimming.

- Page Numbering

Preliminary pages of the thesis, that is, those preceding the text are to be numbered in Roman numerals (e.g., I, II, III). The roman number should always start from the approval page “ii”.

The first page must not show its page number. Pages of the text itself and of all items following the text should be numbered consecutively throughout in Arabic numbers, beginning with number 1 on the first page of the first chapter. Page numbers should be placed in the lower right corner or center of the page. Only the number should appear, not page 9.

- Tables and Figures

Figures and tables should be inserted at the appropriate place in the text.

Figures must have numbers and captions under the figures. Tables should have titles and numbers above.

- Drawings

Any material which cannot be typed or computer generated should be drawn with permanent black ink in neat and heavy lines. Photographs of drawings are acceptable. Xerox reproductions of drawings are acceptable if they are of high contrast.

- Photographs

Mount small photographs with glue. Do not use rubber cement or tape.

High-clarity Xerox copies of photographs are also acceptable. In addition, high-quality scanned images can also be inserted into the thesis text.

- Footnotes

In disciplines where footnotes are normally used, they should appear at the bottom of the same page as their reference. Footnotes should be numbered in Arabic numerals. The footnote reference is superscripted and the explanation at the bottom of the page begins with the footnote reference number. Footnotes should have a smaller font size than the text (e.g. 10 pt.).

- CDs and DVDs

Identify CD and DVDs with title, name of student, and date.

- Computer Software

Describe in separate section in prefatory pages (e.g., list of figures and tables). When applicable, state requirements for the use of the software (e.g., hardware, screen resolution type) and any other information necessary for proper viewing of the software.

- Oversized Material

Oversize foldout pages may be included, though ample margins for binding must be included. Leave oversize page unfolded. The bindery will fold and insert them. All pages must be appropriately numbered if found in the text.