

# SUBMITTING YOUR THESIS

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## OVERVIEW OF OGE FORMATING REQUIREMENTS

### Cover Page

- All committee members listed-signatures do not need to appear on the uploaded PDF, but the blank lines should be there.
- The page number on this title page should be hidden.

### Table of Contents

- The headings and subsequent headings should be at the same level for each different section. For example, 1.1 should line up with 2.1 and 3.1.
- All page numbers should line up on the right side and be within the right margin.

### List of Figures and List of Tables

- List of Figures and List of Tables should include the Figure/Table number (ex.: Table 1.1), the full or partial caption and page number.
- List of Figures/Tables should include delimiters separating the figure/table number and the caption.
- Page numbers should line up on the right side and be within the right margin.

### Margins

- 1 inch margin on the top, bottom and outside (right-hand) edges.
- The inside (left-hand) margin should be no less than 1.5 inches.
- All margins should be consistent throughout the document.

### Font

- The same font size and style must be used throughout the text of the entire document.
- Font should be no smaller than 10 point.
- A different font can be used for titles of figures, tables, or formulae (ex.: use of bold or italics, smaller font for figure/table captions).

### Pagination

- Roman numerals should be used to number the front matter of the document. The body of the document (starting with the introduction) should be numbered using Arabic numerals.
- All pages introducing a major section or chapter of the document should have page numbers positioned at the bottom center of the page. All other page numbers can be positioned in the same place or in the upper right hand corner of the page. Regardless of where you choose to position the page numbers, you must maintain consistency throughout the document.
- Pages which contained landscaped figures, tables or images must have page numbers positioned in the same location as the rest of the document- think about where the page number would be if page was turned and the document was bound.

### Figures and Tables

- Figures captions must appear below the figure. Table captions must appear above the table.
- All captions must include a delimiter separating from the figure/table number and the figure/table caption.
- Figures/tables must be placed in the same position (usually centered) on the page throughout the document.
- All captions must be cited appropriately.

*For further clarification, please refer to the [Preparation Manual for Dissertations and Theses](#), contact your advisor, or contact a student services administrator from the Office of Graduate Education.*