**SOE Thesis / Project Format Guide**

Paper is organized in the following order with each section beginning on a new page.

**Overall Format Presentation**

* Spacing: Double space entire paper and do not leave extra spaces between headings/tables/figures.
* Pagination: Number each page in right top corner (Arabic numerals: 1, 2, 3, 4, 5…).
* Margins: 1” on all sides.
* Fonts: Serif fonts only – e.g. Times, Times New Roman, Courier; 12 points.
* Word spacing: 1 space after commas, colons, semi-colons, & periods.
* Running head: Abbreviated title, all Caps, no more than 50 characters, left justified.

**Title Page**

* Running head Introduction “Running head: CONDENSED TITLE” – left justified
  + Use “Different First Page” under format for Header and Footer for Section 1.
* Title – centered, title case, upper half of page, 12 words or less, inverted pyramid format
* Author – full name - centered
* University Name – centered
* Page number 1 in right corner of header

**Abstract**

* Running head: “CONDENSED TITLE” left justified
  + Use Section 2 Header Format, to omit “Running head:” from the rest of the document.
* Page number is right hand corner in header, page number 2.
* Title “Thesis Abstract” or “Project Abstract” - title case, centered, regular font, not bold
* Body of abstract begins on second line, left justified, not indented– see rubric for content
* Double spaced
* Limit one page – No more than 250 words
* Keywords – left justified, indented and the key words/phrases are in alphabetical order.

“Keywords: action research, high school, peer coaching, writing workshop”

**Acknowledgements (Optional)**

* Your choice of content, focus on acknowledging the people that provided you academic support

**Table of Contents**

* Title – center, all capitals, double space & include page number
* All pages listed in correct order & correspond to actual pages “Chapter I: Introduction ….Page 8”

**List of Tables & Figures (Optional)**

* Item numbered, title, page number provided – “Table 1: Title …………………………Page 15”

**Headings**

|  |  |
| --- | --- |
| Level 1 | **Centered, Boldface, Uppercase and Lowercase Heading** |
| Level 2 | **Flush Left, Boldface, Uppercase and Lowercase Heading** |
| Level 3 | **Indented (1/2 in/5 spaces), boldface, lowercase paragraph heading ending w/ a period.** |
| Level 4 | ***Indented, boldface, italicized, lowercase paragraph heading ending with a period.*** |
| Level 5 | *Indented, italicized, lowercase paragraph heading ending with a period.* |

**References**

* Alphabetize all references - when two of the same authors go by date.
* Left justify the first line and then indent the following lines for each reference.

Book “Author Last Name, Initials. (Date). *Title.* Publishing City, State Abbreviation: Publisher.”

**Appendices (Optional)**

* Headings – Label each appendix using letters – “Appendix A: Pagination”