

Department of Biological Sciences  
Kent State University

**Common Issues with Dissertation / Thesis Formatting**

- **Select a style** – Traditional or Manuscript and follow it all the way through (it MUST be one or the other, no hybrids).
- **Title Page** – Margins need to be 2” (top), 1.5” (left), 1” (right and bottom)
- **Signature Page** – Hardcopy and Electronic – There are differences and you will need both types.
  - Both need margins of: 2” (top), 1.5” (left), 1” (right and bottom)
  - For both, committee members’ names should have “Dr.” before the name OR “Ph.D.” after the name, but not both.
  - Hardcopy needs to have the committee members’ names typed UNDER each signature line.
  - Electronic needs to have the committee members’ names typed ON each signature line.
- **Table of Contents**
  - Needs a TABLE OF CONTENTS heading that is centered.
  - 1” margins all the way around (\*unless you are having your dissertation/thesis bound, see below).
  - Page numbers need to be right-justified and should line up as you look down the page.
  - The left indentation and labeling of each line need to match the example shown in the Style Guide examples of Traditional or Manuscript style.
- **List of Figures**
  - Needs a LIST OF FIGURES heading that is left-justified.
  - Figure titles need to match what is on the List of Figures page. Figure titles need to be below the figure.
- **List of Tables**
  - Needs a LIST OF TABLES heading that is left-justified
  - Table titles need to match what is on the List of Tables page. Table titles need to go above the table.
- **Other Margins**
  - Other than the Title page, Signature page, and other special pages listed in the Style Guide that need larger margins should have a 1” margin all the way around (\*unless you are having your dissertation/thesis bound, see below)
- **Page Numbers**
  - Verify that your page numbers throughout the whole document are correct – and be sure they match the page numbers listed on the Table of Contents, List of Figures and List of Tables.
  - All page numbers should be centered at the bottom of the page.
- **Miscellaneous**
  - Any figures you use that you did not create (or if you created them and they are published) need to have the proper copyright information provided.
  - If you do not have an abstract in your document that is fine, but you are required to have one for OhioLink.

\* If you are going to bind your thesis/dissertation ALL left margins should be 1.5”.