

# Andrews University's Formatting Rules

For *all* Andrews University dissertations and theses, follow the formatting rules given below. (For projects and term papers, these same rules apply, although a 1-inch left margin is required instead of 1½ inches.)

1. **Margins:** The left margin is 1½ inches; all other margins are 1 inch. This is true for every page of the dissertation, including the appendix material. Some pages, because of the way the text falls, may have a bottom margin greater than 1 inch, but text may *not* extend below that 1-inch margin. The initial page of a *chapter* or a major section (such as table of contents, bibliography, etc.) begins 2 inches from the top of the page.

2. **Indentation:** Paragraphs are indented ½ inch. Block quotations are indented 1/4 inch and single spaced.

3. **Justification:** Use a ragged right margin rather than a justified one.

4. **Font:** Courier, Times New Roman, or a similar font is preferred in 12 point. A *san serif* font such as Ariel is not acceptable. Footnotes may be presented with the font size reduced, such as 10 or 11 point.

5. **Italics:** Italics is used for emphasis (very sparingly), for foreign words, and for indicating titles of journals or books in the text, footnotes, and bibliographies/reference lists. *Underlining is no longer accepted.*

6. **Spacing:** All text is double spaced, except block quotations, which are single spaced. Appendix material may be either. Reference lists/bibliographies are single spaced, but double spaced between entries.

Triple space before all *subheads*. If two subheads appear together with no intervening text, double space between them.

Quadruple space both above and beneath a table or figure.

Triple space between chapter number and chapter title.

Triple space between chapter title and whatever follows.

Double space two-line *chapter* titles.

Single space two-line *subhead* titles.

7. **Page numbers:** For the *body of the paper*, the page numbers are centered at the *top* of the page, with this exception: The number appears centered at the *bottom* of those pages that begin a new chapter. This is true as well for appendix material, which is numbered consecutively after the chapters of the dissertation. For appendix material containing xeroxed pages that are already numbered, insert numbers in the upper right-hand corner within

square brackets.

For the *preliminary pages*, only the table of contents and those pages following it are numbered. Use lower case roman numerals at the *bottom* of the page. The table of contents begins with page iii. (If you include a dedication, it becomes page iii, and appears just before the table of contents, which now becomes page iv.) No pages are numbered before this page.

8. **Subheads:** The rules for subheads have been recently changed: Use only boldface and plain roman type for the five levels of subheads. Italics or underlining is no longer accepted for subheads (Style #2 only, page 15, of *Standards for Written Work*). Many students confuse “headings” with “subheads.” The chapter number and the titles of chapters within dissertations are *not* a level 1 subhead. They are headings. Your subheads begin after that, starting with level 1, and act as a guide (or outline) to your chapter. You may choose to use levels 1, 3, and 4, or 1, 3, and 5, omitting level 2, if you desire. However, once you omit level 2, you cannot add it in later chapters.

9. **Ellipses:** Ellipsis points are used *only* in quoted material and have a space after each dot. When something is omitted within a quoted sentence, use three dots that look like this:

The book used to lie . . . on the table.

When the omission comes at the end of a complete sentence, use four dots that look like this:

The book used to lie on the table. . . . Now it's on the chair.

The fourth dot is the period that completes the sentence, and, therefore, no space appears *before* it.

10. **Preliminary pages:** Follow precisely the sample style sheets at the back of *AU Standards for Written Work* (pp. 36-51). This includes the abstract, title page, approval page, table of contents, and lists of abbreviations, illustrations, and tables.

*Note.* Some of these rules are hard to follow if you use Microsoft Word. However, it *can* be done. Consider downloading the Word template at AU's web site indicated above. Word is not user-friendly unless you are very proficient in it, partly because there are no “reveal codes.” It is particularly hard to correct errors in format once they have been introduced. However, I realize that one must use what is available.