Formatting Basics

This is not a complete list of formatting rules. It lists major rules and is meant to be used as a supplement to the Honors Program template and your advisor’s guidance. For more information, contact the Honors Office—call (562) 985-4233 or email: Deborah.Thien@csulb.edu

Font size: Use 12 point font size for all material in front pages, text and page numbers. 9 point font for table titles and notes, figure captions, footnotes.

Font style: You may choose between one of two font styles: Times New Roman or Courier New.

Margins: Use 1 inch for all margins—top, left, bottom and right. Double Spaced throughout.

Order of sections: Each section begins on a new page. Arrange sections in this order: (1) title page, (2) signature page, (3) abstract, (4) acknowledgements (inclusion not required), (5) table of contents, (6) list of tables (only required if document contains numbered tables), (7) list of figures (only required if document contains numbered figures), (8) other lists or preliminary material (inclusion not required), (9) chapters (each chapter begins on a new page), (10) appendices (inclusion not required), and (11) references list.

Signature page: It is scanned and included in the PDF version of your thesis.

Page number location: Page numbers are centered at the bottom of the page and positioned between .75 inch and 1 inch from the bottom of the page.

Type of page numbers to use: (1) no page number for title page, (2) lowercase Roman numeral page numbers for preliminary pages (first page of abstract begins with iii), and (3) Chapter 1 begins with page 1 (Arabic numeral) and page numbers follow in sequence after page 1 to the last page.

Bold font for titles, including subheads, table titles and figure captions: For table of contents, list of tables, list of figures and any other lists, use bold font for the title of that section only (as an example, LIST OF TABLES) and not for anything listed within it (as an example, 1. Demographic Characteristics).

Information must match on title page and abstract. Be sure the wording and line breaks of the title of your document, your name and the semester and year match exactly. Use months for semesters: Fall = December, Winter = January, Spring = May, Summer = August.