

**Guidelines for Thesis and Dissertation Preparation**  
**School of Economic Sciences**  
**Washington State University**

August 2013

This manual contains suggested formatting guidelines for your thesis/dissertation in the School of Economic Sciences. First you must check with the Graduate School and follow their guidelines for the thesis/dissertation:

<http://www.gradschool.wsu.edu/Documents/PDF/DissertationAndThesisGuidelines.pdf>

Do not follow the format of someone else's thesis/dissertation. Consult with your committee on an acceptable format. The abstract must not exceed 350 words. You will submit a paper copy of the Title Page, Abstract, and Original Signature Page (you should always have your committee sign 2-3 original pages) on 100% cotton paper to the Graduate School. You are responsible for making sure that you conform to the guidelines set by the Graduate School.

Good grammar and spelling are important for effective communication, proper form and style enhance the readability of manuscripts. A thesis/dissertation/project plays an important role in a student's academic program and in the School's research program. At the beginning of your thesis/dissertation/project, it would be most helpful to have already decided on your style.

Here is the order of your thesis/dissertation:

- Title Page
- Abstract
- Original Signature Page
- Acknowledgements
- Table of Contents
- List of Tables
- List of Figures
- Chapters
- References
- Appendices
- Bibliography

Except for the Title Page, Abstract, and Original Signature Page, please use these guidelines to format your thesis/dissertation:

The page number is the only item designed to extend into the (minimum) 1" margin. It is required by the Graduate School that you have a ½" margin around the page number. This must be consistent. Every page has to have a page number. The page numbers are to be located in the same location throughout. On the title and half-title pages the number is not shown but must be accounted for. Preliminary pages, abstract, acknowledgements, table of contents, etc., are numbered with lower case Roman numbers (e.g., i, ii, iii, iv, v, vi). The text with the Introduction is numbered with Arabic numerals.

Suggested formatting

- 1 ¼" margins on the left and bottom
- Font should be consistent and universal throughout (i.e., TimesNewRoman)
- Headings and subheadings should be consistent throughout

If you have any questions, please contact your advisor or you can see Danielle, Hulbert 101.