



— College of —
Liberal Arts and Sciences
VILLANOVA
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GRADUATE STUDIES

General Style Guidelines

Format

Paper copies of the master's thesis or doctoral dissertation must be on white paper, 8½ by 11 inches. A left-hand margin of 1½ inches must be allowed for binding. Each of the other margins should be 1 inch. Do not punch holes in the left margin. (The larger left-hand margin allows easier binding.)

The master's thesis or doctoral dissertation must be single-sided and printed in black ink. The text must be double-spaced, except for footnotes and bibliographical items, which may be single-spaced (unless your department's and/or discipline's standards stipulate otherwise). In some cases, quotations may also be single-spaced, as recommended by certain manuals of style in the student's discipline (e.g., American Psychological Association, American Chemical Society, etc.). Students should follow faculty instructions and disciplinary standards (e.g., Chicago Manual of Style) for citation formats, quotations, footnotes or endnotes, etc.

Pagination

Each page of the master's thesis or doctoral dissertation is assigned a number. The Title Page is assigned the Roman numeral i, but that numeral is not shown on the title page itself. Subsequent "front pages" that precede the body of the text (e.g., preface, table of contents, dedication, etc.) are also numbered in consecutive Roman numerals (ii, iii, iv...), which should be placed at the bottom center of each page. The body of the text begins with the first Arabic numeral unless the stylistic convention of the student's discipline stipulates otherwise.

Beginning with the first page of the main body of the text, consecutive Arabic numbers should be used at the bottom center of each page (unless the formal guidelines in the student's discipline stipulate otherwise).

Each copy of the master's thesis or dissertation must include, normally in this order:

- **Title Page**
 - **Approval Page**
 - **Table of Contents¹**
- } Numbered with consecutive *Roman* numerals (i, ii, iii, iv, etc.)
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- **Abstract²**
 - **Text**
 - **Reference Material³**
(e.g., Bibliography)
- } Numbered with consecutive *Arabic* numerals (1, 2, 3, 4, etc.)

¹The Table of Contents is a consecutive listing of the names and page numbers of the chapters and other major divisions as they appear in the body of the thesis.

²An abstract (limited to 150 words for Master's Thesis and 350 words for Doctoral Dissertation) must be prepared on a single page.

³The reference material contains a bibliography or a list of references arranged alphabetically and any other pertinent sections, such as appendices.