FORMATTING MANUAL FOR THESES AND DISSERTATIONS
With Information about Final Copy Submission

LOYOLA UNIVERSITY CHICAGO

The Graduate School

Biomedical Sciences

HSD Campus

General Information

GSPS APPROVAL

All students writing a dissertation or thesis must create a committee and have it approved in the Graduate Student Progress System (GSPS) before a proposal can be approved. Once a proposal has been written and successfully defended, the student must start the proposal page in GSPS. Approval requests will automatically be sent out to the committee members and Graduate Program Director. Once the Graduate School approves the proposal, the student can conduct the research.

ORAL DEFENSE

A public oral defense is required of all dissertations and **most** theses (see individual programs' requirements). The results of the committee's evaluation of the text and oral defense are noted on the **APPROVAL BALLOT FOR TEXT AND ORAL DEFENSE OF A THESIS/DISSERTATION**, which **will be signed by the student's committee members and uploaded to GSPS by the student's Graduate Program Director as soon as possible after the defense.**

FORMAT CHECK
Before submitting a final copy of a dissertation or thesis, every student will electronically deliver a correctly formatted copy of the manuscript to the Graduate School, where it will be reviewed by the graduate school personnel.

The format check deadlines occur as follows:
- Students must submit their manuscript for review at least two weeks prior to their defense date and no later than the dates listed below.
  - **May degree conferral: March 1**
  - **August degree conferral: June 1**
  - **December degree conferral: October 1**

FINAL COPIES

Your final copy submission will be electronic.
The final copies deadlines are as follows (if a final copy deadline falls on a weekend, final copies will be due **by 5 pm on the Friday before the deadline** or, if Friday is a holiday, by 5pm on the Thursday before the deadline.

May degree conferral: May 1
August degree conferral: July 1
December degree conferral: November 1

If your materials are incomplete or inaccurate, the Graduate School will notify you. If the required corrections are extensive or take too long to complete, **you may not be permitted to graduate and the Graduate School will not confer your degree.

APPROVAL SHEET

Final approval of the text of a thesis or dissertation occurs *after* all required changes have been made to the text, at which point the director of the thesis or dissertation will sign the **THESIS/DISSERTATION APPROVAL SHEET**.
The Approval Sheet is a form made by the student, signed only by the committee chair, and submitted *with the final copy* of the thesis or dissertation.

INTRODUCTION
This manual will guide you through the formatting requirements of submitting final copies of dissertation and these to the Graduate School.
Dissertations and theses must follow all of these formatting rules; final copies that do not meet the requirements established by this manual will not be accepted, and students whose manuscripts do not meet the formatting requirements will not be permitted to graduate.

Proper formatting can take a great deal of time; we recommend you begin formatting as soon as you begin writing in order to save yourself time and effort later.

THE PARTS OF A DISSERTATION – PhD / THESIS-MS

Front Matter:
Title page
Copyright page
Acknowledgments-optional
Dedication-optional
Epigraph-optional
Preface-optional
Table of Contents
List of Tables (required if you have tables)
List of Figures (required if you have figures)
List of Abbreviations-optional
Glossary-optional
Abstract-optional in your text. Necessary as an extra document to the Graduate School

Text: **The text of your dissertation or thesis**

Back Matter:
Appendix/Appendices-optional
Bibliography, Works Cited, or Reference List
Vita
Approval Sheet
Blank Sheet of paper

Examples of each section of the thesis/dissertation may be found at this address. http://www.luc.edu/gradschool/academics_examples.shtml .
These should be used as guides, not as templates, as their margins are not necessarily accurate for printing.

Approval Sheet for Format Check
The Approval Sheet is different from the Approval Ballot.

The Approval Sheet will not be a part of the final electronic manuscript, but it **must** be included at the time of the format check submission, to be signed by your **PI/mentor** only after all revisions have been completed and formatted correctly.

Format check submissions that do not include an approval sheet **will be returned to you unapproved**.

GENERAL FORMATTING REQUIREMENTS AND GUIDELINES

Margins
Every page of your dissertation or thesis must have the following margins:
- Bottom margin: 1 inch
- Right margin: 1 inch
- Left margin: 1 inches
- Top margin: 1 inch except where otherwise indicated.
- **See Table 2 for a list of top margin values**

A 1-inch margin means 1 inch of measured space from the edge of the page to the edge of text or page number.

The easiest way to achieve the correct margins is to set them correctly in your computer.
NB: The physical space is what is measured

Spacing
- Double-spacing is required throughout the text, with the following exceptions:
  Block quotes will be single-spaced.
  Footnotes will be single spaced within the note and double-spaced between footnotes.
- Bibliographic material will be single spaced with a double space between entries.
- No extra space between paragraphs or before/after subheadings Except when a subheading would end a page.
- Text will be aligned to the left margin to produce a ragged right edge.
  Do not justify the text left or right or expand the character spacing.

Divisions and Subdivisions
- Chapters will be formatted according to the rules set in this manual.
- If you further divide your chapters by subheadings, you **must** follow the APA Heading Hierarchy described in this manual

Typeface/Font
- You may use any standard, serif or non-serif 12-point typeface or its equivalent.
- The typeface you use must be able to be embedded when you convert to PDF format.
- You may set footnotes in a size 1 or 2 points lower than that used for the text.
  Example: if you use Times 12 for your text, you may use Times 10 or 11 for your notes.
- You must use the same typeface throughout your entire dissertation or thesis. This means that the typeface you use for your text must be used for all front/back matter, all footnotes or citations, all titles, all figure and table text, and all page numbers.
- Block quotes will be set in the same size font as the rest of the text.

PAGE NUMBERING AND PLACEMENT

Every dissertation has three parts: **front matter, text, and back matter**.

The front matter comprises every section that appears before the first page of text.
The sections in the front matter provide the reader with a map of your project: how your project is structured as well as where to find all of your chapters, tables, figures, and illustrations. If you include acknowledgments, your reader learns a little about the communities that made your project possible. If you include an epigraph, preface, or abstract, your reader learns about the major themes, questions, and problems around which your project is oriented.
The front matter will display roman numerals.

The rest of your manuscript—the text of your dissertation and your back matter—will display Arabic numerals.

Front Matter - All the pages that precede the text of the dissertation or thesis – **BEFORE Chapter 1**

- Some pages will not have page numbers, but still count in the pagination of your manuscript.
  Example: the title page is page i, even though it will not display a page number.
- The title page, copyright page, dedication, and epigraph will not display page numbers but still count in the pagination of your manuscript.
- All other front matter pages will display page numbers.
- Lower case roman numerals centered at the bottom of the page is the correct formatting for all front matter pages that display page numbers
- The bottom of the page number must be 1 inch from the bottom of the page.
- If including an Acknowledgments page, it will begin on p iii.

Text and Back Matter - your chapters and appendices, references and vita
- Count and number all pages
- The first page of text must be numbered 1.
  This will be the first page of Chapter 1.
- Arabic numbers will be used consecutively from the first page of text to the last page of your vita

- On the first pages of major divisions, the page number will be positioned at the bottom of the page, centered, 1 inch from the bottom edge of the page. This applies to the first page of every chapter, every appendix cover page, the first page of your bibliography, and the first page of your vita.
- All other page numbers in the text and back matter must be placed in the top right corner, 1 inch from the top of the page and 1 inch from the right edge.
- The approval sheet does not count in the pagination and will not have a page number.

Note:
Every page of your dissertation or thesis has a page number, but not every page will show one, and some will be located in different places.

- **Front matter will display lowercase roman numerals at the bottom center of the page**.

- **The text and back matter will display Arabic numerals** – 1,2,3,4…

Table 1. below, displays pagination requirements in a quick-reference guide.

Table 1. Pagination

Front Matter	Type of numeral	Placement
Title Page		Do not display
Copyright Page		Do not display
Acknowledgments		**Bottom center**
Dedication	lower case	Do not display
Epigraph	roman	Do not display
Preface	numerals	**Bottom center**
Table of Contents		**Bottom center**
List of Tables		**Bottom center**
List of Figures		**Bottom center**
Any other list		**Bottom center**
Abstract		**Bottom center**
Text	**Type of numeral**	**Placement**
1st page of each chapter	Arabic numerals starting	Top Right
Chapter pages 2–n	with 1 on page 1 of text	Top right
Back Matter	**Type of numeral**	**Placement**
Appendix cover pages		Bottom center
Appendix materials	Arabic	Bottom center
First page of References	numerals	Bottom center
References pages 2–n	continuing fromtext	Bottom center
First page of Vita		Bottom center
Vita pages 2–n		Bottom center
Approval Sheet	do not count	no page number

MARGIN REQUIREMENTS
Every page of your dissertation or thesis will require a left margin of 1 inch, a right margin of 1 inch and a bottom margin of 1 inch. Most pages will require a top margin of 1 inch as well. Some pages, however, require a top margin of 2 inches. Finally, there are a few pages on which the text must be centered top to bottom. **Table 2 below provides a quick reference guide.**

Table 2. Top Margin Requirements

Front Matter	Top Margin Requirement
Title Page	center text top to bottom
Copyright Page	center text top to bottom
Acknowledgments, first page	2 inches
Acknowledgments, pages 2–n	1 inch
Dedication	center text top to bottom
Epigraph	center text top to bottom
Preface, first page	2 inches
Preface, pages 2–n	1 inch
Table of contents (all pages)	1 inch
List of tables, first page	2 inches
List of tables, pages 2–n	1 inch
List of figures, first page	2 inches
List of figures, pages 2–n	1 inch
Any other lists, first page	2 inches
Any other lists, pages 2–n	1 inch
Abstract, first page	2 inches
Abstract, pages 2–n	1 inch

Text	Top Margin Requirement
1st page of each chapter	2 inches
Pages 2–n of each chapter	1 inch

Back Matter	Top Margin Requirement
Appendix cover pages	Center title top to bottom
Appendix materials	1 inch
First page of references	2 inches
Subsequent pages of references	1 inch
First page of vita	2 inches
Subsequent pages of vita	1 inch
Approval Sheet	1 inch

FORMATTING FRONT MATTER

Everything in your Title page to the beginning of your Chapter one is front matter.

Each element of front matter has specific formatting rules.

All headings, where they appear, will be set in CAPITAL LETTERS.

Title Page

- Only CAPITAL LETTERS may appear on this page
- All of the text should be centered.
  Set the left margin to 1 inch and the right margin to 1inch before centering the text right to left.
- This page will be double-spaced
- There are **five** elements to the title page. These must be kept distinct:
  1. The name of the university: LOYOLA UNIVERSITY CHICAGO
  2. The official TITLE of your dissertation or thesis;
  3. A CANDIDACY STATEMENT: **must be formatted precisely as shown**.

A DISSERTATION SUBMITTED TO

THE FACULTY OF THE GRADUATE SCHOOL

IN CANDIDACY FOR THE DEGREE OF

DOCTOR OF PHILOSOPHY

You may not alter the wording, spacing, or distribution of this statement:

- **PhD Students/Dissertation**
- **MS Students/Thesis** will substitute THESIS for dissertation and MASTER OF SCIENCE for DOCTOR OF PHILOSOPHY

4. The name of your program: PROGRAM IN [**YOUR PROGRAM**]
5. Author information on four lines, including the month, MAY, AUGUST, or DECEMBER and year of conferral:

BY

[YOUR NAME]

CHICAGO, ILLINOIS

[conferral month] 2022

Copyright Page

- Copyright vests with you, as the author of your work, whether or not you include a copyright page. Most authors choose to indicate copyright ownership by including a copyright page.
- The copyright page will always be page ii of your thesis or dissertation
- If you choose not to include copyright information in your dissertation or thesis, you must substitute a blank page for the copyright page.
  - This page will be page ii and will not show a page number
- If you choose to include copyright information, it will be centered on the page, single-spaced as follows:

<div align="center">

Copyright by [Your Name], 2022

All rights reserved.

</div>

- Do not include any other information on this page.

Acknowledgments (Optional)

This is the place to thank institutions, funding sources, libraries, archives, any readers, editors, mentors, colleagues, family, and friends. The acknowledgments, though personal, are still formal. For guidance, consult academic style manuals or books published in your field, or ask your faculty mentors.

- The heading on this page will be ACKNOWLEDGMENTS **OR** ACKNOWLEDGEMENTS is also acceptable, but the spelling must be the same here and in the TOC.
- Like all main sections, this heading will be in capital letters and centered right to left.
- The top of the heading must be 2 inches from the top of the page.
- Pages 2–n of this section will have a 1 inch top margin
- This is the first page that will show a page number. The first page of the acknowledgments will be page iii.
- Acknowledgments must be written in narrative form using complete sentences.
- Double-space text, include only one double space between the heading and text.
- Indent the first line of every new paragraph

Dedication (Optional)

If you choose to dedicate your work to a specific person or persons, this is the place to do so.

- The text on this page will be simple and short, comprising, at most, one or two lines:

<div align="center">To Lydia</div>

OR,

<div align="center">For my children, Prudence and Patience</div>

- No heading may appear on this page
- No page number may appear on this page
- The dedication must be centered top to bottom and right to left.
- This is not a space for thanks or acknowledgments

Epigraph (Optional)

An epigraph is a short quote that establishes the theme of your project.

- There will be no heading on this page.
- Do not set an epigraph in quotation marks.
- If you choose to include an epigraph, only the quote itself and the author's name will appear on this page.
- The author's name, if included, must appear on the line(s) below the quotation, aligned to the right margin.
- Center the epigraph right to left and top to bottom in this page.

Example:

<div align="center">Watch my dust.</div>
<div align="right">--Babe Ruth</div>

Preface (Optional)

A preface contains material that introduces the project. A preface might, for example, briefly describe how you arrived at your thesis question or statement.
- Set a top margin of 2 inches for the first page; 1 inch for any subsequent pages
- You must include the heading PREFACE on this page.
- The heading will appear 2 inches below the top edge of the page, centered right to left.
- Page numbers will appear bottom center in lower-case roman numerals.

Table of Contents (TOC) – See the provided example!!

Every dissertation will be organized into Chapters, and will include a properly organized table of contents (TOC). If you have chapters, you must havea TOC.

- The heading TABLE OF CONTENTS will appear **ONE inch** below the top edge of the page, centered right to left.
- Each page of the TOC will have a 1 inch top margin.
- Each page of the TOC will display a page number, centered, one inch the bottom of the page, in lower case roman numerals.
- Front matter, chapter titles and back matter will appear in UPPER CASE letters in the TOC.
- Every chapter will have a generic heading [CHAPTER ONE] as well as a descriptive title [INTRODUCTION]
- The generic heading and the descriptive title must be set on the same line. Separate them with a colon. For example:
  CHAPTER ONE: INTRODUCTION
- The numeral (ONE, 1, or I) used for chapter headings must match what appears in the text.
- **In the TOC** - front matter entries, chapter titles and back matter entries will be aligned with the left margin.
- Allow chapter titles to wrap naturally. Do not use a hard return (do not hit "enter") in the chapter title **unless** a word would otherwise extend into the page number column.
- You must include page numbers for every TOC entry.
- These page numbers must be aligned with the right margin:
  Set a right-aligned tab stop to **6.44 inches.** Ellipses connecting each entry to its corresponding page number are recommended but not required.
- When an entry runs over to multiple lines, the page number will be aligned with the last line of the entry.
- Separate each major TOC entry (front matter, chapter titles and back matter) with one double space.
- If you include subheadings in your TOC, you must indicate their status by indenting them.
  Level I subheadings will be indented **3 character spaces** more deeply than chapter titles. In your text, Level I subheadings will be centered, set in bold type, and will take Headline Style Capitalization (HSC).
  Level II subheadings will be indented **6 character spaces** more deeply than chapter titles. In your text Level II subheadings will be centered, set in bold type, and will take Headline Style Capitalization (HSC).
  Level III will be indented **9 character spaces** more deeply than Chapter titles, in your text they are in bold and sentence style and start a paragraph running straight in to your text.
- **All subheading entries will be single spaced**.

Headline Style Capitalization (HSC) – An example: a newspaper headline is in HSC, aka., capitalize all important words

What to include in the TOC:
You **MUST** list:
- Acknowledgments (if included)
- Preface (if included)
- All lists (figures, tables, abbreviations, glossary, etc.)
- Abstract (if included)
- Every chapter (generic heading and descriptive title)
- Appendices (if used)
- Bibliography or reference list
- Vita

You **MAY** list:
- Major subdivisions - Be consistent. If you list any Level I subheadings, you must list them all.

You **MAY NOT** list:
- Title page
- Copyright page
- Dedication
- Epigraph
- Table of contents
- Approval sheet

Preliminary Lists

If you have **figures**, you must create a LIST OF FIGURES
If you have **tables** you must create a LIST OF TABLES.
If you have **abbreviations**, you must create a LIST OF ABBREVIATIONS, it will go after any lists of tables or figures.
- The first page of any list will have a 2 inch top margin, the title will be centered left to right.
- Subsequent pages (if any) will have a 1 inch top margin.
- Every page of lists will display a page number. This page number will appear bottom center, in roman numerals, 1 inch from the bottom edge of the page.
- The heading for a list of figures will be LIST OF FIGURES: for a list of tables: LIST OF TABLES.
- The heading for a list of abbreviations: LIST OF ABBREVIATIONS.
- Lists of figures and tables will give the number and title for each figure and/or table.
- Each figure/table entry will be single-spaced. Double-space between entries
- For lists of abbreviations, set a tab stop so that the first letters/characters of the column of abbreviated terms are perfectly aligned.
- The material on all lists must align with the left margin (1 inch), that is, you may not indent a left column more deeply than the 1 inch.
- You must include a page number for each entry in a list of tables or list of figures.

Abstract (Optional) - **example on last page.**

An abstract is a short description of your entire project. It offers information about your research question(s) and hypotheses, your methods, results, and conclusions, and it gives some indication of possibilities for further research or study. The abstract is a place where you can gesture toward your position in your field of study.
You are not required to include an abstract in the front matter of your thesis or dissertation.
- However, you will be required to provide an abstract to ProQuest when you submit your final copy and you are required to provide a pdf copy of this abstract to the Graduate School when you submit your final copy.

If you choose to include an abstract in your manuscript, you must follow the following formatting rules:
- Your abstract will have a 2 inch top margin. The heading ABSTRACT will appear 2 inches from the top edge of the page. It will be centered left to right.
- Your abstract should only be 1 page long. If, however, your abstract extends to a second page, the second page will have a 1 inch top margin.
- The abstract page will display a page number, bottom center, in roman numerals.
- Text must be double-spaced. Every paragraph must be indented.
- The abstract is the last possible item of front matter before your text begins.

Note:
This abstract must be formatted according to front matter rules. The extra abstract you will submit with your final copy materials will be formatted differently.

MAIN TEXT FORMATTING
Chapters
The text of your thesis or dissertation produces and conveys the argument or claims that make up your project. In a dissertation, this text must be divided into chapters that will organize your text thematically and will support your argument or claims when arranged in a logical fashion.
Thesis writers whose theses are fewer than 75 pages (including all front and back matter) may consider chapter divisions optional. If the text is not divided into chapters, it is not necessary to have a table of contents. For long theses, chapters and a table of contents can help to organize your material and to facilitate reader comprehension. For short theses with a lot of front and back matter, a table of contents that lists the body text by its title in a single entry is recommended.
Chapters must be formatted in the following manner:
- The first page of the text of the dissertation or thesis will be page 1. This page will display a page number in the upper right hand corner of the page.
- Subsequent pages (pages 2–n) of every chapter will be paginated in the upper right hand corner of the page, 1 inch from the top and right edges of the page.
- The first page of every chapter will have a 2 inch top margin.
- The first page of every chapter will display a chapter title composed of two parts:
  the generic heading and the descriptive title.
- The generic heading will give the chapter number. The word CHAPTER will be followed by the - number in one of three ways:
  -Typed out - ONE, TWO, THREE

-Arabic numerals -1, 2, 3
-Roman numerals – I, II, III

- The numeral used in the text must match that given in the Table of Contents (TOC).
- The descriptive title will match the descriptive title given in the TOC.
- The generic heading will appear above the descriptive title. It will begin 2 inches below the top edge of the page.
- Chapter titles—generic and descriptive—will appear in UPPER CASE LETTERS.
- There should be one line of space between every element of the title, like this:

CHAPTER ONE

INTRODUCTION

[Indent]Your text starts here…

- Your text will begin immediately below the title, with only **one double space** separating the two.
- The first line of a new paragraph **will be indented**.
- There will be no additional space separating paragraphs:
  Use standard double-spacing with no extra space before or after lines or paragraphs.
  IMPORTANT TIP:
  You can create a setting in Word to prevent any unwanted extra space in the following way: Under the Home tab, in Paragraph, click the small lower right hand corner arrow and under Spacing in the next menu box select the box that says "Don't add space between paragraphs of the same style"

Subheadings – in your text

You may choose to organize each chapter into smaller divisions by using subheadings.
- Follow the heading hierarchy established by the style manual appropriate to your discipline (APA).
- Subheadings may not appear in UPPERCASE letters.
- **Level I** subheads must be centered right to left, set in bold type, and will take Headline Style Capitalization (HSC).
- **Level II** subheads must be left-aligned, set in bold type, and will take Headline Style Capitalization (HSC).
- You must use the same heading hierarchy for your entire project.
- You may not add extra space after a subheading.
- No page of text may end with a subheading.
- You may not add extra space before a subheading *except* when that subheading would otherwise end a page of text.
- Do not add page or section breaks between the subdivisions of your chapters.

Tables and Figures - All tables and figures will have the following

- Each will have a number
- Each number must be whole numbers: 1, 2, 3, 4, etc. No decimal points.

- Along with a number, figures and tables will have a descriptive name or title. The number and title will be displayed in bold type.
  Example: **Table 1**. **Top Margin Requirements**. [Your Description …]
- **Titles**:
  Figure titles will appear _below_ your diagram/illustration/graph
  Table titles will appear _above_ your table.
- All titles and descriptive entries will be single-spaced.
- Do not end a page with a figure/table title
- Keep all material for a figure/title on the same page whenever possible
- Position Figures/tables as close to the text they supplement
- Format figures and tables such that you avoid creating large amounts of blank space
- Do not insert figures/tables in the middle of sentences.
- Figures/tables should not have embedded titles

Landscaped Pages

Some tables or charts are too large to fit within the margins required for a dissertation/thesis when the page is set to portrait orientation. For these figures you may select to lay out certain pages in landscape orientation.

Landscaped pages must be set so that, when collated, page numbers appear in the same place as they do on portrait-oriented pages (as you are looking at the landscaped page the number will fall in the lower right corner, lying on its side).

See example below:

ω

Back Matter Formatting: appendices, references and vita

Appendices

Material necessary for understanding your work must be placed within your text. Appendices contain material that further clarifies or explains elements of your project but is not necessary for understanding your argument or claims.

Appropriate appendix material may include: raw data, letters of permission, survey questionnaires and translations of primary material not published elsewhere.

Appendix Cover Pages:

- Every appendix will have a cover page with a generic heading and descriptive title.
- The generic heading will appear above the descriptive title just like chapter titles:

<div align="center">

APPENDIX B
COOKBOOKS USED WHILE DISSERTATING

</div>

- The heading and title will be centered left to right and top to bottom
- Appendices will take designating letters (A, B, C) and not numbers.
- The page number on every title page will appear in the bottom center of the page

Appendix Material
- All the material that follows the cover page will be paginated in the upper right corner of the page, 1 inch from the right and top edges. It must respect margin requirements.
- If the appendix material has its own page numbers (e.g., a scanned brochure), place your page numbers in brackets if the pagination would be otherwise confusing
- Appendix material must be legible; use the cleanest scans possible when reproducing materials.
- You may not add a heading to the appendix material; the cover page is sufficient and allows you to reproduce the material with minimal modification.

Reference List
The Biomedical science graduate students will be using "reference list" style, only the works that you actually cite in your text should appear your reference list.
- The heading will be REFERENCE LIST, centered, in caps and with a 2 inch top margin for the first page
- Subsequent pages will have a 1 inch top margin and page numbers will appear in the bottom center of the page.
- Single space within an entry, double space between entries
- You may use a hanging indent or numerical organization of references

Vita
The vita is an account of your academic and scholarly life. You must write your vita in a narrative form using complete sentences and refer to yourself by full name and/or last name. The vita need should not be long or personal. It will tell readers something about your training and/or professional background, your education and the work you finished and how it relates to your current or future work.

- The heading VITA will appear centered and 2 inches below the top edge of the page.
- All page numbers for your VITA will appear in the bottom center of the page.
- The text on this page will be double-spaced.
- Indent the first line of new paragraphs

Approval sheet

Final approval of the text of a thesis or dissertation occurs **_after_** all required changes have been made to the text, at which point the PI/mentor of the thesis or dissertation will sign the **THESIS/DISSERTATION APPROVAL SHEET**.
The Approval Sheet is a form made by the student, signed only by the PI/mentor, and submitted *with the final copy* of the thesis or dissertation.

Extra Examples:

Subheading APA style Formatting:
Example:

CHAPTER I*

APA HEADING HIERARCHY

This is a Level I Subheading

Level I subheadings will be centered, set in bold type, and will take Headline Style Capitalization. Do not press the "Tab" key before or after centering the heading: that will result in an off-center heading. It is acceptable to left-align the first line of a paragraph that follows alevel I subhead (or a chapter title) so long as you are consistent.

This is a Level II Subheading.

Level II subheadings will be left-aligned, set in bold type, and will take Headline Style Capitalization. They will stand out more if you indent the first line of the paragraph that follows. Level II subheadings will start immediately at the left margin—do not indent them at all.

This is a level III subheading. Level III subheads will run into the paragraph they precede. Levels I–IV will be set in **bold** type.

Extra Abstract: Sent to the grad office in the following format

Melanie Bollnow

Loyola University Chicago

THE TITLE OF YOUR AWESOME LITERARY TREASURE LOOKS LIKE THIS

Indent 5 spaces and start your abstract here… it will be right aligned and all paragraphs will be indented. Continue to the end of your abstract.