## Things to Think About Before Writing the Thesis or Dissertation

Congratulations! By visiting this document, it means that you are now thinking about the writing process—one step closer to completing your thesis or dissertation and graduating! Before beginning to write, we have a few things for you to keep in mind, which will ultimately make the final formatting stage of your thesis or dissertation easier.

- 1.) Before you start, make sure you have completed the following:
  - a. Appointment of Advisory Committeeorm
  - b. Prospectus Approvatiorm
- 2.) After your prospectus defense but before you start writing, sit down with your committee and decide on your style guide. If you department or discipline does not have an assigned style guide, sit down with your committee and agree on what style elements you will use for your thesis or dissertation. After you have settled on how you will site references, format your bibliography or referencescion, format tables and figures, and the font choices for your chapter headings, headings and subheadings use these choices consistently throughout your document.
- 3.) Consistency matters! Be consistent with your:
  - a. Font style(only one font, i.e., Times New Roman, Arial, Garamoetd,)
  - Font size(consistent throughout document as well as between tables, figures, and other item titles and escriptions)
  - c. Heading sizes and styles throughouttend
- 4.) Document text must be in black. The only exception are items that appear with a figure or image and elements of documents that are listed in your appendix (IRB approval forms, consent forms, surveys, etc.) that were given to you with color text or that you distributed to participants with color text.
- 5.) The document must be double spaced. The only exceptions are captions, footnotes, long quotations, bibliographic references, table titles and descriptions, figure titles and descriptions, inserted materials such as tables, images, diagrams, graphs, etc., and the author's curriculum vitae

- 6.) Set your margins before you start writing. It will prevent mishaps with your page numbering as you get closer to your final paper. One inch (1") on the right, left, bottom, and top margins for all pages.
- 7.) When num