

**Thesis and Doctoral Culminating Project Style and Formatting Information**

1. **Style**

Theses and doctoral culminating projects at WCU generally adhere to standard scholarly styles. The style manual (APA, MLA, etc.) is designated by the student's academic department. Style manuals provide detail on formats and should be consistently used throughout the document including the reference pages and appendices.

1. **Margin Settings and Justification**

Margins (top, right, and bottom) should be 1 inch, and the left margin should be 1.25 inches. All pages should be left-justified with ragged right margins unless a creative work requires a different format.

### Pagination

The preliminary pages should be numbered at the bottom center using roman numerals ( ii, iii, etc.) starting after the title page. A preliminary page template is available for clarity and consistency. Beginning with the first page of the text after the preliminary pages, all pages should be numbered consecutively throughout the manuscript with (1, 2, 3, etc.), including the reference list and the appendices. Page 1 should start on the first chapter in the top right corner. Pages should not begin or end with a single line of a paragraph or word.

1. **Divisions**

The manuscript should follow a logical scheme consistently throughout the work. Chapters are the most common division with sub-headings within as dictated by the style manual used. Typically, each chapter begins on a new page, whereas sub-headings typically do not. The general text should be doubled-spaced.

### Font

A font of Times New Roman, size 12 is required on the preliminary pages and recommended (but not required) in the subsequent sections of the document. The font and size should be consistent throughout the document. The use of bolding, italics, capitalizations, and other writing conventions should be consistent and follow the appropriate style manual.

### Preliminary Pages

WCU adheres to a standard set of preliminary pages, which includes the following:

Title Page

Approval/Signature Page

Dedication (optional)

Acknowledgements

Abstract

Table of Contents

List of Tables (if required)

List of Figures (if required)