* 1. Times New Roman 12” font
* 2. 1” bottom margin (use ruler to measure)
* 3. 1” top margin (use ruler to measure)(most computers require the footer to be set at 0.75”)
* 4. 1” right margin (use ruler to measure)
* 5. 1.25” left margin (use ruler to measure)
* 6. Header/Footer font is same font as the body
* 7. Electronic Signature Page (Second Page)
* 8. Signature Page signed by all committee members (last page of thesis & is not included in table of contents)
* 9. New chapters/sections start on a new page
* 10. Work cited subsequent lines are indented
* 11. Copy of IRB/IACUC approval letters (if applicable) in appendices
* 12. Thesis turned in four weeks prior to graduation
* 13. Final approved copies are in separate envelopes with name and title on each envelope

**Below will be completed after Graduate Dean’s approval**

* 14. Convert thesis to PDF for electronic submission to Vireo
* 15. Remove biography or personal information for Vireo submission
* 16. Remove signature page for Vireo submission
* 17. Remove biography from table of contents for Vireo submission