

## Key Points in SSU's Thesis Guidelines

**Margins:** *Left margin* must be 1.5 inches to allow for hard binding of final copies. *Top, bottom, and right* margins should be approximately an inch.

**Font:** Any standard font is acceptable. Twelve point type is preferred, but ten point is acceptable.

**Alignment/Justification:** The text should be left-aligned with a “ragged” right edge.

### Page numbering:

- *Preliminary pages:* Lower case Roman numerals, centered at the bottom of the page. The title page should be counted as p. i, although the number usually is printed.
- *Body:* Arabic numerals (starting with 1) in the upper-right corner.

### Signatures:

- *Title page:* All committee members' signatures must appear.
- *Authorization page:* Student's signature and contact info required.
- *Abstract:* Committee chair's signature is required.

**Preliminary Pages:** Include in the order below. All pages are required, except for Acknowledgements (optional). See thesis guidelines for format.

- *Title page*
- *Copyright*
- *Authorization*
- *Abstract*
- *Acknowledgements* (optional)
- *Table of Contents* (If your document includes tables and/or figures, a List of Tables and List of Figures must follow the Table of Contents)