

**The following formatting rules should be correct before submitting to ProQuest and/or before I review your submission.**

**Title page:**

- Margins must at least 1.5" on the left and at least 1.25" on the other three sides.
- Approved designated emphasis options are listed [here](#) . Other focuses of study are not DE's.
- If you are earning a Master's degree your title page needs to refer to your paper as a thesis. If you are earning a doctoral degree your title page must refer to your paper as a dissertation.
- The month must be correct.
- The word "Dean" should not go before the name of Peter Biehl. His title is on the line below his name.
- The title page that you submit to ProQuest must be unsigned. The version that is signed by your committee should be emailed to [vlarkin@ucsc.edu](mailto:vlarkin@ucsc.edu) as a completed document.
- You are responsible for getting the signatures for your committee members only (The Dean of Graduate Studies must be listed as shown on the guidelines, but you should not send it to him to be signed.)

**Abstract:**

Must have your name and dissertation or thesis title on it, under the word Abstract

EXAMPLE:

Abstract  
Dissertation title  
Your Name

**NOTE:** if you are using an old Overleaf template please make sure that your Abstract pages have page numbers. This portion of code is incorrect and should be removed:

```
pagestyle{empty}  
thispagestyle{empty}
```

**Page numbers:**

The easiest way to do the page numbers correctly is to divide your paper into three pdfs with different page requirements (and then merge them back into one pdf).

- The first two pages of your pdf (title page and copyright page) should not have page numbers on them.
- The Table of Contents should be labeled page iii and roman numerals should continue to the end of your preliminary pages.
- Your main text (the Introduction) should begin with page 1 and regular, Arabic page numbers should continue on every page to the end of your document.
- All page numbers must be centered at the bottom of the pages, at least 3/4" from the bottom of the pages.
- The pages where you have flipped the table horizontally still need to have the page numbers on the vertical bottom of the page (i.e. in the same place and orientation as page numbers on the other pages).

**Margins:**

All pages must have margins of at least 1.5" on the left and at least 1.25" on the other three sides. Make sure this is the case for pages with formulas, figures, and tables. There should not be any headers.

**Table of Contents, List of Figures, List of Tables, References, and/or Bibliography**

Must be double spaced, or double spaced between entries