

**Widener University
School of Engineering
Guidelines for Publication of Written Thesis
Revised 10.25.2010**

The purpose of these guidelines is to provide Widener University graduate engineering students with additional information about how to successfully complete their written thesis document. It is the responsibility of the student to ensure the written thesis complies in all respects to these guidelines.

Students should be careful to ensure there is not a substantial amount of copyrighted material in their work. While reasonable amounts of another's work can be incorporated into a student's thesis, all previously published work must be cited in accordance with the accepted standards (for details see your Advisor).

A. Required Sequencing of Thesis Document

These items **must** be placed in the following order:

1. Title Page (See Sample)
2. Approval Sheet (See Sample)
3. Copyright page (if desired see Sample)
4. Preface (including acknowledgements)
5. Abstract (Maximum a page)
6. Table of Contents
7. List of Tables (if any)
8. List of Figures and Illustrations (if any)
9. List of Symbols, Abbreviations, Nomenclature (if any)
10. Body of Thesis (Chapter 1, 2, 3, etc.)
11. References
12. Appendices (Each must have a title)

B. Paper Size

Students must use size 8 ½ x 11-inch paper for their entire thesis document.

C. Typeface & Type Size

Students must use Arial, Courier, Times New Roman, or similar font, Size 12, throughout the entire thesis document. Italic and bold variants may be used when necessary.

D. Margins

In order to process and bound a student's thesis by the bindery, it must conform to the following criteria: top and left margins must be 1-½ inches; bottom and right margins must be 1 inch (see Attachment).

E. Spacing/Printing

All text should be double-spaced. Single spacing may be used for extensive quotations within the body of the text. References should be single-spaced but must be double spaced between references (for details see your Advisor).

The thesis document must be printed on a laser or letter quality printer.

F. Pagination

All pages of the thesis must be counted and assigned a number, including prefatory material, graphs, figures, tables, illustrations, reference lists, and appendixes. Page numbers should be located in the upper right-hand corner of the page, ¾ of an inch from the top, and 1-½ inches from the right side of the paper.

Pages preliminary to the text are paginated with lower case Roman numerals, except the title page, sign-off page, and copyright page. All Roman numerals should be placed in the middle of the page, ¾ of an inch from the bottom of each page.

G. Table of Contents

The Table of Contents must include a listing of all items in the thesis. Headings and sub-headings must be consistent between the Table of Contents and the body of the text. All capitalization, punctuation, abbreviations, etc., must be consistent between the Table of Contents and body of the text. All items listed in the table of contents must be listed in a consistent fashion with respect to use of indenting, justifying, tabs, etc.

H. Charts, Graphs, Etc.

The use of charts, graphs, tables, etc., larger than the standard 8 ½ x 11 page should be avoided. Reduced images are acceptable if they are clearly legible.

Figures and tables placed sideways on the page must be outward facing (to the right)!

I. Preliminary & Final Copies of Thesis Document

Two weeks before the scheduled thesis defense, (3) preliminary copies of the final thesis document are required for Thesis Committee review.

Three final copies must be delivered to the Office of Graduate Programs (15) days prior to the graduation date of the student. The (5) final copies should be as follows:

- (1) Original (unbound, copy paper)
- (2) Clear Xerox copies, unbound
- (2) Clear 100% cotton paper (bond paper), 20-pound weight

The student is responsible for the costs of reproducing the required number of copies of the thesis for binding.

Personal copies require additional charges per university requirements, please check with library.

(SAMPLE TITLE PAGE)

WIDENER UNIVERSITY

School of Engineering

Chester, PA 19013

TITLE

By

NAME

DATE

A thesis submitted in partial fulfillment of the requirements for the
degree of Master of Engineering

DEGREE MAJOR

(SAMPLE APPROVAL PAGE)

(THESIS TITLE)

BY: (Name of Student)

COMMITTEE:

Chairman Date

Date

Date

APPROVED BY:

Department Chairman Date

Rudy Treichel, Dir. of Graduate Programs Date

Dr. Fred Akl, Dean of Engineering Date

(SAMPLE TEXT PAGE)

