



Proposal Formatting Checklist

Project #4, by [Julio A. Velasco](#), November 9, 2003

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The following checklist is a synopsis of the Educational Technology Department Thesis Style Guide. Please refer to the original document for details. A pre-formatted Word template is available at <http://faculty.njcu.edu/jvelasco/edtech/edtc622>.

Description	✓
General Document Formatting	
• Entire document in 12 pt., serif font (e.g. Times New Roman)	
• Bold type never used	
• Use italics sparingly and for book/magazine titles	
• Top margin: 1 inch	
• Left margin: 1½ inches	
• Right margin: 1 inch	
• Bottom margin: 1 inch	
• Top header margin: ¾ inch	
• Bottom header margin: ¾ inch	
• Paragraph indent ½ inch	
• Paragraphs not to exceed ¾ of a page	
• Double space paragraphs	
• Two spaces after end of sentence punctuation & enumeration colons	
• Pre-sections use roman numeral page numbers, aligned bottom, center	
• Main document & post-sections enumerated in arabic numbers, top, right	
Sections/Chapters	
• New page per section/chapter	
• Start 2 inches from top of page	
• Start the following sections the same way:	
o Acknowledgements	
o Table of Contents	
o List of Tables	
o Bibliography	
o Appendices	
Title Page	
• Advisor name: ¾ inch from top, centered	
• Title begins 4 inches from top, centered, reverse pyramid	
• Name begins 5½ inches from top	
• Program text and year begin 6 inches from top	