



RIT Style Specification Guide for Your Thesis/Dissertation

This guide has been prepared by the Wallace Center's thesis/dissertation binding staff with input from the Office of the Dean of Graduate Studies to assist you and your advisor in the preparation of your thesis/dissertation. The Institute is committed to the preservation of research materials of continuing value that are created by its graduate students, and the directions below will ensure that your work meets the universal formatting requirements of scholarship.

Style Format for the Thesis/Dissertation

Please check with your advisor or department for specific instructions on the use of a style manual and the formatting of references, citations, and footnotes. If no specific style manual is indicated, the default to be used for your thesis/dissertation is the [Chicago Manual of Style](#). You may also refer to one of the [college liaison librarians](#) for assistance with using the [Chicago Manual of Style](#), or other style manuals.

General Requirements for the Text

- A margin of 1 inch (minimum) on all sides of the pages is required in order to accommodate the binding process.
- The thesis/dissertation text is to be 1.5 or double-spaced. Footnotes and long quotations are to be single-spaced. Such spacing is a standard requirement in academic publishing.
- The font style must be a serif style—serif fonts have additional structural details that enhance the readability of printed text. One popular serif font is *Times New Roman*.
- The font size must be within 10 point – 12 point, for optimum readability of the text.
- All preliminary pages should be numbered with Roman numerals.
- Pages containing the main text, illustrations, appendices, and bibliography should be numbered with Arabic numerals.
- Single sided pages

General Requirements for Equations, Charts, Graphs, Tables, Figures, and Photographs

- Formulas and equations should be neatly typed.
- Notes and titles should be neatly typed or lettered.
- Graphs should only show the main grid lines.
- Data should be presented in numbered and titled tables.
- Please avoid using oversized pages in your thesis/dissertation. It is recommended that you use a different layout for the materials, a photograph, or a xerographic reduction.

Theses/Dissertations in a non-print format: *If your thesis/dissertation is in a non-print format, such as a DVD, website*, or other non-print media, a brief paper (following the guidelines above) must accompany it which describes the work and any technical requirements that are needed to view it. The paper will ensure that a description of your work will exist when/if the technology used to view the original becomes obsolete, the website no longer exists, and/or there is no equipment available to view the work. A title page, committee signature page and abstract are also required.*

*If your original thesis/dissertation is accessible only as a *remote* electronic resource, such as a website, please copy it onto a CD-ROM or DVD-ROM for the RIT Archive.