

## Proposal Guidelines

### **FORMATTING**

#### **Font**

- Times New Roman typeface should be used.
- Title should be set in upper case, bold, 14-font size.
- Block quotations and footnotes should be set in 10-font size.
- The abstract, acknowledgements, and the main body of the essay should be set in 12-font size.
- If there is a dedication, it should be in upper case, bold, 12-font size.

#### **Paragraphs / Line Spacing**

- The first line of all paragraphs should be indented one tab key from the left-hand margin.
- The main body text should be left aligned.
- In the main body, use 1.5-line spacing.
- Leave one line space before a heading.
- Do not leave a line after the heading.
- Do not leave a line between paragraphs.

#### **Page Numbers**

- Page numbers should be placed on the right side at the bottom of the page.
- Each page in the dissertation, from the body onward, should be numbered in consecutive order. This includes the text, references, and appendices.
- Preliminary pages carry lowercase Roman numerals.

#### **Spellings**

- British or American spellings may be used; as long as they are used consistently throughout the paper.

#### **Bullets**

- Bullets should be aligned with the paragraph i.e. they should be indented one tab key from the margin.