

Sample Form C – Pagination, Margins, and Headings

Top Margin

A (1 ½ in.) or **B** (2 in.)

C

Left
Margin
(1 ½ in.)

Right
Margin
(1 in.)

PRIMARY | HEADING

Secondary Heading

Tertiary Heading

A - top margin (1 ½ inches) for all pages except as indicated in B

B - top margin (2 inches) for all pages beginning with primary headings (e.g., CHAPTER, TABLE OF CONTENTS, BIBLIOGRAPHY, APPENDIX)

C - center line for centering titles, headings, etc.

D - For preliminary pages, e.g. Table of Contents, List of Figures & Tables and Abstract, lower case Roman numerals must be placed in the center, one inch from the bottom edge of the page. For pages containing primary headings, e.g. Chapter, Bibliography, and Appendix, Arabic numerals must be placed in the upper right corner, 1 inch from the top and 1 inch from the right edges of the page or you may place all page numbers in the center, one inch from the bottom edge of the page.

E – For pages with numbering at the top right, the bottom page margin for text should be 1 ¼ inches. For pages with numbering at the bottom center, the bottom page margin for text should be 1 ½ inches. Page numbers at the bottom of the page should be 1 inch from the bottom.

D

E (1 ¼ in. or 1 ½ in.)