

Final Edition: Smoke and Mirrors

If your document is too long:

If your thesis, project report or extended essays become too long, and you have already satisfied yourself that your writing is scopped down and condensed enough, try these formatting changes, which are all permitted under the regulations governing thesis publishability.

Format of:	Change to:
Margins	Never reduce smaller than 1.5 in left and 1 in. top, right and bottom. Page number can be within the margin at .6 inch.
Paragraph line spacing	1.5 line spacing: a 25% saving
Font style	a more condensed font, such as Times Roman instead of Bookman, or Arial instead of Tahoma
Font size	Smaller size, such as 11 point font, but no smaller in condensed fonts such as Times Roman or less than 12 pt in Garmond. 10 point font is acceptable in Bookman or Verdana, but in few others. Font size reduction by 1 point gives 8% saving in space.
Headings and sub-headings	Less space before or after. Ensure they are closer to the following text than to the preceding text.
Block quotes	single spaced with line before and after
References	single spaced, hanging indents, with one line between
Tables,	Change to Arial or Arial Narrow, and reduce to 11 pr 10 pt font.
Numbered and bullet paragraphs	single spaced with a line between.
Figure and Table Captions	single spaced, with 3 pts space before and after
Tables of Contents, Lists of Figures and Lists of Tables	less than double spaced. Main TOC style can retain greater spacing (6 pts before, 3 pts after) , while lower level TOC styles can be single spaced.