Guidelines for submitting theses to librarian for formatting editing

The librarian is happy to review theses for errors in citation and correct Turabian formatting. The librarian does not review the content of the paper or proofread for spelling and grammar mistakes. Help with this is available upon request. Once the librarian has flagged any errors, the paper will be returned to the student for corrections. This process is continued until the paper meets PRTS specifications and the librarian signs off on the document.

Following are some preliminary requirements:

1. Theses must be submitted as Microsoft Word docs
2. Theses must be one document, not separate chapters or sections as separate documents
3. Theses must be formatted according to Turabian 9th edition which includes, but is not limited to the following:
    - 3.1 Pagination
        - 3.1.1 Located bottom center on each page
        - 3.1.2 Front matter as Roman numerals
        - 3.1.3 Text as Arabic
        - 3.1.4 Title page unnumbered
    - 3.2 Footnotes
        - 3.2.1 begin again at 1 with each new chapter
        - 3.2.2 the number is not sub or superscripted and is followed by a period
        - 3.2.3 content must be correctly formatted
    - 3.3 Front matter
    - 3.4 Section and chapter headings
    - 3.5 Bibliography