

## Sample Form C – Pagination, Margins, and Headings

**Left  
Margin**  
(1½ in.)

**Top Margin**  
**A** (1 ½ in.)

**Right  
Margin**  
(1 in.)

### **B (2 in.) PRIMARY HEADING**

Secondary Heading (refer to style manual)

*Tertiary Heading* (refer to style manual)

**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., ABSTRACT, ACKNOWLEDGMENTS, TABLE OF CONTENTS, CHAPTERS, BIBLIOGRAPHY, APPENDIX, VITA)

**C** - For preliminary pages, e.g. Abstract, Table of Contents, List of Figures & Tables 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 placed in the center, one inch from the bottom edge of the page.

**D** – For pages with Arabic 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.

Bottom page margin for text (1 ½ in.)

**C and D (Roman or Arabic numerals)** (1 in.)