

## ALL ABOUT FORMAT

The Format Advising service of SAS reviews your thesis, dissertation, research paper, bound document, or practicum to ensure that it meets the *Format Manual* and your chosen style guide requirements.

- The *Format Manual*, published by the Graduate College, contains the formatting guidelines you must follow when writing your document. Following the *Format Manual* is necessary because the university requires that each document meet professional standards of published research. The style guide is discipline-specific and covers different formatting issues than the *Format Manual*, so both should be used when preparing your document.
- Format Advising has a website with a lot of helpful information, such as:
  - Frequently Asked Questions: Theses/Dissertations
  - The Purpose of the Abstract
  - Using Style Guides (including quick reference sheets)
  - Recent Format Manual updatesVisit the website: <http://www.asu.edu/graduate/format/index.html>
- There is a Thesis/Dissertation & Graduation Seminar held every fall and spring semester. You can attend as many seminars as you like. We highly recommend attending this seminar as it will provide you with the information you need to successfully complete format review. The date for the current seminar is online:  
<http://www.asu.edu/graduate/events/ThsDsWkshp/index.htm>
- The *Format Approval Sheet* must be turned in when you submit your document for format review and schedule your defense. This form must be signed by your committee chair, and should indicate which style guide you followed when writing your document. If you used a journal article as a style guide, you must also include a copy of an article from the journal. If your document contains tables and figures, the article should also include tables and figures.
- Format advisors use three methods to communicate with you: email, the *Format Approval Sheet*, and the written changes you receive in the green folder. To receive the most current information regarding your format review, you should check all those sources. The Format Advisors will email instructions for your review, the pages in the green folder will have specific changes that need to be made, and the *Format Approval Sheet* gives an overall sense of what needs to be corrected. **NOTE:** SAS and the Format Advisors will only communicate through your ASU email address. Please make sure you have access to your ASU email account.
- If you are residing out-of-state, you can still submit your document for format review via US mail or FedEx. We do not accept emailed or faxed documents. Please contact us for details or check out the FAQ online: <http://www.asu.edu/graduate/format/FMfaqs.html>. Please note that even if you are out-of-state, you are still required to meet all deadlines, and all forms must be signed.
- The following list provides the most common problems with format review:
  - the date on the title page is incorrect
  - the date on the approval page is incorrect
  - the length of the abstract
  - the margins and/or pagination are incorrect

