Best Practices


The following guidelines will assist you when formatting your document.

To Start

✅ The document you submit must be defense-ready.
✅ Consult with your Chair and choose a style guide.

The ASU Format Advising Tool

The tool can be found at: graduate.asu.edu/formatadvising

This formatting tool is a resource used to provide assistance as you write your thesis or dissertation under the supervision of your committee chair.

This tool will also format preliminary matter and page numbers for you; however, it will not format your citations or create your headings.

Please use the format tool in conjunction with the Format Manual (see below), keeping in mind that some updates may need to be done manually.

Compare the document generated using the format tool with the examples found in the Format Manual.

The ASU Graduate College Format Manual

This is the rubric with which your document is reviewed and will supersede your style guide and the formatting tool.

The Graduate Format Manual can be found at: graduate.asu.edu/format-manual

Submission

You will have to go through your document to make any changes necessary to meet Graduate College standards.

Your document should be uploaded to your iPOS ten calendar days prior to your defense.

More information can be found on the “submitting your document” tab on graduate.asu.edu/completing-your-degree/format

You will receive feedback by email when your document has been reviewed. Make the suggested revisions to the format of your document and follow the email’s instructions to re-submit your document.

Extra Help

If you need further assistance, you may also visit ASU’s Writing Center.

Unsure how to interpret the Format Manual?
Have a situation that seems unique?
E-mail a format advisor at gradformat@asu.edu

Please Note: Format advisors do not provide advice regarding the use of software, and cannot instruct students on how to use software.

LaTeX Users

LaTeX users can visit the following links for formatting guidelines:
https://courses.lumenlearning.com/userguide/chapter/use-and-troubleshoot-latex/
http://oswald-lab.wikispaces.asu.edu/Using+LATEX
https://math.asu.edu/resources/computer-resources/latex-resources-and-examples
http://libguides.asu.edu/c.php?g=263792&p=1762142
https://tutoring.engineering.asu.edu/