Dissertation Formatting—Inserting Blank Pages

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ProQuest copies of your dissertation will be printed double sided. To ensure that major pages are positioned on the right side (odd-numbered *recto* pages) of the bound volume when it is laid open, a blank page will need to be inserted after a chapter or section that ends on an odd-numbered page. Inserting an even-numbered *verso* blank page will force the next chapter or section to begin on an odd-numbered recto page.

These blank pages must be counted, but page numbers should not appear on them. However, if you are using Word and are unable to remove the page number, do not worry. Insert the required blank pages, PDF the document, and submit it to the ReDOC office. We will remove the page numbers manually.

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Element	Page	Number Appears	Required
Title Page	i (recto)	No	Yes
Copyright page	ii (verso)	No	Yes
*Report of Dissertation			
Examination form	iii (recto)	No	Yes
BLANK	iv (verso)	No	Yes
Dedication	v (recto)	No	No
Epigraph	recto	No	No
Acknowledgments	recto first page	Yes	No
Table of Contents	recto first page	Yes	Yes
List of Tables	recto first page	Yes	No
List of Illustrations	recto first page	Yes	No
List of Abbreviations	recto first page	Yes	No
Abstract	recto first page	No	Yes
Chapters of body	recto first page	Yes	Yes
Appendix title page	recto	No	No
Appendixes	recto first page	Yes	No
Selected Bibliography	recto first page	Yes	Yes
Vita	recto	No	Yes

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The preliminary page items, except for the copyright page, must begin on odd-numbered pages. If your Table of Contents is more than one page, DO NOT put blank pages between pages after the initial page. The additional pages of the Table of Contents will flow onto the even and odd pages that follow. DO NOT add a blank page if the Table of Contents ends on an even page.

If a chapter ends on an odd page number, make sure to put a blank page before the next chapter so that the chapter begins on an odd-numbered page. These blank pages WILL be part of the page count. Therefore, you will need to adjust your Table of Contents, List of Illustrations, etc. to reflect the addition of blank pages as needed. DO NOT ADD A BLANK PAGE IF A CHAPTER ENDS ON AN EVEN PAGE.

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Sample Pagination. [Numbers in brackets should not appear on the page. Sections are shown as single pages.]