

## **Electronic Thesis and Dissertation (ETD) General Formatting Requirements**

The Graduate School requires that all dissertations and theses be submitted to ProQuest, the electronic repository for these documents. All dissertations and theses are also deposited in Niner Commons, Atkins Library's new institutional repository. Your document must be approved for content by your committee and approved for formatting by the Graduate School in order to complete your final submission. A pre-defense formatting review is not required, but you may want to make an online or in-person appointment for your own peace of mind. You are highly encouraged to bring your thesis or dissertation draft to one of the many formatting workshops held by the Reynolds Center for Graduate Life & Learning each semester. (You can also attend even if you don't have a draft to share.)

During formatting appointments and workshops, the Graduate School reviews documents for formatting only. We do not proofread, verify appropriate use of style guidelines (APA, MLA, etc.), or otherwise audit your document for professional-level standards. It is the student's responsibility to ensure that the document meets all required standards and has been approved by the faculty committee.

You are expected to follow the formatting guidelines that are standard in your discipline (e.g., APA, MLA, etc.), however, should those guidelines conflict with the Graduate School's standards, you must use the Graduate School's formatting guidelines, which comply with UMI/ProQuest's requirements.

You are also expected to make every effort to ensure that your document is ADA accessible (e.g., compatible with screen readers). Adobe and Word both have accessibility checking features that will flag areas that need improvement.

Although this Guide endeavors to anticipate questions, exceptions are made at the discretion of the Graduate School. This Guide is not exhaustive, which means that you may be asked to make revisions not described herein. Revision requirements are made at the discretion of the Graduate School.

If you are writing a three article dissertation, please consult our supplementary guidelines.

If you are using LaTeX, please utilize the approved templates found on the Graduate School website. (Students new to LaTeX are encouraged to take advantage of the LaTeX workshops the Reynolds Center for Graduate Life & Learning hosts each semester.)

## **Required and Optional Elements (Listed in the Order in Which They Should Appear)**

**Title page:** Your title page must be formatted exactly to the Graduate School's specifications. See the Sample Pages and template on the Graduate School website.

- Though a hard copy or scan of the signed title page must be submitted to the Graduate School, uploads to ProQuest should not include faculty signatures.
- Note that there is no page number on the title page, though it is counted as page one (i).

**Copyright page:** This page is required if you are registering your copyright and highly recommended even if you do not. See the Sample Pages and template.

- Page numbering begins on the copyright page with Roman numeral ii.

**Abstract Page:** See the Sample Pages and template

**Acknowledgements:** (optional but customary)

**Dedication:** (optional but customary)

**Table of Contents:**

- Everything that appears after the Table of Contents must appear in the Contents. The first item in the Contents is usually the List of Tables. See the sample Table of Contents in the Sample Pages.
- Long lines of text should not touch or overlap the page numbers; wrap long items to next line.
- Formatting of chapter titles and headings must be consistent between the Table of Contents and the body of the document.

**List of Tables:** Required if your document contains tables. See Sample Pages.

**List of Figures:** Required if your document contains figures. See Sample Pages.

**Glossary or List of Abbreviations** (if applicable) See Sample Pages.

**Preface** (optional)

**Main body of the document, divided into chapters or sections.**

- The first page of the body of your document begins with Arabic numeral 1.
- All major sections should begin on a new page (this rule does not apply to subsections).

**References:**

- Formatted according to your field's style guide.
- Reference links should be in black text rather than blue and should not be underlined.

- When multiple reference pages are present (such as with 3-article dissertations), the formatting of the reference pages must be consistent with each other.

### **Appendices**

- If your document includes only one appendix, it should appear as “Appendix: Title.” List multiple appendices as “Appendix A: Title,” “Appendix B: Title,” etc.
- All appendices that appear in the document must have a name and be listed in the table of contents.
- Appendices should come at the very end of the thesis/dissertation.
- Each appendix must begin on a new page.

### **Additional Information:**

#### **Text**

All text must be professional quality font (i.e., no script or ornamental font). Bold and italics should be kept to a minimum; this is a professional document that should reflect a conservative style. All fonts in your ETD document must be embedded, which ensures that your entire document can be viewed properly on any computer, even those that do not have installed the fonts you used. All text, including chapter titles and headings, must be 11- or 12-point font (not applicable to table and figure content or supplemental materials that may be included in the appendices). Major headings/page titles must be consistently spaced throughout the document.

#### **All text must be double spaced, with the following exceptions, which may be single spaced:**

Table of Contents

Lists of Tables and Figures

Table and Figure content

Captions for Tables and Figures

Chapter titles and headings (long headings that occupy more than one line should be single spaced)

Block quotes (many style guides require that block quotes be single spaced)

Bulleted and numbered lists

Footnotes and endnotes (many style guides require that these be single spaced)

Terminal reference section (adhere to your field’s style guide)

Appendices

#### **Pagination**

- Every page following the title page is numbered, and page numbers should be printed on every page (though sometimes students choose to omit the page number from the first page of each chapter).
- Page numbers may be placed in one of three locations: upper right corner, bottom right corner, or bottom center. The page number location must be consistent throughout the document.

- Lowercase Roman numerals (i, ii, iii) should be used for all of the prefatory material, with the exception of the title page (there is no page number on the title page, though it is counted as page one). The copyright page is page ii.
- The body of the text is numbered with Arabic numerals (1, 2, 3) beginning with the first chapter and continuing through the Appendices (if included).

### **Margins**

- The minimum 1-inch margin is required on every page (all sides).
- Make sure all tables and figures (and their captions) fit within the minimum 1-inch margins.
- Left margins may be set at 1 ½ inches if you would like your thesis/dissertation to be bound.

### **Chapters**

- The body of your document must be divided into chapters or major sections. Each chapter or major section must begin on a new page. It is not required that subsections begin on a new page.
- Chapters or major sections must be titled. Chapter titles and subheadings as provided in the main body of your document must match what is listed in the Table of Contents (including font formatting).
- Most students choose to number their chapters and subheadings, however, this is not required. If you number your chapters and subheadings, the numbering system must be used both in the Contents and in the body of the text, and it must match. For example, if the chapters in the Table of Contents are numbered 1, 2, 3, etc., the chapters in the body of the document must also be numbered 1, 2, 3, etc., not I, II, III, etc.

### **Tables and Figures**

- A table is any set of data arranged in a tabular format. All other items (charts, graphs, maps, photographs, drawings, etc.) are figures. Mathematical formulas, schema, and computer code should not be identified as figures.
- If tables and/or figures are included in your document, you must provide a List of Tables and/or a List of Figures in your prefatory pages.
- Both the List of Tables and List of Figures must begin on a new page.
- It is not necessary to list tables and figures that appear in the appendices in the List of Tables or List of Figures.
- Tables and figures, as well as their captions, may be double or single spaced.
- If a table does not fit on one page or is split into two parts by the page break, you must include the title and full caption before the table starts (example: **Table 1 title**. This is an example caption), as is standard. For any subsequent page on which the table continues, you should include the table title followed by the word “continued” in parenthesis (example: **Table 1 title** (continued)).

**Appendices**

- Title each of your appendices, and include these descriptions in the Table of Contents (i.e., do not simply call your Appendices “Appendix A, Appendix B, etc.”). If you have only one Appendix, you may label it simply “Appendix” instead of “Appendix A.”
- It is not required that tables and figures in the appendices be listed in the List of Tables or List of Figures.
- The numbering of tables and figures in the appendices is at your discretion; it can continue from the numbering in the body of the dissertation or thesis (e.g., if the final table in the body of the document is Table 37, the first table in your appendices can be Table 38), or it can be independent from the numbering in the body of your work (for example, the first table in your appendices could be Table A1).

**Supplemental Files**

It is possible to include supplemental files in a large variety of formats. If your work contains materials such as audio files, video files, and/or spreadsheets, these should be submitted as supplemental files. Please note: supplemental files must be listed and described in an appendix and identified by name, file type, size, required application software, and any special hardware requirements. Further information regarding supplemental files can be found at [www.etsadmin.com/cgi-bin/main/resources/](http://www.etsadmin.com/cgi-bin/main/resources/).

**Other Specifications**

Because this is a formal document, you are encouraged to use your full, formal name. However you choose to list your name, it must match on the Title page, the Copyright page, the Abstract page, and in ProQuest. There are no titles, workplaces, or credentials listed after the committee members' names on the Title Page.