



**Manual of General Formatting Requirements for  
Dissertations and Theses, 2017-2018**

## **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. Your document must be approved for content by your committee and by the Graduation Completion Specialist, Aura Young, prior to submission. A pre-defense formatting meeting with Aura is required for graduation (deadlines are posted on the Registrar's calendar), and a post-defense review may also be required at Aura's discretion.

The Graduate School reviews documents for formatting only. We do not proofread, verify appropriate use of style guidelines (APA, MLA, etc.), check for plagiarism, 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.

Although this guide endeavors to anticipate questions, exceptions 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 Center for Graduate Life (CGL) website.

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

- Title page: Your title page must be formatted to the Graduate School's exact specifications. See the Sample Pages and template on the CGL website.
- Copyright page: This page is required if you are registering your copyright, otherwise it is highly recommended. See the Sample Pages and template.
- Abstract Page: See the Sample Pages and template
- Dedication (optional)
- Acknowledgements (optional)
- Table of Contents: Everything that appears after the Table of Contents must appear in the Contents. Do not include any of the prefatory material in the Contents. See the sample Table of Contents in the Sample Pages.

- 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)
- Preface (optional)
- Main body of the document, divided into chapters or sections. 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.
- Appendices

## **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).

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 must be printed on every page. 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; 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**

Minimum margins are required on every page: 1.5 inches on the left and 1 inch on the top, bottom, and right. These margins apply to the page numbers as well.

NOTE: MS Word automatically places page numbers in the header and footer. The default setting for this is .5 inch from the edge of the page, so you will have to adjust this manually from the File/Page Setup menu (Format/Document menu on a Mac). If you are placing your page numbers at the top of the page, adjust the header to 1 inch, then adjust the top margin to 1.2 inches. If you are placing your page numbers at the bottom of the page, adjust the footer to 1 inch, then adjust the bottom margin to 1.2 inches.

## **Chapters**

The body of your document must be divided into chapters or major sections. Each chapter must begin on a new page.

Chapters or major sections must be titled. Chapter titles as provided in the main body of your document must match what is listed in the Table of Contents.

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. Tables and figures in the appendices should not be listed in the List of Tables or List of Figures.

Tables and figures, as well as their captions, may be double or single spaced.

If you need to turn the orientation of a table or figure from portrait to landscape, you must rotate the page itself back to portrait mode, and you must orient the page number to match the rest of the page numbers. To achieve this you must rotate the image 90 degrees counterclockwise. The “top” of your image will now be along the left margin, which must be at least 1.5 inches. Please see the CGL website for further instructions on rotating pages.

## **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.”

Tables and figures in the appendices should not 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**

If your work contains materials such as audio files, video files, and/or spreadsheets, these should be submitted as supplemental files.

Please note: supplemental file 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 (Dr., etc) or credentials listed along with the committee members’ names on the Title page.