

ETD Formatting Checklist

Front Matter

General

- Page Margins need to be set at 1.5 inches on the left and 1 inch on the top, right, and bottom.
- Header Margin (top of page to top of page number) needs to be set at 1 inch.
- All front matter must include your full name (include your middle or maiden name).
- Page numbers should be in the same font and font size as the main text in the ETD.
- Start all front matter page titles (Approval, Table of Contents, Abstract, etc.) on the first line of their pages.

Title Page

- Thesis/Dissertation title needs to be in ALL CAPS, double-spaced, inverted pyramid.
- Ensure degree title is correct.
- Date should be the month and year your ETD is accepted by The Graduate School (i.e. approval deadline).

Copyright Page

- Please add a copyright page following our online sample. The copyright page is not counted or numbered.
- Place “by” / your name on the same lines as title page.
- Include © symbol before the word copyright. The word copyright should be in ALL CAPS.

Dedication & Acknowledgments Pages (optional)

- Dedication page (single spaced) should precede acknowledgments page (double spaced, limited to one page).

Table of Contents

- Chapters should all be numbered and titles should be in ALL CAPS. Do not write out Chapter One, Two etc. before titles.
- Start your first entry triple-spaced from the page title.
- All headings in the ETD must be in your Table of Contents.
- Page numbers need to line up precisely on the right.
- All first level headings must line up directly below the first letter of the chapter title.
- Second level headings are indented one tab from the first level heading indentation; third level headings are indented two tabs.
- Double space around chapter titles; single space around headings.
- All major words should be capitalized in all headings.
- Be sure to include TABLE OF CONTENTS CONTINUED or TABLE OF CONTENTS — CONTINUED on additional TOC pages.
- Don't let long titles/headings automatically wrap to the next line. Stop the line about $\frac{3}{4}$ of the way to the page number and continue on the next line directly below the first letter of the word above.
- References and Appendices sections do not get numbers; align these entries under the numbers of the chapters.
- Appendix A, B, etc. should be written in ALL CAPS; appendix titles should be written in upper and lower cases.
- Include a cumulative references section in table of contents (and at the end of your ETD).

Lists of Figures/Tables

- Start your first entry triple-spaced from the page title.
- Don't let long titles/headings automatically wrap to the next line. Stop the line about $\frac{3}{4}$ of the way to the page number and continue on the next line directly below the first letter of the word above.
- Page numbers should line up precisely on the right.
- Individual table/figure titles should be singled spaced with a double space between titles.
- Be sure to include LIST OF TABLES CONTINUED or LIST OF TABLES — CONTINUED (or FIGURES) and Figure (or Table) and Page headings on additional pages.

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- Don't repeat Table/Figure One, two, etc. before each entry; include only the table/figure number and its title.

Abstract

- Abstract must be 350 words or fewer.
- Start first line triple-spaced from the page title.
- Abstract text must be single spaced with no gaps between paragraphs.

Body Matter

General

- Page Margins need to be set at 1.5 inches on the left and 1 inch on the top, right, and bottom.
- Header needs to be set at 1 inch.
- Chapter One starts on page 1 and continues in Arabic numbers through the end of ETD.
- All new paragraphs must be indented with no extra gaps of space between paragraphs. (Remove spacing above/below paragraphs if this is the default in your word processor.)
- New chapters must start on a new page with the text (CHAPTER x or chapter title) as the first line.
- You must follow chapter title and heading level style and spacing outlined in our formatting guide.
- Heading spacing: First level headings are centered and triple-spaced above and below; second level headings are left-aligned, triple-spaced above and double-spaced below; third level headings are indented and start the paragraph and are triple-spaced above. (A triple space is two blank lines with text on the third line or 24 pts. If you are in double-space mode and you hit enter two times, this gives you four spaces. Click anywhere in the empty space change spacing to 1.0, giving you a triple space.)
- Headings that fall at the bottom of the page with no text below must be moved to the top line of the next page.
- Direct quotes of four lines or more must be single spaced and “blocked” (indented on both sides with the text justified). The space above and below a direct quote should be a double space. The text immediately following is indented only if you are starting a new paragraph.
- All major words in all headings are capitalized.
- Start text or figures/tables on the first line of the page, if they are the first entry on the page.
- Long headings are updated to two — as equal as possible — single-spaced lines with only the bottom line underlined.
- All landscaped pages include the page number on the top center of the page *when viewed as a portrait page*.
- Avoid empty “white space” on pages when possible by adjusting tables/figures to share pages with main text.
- If you include a reference section at the end of each chapter, format References heading to match first level headings; start on first line of a new page. (You must still include a cumulative references section at the end of your ETD.)
- Ensure chapter titles and headings do not get off-center by way of accidental indentation.
- Table and figure titles/captions are single spaced, no bold, and the same size font as the rest of ETD text. The entire title/caption should fit on the same page as the table/figure.
- If a table/figure continues on additional pages, include Table/Figure # Continued at the top of additional pages.
- Triple space above and below all tables and figures. (Do not triple space *between* the title/caption and the table/figure.)
- Do not wrap text around tables or figures.
- All tables and figures must meet page margin requirements.

Back Matter (References and Appendices)

References

- A cumulative references section is required at the end of your ETD. You may have reference sections at the end of each chapter, but you must also include a cumulative section at the end.

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- All references are single spaced with a double space between. You choose reference style.
- References section should precede appendices unless appendix material is included in the reference section.
- If you include multiple appendices (e.g. references and at least one appendix) add a “divider page” for each section. If your ETD does not include more than one appendix section, you do not need a divider page; begin your references section with a heading in ALL CAPS at the top of your first references page.

Appendices

- If you include multiple appendices in addition to your references section add a “divider page” for APPENDICES and each individual appendix.
- If you have only one appendix in addition to your references section, you do not need an APPENDICES divider page; include just an APPENDIX A divider page.

If you have questions about any of the checklist items, review the Sample Pages or Templates [online](#) or email the formatting advisor at gradformatting@montana.edu.