

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 legal name (including full middle name)
- Page numbers should be in the same font and font size as the text in the ETD
- Start all front matter page titles (Approval, Table of Contents, Abstract, etc) on the first line of the page

Title Page

- Thesis/Dissertation title needs to be in ALL CAPS - Double Spaced - Inverted Pyramid Shape
- The two lines above your degree title need to be single spaced
- Degree title is incorrect, please change to _____
- Degree title should be on three separate lines
- Month and Year at the bottom of the page should be _____
- Overall page spacing is off - please review our online sample page

Copyright Page

- Please add a copyright page following our online sample. The copyright page is not counted or numbered
- Include © symbol before the word copyright - The word copyright should be in ALL CAPS

Approval Page and Statement of Permission to Use Pages

- These pages are no longer included in your ETD, please remove.

Dedication & Acknowledgments Pages

- Dedication page (single spaced) should precede acknowledgments page (double spaced, limit of one page).

Table of Contents

- Chapters should all be numbered and titles should be in ALL CAPS. Do not spell out Chapter One, Two etc before titles, just the titles
- All subdivisions in the ETD must be in your Table of Contents - start with chapter 1 (no front matter)
- Page numbers need to line up exactly - see FAQs on formatting site for assistance
- All first level headings must line up directly below the first letter of the chapter title
- Spacing above and below titles/headings is incorrect - use online sample as a reference
- All major words should be capitalized in all headings
- Need to include TABLE OF CONTENTS CONTINUED on additional TOC pages
- Don't let long titles/headings automatically wrap to the next line. Stop the line about 3/4 way to the page number and continue on next line directly below the first letter of the title above
- References and Appendices sections do not get a number - format using online sample as a reference
- Appendix A, B, etc is in ALL CAPS but the appendix titles are in upper and lower case
- Include cumulative references section in table of contents and at the end of your thesis/dissertation

Lists of Figures/Tables

- Don't let long titles/headings automatically wrap to the next line. Stop the line about 3/4 way to the page number and continue on next line directly below the first letter of the title above
- Page numbers need to line up exactly - see FAQs on formatting site for assistance
- Individual table/figure titles should be singled spaced with a double space between titles
- Need to include LIST OF TABLES/FIGURES CONTINUED and Figure/Table (left margin) and Page (right margin) header on additional pages
- Don't repeat Table/Figure One, two, etc before title, just the number and the title

Abstract

- Abstract must be 350 words or less
- 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 Margin (top of page to top of page number) 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
- New chapters must start on a new page
- You must follow chapter title and heading level style and spacing outlined in our formatting guide
- The spacing above and/or below your chapter titles, first level, second level, or third level headings is incorrect.
- Use online level of headings page as a reference. Keep in mind that a triple space is two empty lines with text on the third line, or 24pts(in single space mode). For example, if you are in double space mode and you hit enter two times, this gives you four spaces. You can click anywhere in the empty space and hit control + the number 1 and this will change one double space to a single, making it a triple space.
- Headings that fall at the bottom of the page with no text below must be moved to next page
- Direct quotes of four lines or longer must be single spaced and "blocked" (Indented on both sides and the text justified). The space above and below a direct quote should only be a double space
- All major words in all headings need to be capitalized.
- Start text or figures and tables on the first line of the page
- Long headings need to be changed to two (as equal as possible) single spaced lines with only the bottom line underlined
- All landscaped pages must have the page number on the top center of the right hand side - See online FAQ
- Avoid empty "white space" on pages whenever possible. For example, if you have a full page figure or table that occurs after only a half of page of text, bring in text from the page after the full page figure or table to fill the white space. You can also shrink a figure (if appropriate) to make it fit on the page
- Title or first level heading is "off center" - remove extra tab
- Table & Figure titles & captions must be single spaced, no bold, and same size font as the rest of ETD text. The entire title/caption should fit on the same page as the figure/table
- If a table/figure continues on additional pages, add Table/Figure # Continued at the top of additional pages
- You need a triple space above and below all tables and figures
- Do not wrap text around figures or tables
- 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
- If you have references at the end of each chapter, start all references on a new page
- All references must be single spaced with a double space between. You choose reference style
- References section should precede appendices unless appendix material is included in reference section
- If you have **multiple** appendices, please add a "divider page" for references (looks like divider page for appendices). See sample pages online. If your ETD does not include more than one appendix, you do not need a divider page - just put references title in all caps at the top of your first references page

Appendices

- If you have 1 appendix, you need 1 divider page preceding your appendix - See online sample for Appendix A

- If you have more than 1 appendix, you must have multiple divider pages - One page for Appendices, and one for each individual appendix. Remember to also include a divider page for your references
- Make sure that all appendix material meets page margin requirements and is readable

Manuscript Option Only Comments

- A Contribution of Authors Page and a Manuscript Information Page must precede all chapters based on a publication (being prepared, submitted, or published). Use online template for these pages
- The Contribution of Authors and Manuscript Information Pages must be included in your table of contents
- Your manuscript pages must follow our online sample exactly (language, spacing, etc)