

## ETD Manuscript Format – Formatting Guidelines

Thesis/ Dissertation Content	Formatting Guidelines
Front Matter	
Title page	<ul style="list-style-type: none"> <li>• Use the template provided on the ETD website and substitute your information.</li> <li>• Use base 14 fonts like Times, Courier or Helvetica. Use consistent fonts</li> <li>• When including committee information, don't add titles and educational qualifications of the committee members. For example, Dr. Jane Doe, PhD. is not acceptable.</li> <li>• Do not insert page number on this page (page i).</li> </ul>
Abstract (academic)	<ul style="list-style-type: none"> <li>• Refer to the template provided on the ETD website.</li> <li>• The abstract can be a maximum of 250 words for a Master's thesis and 350 words for dissertations.</li> <li>• Do not insert page number on this page (page ii).</li> </ul>
Abstract (public)	<ul style="list-style-type: none"> <li>• Written in a non-specialist language with the aim of sharing the value, importance and broad impact of the research with the general public.</li> <li>• This abstract will be made available electronically to the general public.</li> <li>• Do not insert page number on this page (page iii).</li> </ul>
Dedication (optional) Acknowledgements (optional)  Table of contents List of figures (optional) List of tables (optional) List of abbreviations (optional) Nomenclature (optional) Preface/ Attribution (required only if the manuscripts are co-authored)	<ul style="list-style-type: none"> <li>• Start displaying numbering from the page right after the abstract page.</li> <li>• Use <b>small case roman numerals</b> for numbering pages in the front matter section of your thesis/ dissertation.</li> <li>• The page numbers start from (iv) in the front matter section.</li> <li>• Preface/ Attribution can be included as a part of the front matter or the Introduction chapter.</li> </ul>
Body of your thesis/ dissertation	

<p>Divide your thesis/ dissertation into chapters. Usually, the chapters are organized in a logical manner which may include the following titles:</p> <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Literature Review (optional)</li> <li>3. Title for Manuscript 1 <ol style="list-style-type: none"> <li>1. Title</li> <li>2. Abstract</li> <li>3. Introduction</li> <li>4. Materials and methods</li> <li>5. Results</li> <li>6. Discussion</li> <li>7. References</li> </ol> </li> <li>4. Title for Manuscript 2 (see chapter 3 above)</li> <li>5. Conclusions <ol style="list-style-type: none"> <li>1. Summary</li> <li>2. Overall model if appropriate (text or illustration if appropriate)</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>• Use Arabic numerals for the body and back matter of your thesis/ dissertation.</li> <li>• The first page of Chapter 1 of your thesis/ dissertation will be numbered (1).</li> <li>• Use consistent fonts (true type) and styles.</li> <li>• Follow your department guidelines if any regarding the styles to be used.</li> <li>• Consistently identify the sources of images, figures and tables i.e. provide captions and attributions</li> <li>• Place captions and attributions consistently above or below the figures, images and tables.</li> <li>• Numbering should be sequential and consistent.</li> <li>• Margin settings: 1 inch on all sides and on all pages</li> </ul>
<p>Back matter</p>	
<p>References (for those not already included in the chapters)</p> <p>Appendices</p>	<ul style="list-style-type: none"> <li>• Follow your department guidelines for citations.</li> <li>• When formatting the appendix, place the word "Appendix", the appendix letter or letters, and the appendix title in large type at the beginning of each appendix.</li> <li>• Appendices are enumerated alphabetically from A to Z, then AA, AB, and so on to ZZ, then AAA, AAB, etc.</li> <li>• You may include the source code or output of computer programs as an enumerated appendix. Place figure references with PDF links to multimedia objects here also.</li> <li>• Vita/Resume – Do not include.</li> </ul>