**ETD Manuscript Format – Formatting Guidelines**

<table>
<thead>
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<th>Thesis/ Dissertation Content</th>
<th>Formatting Guidelines</th>
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<tr>
<td><strong>Front Matter</strong></td>
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| Title page                   | • Use the template provided on the ETD website and substitute your information.  
• Use base 14 fonts like Times, Courier or Helvetica. Use consistent fonts  
• When including committee information, don’t add titles and educational qualifications of the committee members. For example, Dr. Jane Doe, PhD. is not acceptable.  
• Do not insert page number on this page (page i). |
| Abstract (academic)          | • Refer to the template provided on the ETD website.  
• The abstract can be a maximum of 250 words for a Master’s thesis and 350 words for dissertations.  
• Do not insert page number on this page (page ii). |
| Abstract (public)            | • Written in a non-specialist language with the aim of sharing the value, importance and broad impact of the research with the general public.  
• This abstract will be made available electronically to the general public.  
• Do not insert page number on this page (page iii). |
| Dedication (optional)        |                       |
| Acknowledgements (optional)  |                       |
| Table of contents            | • Start displaying numbering from the page right after the abstract page.  
• Use **small case roman numerals** for numbering pages in the front matter section of your thesis/ dissertation.  
• The page numbers start from (iv) in the front matter section.  
• Preface/ Attribution can be included as a part of the front matter or the Introduction chapter. |
| List of figures (optional)   |                       |
| List of tables (optional)    |                       |
| List of abbreviations (optional) |                       |
| Nomenclature (optional)      |                       |
| Preface/ Attribution (required only if the manuscripts are co-authored) |                       |
| **Body of your thesis/ dissertation** |                       |
Divide your thesis/dissertation into chapters. Usually, the chapters are organized in a logical manner which may include the following titles:

1. Introduction
2. Literature Review (optional)
3. Title for Manuscript 1
   1. Title
   2. Abstract
   3. Introduction
   4. Materials and methods
   5. Results
   6. Discussion
   7. References
4. Title for Manuscript 2 (see chapter 3 above)
5. Conclusions
   1. Summary
   2. Overall model if appropriate (text or illustration if appropriate)

- Use Arabic numerals for the body and back matter of your thesis/dissertation.
- The first page of Chapter 1 of your thesis/dissertation will be numbered (1).
- Use consistent fonts (true type) and styles.
- Follow your department guidelines if any regarding the styles to be used.
- Consistently identify the sources of images, figures and tables i.e. provide captions and attributions
- Place captions and attributions consistently above or below the figures, images and tables.
- Numbering should be sequential and consistent.
- Margin settings: 1 inch on all sides and on all pages

### Back matter

**References** (for those not already included in the chapters)

- Follow your department guidelines for citations.
- 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.
- Appendices are enumerated alphabetically from A to Z, then AA, AB, and so on to ZZ, then AAA, AAB, etc.
- 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.
- Vita/Resume – Do not include.