<table>
<thead>
<tr>
<th>Thesis/ Dissertation Content</th>
<th>Formatting Guidelines</th>
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<td>Front Matter</td>
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</table>
| 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. |
| Abstract (academic)         | • Refer to the template provided on the ETD website.  
                                • The academic 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. |
| 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. |
| 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. |
| List of figures (optional)   |                         |
| List of tables (optional)   |                         |
| List of abbreviations (optional) |                 |
| Nomenclature (optional)     |                         |
| Body of your thesis/ dissertation | • 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). |
| may include the following titles: | • 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 |
| --- | --- |
| Introduction  
Literature Review  
Results  
Discussion  
Conclusions  
Summary |  |
| Back matter | |
| References  
Appendices | • 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. |