

ETD Standard Format – Formatting Guidelines

Thesis/ Dissertation Content	Formatting Guidelines
Front Matter	
Title page	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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 List of figures (optional) List of tables (optional) List of abbreviations (optional) Nomenclature (optional)	<ul style="list-style-type: none"> • 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.
Body of your thesis/ dissertation	
Divide your thesis/ dissertation into chapters. Usually, the chapters are organized in a logical manner which	<ul style="list-style-type: none"> • 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).

<p>may include the following titles:</p> <p>Introduction Literature Review Results Discussion Conclusions Summary</p>	<ul style="list-style-type: none"> • 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
<p>Back matter</p> <p>References Appendices</p>	<ul style="list-style-type: none"> • 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.