

Formatting Requirements Checklist

- ☐ **Did you watch the software training video found [here](#) before doing any formatting?**
- ☐ **Title Page**-Is your name the same as what is found on your Diploma Info/Graduation Progress Report under AIM. Check that the text looks like the Title Page template and is **centered** on the page. <https://gradprogress.sim.byu.edu/checklist.pdf>
- ☐ **Font**-Times New Roman 12 pt. consistency throughout text. 11 pt. is allowed for tables and figures.
- ☐ **Table of Contents**- Do you have your Abstract, Acknowledgements, Table of Contents, List of Tables and List of Figures listed in your table of contents.
- ☐ **ETD-PDF** When you convert it to the pdf to submit as an ETD can you see all of the bookmarks on the left side.

MARGINS

Preliminary Pages (Title page, Abstract page, Acknowledgment page)

- 1 inch on all sides
 - ☐ Table of Contents, List of Figures, List of Tables, Body Pages,
- 2 inches at top, 1 inch on sides
 - ☐ Chapter title pages, Reference title page, Appendix title pages

PAGE NUMBERING

- ☐ Page numbers are centered at the bottom of the page.
- ☐ Counting begins with the Title page; however, page numbers do not appear on the page until the Table of Contents (iv).
- ☐ Use Roman Numerals (i, ii, iii ...) for the Table of Contents and following pages until Chapter 1.
- ☐ Use Arabic numbers (1, 2, 3 ...) beginning with Chapter 1.
 - Be sure numbers appear on ALL pages once numbering begins.

SPACING

- ☐ Double-space text of body and acknowledgements.
- ☐ Single-space abstract, references, captions, quotes, chapter titles, headings, and subheadings.
- ☐ Table of Contents, List of Figures, and List of Tables can be single-spaced or double spaced.
- ☐ **Abstract** page. Separate ABSTRACT, Title, and Name/Department with one double space. (See sample Abstract page)
- ☐ **Acknowledgments** page. Separate ACKNOWLEDGMENTS and paragraph with one double space
- ☐ Two inch margin before chapter titles
- ☐ Double-space three times after chapter titles (72 pts).
- ☐ Double-space twice before subheadings (48 pts).
- ☐ Double-space once after subheadings (24 pts).
- ☐ Double-space once between two subheadings (24 pts).

- ☐ Double-space once before and after figures and tables (24 pts).
- ☐ Double-space *once* before and after equations (24 pts).
- ☐ Do **not** leave a single line of text, a single-line equation, or a subheading alone on the top (widow) or bottom (orphan) of a page.
- ☐ Do **not** leave more than about 5 lines of white space remaining on a page unless it's the end of a chapter.

FIGURES

- ☐ Figures are normally diagrams, graphs, maps, or charts.
- ☐ Center figures on the page.
- ☐ Center captions below the figure. If two lines are needed, the caption should be left justified at margin.
- ☐ A figure should be placed after the paragraph of reference. If it will not fit on the same page, continue the text and place the figure at the top of the next page.

TABLES

- ☐ Tables contain numerical or statistical information.
- ☐ Center tables on the page.
- ☐ Center captions above the table, not to exceed the width of the table. If more than one line is needed, center the lines in an inverted pyramid, example:
 - **Table 6.3** Comparison of roll rotation plots when node was displaced,
 - And an X-direction off-axis force was applied.
- ☐ If placed in the landscape position, the top of the table should be on the left side of the page, with the caption above the table. The page number is placed underneath the table.

PRINTING BOUND COPY

- ☐ Add blank pages after the Title Page, Abstract page, Acknowledgment page, Table of Contents, List of Figures, List of Tables and end of chapters ending on a right side page.
- ☐ Document should be printed double-sided for the bound copy
- ☐ Title page, Abstract page, Acknowledgment page, Table of Contents, List of Figures, List of Tables, Chapter title pages, References and Appendices must begin on the front side of a page.
- ☐ <https://gradworksonline.com/gradworks/#/>

SOME TIPS FOR FORMATTING

Page numbers in an ETD have a very specific format. The first three pages (the Title, Abstract, and Acknowledgements pages) have no page numbers, then the rest of the intro pages (Table of Contents, Lists of Tables and Figures) have lowercase roman numerals. The first three pages count in the numbering, so the first Table of Contents page will start on numeral iv. The body of the document starts

with Arabic numeral 1 and continues normally. These separations in page numbers are accomplished using section breaks. Every time your page numbers need to shift style or number, separate the pages using a section break, which can be found in the Layout tab in a drop-down menu titled “Breaks”. On the page following the break, double click into the page footer and turn off “Link to Previous”, which will be an option that shows up when you are editing the page footer. This will allow you to reformat page numbers without changing previous pages. Under the Page Number menu, select “Format Page Numbers”. This menu will let you choose the number format, as well as the starting number. See next..

- Page break will keep the formatting that is on a page the same and doesn’t allow another page to bump up or down when new text is added. Good place to put this is on the title page, abstract, table of contents, list of tables, list of tables and the end of the paper before the references. Hit the paragraph symbol. This is in place of hitting enter until you get to the end of the page to get to the next page.
- Page numbers- in order to have no page numbers on the title page, roman numerals on the beginning pages and 1-2-3 for the rest of the document.
 1. title page take off the page break and add page layout>breaks>page breaks> section breaks>next page. Click in header and it will show that you have created a section 1 for the title page and section 2 for the Abstract. Under the List of Tables make a space and add a page break so that it shows section 3 on the Introduction page.
 2. Insert>page numbers> middle bottom. It will automatically insert page numbers starting on page one in each section.
 3. Right click page number, format page numbers and pick small roman numerals
 4. On the abstract page in the header right over section 2 “unlink to previous” should be highlighted in the Header and Footer tools. Click to unlink. Then go to the footer of the Abstract page and adjust the page number by highlighting the number>format page number>choose lower roman numeral and then choose start on page 2.

Equations can be inserted using a table with one row and two columns, turn off lines and set margins to 0. The columns widths can be adjusted so the column for the equation number on the right is just large enough, then you can right justify that column and center justify the equation in the first column.

Figures can be done similarly with a table of one column and two rows.

Where to find help:

As you get to into the **final stages of the writing portion of your thesis or dissertation** there are a few things that you can do that will help ease the stress of the writing and to ensure that your ETD is accepted so that you can graduate.

1. **Watch the thesis and dissertation software training.** There are specific things that an ETD needs to have in the formatting and this is a great source to make sure that you are doing it correctly. <http://learnsoftware.org/etd/>

2. **Another training you can watch is found here. Make sure it is labeled HBLL Multimedia lab and Software Training** https://www.youtube.com/results?search_query=Electronic+thesis+and+dissertation+2015%3A+Headings
3. **While you are doing the formatting do not use a Mac.** Use a PC. They have not found an Adobe plug-in that helps with the styles conversion from the Mac to the pdf to upload to the ETD. The computers in the EB labs have Adobe Acrobat (sign in with your BYU ID and password). You can also use Cloudapps.byu.edu and access campus computers to use the Adobe and to use a PC.
4. **The Software training part of the library has students trained to help** with your thesis or dissertation formatting questions. You can chat with them [here](#) or go to the 4th floor of the library and ask someone there for help while using the computers.