

ETD FORMATTING CHECKLIST

Dietrich School of Arts and Sciences is a multi-disciplinary school. Therefore, a specific formatting style is not enforced. Students are required to follow university formatting standards for preliminary pages and consistently format their ETD in accordance with their discipline's writing style. Below are consistency guidelines to follow:

D-Scholarship Submission Page

- Only 1 document is uploaded
- Document is uploaded as PDF
- Document is 2 GB or less
- Correct degree is designated
- Student has name/initials in PDF title
- Student name matches what is officially on record (no nicknames)
- Committee matches candidacy letter
- Each committee member has a title
(Committee Chair, Committee Co-Chair or Committee Member ONLY)
- Student is listed as sole author
- Abstract 350 words or less
- Page count matches number of total number pages in document (including preliminary page count)

ETD Document

Preliminary Pages:

- Formatting is consistent with sample ETD
- Graduation year is listed on title page, copyright page, abstract page
- All degrees held listed in chronological order on title page
- Correct degree statement designated on committee page
(Master: "This thesis was presented"; PhD: "This dissertation was presented")
- Degree applied for listed on abstract page
- Title page lists **the** Dietrich School of Arts and Sciences

Bookmarks:

Each ETD has the following pages bookmarked:

- Title page

- Abstract page
 - Table of contents
 - List of tables/figures/schemes/equations (as applicable)
 - Each chapter
 - Each appendix
 - Bibliography
- If chapter subsections are bookmarked, these bookmarks are collapsed under the primary chapter bookmarks
 - No unnecessary bookmarks (i.e. individual paragraphs/quotes bookmarked)

Page Numbers:

- Title page is unnumbered
- Preliminary pages are numbered with Roman numerals (committee page through preface/acknowledgements)
- Introduction starts @ 1
- Pages are numbered in order
- Page numbers are formatted consistently throughout document
- There are no blank pages
- Page numbers in table of contents, list of figures, etc. are properly aligned

Page Formatting:

- All pages are 8.5" x 11"
- Margins are the same throughout document (headings and text cannot go into margins, but OK if larger tables/figures do)
- Text is aligned/justified consistently

Hyperlinks:

Everything on the following pages is hyperlinked:

- Table of contents
- List of tables (if applicable)
- List of figures (if applicable)
- List of schemes (if applicable)
- List of equations (if applicable)

Headings:

- All chapter headings & subheadings are formatted consistently
- All table/figure headings are formatted consistently (table/figure headings can differ from each other but must be consistent within the given category)
- Bookmark formatting matches the headings throughout the document (capital or case-sensitive)

Paragraph Formatting:

- Text is consistently spaced (spacing between bibliography entries must match paragraph spacing and alignment)
- All first paragraphs are either indented or not indented consistently
- Paragraph indents are the same size
- There are no paragraph indentations where there are no new paragraphs

Consistency:

- No chapter abstracts
- All tables/figures/schemes/equations are labeled and listed
- No widows or orphans (single lines of paragraphs or headings separated from the rest of the text by a page break)
- Consistent spacing between paragraphs
- The same font is used consistently throughout the document
- Student uses either endnotes or footnotes, not both
- All endnotes/footnotes are ordered correctly and formatted the same way