


Quick Guide: Basic ETD Formatting Requirements
College of Graduate Health Sciences (CGHS)
The University of Tennessee Health Science Center (UTHSC)

Shirley Hancock, ETD Formatting & Review Manager, shancoc3@uthsc.edu, and
Larry Tague, Assistant Dean for Academic Affairs, ltague@uthsc.edu ---August 2023

Content and integrity of your Electronic Thesis/Dissertation (ETD) must adhere to guidelines established by your faculty advisor and committee. This short version of the *Guide to ETD Format Requirements--Word (The Guide)* gives the minimal requirements of organization and formatting needed for approval of an ETD by UTHSC’s College of Graduate Health Sciences; LaTeX requirements that vary slightly are noted. For further details and illustrations, see *The Guide* and the two ETD Word templates available in Blackboard (Bb) at the ETD Learning Portal (ETDLP) and the *LaTeX Guide* shared with you in your Overleaf (OL) account. ETDs using other word-processing software must also adhere to the organization and formatting described here.

	Formatting regulations established by Quick Guide’s basic ETD formatting requirements and <i>The Guide—Word</i> as well as the <i>LaTeX Guide</i> (for LaTeX) take precedence in all formatting matters.
---	---

CONTENTS

Why Is Formatting Needed for an Electronic Thesis or Dissertation (ETD)?.....	3
Getting Started	4
General ETD Styling.....	4
Basic Page Setup Coded into the Template	4
Other Basic Page Requirements.....	5
Front Matter Styling and Spacing	5
Title Page (required)	5
Copyright Page (required).....	5
Dedication (optional)	5
Acknowledgements (required).....	6
Abstract (required)	6
Table of Contents (TOC), List of Tables (LOT), and List of Figures (LOF)	6
List of Acronyms/Abbreviations (required).....	6
Chapter-Body Formatting	7
Chapter Titles and Headings.....	7
Flow of Text.....	7

Table/Figure/Appendix Callouts.....	7
General Information on Tables/Figures	8
Table/Figure Titles and Notes.....	8
Table/Figure Placement	9
Table Styling.....	9
Figure Styling.....	9
Situations in the Body Requiring Special Styling.....	10
In-Text References.....	10
Back Matter.....	11
List of References	11
Appendixes and Large Supplemental Files.....	11
Vita.....	11

Copyright © 2023

by

The University of Tennessee Health Science Center

All rights reserved

This document may be reproduced in any form, provided acknowledgment is given.

Note on Links in This Document

- All ETD information, including guidance documents, templates, and training are in the Blackboard ETD Learning Portal ([Bb ETDLP](#)). Before clicking any Bb link, log into [Bb](#) so the link will go to the requested page instead of the login screen.
- When clicking internal links, to retain your current page, right click (PC) or control-click (Macintosh) to open in a new tab.

Note on PDF Navigation

Document navigation is facilitated by using Adobe Acrobat’s “Previous view” and “Next view” functions. For Previous view, use quick keys Alt/Ctrl + Left Arrow on PC or Command + Left Arrow on Mac. For Next view, use Alt/Ctrl + Right Arrow on PC or Command + Right Arrow on Mac. Using these quick keys in tandem allows the reader to toggle between document locations. Since every scroll represents a new view, depending on how much scrolling is done for a specific view destination, more than one press of the back or forward arrows may be needed. For additional navigational tips, click View at the top of the PDF, then Page Navigation. These Adobe Acrobat functions may not be functional for other PDF readers or for PDFs opened in web browsers.

If you have questions, problems, or suggestions while using this document, contact Shirley Hancock, ETD Formatting & Review Manager, shirleyhancock@gmail.com or shancock3@uthsc.edu, or Larry Tague, Assistant Dean for Academic Affairs, ltague@uthsc.edu.

Why Is Formatting Needed for an Electronic Thesis or Dissertation (ETD)?

The following description was partially created using ChatGPT version 3.5 and edited by Larry Tague and Shirley Hancock. Generator prompt: " Write a review of ETD formatting requirements," two generator cycles. The yellow highlighting provided in this section is used to emphasize the main concepts that drive the philosophical foundation of the CGHS ETD formatting requirements.

A Comprehensive Review of ETD Formatting Requirements

Introduction: The formatting of ETDs is a crucial aspect of academic research that ensures uniformity, readability, and professionalism in scholarly work. ETD formatting requirements play a vital role in maintaining consistency across academic institutions, enabling seamless dissemination of knowledge, and facilitating scholarly communication. This review delves into the key elements of ETD formatting requirements, shedding light on their significance and implications for researchers and institutions alike.

Importance of ETD Formatting Requirements: ETD formatting requirements serve as a cornerstone of academic integrity and clarity. They encompass a range of elements, including layout, typography, citation styles, pagination, and referencing (cross-referencing), among others. These requirements establish a standardized framework that enables researchers to present their work in a coherent and accessible manner, enhancing the comprehension and assessment of scholarly contributions. By adhering to these guidelines, researchers demonstrate a commitment to academic excellence and the effective communication of their findings.

Consistency and Uniformity: One of the fundamental objectives of ETD formatting requirements is to achieve consistency and uniformity across all theses and dissertations produced within an institution. Uniform formatting fosters a sense of cohesion and professionalism, making it easier for readers to navigate through the document and locate specific sections. Moreover, consistent formatting empowers researchers to focus on the content of their work, rather than grappling with idiosyncratic formatting challenges.

Navigational Aids: ETD formatting requirements often emphasize the use of navigational aids such as tables of contents, lists of figures and tables, and clear headings and subheadings. These aids enhance the user experience by enabling readers to quickly navigate to specific sections of interest. Navigational elements also contribute to the accessibility of ETDs, accommodating a diverse readership that may include scholars, students, professionals, and the public seeking to engage with the research.

Citation and Referencing: Accurate citations and referencing are integral components of ETD formatting requirements. Researchers are typically required to follow a specific citation style (e.g., APA, MLA, Chicago) throughout their work, ensuring proper acknowledgment of sources and the prevention of plagiarism. Consistent and correct citation practices enhance the credibility of the research and facilitate the verification of claims, contributing to the overall integrity of the scholarly discourse.

Electronic Accessibility and Preservation: In the digital age, ETD formatting requirements extend beyond traditional print considerations to encompass electronic accessibility and preservation. Institutions often mandate the submission of ETDs in standardized electronic formats, such as PDF, to ensure compatibility across platforms and devices. Adhering to these requirements ensures that ETDs remain accessible and readable for future generations of scholars, fostering the long-term impact of the research.

Conclusion: ETD formatting requirements represent a foundational element of the academic research landscape. They uphold the values of clarity, consistency, and professionalism, enabling researchers to present their findings in a manner that transcends institutional boundaries. By following these guidelines,

scholars contribute to the collective advancement of knowledge while safeguarding the integrity and accessibility of their work. As ETDs continue to shape the scholarly landscape, adherence to formatting requirements remains an essential practice that honors the tradition of rigorous academic inquiry while embracing the possibilities of the digital age.

Getting Started

You may use the latest ETD Word templates available in the [Bb ETDLP](#) as the basis for your ETD or other word processing (WP) software. We recommend you use the most current version of Microsoft Word or other WP software on your computer. Do not move the ETD file between PC and Mac platforms. Turn on paragraph markers (¶) so that all spacing, page, and section breaks are easily visible. It is especially important not to delete section breaks unintentionally—especially in the back matter after the chapters. Use the ETD Word Template for PPSPA (Previously Published, Submitted, or Prepared for Submission Articles) if you include articles in appendices or the Non-PPSPA Word Template if you will not insert articles. The Non-PPSPA Template is useful for anyone creating an ETD, however, because it provides many examples and special page formats, such as the legend page for figures that take up most of a page.

General ETD Styling

The *ETD Guide* is an example of all the formatting guidelines in this document.

Basic Page Setup Coded into the Template

Do not change these settings in the template.

1. Margins: 1.25” left and right, 1” top and bottom. For OL LaTeX, all margins are pre-set in the preamble and should not be altered.
2. Font type and size: 12-point Times New Roman must be used for all text (including that in tables). When needed, you may reduce the font size and extend the left and right margins to within .5” of the edge of the page to keep tables in portrait orientation.
3. Page numbers: Front matter pages are lowercase Roman numerals. The title page has no visible number; the copyright is on page ii. Body and back matter pages have Arabic numerals, starting at 1 with Chapter 1.
4. Page number placement: Bottom margin, centered, 0.5” above the bottom of the page.
5. Main section title placement and styling: Front matter, chapter, and back matter titles start at the top line and are coded all caps bold, centered. Two returns have been left after all these titles (though they are not hardcoded). You will see only one return after the Table of Contents (TOC) title since 1 space is hardcoded above all chapter titles in the TOC.
6. Within chapters, subdivision headings and captions for tables figures are coded to be single spaced with 0 space over/under returns. Bold or italic has been applied to the style where appropriate.
NOTE: You must apply bold to the descriptive titles of tables/figures if you copy them into the file.
7. Paragraph spacing: All main text is set up for single spacing with 0 extra space above and below paragraphs. Do not change it. Use single spacing for paragraphs, table/figure titles and notes, and table data. All front matter, chapter, and back matter titles are coded for single spacing within the titles. OL LaTeX configures single spacing set in the preamble.
8. The sections of the ETD must appear in the same order as in the Word template. Required sections are Title page, copyright page, Acknowledgements, Preface, Abstract, Table of Contents,

List of Tables/List of Figures (for any tables/figures), Chapters (with number and descriptive title), List of References (LOR), Appendices, if included, and Vita. Optional sections not in this list may be omitted.

Other Basic Page Requirements

1. No text may be outside the margins; when needed to get a table or figure on a page vertically, it may extend to within .5” of the page edge at left and right. Since there are 1.25” margins left and right, printing should not be a problem. However, for OL LaTeX, we request you go no more than 5 pts. outside the margin.
2. Indent paragraphs 5 spaces using the Tab key (the standard tab space in Word). For the LaTeX template, the first paragraph in each section is not indented; all other paragraphs are indented.
3. Left align text, including table/figure titles and notes. The LaTeX template enforces a right-left justified alignment.
4. Leave 1 space between all paragraphs.
5. Leave no blank pages in the document.

Front Matter Styling and Spacing (in order of appearance in the ETD)

Front matter includes everything before Chapter 1. Content in the Table of Contents (TOC), List of Tables (LOT), and List of Figures (LOF) is auto-generated from styling of headings, table/figure captions, and page numbers in the body and back matter (everything after the last chapter).

Title Page (required)

1. Delete wording not needed in the template, depending on the degree you will receive and whether you are in the Joint Graduate Biomedical Engineering (BME) Program with The University of Memphis. See wording for the BME program in *ETD Guide Chap. 2*.
2. Bold the ETD title and use initial caps (*ETD Guide* Appendix A defines and gives examples); keep title to three lines.
3. Your name must be the name under which you are registered at the university.
4. Link your name and your advisor’s name to your respective ORCID ids or, alternatively, to the advisor’s faculty page.
5. Use your advisor’s professional name, followed by a comma and highest academic degree (PhD) or highest clinical degree; if they wish to list both, present them in the order they wish.
6. Date of graduation will be the month (written out) when Larry Tague approves the ETD and the four-digit year (e.g., December 2024). Can be changed at last review.

Copyright Page (required)

1. The copyright statement is centered vertically and horizontally; wording and styling matches the ETD Word Templates.
2. If you insert any multi-authored, previously printed, in submission, or written manuscripts in appendices, mention the appendix, publisher [or copyright owner] from whom you received the release, and date of publication. If a manuscript is unpublished, mention the first three authors only and 4-digit year. Use appropriate sample from *ETD Guide Chap. 2*.

Dedication (optional)

1. Indent the dedication if a long statement. Indenting is not allowed in the LaTeX template.
2. Center it horizontally if short.

Acknowledgements (required)

1. Present acknowledgements in paragraph form.
2. Acknowledge grants and special funding in addition to thanking those who have helped you.

Abstract (required)

If your request for an embargo (delayed release) for patent review or publication purposes is approved, no information in the abstract should jeopardize your potential patent or disclose proprietary information. Even while the ETD is embargoed, the abstract is published at our UT (University of Tennessee) Institutional Repository and ProQuest.

1. Maximum length is 2 pages.
2. Define specialized acronyms/abbreviations at first usage, giving the acronym afterward in parentheses.
3. Use no source references.
4. Do not indent paragraphs on this unique page; just leave 1 space between them.
5. Bold headings end with a period. Start text immediately after them on the same line.

Table of Contents (TOC), List of Tables (LOT), and List of Figures (LOF)

1. The TOC, List of Tables (LOT), and List of Figures (LOF) styling is built in and is coded for automatic updating for titles and page numbers based on the styled titles, headings, and captions in the body and back matter. (Instructions are in the Non-PPSPA Word ETD Template and Bb Online Tutorial modules.) The TOC, LOT, and LOF are also automatically updated in LaTeX.
2. Entries in the TOC, LOT, and LOF must match the wording, capitalization, punctuation, italic for special words, and page numbers of corresponding titles in the body and back matter.

TOC (required)

1. All chapter/back matter titles and headings/subheadings are hardcoded to appear single spaced in the TOC through the 3rd level heads. Type 4th level head styling per instructions in the templates; no more subdivisions are allowed. All sections are pre-configured in the LaTeX template.
2. Numbered headings are not set up in the ETD Word Templates; use LaTeX if you wish to have them.
3. There must be at least 2 subdivisions under any heading.

LOT and LOF (required if there are any tables/figures)

1. The LOT precedes the LOF; each starts on a new page at the top line (like all main section titles).
2. Appendix tables/figures appear in the bottom portion of the LOT/LOF and are updated separately. Do not delete any appendix skeleton from the ETD Template until after formal committee approval via the ETD Approval Form, as only then can no further changes be requested.
3. When table/figures titles are correctly captioned, the longer titles are aligned on a hanging indent in the LOT/LOF, as in this list.

List of Acronyms/Abbreviations (required)

1. Present acronyms/abbreviations in alphabetical order at the left margin except that entries beginning with a Greek letter go at the top of the list and those starting with numbers go at the bottom.
2. Align definitions on the same tab, with those longer than one line wrapping to that tab.
3. Single space within entries and leave no space between them.

Chapter-Body Formatting

Chapter Titles and Headings

ALERT: If styling for any heading is not correct in the body, that heading will not appear in the TOC or will appear at the wrong level.

1. Chapter titles are already coded Heading 1 (centered, bold, all caps).
2. The standard order of chapter topics is Introduction, Materials and Methods, Results, Discussion. Methods cannot come after Results and Discussion as a chapter or within a chapter.
3. Heads within chapters are to be consistently positioned at each level (centered first, then left aligned, then indented 5 spaces for lower-level subdivisions (use Tab). Apply the heading styles as defined in the ETD templates:
 - 1st subdivisions of chapter topic: Use 1st Level Head (bold, centered) with initial caps on a line by themselves. Leave 2 blank spaces over and 1 under them if followed by text.
 - 2nd subdivisions: Use 2nd Level Head (bold, left justified) with sentence or initial caps. Leave 2 blank spaces over and 1 under them if followed by text.
 - 3rd subdivisions: Use 3rd Level Head (bold, indented 5 spaces) with sentence caps on a line by themselves. Leave 1 blank space over and 1 under them if followed by text.
Alternative if you have no 4th level heads: Make the 3rd level heads “run-in,” as described next for 4th level heads—run-in meaning text begins immediately after the head ends.
 - For 4th subdivisions, just type them indented 5 spaces, bold, italic with sentence caps. Manually Tab to indent. End the heading with a period. Then leave 5 spaces, if desired, before starting the text to help the heading stand out visually. Leave 1 blank space over 4th level heads.
 - No more heading levels are allowed. — It is too confusing.
4. Heads on a line by themselves (free-standing) have no punctuation after them unless they ask a question.

Flow of Text

1. Fill text pages with text unless they end a chapter.
2. No heading can appear alone at the bottom of a page unless it is followed by 2 lines of type on that page. Otherwise, force it to the top line of the next text page.
3. Leave 1 space between all paragraphs.
4. If Word forces a space to appear above a heading or paragraph at the top of a page, that is acceptable as part of Word’s automatic formatting. However, text on a page following a figure/table must start at the top line and correctly take up where it left off before the table/figure.

Table/Figure/Appendix Callouts

1. Call out tables/figures in numeric order within each chapter or appendix. They are always referred to by number.
2. Call out appendixes by alpha designator in the body in order—e.g., **Appendix A** callout precedes reference to **Appendix B**, and they must appear in the appendix in the same order.
3. Style table/figure/appendix callouts bold, with the word table/figure written out completely—e.g., **Figure 1-2**.
4. Figure panel alpha designators appear immediately after the number—e.g., **Figure 1-2A**.
5. Style callouts to more than one figure/table/appendix consistently—e.g., **Figures 1-1 and A-1** (with A-1 being the first figure in a single appendix or in Appendix A. If “and” or “through” is needed, do not bold it.
6. Table/figure numbers in callouts should not split at the end of a line

7. Supplementary information must be called out in the text as an appendix or be uploaded to ProQuest. Offloaded supplementary files can be mentioned in the Preface to alert the reader. Keep their titles brief and as clear as possible (e.g., Supplementary Mouse Data); use this same title as the upload title in ProQuest. See *ETD Guide* Chap. 3.

General Information on Tables/Figures

See *ETD Guide Chap. 3* for details and examples; examples are also in the Non-PPSPA Template.

1. No table/figure (including title and notes) can have text on the same page unless it is on the last page of a chapter.
2. Two or more short tables/figures can be on the same page with consistent extra space between them (e.g., 4 spaces) to assist in seeing them as distinct.
3. Ensure that layered figures are flattened when saving—so they appear as one image and crop all extra white space outside of figures so that only a tiny sliver of white remains and the figure will be correctly positioned on the page and in relation to its title.

Table/Figure Titles and Notes

1. Place table/figure titles and notes at the left margin (left-aligned) and let them flow, like text, to the right margin. End the titles and notes with a period unless a note ends with a url.
2. The wording of each table/figure title must be unique.
3. A table/figure title must include the caption, with a unique, hyphenated number, and descriptive title: e.g., **Figure 1-1. This is the descriptive title.** The first 1 refers to the chapter, the second to the position of the image in the chapter. Add a period after the number and Tab to correctly align titles vertically in the LOT/LOF.
4. Tables/figures in a single appendix must have the caption “**Table A-1**” (the A meaning appendix).” Those in multiple appendixes carry the appropriate alpha letter designation in the chapter number position—e.g., “**Figure B-1.**”
5. A table/figure title only includes text up to the first terminal punctuation (usually a period). Do not include subtitles or add note information (such as source) to a title.
6. Styling of table/figure titles (e.g., use of caps) must be consistent; bold is hardcoded into the template table/figure captioning. You must bold the descriptive title.
7. Table titles appear *over* tables, followed by 1 blank space before the table opening line. A table continued title must be typed (not captioned) on all pages after the first for tables longer than one page—e.g., **Table 3-1. Continued.**
8. Figure titles appear *under* figures after leaving 1 blank space between the visual bottom of the figure and the figure title. Cropping figures close on all sides helps ensure this spacing consistency; the reader will see any blank space outside the visible figure in the PDF. A figure continued title must be added on all pages after the first for figures longer than one page—e.g., **Figure 3-2. Continued.**
9. Table notes appear after the table, separated from the table closing line by 1 space.
10. Figure notes appear immediately under the figure title.
11. Different types of table/figure notes (i.e., legend, comments, sources) must be presented in a consistent order, with one following the other vs starting each on a new line. Ensure that acronyms/abbreviations are defined in table/figure notes, or if there are many, refer the reader to the LOA (List of Abbreviations).
12. All modified or reprinted, published tables/figures must have a correctly worded permission statement followed by the complete citation information as presented in the LOR (see *ETD Guide Chap. 3* for sample wording (Figure 3-3); examples are also in the Non-PPSPA Template. If a colleague helped create tables/figures, acknowledge them by name and date permission was received in a note (there should be no LOR entry). A copy of all permission releases from the copyright holder must be uploaded to ProQuest, including open access releases; see Review and Approval Process (RAAP).

Table/Figure Placement

1. Tables/figures are consistently centered horizontally and start at the top line if only 1 image appears on a page.
2. Tables/figures appear on the next page after their first in-text callout—or on the succeeding page(s) in the order of call out. Highlight the 1st callout to each new table number in green – to each new figure number in yellow, e.g., **Table 1-1**, **Figure 3-2**. Figure panels are irrelevant for this. Doing this correctly helps ensure correct placement of the images on the pages *immediately after the highlighting*.
3. *Wide tables* whose data will not fit on a vertical page even if you reduce the font size must be put on a landscape page. Avoid changing the left-right margins unless absolutely necessary. Start the table title at the top line, as usual.
4. *Long tables* that require more than one page must have a continued title (e.g., **Table 1-1. Continued**) positioned exactly as the full title (over the table and 1 space from the table opening line) on all pages. Continued pages of tables must repeat the column header. (See samples in the *ETD Guide* and Non-PPSPA Template).
5. *Long tables* flow to succeeding pages only when each page is filled with data (or is a little short because the data must break at a logical point).
6. *Long figures* (requiring more than 1 page) must have a legend page preceding the figure, with the figure title at the top line, followed by notes under it. Only the figure title and notes appear on the legend page. Caption the title on this page so it pulls into the LOF. For long figures that require more than one page for the images, a figure continued statement (e.g., **Figure 1-1. Continued.**) must appear under the figure on each page after the first image page, positioned like a regular figure title.

Table Styling

1. Tables must use the same font and font size as the text unless the data fits on a portrait page. Try to accomplish that by reducing the font. Only, if necessary, change to a landscape page (for wide tables) and reduce the font to try to keep the image inside the right margin. Only as a last resort allow the table to go within .5” of the page edge.
2. Table titles and notes must remain in standard 12 pt. text size.
3. Tables should have **no** vertical lines and **only** 3 horizontal lines going from the left to the right side of the table: above and below the column heads and at the very end of the table.
4. Style the 3 black horizontal lines with the same light line weight for all tables.
5. The table closing line appears **only** at the very end of the table. For tables that span multiple pages, there should be no line at the bottom of any continued pages except the final page.
6. There should be an equally small distance between columns, unless there is an overriding reason for change. Keep tables as compressed as possible for readability.
7. All columns, including the first, must have a descriptive head at the top (the column head).
8. Column heads after the first must be centered; the first is usually left aligned but may be centered.
9. The data in column 1 should be left aligned if textual or centered if numeric; in other columns textual data is left aligned unless it is short, in which case it may be centered.
10. Column heads and data are consistently spaced close to (just above/below) the 3 required horizontal lines. See samples in *ETD Guide Chap. 3* and Non-PPSPA Template.
11. Since the only lines allowed in a table are the 3 required, a light grey background color or a space may be added to identify/separate divisions of the data.
12. If the entries in column. 1 have subsets, indent them 2 spaces from the left margin.

Figure Styling

1. Font is not designated for figures but typically it is a sans serif font.
2. Figures must be readable at 100%—or with 200% zoom in the PDF—and be clear and sharp.

3. If panels are discussed in the notes by letter, style the letter consistent with the image.
4. Color (unless clearly cosmetic) or special symbols (e.g., dotted lines) must be defined in notes (or in a legend inside the figure).
5. After arranging figures with overlays or inclusions, save as a single flattened image.
6. Save line art as jpegs to save space; save at low dpi (75 to <300) but save small images of stained cells, etc. that may need detailed observation, at a higher resolution (600 dpi). Do not have so many dense images that you negatively affect the file size.

Situations in the Body Requiring Special Styling

1. *If referencing multi-authored, previously published, in press, prepared for submission articles or other auxiliary content (PPSPA) in chapters and inserting them into appendices, use the ETD Word Template for PPSPA and the Introduction to it in ETD Guide Chap. 3 and Appendix B that provide full information, including how to present the navigational notes, permission statements, and citations.*
2. PPSPA chapters may provide a summary of the article in your words after a brief Introduction (in which case the chapter title may be the article title), or you may reference, for example, the methods/materials section of the appendix article in your ETD methods/materials chapter and only discuss something unique you wish to expand on in your chapter. Then a chapter discussing Aim 1, for example, may summarize the article or may reference the appendix article as part of its “story.” Call out article tables/figures as needed—e.g., **Figure A-1**, with the linked number going to Appendix A and Figure 1 in the article. The PPSPA template gives full instructions for adding links to your final submission Word or flat file copy or PDF inserted/auto-converted to Word in the appendix. A navigational tip you simply add at the beginning of the PPSPA chapter and appendix tells readers how to move easily between the sections of the ETD.
3. Set up *bulleted or numbered lists* using Word’s preset, hanging indents in Paragraph options (as in this list). Leave 1 blank space above and 1 below lists. Samples are in the *ETD Guide* and Non-PPSPA Template.
4. Use a consistent logic for where bullets or numbers/alpha letters are used in lists and whether a space is left between items.
5. If *equations* are called out in text, bold the callout and style it like table/figure callouts —e.g., **Equation 5-1**. As soon as possible after the callout, add the equation or group of related equations.
6. Center *equations* horizontally or place them consistently, leaving 1 space above and below them. If *equations* are numbered, place the bold number a consistent space after the end of the equation or at the right margin in parentheses— (**Equation 1-3**). Abbreviate to “**Eq.**” consistently if you have long equations. Equations without callouts require no numbers.
7. Use Word’s styling to insert *footnotes* at the bottom of a page; it provides the setup. You just add the text.
8. *URLs/DOIs* must be active links.
9. *Quotations longer than a short phrase* must have their page numbers listed in the in-text reference.
10. *Block quotations* longer than 4 lines should be styled consistently (e.g., indented 5 spaces from the left margin and single spaced).

In-Text References

For styling in-text references to sources, use your field’s approved style manual or refereed journals in your field. You, your advisor, and committee are responsible for consistent styling, accuracy, and completeness of in-text references. All in-text references to published sources must have a corresponding entry in the LOR, and all entries in the LOR must have an in-text reference.

1. If a numbered style is used for in-text references, the numbers must be in sequential order in the text, beginning with #1 usually in Chapter 1. See *ETD Guide*, Chap. 3.

2. Superscript numbers used for in-text references should not break at the end of lines, if there are several, so the numbers do not hang at the front of the next line.
3. If in-text source references are by author last name and year of publication (e.g., Smith, 2005), the LOR should be in alphabetical order. If several sources are referenced in a group, use last name alpha order or date order. *Guide Chap. 3* provides details.

Back Matter

List of References

For styling your List of References' entries, use your field's approved style manual or refereed journals in your field. You, your advisor, and committee are responsible for consistent styling, accuracy, and completeness of entries in the LOR. All entries in the LOR must have an in-text reference. See *ETD Guide*, Chap. 3, for assistance.

1. LOR entries are single spaced using a hanging indent (as in this list) with no space between them or, if in alpha order can be entirely left aligned with a blank space between entries.
2. Your EndNote, Zotero, or other reference management software should create active links for URLs/DOIs, which should always be included if available.
3. Numbered references should appear in the order of appearance in the text, starting with 1. No numbers should be missing.
4. Start either the numbers or author/title entries at the left margin.
5. Do not duplicate entries.

Appendixes and Large Supplemental Files

1. Whether single or multiple, the appendixes must have descriptive titles styled like chapter titles, as prompted in the template.
2. If there is only one Appendix, do not give it an alpha letter designation; use alpha letter designators (A, B, C, etc.) for multiple appendixes only.
3. See the *ETD Guide Chap. 4* for details on handling large supplemental data files and videos.
4. Instead of putting long, complex tables into an appendix, we recommend making them supplemental files uploaded to ProQuest; call outs should be short and descriptive. We do not review the formatting of these external files.

Vita

1. The vita must contain your year of birth for library cataloguing purposes. We strongly recommend that you not include the month/day for privacy reasons.
2. Style the vita in a paragraph or two—less than one page. Write it in narrative form and mention appropriate personal, academic, and professional information about you.
3. If you have a strong publications background with important contributions, your publications may be listed at the end of your vita with a heading such as **Publications** typed bold centered; it should not pull into the TOC.