Thesis and Dissertation Formatting

by

Office of Graduate Studies
Deadlines for Graduation

Check the Office of Graduate Studies website (grad.mst.edu) for the deadline dates for the semester you plan on receiving your degree. You must meet the following two deadlines in order to graduate for that specific semester:

• 1st format check
• Form 2/7 and final copy
Completion vs Graduation

• Completion date – this is the date all degree requirements are met.

• Graduation date – this is the date the degree is issued for.
Resources

Found at http://grad.mst.edu/services/formatting/

• Specifications for Theses and Dissertations document (rules)

• T/D Templates (aid)

*SOMEONE ELSE’S T/D IS NOT A RESOURCE!
General Format

- Margins must be 1 ½” left, 1” top, right, bottom.  
  - Maintain margins for figures, tables, and appendices.

- Page numbers are to be placed ½” down from the top of the page and justified on the right margin.

- Font size must be at least 11 point. 12 point is preferred.

- Recommended font style is Times New Roman or Arial

- Line spacing must be 1.5 or double space.

- Paragraphs must be indented ½” consistently.

- If you are using full justification then you must fully justify ALL pages including the bibliography.
Order of Material

Preliminary pages (front matter):

- Front flyleaf (a blank cover sheet of paper) (optional)
- Title page
- Blank page or copyright notice
- Publication thesis/dissertation option (if applicable)
- Abstract
- Acknowledgments
- Table of Contents
- List of Illustrations (if applicable)
- List of Tables (if applicable)
- List of Abbreviations or Nomenclature (if applicable)
Order of Material (cont.)

Body:

• Includes text, illustrations, and tables

Back Matter:

• Appendix/Appendices (if applicable)
• Bibliography or references
• Vita
• Back flyleaf (a blank sheet of paper (optional)
Title Page

• Centered
• ALL-CAPs the title of the T/D
• If a title is more than one line, double space the title
• Use full legal name in ALL-CAPS
• Make sure program is correct
• Year is the year the degree is awarded
TITLE OF THESIS

by

YOUR FULL LEGAL NAME IN CAPS

A THESIS

Presented to the Faculty of the Graduate School of the

MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY

In Partial Fulfillment of the Requirements for the Degree

MASTER OF SCIENCE IN MECHANICAL ENGINEERING

2014

Approved by:

Robert Smith, Advisor
James B. Brown
Charles R. Jones
TITLE OF DISSERTATION

by

YOUR FULL LEGAL NAME IN CAPS

A DISSERTATION

Presented to the Faculty of the Graduate School of the

MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY

In Partial Fulfillment of the Requirements for the Degree

DOCTOR OF PHILOSOPHY

in

MECHANICAL ENGINEERING

2014

Approved by:

Robert Smith, Advisor
James B. Brown
Charles R. Jones
D. F. Ling
Hardy Davidson
PUBLICATION THESIS/DISSERTATION OPTION

• If formatting according to the journal you must submit with the T/D for first format check a copy of the specifications for writers from the journal(s) to which the paper(s) are being submitted, or a reprint of a sample article.

• Publication option is allowed when the T/D is prepared with the objective of publication in a professional journal. The Office of Graduate Studies will accept conventional T/Ds written in the format prescribed by the style manual of the intended journal(s).

• Must adhere to S&T requirements for margins, minimum print size, and page number placement.
PUBLICATION THESIS/DISSERTATION OPTION (CONT.)

• Page iii.

• Page must be in paragraph form.

• Indicate if the T/D was formatted according to journal specs.

• Indicate page numbers and journal(s) submitted to.
  – Ex: Pages 10-30 are intended for submission to journal XYZ.
ABSTRACT

• One page only.

• Must be double spaced.

• The abstract should be a concise, clear statement of the important points which have been brought out in the T/D. It should summarize the problems dealt with by the research, the methods employed, and the major findings.
ACKNOWLEDGEMENTS

- It is customary to acknowledge graduate fellowships, grants, travel funds, and any special help you may have received outside your committee (from adjunct professors, library staff, or others) that led to the completion of your research.

- Can be written in 1st person.

- 1 page only
# TABLE OF CONTENTS

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<td>LIST OF TABLES</td>
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# TABLE OF CONTENTS (CONT)

## SECTION

1. INTRODUCTION ................................................................................................................1
   1.1 TITLE .................................................................................................................................2
   1.2 TITLE .................................................................................................................................3
     1.2.1 Third Level Heading .................................................................................................4
     1.2.2 Title ............................................................................................................................5
       1.2.2.1 Fourth level heading .........................................................................................6
       1.2.2.2 No heading 1 w/o a 2 .....................................................................................7
   2. LITERATURE REVIEW .......................................................................................................8
   3. BODY OF TEXT .................................................................................................................10
   4. CONCLUSIONS .................................................................................................................15
For one appendix:

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For two or more:

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A. TITLE .................................................................................................................................. 17
B. TITLE .................................................................................................................................. 20
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PLEASE NOTE:

• Capitalization and wording of headings/subheadings should be the same in the Table of Contents as in the main body

• Single space headings/subheadings more than one line, 1.5 line spacing or double space between headings/subheadings

• The words table of contents are not listed in the Table of Contents

• Never italicize, bold, or underline in the Table of Contents or through your document.
LIST OF ILLUSTRATIONS

Figure
1.1 Title of Figure .............................................................. 2
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or

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## LIST OF TABLES

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Headings

• Major headings must start their own page (ex: Abstract, Table of Contents, as well as 1., 2., etc.)
  – Center, bold, and cap
  – DS between heading and text

• Second level subheadings (ex: 1.1, 2.4, etc)
  - DS before 2\textsuperscript{nd} level headings
  - Left align, bold, and cap
  - Start text as a paragraph below heading (on the next line)
1.1.1 Third Level Headings. These subheadings are indented ½”, bold, end in a period, and have text follow immediately after period. Each major word in this level heading begins with a capital letter. No extra line spacing is before this level of heading.

1.1.1.1 Fourth level headings. Same as 3rd level headings but have only the first word of the heading begin with a capital letter.

1.1.1.1.1 Fifth level headings. Same as 4th but the heading is underlined. Do not underline the heading number. Also, do not underline the heading in the Table of Contents.

If another subheading is needed after 5, it should be avoided, and bullet points used instead
1. INTRODUCTION

Text begins here.

1.1 SECOND LEVEL HEADING

Text begins here.

1.1.1 Third Level Heading. Text begins here.

1.1.1.1 Fourth level heading. Text begins here.

1.1.1.1.1 Fifth level heading. Text begins here.
Other Formatting Points

• Do not use first person or personal pronouns (my, me, I, our, etc.) in formal writing.

• Try to fill pages as close as possible to the 1” bottom margin.

• Font size and style must be consistent throughout, including page numbers, equations, figure/table titles, etc.

• Watch that lines under equations are not indented unless it starts a new paragraph.

• Line up equation numbers consistently, right margin best location.
Figures and Tables

• Figure titles are placed below figures; table titles are placed above tables.

• All figures and tables must be mentioned by number in text BEFORE they appear. Mention in consecutive order in which they appear and should appear as soon as possible after they are first mentioned in text.

• DS before and after all figures and tables surrounded by text.

• Single space titles that are more than one line.

• Consistent use of period (or no period) at the end of figure/table titles.

• Must maintain all margins and page number placement including landscaped figures/tables.
Figures and Tables (cont.)

• When you split a figure/table on two or more pages you must have the figure/table number, title and (cont.) on the following pages the figure/table appears. The page number in the LI/LT is the first page the figure/table appears.

• Common title for figures/tables with (a), (b), etc. Only actual figure/table title should be in LI/LT. Only need up to the first period in the LI/LT.

• Be sure they are readable
APPENDIX

TITLE

• When you have only one appendix, put this heading on the first page of the appendix. Do not use a letter or title page.

• Appendix is considered extra information and not an actual part of the T/D. Do not include appendix figures or tables in LI/LT.

• Maintain margins and page numbering.
APPENDICES

• If you have more than one appendix you need title pages for each appendix.

• There should be no visible page number on the title pages, but the page number of the title page is listed in the TOC.
APPENDIX A

TITLE


or


VITA

• DOB (optional)

• Full legal name

• Should include all degrees awarded with the month and year they were awarded

• One page only

• Paragraph form
Page Numbers

• No visible page numbers on the following:
  – Title Page
  – Copyright or blank page
  – Page 1 of body of T/D
  – Appendix Title Pages

• Front Matter use lowercase Roman numerals i, ii, iii, etc.

• Body of Text thru-Vita, use Arabic numerals 1, 2, 3, etc.
Questions?

Email: mstgrad@mst.edu