FORMATTING YOUR THESIS / DISSERTATION
Semester deadlines:
- Form 1A/5A
- Application for Graduation via Joe’SS
- Technical Editing
- 1st Format Check
- Form 2/7
- Acceptance of Final Thesis/Dissertation

Visit the Office of Graduate Studies website (grad.mst.edu) to find deadline dates for the semester in which you plan on receiving your degree
Completion date – date in which all degree requirements are met
Graduation date – date in which the degree is awarded
After the date of completion, but prior to graduation, our office can provide a degree completion letter at your request
FORMATTING RESOURCES

> Specifications
  – University approved formatting requirements
    > http://grad.mst.edu/currentstudents/thesisdissertationinformation/formatting/

> Templates
  – Microsoft Word
    > http://grad.mst.edu/currentstudents/thesisdissertationinformation/formatting/
  – LaTeX
    > Email Sharon Matson at matsons@mst.edu for access to the most current version of the campus approved T/D class and template
FORMAT CHECKING PROCESS

> Submit a printed copy (one-sided, no staples/binding) of your thesis/dissertation to the front desk in G8 Norwood Hall to begin the required format checking process
  > This can be done prior to the final defense as long as it is a complete copy with few changes expected after defending
> T/D will be assigned to someone in Graduate Studies and you will work back and forth with that person until all necessary corrections have been made
> After defending, the Form 2/7 must be submitted to Graduate Studies
  > There is a section on the form which indicates how the final copy should be submitted
> Once all corrections have been made and the Form 2/7 has been received by Graduate Studies, you will then be given instructions on how to submit the final copy
> Once the final copy is submitted, the format will be reviewed again to ensure no further corrections are needed; if additional corrections must be made, it will be returned to you to make the changes. If not, the final copy will then be accepted
> If your thesis/dissertation is free for release or has a one year hold, the final copy will be submitted electronically
> If an indefinite hold is being placed on your thesis/dissertation, a paper copy will be required
> In either case, do not submit the final copy until the staff person in the Office of Graduate Studies who is format checking your thesis/dissertation tells you to do so
> If you are unsure of the release information for your final thesis/dissertation, you should consult with your advisor

Form 2

Form 7
GENERAL Formatting REQUIREMENTS
MARGINS, LINE SPACING AND TEXT

> Left margin must be 1.5 in. on all pages
> Top, right and bottom margins must be 1 in. on all pages
  – 1.15 in. recommended for top margin
> Font Requirements
  – Font size must be 12 pt. throughout the entire document
  – Times New Roman or Arial font style is preferred, but must be consistent throughout
> Text must be double spaced
> Text must be left aligned or fully justified consistently throughout the document
> All paragraphs must be indented 0.5 in.
> Avoid the use of bold, underlines, or italics in text
PAGINATION

> Page numbers must be placed 0.75 in. down from the top of the page and aligned on the right margin

> Preliminary pages must be numbered with lowercase Roman numerals (e.g., i, ii, iii)

> Beginning at the main body, pages must be numbered with Arabic numerals (e.g., 1, 2, 3)

> The following pages must not have a visible page number:
  – Front/back flyleaves (optional)
  – Title page
  – Copyright/blank page
  – First page of main body (Introduction page)
  – Appendix title pages
ORDER OF MATERIAL

> Front Matter:
  – Front flyleaf (an optional blank sheet of paper)
  – 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)

> Main Body:
  – Includes text, illustrations, and tables

> Back Matter:
  – Appendix/Appendices (if applicable)
  – Bibliography or References
  – Vita
  – Back flyleaf (an optional blank sheet of paper)

> If you have a front flyleaf, you must also have a back flyleaf
Main/1st level headings (e.g., ABSTRACT, ACKNOWLEDGMENTS, 1., 2.)
- All caps, bold, and centered at the top of a new page each time
- Must have an extra blank line below, which must be consistent throughout the document

2nd level subheadings (e.g., 1.1., 2.3.)
- All caps, bold, and aligned on the left margin
- Must have an extra blank line before
- Paragraph must begin below the heading

3rd level subheadings (e.g., 1.1.2., 2.3.4.)
- Bold, indented 0.5 in., and end with a period
- The first letter of each major word must be capitalized
- Paragraph must begin immediately following the heading on the same line

4th level subheadings (e.g., 1.1.2.4., 2.3.2.1.)
- Bold, indented 0.5 in., and end with a period
- The first letter of the first word only (as well as proper nouns and acronyms) must be capitalized
- Paragraph must begin immediately following the heading on the same line

Subheadings beyond 4th level should be avoided, and bullet points used instead

Examples
Spacing above and below all figures/tables must be consistent (preferably 3–4 blank single-spaced lines)

Figure titles must be placed below the figures

Table titles must be placed above the tables

Figures/tables and titles must be formatted consistently, including placement, capitalization, and punctuation

Figure/table titles that exceed one line must be single spaced

Figures/tables must be mentioned by number in text

Avoid splitting one figure/table between two or more pages
  – If a figure/table must be split between two or more pages, the figure/table number and title must be included on all pages
  – The titles on all subsequent pages must include “(cont.)” at the end
  – The page number where the figure/table first appears is used in the List of Illustrations/Tables

Landscape layout
  – Margins and page number placement must be consistent with the rest of the document as the pages will be rotated to portrait layout if printed

Examples
TITLE PAGE

> Counted as page one (i); no visible page number
> All text must be centered vertically and horizontally within the required margins; text should be spaced evenly
> Bold font should not be used
> Title must be in all caps; if title exceeds more than one line, it must be double spaced
> Student’s full legal name must be in all caps
> Correct degree program must be listed
> The year listed must be the year that the degree is awarded
> Committee member names must be spelled correctly and match the most current approved program of study on file
> Examples
  – Thesis
  – Dissertation
Counted as page two (ii); no visible page number

Text should sit at bottom 1 in. margin, centered horizontally within the required margins

Use © or Copyright, but not both

The year listed must be the year that the degree is awarded

Must include full legal name

Example
ABSTRACT

> Should be a concise, clear statement of the important points which have been brought out in the thesis/dissertation
> Summarizes the problems dealt with by the research, the methods employed, and the major findings
> Should be self-contained as it is often cited along in secondary publications, therefore, it must be intelligible without reference to the document itself
> If no publication option, counted as page three (iii) and first page with visible page number
> If using publication option, counted as page four (iv)
> Limited to one page
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.

The only page that first person is typically used

Limited to one page
TABLE OF CONTENTS

> No bold or italics
> The word “Page” must be at the right margin above the column of page numbers
> Page numbers must be aligned at the right margin
> “TABLE OF CONTENTS” must not be included in the Table of Contents
> The word “SECTION” (no dot leaders or page numbers) must be listed below the front
> matter headings (left aligned)
> Headings must be identical in wording to those in main body of the document, including
> punctuation and capitalization
> Headings must be tiered appropriately (each level should be indented below the previous
> level)
> Headings that exceed one line must be single spaced within, and all lines of text must be
> aligned
> Text must not encroach page number area; there must be a clear delineation of page
> numbers
> Subsections must have at least two headings (e.g., 1.1. and 1.2.)
> Example
For one appendix

- The word "APPENDIX" must be listed below the last numbered heading (left aligned) followed by dot leaders and page number. A title must not be included for one appendix.

- Example

For multiple appendices

- The word "APPENDICES" (no dot leaders or page number) must be listed below the last numbered heading (left aligned), with each appendix title indented below. Titles must be all caps and designated as A., B., etc.

- Example
The word “Figure/Table” must either appear above the numbers or in front of each number, but not both.

The word “Page” must be at the right margin above the column of page numbers.

Page numbers must be aligned at the right margin.

Figures/tables must be numbered based on the section in which they appear (e.g., the first figure/table in Section 1 is 1.1. and the second figure/table in Section 2 is 2.2.).

Titles must be identical in wording to those in the main body of the document, including punctuation and capitalization, up to the first period. Extra information does not need to be included in the LI/LT.

Titles that exceed one line must be single spaced within, and all lines of text must be aligned.

Text must not encroach page number area; there must be a clear delineation of page numbers.

Figures/tables that appear in the appendices should not be listed in the LI/LT.

Example
NOMENCLATURE

> Must include column headings
> No dot leaders or page numbers
> **Example**
First page is counted as page one (1); no visible page number

No widows or orphans (a page must not end or begin with one line of a paragraph by itself; there must always be at least two lines together)

If a page consists of text only, there must be at least three lines

Content should fill the page as close to the bottom 1 in. margin as possible

- Incorrect example
- Correct example

Equations:
- Should be numbered sequentially
- Should be formatted consistently
- Check to make sure lines of text following equations are not indented or capitalized incorrectly
For one appendix, the title must be listed below the heading “APPENDIX” with text following on the same page

- Example

For multiple appendices, each appendix must have a title page

- Appendices must be designated with a main heading of “APPENDIX A.,” “APPENDIX B.,” etc.
- Each title page must include the main heading with the appendix title double spaced below
- The title page(s) must not include a visible page number, and the text must be all caps, bold, and centered vertically on the page
- Example
References can be formatted with hanging indent (alphabetically) or as a numbered list.

References that exceed one line must be single spaced within and double spaced between each.

A reference should never be split between two pages.

Authors’ names should be formatted consistently.

Example
Date of birth is optional
Student’s full legal name must be included
Entire vita must be written in past tense
Past and current degree statements must be included (also in past tense)
  - Current degree statement should include that you received your MS/PhD in the specific program in Dec/May/July and the year from Missouri S&T (e.g. In May 2018, he/she received his/her Ph.D. in Electrical Engineering from Missouri University of Science and Technology)
Limited to one page
PUBLICATION OPTION
> Allowed when the thesis/dissertation is prepared with the objective of publication in a professional journal
> Counted as page three (iii)
> First page with visible page number
> Limited to one page
> Example
Section writing is required for the publication option.

- Should, at a minimum, include an introduction (following front matter) and conclusion (following last paper).
- Should be able to stand alone and provide the reader an overview of your research in the event that any paper within the thesis/dissertation is removed.
- If you cite any sources within this section writing, they will appear in your Bibliography, which is separate from the references within your paper writing.
TABLE OF CONTENTS

> All formatting remains the same, with the addition of the following:

– The word “PAPER” (no dot leaders or page numbers) must be listed above the first paper title (left aligned)
– Each paper should include a title, abstract, introduction, conclusion, and references
– The word “SECTION” (no dot leaders or page numbers) must be listed above the back matter headings (left aligned)
– Example
> All formatting remains the same, with the addition of the following:

- Figures/tables should be numbered 1., 2., 3., etc.
- “SECTION,” “PAPER I,” “PAPER II,” etc., must be listed above each specific set of figures/tables (left aligned)
- Example
The word "PAPER" must appear as a main heading at the top of the first page of Paper I only.

Paper titles must be numbered with uppercase Roman numerals (e.g., I, II, III)
  - All caps, bold and centered at the top of a new page each time

Main/1st level headings (e.g., ABSTRACT, ACKNOWLEDGMENTS, 1., 2.)
  - Formatted the same as the section portion, except they do not need to start at the top of a new page

2nd level subheadings and beyond must be formatted the same as headings in the section portion

The word "SECTION" must appear as a main heading at the top of the page where the section writing resumes, following the last paper.

Example
QUESTIONS?

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