This *Formatting Guide* for electronic submission sets forth the thesis and dissertation requirements established by Michigan State University. Individual departments or schools may have additional requirements or may specify requirements in greater detail. The Graduate School must approve these additional requirements. The graduate student has a responsibility to learn what, if any, special departmental/school requirements may apply. The thesis/dissertation should be prepared in accordance with the instructions of this guide.

**The rules in this Formatting Guide for electronic submission take precedence over previous publications issued by the Graduate School or issued by a department/college.**

The review of theses and dissertations by the Graduate School is limited to formatting requirements and does not extend to the discipline-specific content of the documents. The signed Approval Form for electronic submission is taken as evidence that the document has been examined and approved by the major professor (or thesis/dissertation director) and committee. The approval form with the required signatures can be submitted to The Graduate School by email msuetds.approval@grd.msu.edu, by fax 517.353.3355 or as a hard copy delivered to Chittenden Hall, 2nd Floor. IRB or IACUC letters are to be submitted via the same methods.

Questions regarding the format of the thesis/dissertation not adequately answered in this *Formatting Guide* for electronic submission may be directed to the staff of the Graduate School who will be pleased to give assistance, by email msuetds.approval@grd.msu.edu or by calling 517.355.0301.

No electronic templates for generating the documents are provided or endorsed by the Graduate School.

Also available on the web:

**Tutorial:** [http://grad.msu.edu/etd/formattingtutorial.aspx](http://grad.msu.edu/etd/formattingtutorial.aspx)

Michigan State University
The Graduate School
466 W. Circle Drive, 2nd Floor, Chittenden Hall
(517) 355-0301

For Electronic Submissions: [www.etdadmin.com/grad.msu](http://www.etdadmin.com/grad.msu)
FORMAT REQUIREMENTS AND GUIDELINES

Spacing and Margins
- The abstract and the general text of the manuscript must be double-spaced.
- Table of Contents: Single space within chapters, double-space between chapters.
- List of Tables and List of Figures: single-space within entries, double-space between entries.
- Single-space each bibliographical entry and double-space between entries.
- Single-space is acceptable for long tables, long quotations, footnotes, appendices and multi-line captions.
- ALL Margins must be at least 1 inch (Top, Bottom, Right and Left).

Divisions and Subdivisions
If the text is to be divided into chapters or subdivided into sections, any of the methods recommended in professional style manuals may be used, provided consistency is maintained throughout the entire document.

Footnotes
There is a wide diversity of practice in footnoting among publications of the sciences, humanities, and social sciences. Michigan State University has no overall requirement beyond consistency and all footnotes must conform to margin requirements.

Use of Reprints
- Students using reprints of previously published copyrighted material must obtain permission from the appropriate publisher.
- The permission letter/memo can be included in the document appendices or sent directly to ProQuest via email at disspub@proquest.com or by mail to Author and School Relations, 789 E. Eisenhower Parkway, Ann Arbor, MI 48106-1346.
- A Sample Permission Letter for Use of Previously Copyrighted Material can be viewed.

PAGE NUMBERING AND PLACEMENT (also see Table 1—on next page)

Placement and Size
- Portrait pages: The page numbers are to be centered, 0.5 inch from the bottom of the page on the 8.5 inch side of the page.
- Landscape pages: The page numbers are to be centered, 0.5 inch from the bottom of the page on the 11 inch side of the paper. If using landscape pages, be sure to change the page orientation to landscape view.
- Sample Landscape View Page
Document Components

Every thesis/dissertation is composed of three parts: preliminary pages, text in the body of the document, and reference materials (i.e., appendices and bibliography).

Preliminary Pages
- Preliminary pages are all the pages that precede the body of the thesis/dissertation.
- Count, **but do not number**, the title page, abstract, and copyright page (if applicable).
- All other preliminary pages (for example, dedication and acknowledgement pages) are counted and numbered using lower case roman numerals (iii, iv, v, etc.).
- Page number placement begins at the dedication or acknowledgments (if applicable).
- Page numbers are to be placed 0.5 inch from the bottom of the page on the 8.5 inch side of the paper.

Body of the document, Appendices and Bibliography
- Count and number all pages using Arabic numbers.
- Page number 1 is the first page of the Introduction or Chapter 1 if an Introduction is not used.
- Arabic numbers (1, 2, 3, etc.) are placed on all pages consecutively throughout the text, appendices, and bibliography.
- There are to be no blank pages in the document.
- You may use “Literature Cited”, “Works Cited” or “References” as alternatives to “Bibliography” if that is the convention in your discipline.

Table 1 - Pagination and Sequencing

<table>
<thead>
<tr>
<th>SEQUENCE</th>
<th>PAGINATION</th>
<th>PAGE NUMBER PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Pages</td>
<td>Lower Case Roman Numerals</td>
<td></td>
</tr>
<tr>
<td>Title Page</td>
<td>Count/Do Not Number</td>
<td>None</td>
</tr>
<tr>
<td>Public Abstract (if applicable)</td>
<td>Do Not Count/Do Not Number</td>
<td>None</td>
</tr>
<tr>
<td>Abstract</td>
<td>Count/Do Not Number</td>
<td>None</td>
</tr>
<tr>
<td>Copyright Notice</td>
<td>Count/Do Not Number</td>
<td>None</td>
</tr>
<tr>
<td>Dedication</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Acknowledgments</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Preface</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>List of Tables</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>List of Figures</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Key to Symbols or Abbreviations</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Text</td>
<td>Arabic Numbers Starting at 1</td>
<td></td>
</tr>
<tr>
<td>Introduction</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Body of Thesis/Dissertation</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Reference Pages</td>
<td>Continue with Arabic Numbers</td>
<td></td>
</tr>
<tr>
<td>Cover Sheet for Appendices</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Appendices</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Cover Sheet for Bibliography</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Bibliography</td>
<td>Count/Number</td>
<td>Bottom/Center</td>
</tr>
</tbody>
</table>
FORMATTING INSTRUCTIONS

Preliminary Pages

Title Page
• Sample Dissertation Title Page or Sample Thesis Title Page
• Type the title in all CAPITAL LETTERS centered 2 inches from the top of the page and single-spaced.
• Double-space once and type “By”.
• Double-space once and type the student’s name, as the author, in full as it is officially recognized by Michigan State University. The student name must be identical in all aspects of the submission.
• Type “A DISSERTATION” or “A THESIS” at least 2.5 inches below the name
• Double-space once and then type (single spaced):

Submitted to
Michigan State University
in partial fulfillment of the requirements
for the degree of

• Double-space once and type the name of the Graduate Degree Granting Unit/Program and the degree that is being conferred:

Example: Applied Mathematics - Master of Science
NOT Department of Mathematics and NOT College of Natural Science

• Complete list of Graduate Degree Granting Units and Programs. Only the units/programs listed here are approved by Michigan State University. You will also encounter this same list at the ProQuest site for submission.
• Double-space once and type the year in which the thesis/dissertation is being completed and approved by the Graduate School. (note: in the ETD information of your account, the year manuscript completed and year degree awarded must match the year on the title page of your document.)

Public Abstract
• If you include a “public abstract” (ie: in layman’s terms), it is to precede the conventional abstract.
• This abstract is to be formatted exactly like the conventional abstract. (See conventional abstract instructions below.)
• The public abstract page(s) is/are not counted or numbered.

Conventional Abstract
• Sample Abstract Page
• Type “ABSTRACT” centered 1 inch from the top of the page.
• Double-space once and type the title in CAPITAL LETTERS and single-spaced.
• Double-space once and type the word “By”.
• Double-space once and type the author’s name in full as it is officially recognized by Michigan State University. Note: your name must match in all aspects of your submission.
• Double-space once and type the text of the abstract.
• The abstract of a master's thesis must not exceed one page.
• The abstract of a doctoral dissertation must not exceed two pages.
• The abstract must not include any figures.
• The text of the abstract must be double-spaced and meet margin requirements.
• Conventional abstract pages are to be counted, but not numbered.

If the document is printed in a foreign language:
• An English version of the title page and abstract follows the title page and abstract in the foreign language.
• English version of the title page and abstract are not numbered or counted.
• There must be an email (msuetds.approval@grd.msu.edu) from the student’s advisor granting permission for the document to be in a foreign language.

Copyright Page
• If the author intends to register a copyright, a Copyright Page must be inserted immediately following the abstract page(s).
• The copyright registration notice is placed anywhere on its own page but its placement must comply with the margin requirements.
• A sample follows:

  Copyright by
  ROBERT JOHN SMITH
  2014

• Reminder: Your name must match in all aspects of your submission.
• At the ProQuest site you will be given the option to register the copyright as part of the electronic submission. Note: Registering for a copyright must be done at the onset when you are creating your submission.

Dedication (Optional)
• If used, it should be brief and centered top to bottom on the page, single-spaced and must comply with the margin requirements.
• When a dedication is included, pagination sequence begins at this page with lower case roman numerals. Reminder: the previous pages were counted, but not numbered.
• No heading is needed on this page—just the text of the dedication.

Acknowledgments (Optional)
• Most theses/dissertations include a brief statement of appreciation for, or recognition of, any special assistance. Type “ACKNOWLEDGMENTS” centered 1inch from the top of the page.
• Double-space twice. Begin typing the text.
• The text must be double-spaced and must comply with the margin requirements.

Preface (Optional)
• If a preface to the thesis or dissertation is included it should immediately precede the Table of Contents.
• Type “PREFACE” centered 1inch from the top of the page.
• Double-space twice. Begin typing the text of the preface.
• The text must be double-spaced.
Table of Contents
• No preceding material is listed. (Title page, Abstract, Dedication, Acknowledgments, Preface)
• Sample Table of Contents Page
• Type “TABLE OF CONTENTS” centered 1 inch from the top of the page
• Double-space twice. Type the listings in the following order:
  • LIST OF TABLES
  • LIST OF FIGURES
  • KEY TO SYMBOLS or KEY TO ABBREVIATIONS
  • CHAPTERS
  • APPENDICES
  • BIBLIOGRAPHY (or alternative)
• The titles of all of the chapters, sections or sub-sections must be listed and they must be worded and capitalized exactly as they appear in the body of the thesis/dissertation. For example:
  Chapter 2
  Chapter 2 Format Requirements
• Single-space within each chapter and double-space between chapters.
• Leader dots to the page number may be used, but are not required.

List of Tables, follows Table of Contents
• Sample List of Tables Page
• Each table is to have a table name and title.
• The List of Tables contains the title as it appears in association with each table. Within the document, you are to denote the table titles by whatever means you choose as long as you maintain consistency throughout the entire document. (examples: bold type, italics, underlining). This will differentiate the title from the remainder of the caption.
• Type “LIST OF TABLES” centered 1 inch from the top of the page.
• Double-space twice and type the listings which begin at the left margin.
• Single space within entries, double-space between each entry.
• All table listings must indicate the corresponding page number on which a table begins.
• Leader dots to the page number may be used, but are not required.

List of Figures, follows List of Tables
• Sample List of Figures Page
• Each figure is to have a figure name and title.
• The List of Figures contains the title as it appears in association with each figure. Within the document, you are to denote the figure titles by whatever means you choose as long as you maintain consistency throughout the entire document. (examples: bold type, italics, underlining). This will differentiate the title from the remainder of the caption.
• Type “LIST OF FIGURES” centered 1 inch from the top of the page.
• Double-space twice and type the listings which begin at the left margin.
• Single space within entries, double-space between each entry.
• All figure listings must indicate the corresponding page number on which a figure begins.
• Leader dots to the page number may be used, but are not required.
Key to Symbols or Abbreviations (follows the LIST OF FIGURES)
- KEY TO SYMBOLS or KEY TO ABBREVIATIONS is to be centered, 1 inch from the top of
  the page.
- Double space twice and list your first entry.
- Any form acceptable to the department, college, or style manual may be used, but must comply
  with margin requirements and be single spaced within entries and double-spaced between
  entries.

Table 2 – Summary of Table of Contents

<table>
<thead>
<tr>
<th>Preliminary Pages</th>
<th>Listed in Table of Contents</th>
</tr>
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<tbody>
<tr>
<td>Title Page</td>
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<td>Abstract</td>
<td>No</td>
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<td>Copyright Notice</td>
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<td>Dedication</td>
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<td>Acknowledgments</td>
<td>No</td>
</tr>
<tr>
<td>Preface</td>
<td>No</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>No</td>
</tr>
<tr>
<td>List of Tables</td>
<td>Yes</td>
</tr>
<tr>
<td>List of Figures</td>
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<tr>
<td>Key to Symbols or Abbreviations</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Text</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Yes</td>
</tr>
<tr>
<td>Body of Thesis/Dissertation</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference Pages</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix/Appendices (this refers to the</td>
<td>Yes</td>
</tr>
<tr>
<td>cover page)</td>
<td></td>
</tr>
<tr>
<td>Bibliography (this refers to the cover</td>
<td>Yes</td>
</tr>
<tr>
<td>page)</td>
<td></td>
</tr>
</tbody>
</table>

* See the last bullet on page 8 in the section regarding Appendices Entries for the
  listing of individual appendices when there is more than one.

For several formatting options you have choices. But for whatever choice you make, it MUST
be reflected throughout the entire document. Consistency is a requirement.

Formatting Text
- The text of the thesis/dissertation must conform to all requirements concerning margins and
  spacing.
- Each major section or chapter must start on a new page.

Formatting Reference Materials
- All reference materials must meet margin requirements.
- Reference materials (Appendix and Bibliography) may be placed at the end of each chapter or at
  the end of the document, BUT you must be consistent. If you place these at the end of one
  chapter, you must do the same for ALL chapters.
- Appendices always precede Bibliographies, whether within a chapter or at the end of the
Appendix or Appendices (Optional)

- The appendix (or appendices) are usually added to contain supplementary illustrative materials, original data, and quotations too lengthy for inclusion in the text or not immediately essential to an understanding of the text.
- A cover page separates the Appendix (or Appendices) from the text material.
- Type “APPENDIX” (or “APPENDICES”), centered, top to bottom, on the cover page.
- Sample Appendix Cover Page
- The appendices may be divided into APPENDIX A, APPENDIX B, etc. depending on the type and amount of material used.
- Each individual appendix may have its own cover sheet (optional). For secondary cover sheets, type APPENDIX A (etc.) centered 1 inch from the top of the page. Double-space twice and type the title. Include the corresponding page number for the cover sheet in the Table of Contents.

Appendices Entries

- The text of each appendix follows the cover page for that appendix.
- Tables and figures in the appendices must be numbered, captioned, and included in the List of Tables or List of Figures.
- An Appendix, pertinent to a particular chapter can be at the end of that chapter rather than at the end of the document as long as the selected format is adopted for the whole document.
- If you have a single Appendix, the Appendix-cover page with corresponding page number is what is to appear in the table of contents. Do not include the title of an individual appendix unless you have multiple appendices in a chapter or at the end of the body of the document.
- If you have multiple Appendices, the Appendices cover page with corresponding page number is to appear in the table of contents as in the case of a single appendix. But when multiple appendices are used each individual Appendix (i.e.: Appendix A with title, Appendix B with title, etc.) with corresponding page number is to appear as a subheading under the heading APPENDICES in the table of contents.

Bibliography

- Any thesis/dissertation that makes use of other works, either in direct quotation or by reference, must contain a bibliography listing these sources.
- A cover page separates the bibliography from the preceding section, which may be the main text or the appendix.
- Type “BIBLIOGRAPHY”, (or alternative) centered, top to bottom, on the cover page.
- Sample Bibliography Cover Page

Bibliography Entries

- Sample Bibliography Page
- Type the heading “BIBLIOGRAPHY” (or alternative) centered 1 inch from the top of the page.
- Double-space twice. Type the list of sources.
- The list of sources is single-spaced within entries, and double-spaced between entries.
- Standards for the presentation of bibliographies are set forth in the style manuals, or will be prescribed by the student's major professor, but it must be consistent across entries.
- A Bibliography can be at the end of each chapter or at the end of the document, as long as the selected format is adopted for the whole document.
Formatting Tables and Figures

Definitions
• The word “Table” designates tabulated numerical data used in the body of the thesis/dissertation and in the appendices. Tables consist of an arrangement of facts, numbers, and values in an orderly sequence usually in rows and columns.
• The word “Figure” designates all other nonverbal material used in the body of the thesis/dissertation and in the appendices, such as charts, graphs, maps, photographs, plates, drawings, diagrams, etc.

Preparation of Tables and Figures
• Computer printouts to be used as tables or figures must be given numbers and captions.
• Tables and Figures can be single spaced.
• All tables and figures, including the caption, must meet margin requirements.
• BE CONSISTENT, if you single space one table (figure) single space all tables (figures).

Placement of Tables and Figures
• Tables and figures are inserted as near as possible to the text they illustrate or may be placed in the appendices.
• Tables and figures may appear on the same page with text and two or more small tables or figures may be placed together on a single page, providing that margin requirements are met.

Numbering of Tables and Figures
• Tables/figures are numbered in separate series and are to be numbered consecutively. For example: Figure 16, Figure 17, Figure 18 OR Table 14, Table 15, Table 16.
• Each table and each figure must have its own distinct number. There cannot be any duplication of numbering throughout chapters.
• If any table or figure continues onto subsequent pages, the figure or table name and caption must be placed on the first page the figure or table appears on (with the figure or table). The top line of the next page is to read (as an example) Table 16 (cont’d) or Figure 16 (cont’d).
• The name, caption or legend for each table/figure can be above or below the table or figure, but you must be consistent throughout the entire document with caption placement.
• The first page that a table/figure appears on is the page number that is used in the List of Tables or List of Figures.

Supplemental Files
• Supplemental files may be included with the electronic version of the thesis or dissertation in the student’s ProQuest account ONLY if the files have been approved by the faculty advisor/committee.
• Approval of supplemental files by the faculty advisor is to be noted on the Graduate School approval form. (http://grad.msu.edu/etd/docs/ApprovalForm.pdf)
• Formatting of any supplemental files WILL NOT be reviewed by the Graduate School.