

Michigan State University

FORMATTING GUIDE

For Submission of

Master's Theses and Doctoral Dissertations

Michigan State University only accepts electronic submissions

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 disciplinary content of the thesis/dissertation, ok outside the province of this guide. 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 a hard copy delivered to 118 Linton Hall.

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 517.355.0301.

The primary reason for the formatting rules of the Graduate School is to make sure that the information presented in the documents is preserved after microfilming is done for archival purposes. No electronic templates for generating the documents are provided or endorsed by the Graduate School.

Michigan State University only accepts electronic submissions via ProQuest at www.etdadmin.com/grad.msu

Also available on the web:

Tutorial: <http://grad.msu.edu/etd/formattingtutorial.aspx>

Michigan State University
The Graduate School
479 W. Circle Drive, Room 118 Linton Hall
(517) 355-0301

FORMAT REQUIREMENTS AND GUIDELINES

Fonts

- All text in all components of the document must be equivalent to a Microsoft Word size 12-point font.
- The only exceptions are superscripts and subscripts, which must be equivalent to a Microsoft Word size 10-point font.

Examples:

This is a Microsoft Word size 12-point font

This is a Microsoft Word size 10-point font

This is a Microsoft 12-point font^{this is a Microsoft Word DEFAULT script set at 12-point font} ← NOT ACCEPTABLE

This is a Microsoft 12-point font^{this is a Microsoft Word script SET AT 16-point font} ← ACCEPTABLE

Symbols

- Symbols commonly used in mathematical equations, logic/scientific notations, etc. may be used, but must be fully legible and amenable to microfilming without loss of information

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 entry, 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 1" (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 whole 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 what follows:

- All footnotes must conform to margin and font requirements.

**Here and elsewhere in the formatting guide you have a formatting choice.
Whatever choice you make, it MUST be reflected throughout the entire document.
Consistency is a requirement.**

Use of Color

- In regular copies and on microfilm all colors appear as shades of gray, at best, and some colors disappear. Cross-hatching may be necessary to symbolize color distinctions.
- When using color, students must include the following sentence in the legend or figure caption of the first color image in the document. “For interpretation of the references to color in this and all other figures, the reader is referred to the electronic version of this thesis (or dissertation).”

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)

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

Preliminary Pages

- Preliminary pages are all the pages that precede the text 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.
- Numbers are placed at the center of the page 0.5" from the bottom on the 8.5" side of the paper.

Text, 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.
- Numbers are placed at the center of the page 0.5" from the bottom on the 8.5" side of paper.
- No blank pages.
- You may use “Literature Cited”, “Works Cited” or “References” instead of “Bibliography” if that is the convention in your discipline.

Table 1 - Pagination and Sequencing

SEQUENCE	PAGINATION	PAGE NUMBER PLACEMENT
Preliminary Pages	Lower Case Roman Numerals	
Title Page	Count/Do Not Number	None
Abstract	Count/Do Not Number	None
Copyright Notice	Count/Do Not Number	None
Dedication	Count/Number	Bottom/Center
Acknowledgments	Count/Number	Bottom/Center
Preface	Count/Number	Bottom/Center
Table of Contents	Count/Number	Bottom/Center
List of Tables	Count/Number	Bottom/Center
List of Figures	Count/Number	Bottom/Center
Key to Symbols or Abbreviations	Count/Number	Bottom/Center
Text	Arabic Numbers Starting at 1	
Introduction	Count/Number	Bottom/Center
Body of Thesis/Dissertation	Count/Number	Bottom/Center
Reference Pages	Continue with Arabic Numbers	
Cover Sheet for Appendices	Count/Number	Bottom/Center
Appendices	Count/Number	Bottom/Center
Cover Sheet for Bibliography	Count/Number	Bottom/Center
Bibliography	Count/Number	Bottom/Center

FORMATTING INSTRUCTIONS

Preliminary Pages

Title Page

- Sample [Dissertation Title Page](#) or Sample [Thesis Title Page](#)
- Type the title in CAPITAL LETTERS centered 2" from the top of the page.
- Double-space and type "By".
- Double-space 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 on all paperwork.**
- Type "A DISSERTATION" or "A THESIS" approximately 2.5" below the name.
- Double-space and then type (single spaced):

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

- Double-space and type the name of the degree awarded in CAPITAL LETTERS. Make sure you have the correct degree title. Michigan State University grants the following degrees: Master of Arts, Master of Fine Arts, Master of Human Resources and Labor Relations, Master of Music,

Master of Science, Master of Urban and Regional Planning, and Doctor of Philosophy. You will encounter this list at the ProQuest site for submission.

- Double-space and type the name of the DEGREE GRANTING UNIT/PROGRAM the degree is completed.

Example: Applied Mathematics

NOT Department of Mathematics or NOT College of Natural Science

- Complete list of Degree Granting Units/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 and type the year in which the thesis/dissertation is submitted.

Abstract

- Sample [Abstract Page](#)
- Type "ABSTRACT" centered 1" from the top of the page.
- Double-space and type the title in CAPITAL LETTERS.
- Double-space and type the word "By".
- Double-space and type the author's name in full as it is officially recognized by Michigan State University.
- Double-space 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.

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.
- The copyright registration notice is placed anywhere on its own page but its placement must comply with the margin requirements. A Copyright Page is only permitted if the author registers a copyright of the document.
- A sample follows:

Copyright by
ROBERT JOHN SMITH
2010

- At the ProQuest site you will be given the option to register the copyright as part of the electronic 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.

Acknowledgments (Optional)

- Most theses/dissertations include a brief statement of appreciation for, or recognition of, any special assistance. Type "ACKNOWLEDGMENTS" centered 1" 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 precede the Table of Contents
- Type "PREFACE" centered 1" 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" from the top of the page.
- Double-space twice. Type the listings in the following order:
 - LIST OF TABLES
 - LIST OF FIGURES
 - LIST OF SYMBOLS or ABBREVIATIONS
 - CHAPTERS
 - APPENDICES
 - REFERENCES or BIBLIOGRAPHY
- The titles of the chapters or sections, must be listed. They must be worded exactly as they appear in the body of the thesis/dissertation.
- 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

- Type "LIST OF TABLES" centered 1" from the top of the page.
- Double-space twice and type the listings which begin at the left margin.
- The List of Tables uses the captions as they appear above the tables in the text.
- Single space within entries, double-space between each entry.
- All material must indicate corresponding page numbers.
- Leader dots to the page number may be used, but are not required.

List of Figures, follows List of Tables

- Type "LIST OF FIGURES" centered 1" from the top of the page.
- Double-space twice and type the listings which begin at the left margin.
- The List of Figures uses the captions as they appear below the figures in the text.
- Single space within entries, double-space between each entry.
- All material must indicate corresponding page numbers.
- Leader dots to the page number may be used, but are not required.
- When using color, students must include the following sentence in the legend of the first color image in the document. "For interpretation of the references to color in this and all other figures, the reader is referred to the electronic version of this thesis (or dissertation)."

Key to Symbols or Abbreviations, follows List of Figures

- Any form acceptable to the department, college, or style manual may be used.
- Must comply with margin and font requirements and double-spaced.

Table 2 – Summary of Table of Contents

Preliminary Pages	Listed in Table of Contents
Title Page	No
Abstract	No
Copyright Notice	No
Dedication	No
Acknowledgments	No
Preface	No
Table of Contents	No
List of Tables	Yes
List of Figures	Yes
Key to Symbols or Abbreviations	Yes
Text	
Introduction	Yes
Body of Thesis/Dissertation	Yes
Reference Pages	
Cover Sheet for Appendices	No
Appendices	Yes
Cover Sheet for Bibliography	No
Bibliography	Yes

Formatting Text

- The text of the thesis/dissertation must conform to all requirements concerning margins, font sizes and spacing.
- Each major section or chapter must start on a new page 1" from the top of the 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.**

**Here and elsewhere in the formatting guide you have a formatting choice.
Whatever choice you make, it MUST be reflected throughout the entire document.
Consistency is a requirement.**

- **Appendices always precede Bibliographies, whether within a chapter or at the end of the document.**

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.
- The appendices may be divided into APPENDIX A, APPENDIX B, etc. depending on the type and amount of material used.
- Each appendix may have its own cover sheet (optional). For secondary cover sheets, type APPENDIX A (etc.) centered 1” from the top of the page. Double-space twice and type the title.

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Appendices Entries

- The text of each appendix follows the cover page for that appendix.
- The title of each appendix should be listed separately in the Table of Contents.
- Tables and figures in the appendices must be numbered, captioned, and listed in the List of Tables or List of Figures.
- **All materials used in the appendices must be distinct, legible, of professional quality, and amenable to microfilming without loss of information.**
- **An Appendix, pertinent to a particular chapter can be at the end of that chapter rather than at the end of the document.**

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”, centered, top to bottom, on the cover page. You may use “Literature Cited” or “References” as alternatives to “Bibliography” if that is the convention in your discipline.

Bibliography Entries

- Sample [Bibliography Page](#)
- Type the heading “BIBLIOGRAPHY” (or alternative) centered 1” from the top of the page.
- Double-space twice. Type the list of sources.
- The list of sources is single-spaced within, 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.**

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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

- Tables and figures must be of professional quality, fully legible and amenable to microfilming without loss of information.
- Tables and figures must be flawless and cannot have lines that pass through letters or words.
- Diagrams, drawings, figures, etc. must be sufficiently clear, sharp, and large enough to be easily readable and suitable for microfilming.
- Table/Figure lines cannot hide or overlap text.
- Text cannot overlap tables or 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 and font requirements.
- In copies and on microfilm all colors appear as shades of gray, at best, and some colors disappear. Cross-hatching may be necessary to symbolize color distinctions.
- When using color, students must include the following sentence in the legend of the first color image in the document. “For interpretation of the references to color in this and all other figures, the reader is referred to the electronic version of this thesis (or dissertation).”
- **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.
- Page numbers for landscape/broadside tables or figures must be placed at the 11” side.

Numbering of Tables and Figures

- Tables/figures are numbered in separate series.
- Each table and each figure must have its own distinct number. There cannot be any duplication of numbering throughout chapters.
- Each series is numbered consecutively. For example:

Figure 16	Figure 17
Table 16	Table 17

- If any table or figure continues onto subsequent pages, the caption is not repeated and the top line must read:

Table 16 (cont'd) or Figure 16 (cont'd)

- The location on the page, in regards to the table or figure, in which you place each label must be the same location for every table or figure.
- The page on which the table/figure appears is numbered consecutively with the main text.

- This page number is used in the List of Tables or List of Figures.
- If a table or figure is on more than one page, the first page is the one listed on the List of Tables or the List of Figures.

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