



## Student Information

Student Name (First, Middle, Last)		Date
Student ID	BroncoMail Email Address	
Graduate Program	Catalog Year	Anticipated Graduation Date

The *Thesis/Dissertation Formatting Requirements* form is a document which a graduate student (a) uses to ensure their manuscript has been formatted to Boise State University Graduate College publishing requirements, and (b) Informs the Graduate Student Success Center that the student has defended and completed all revisions required by the Supervisory Committee, and is now ready for the Graduate College final review process.

A completed *Thesis/Dissertation Formatting Requirements* form is a requirement for all graduate students who produce a thesis or dissertation as part of their degree program. The *Thesis/Dissertation Formatting Requirements* form is required to ensure timely processing of individual theses and dissertations.

The *Thesis/Dissertation Formatting Requirements* form is executed after the student has passed the final oral examination (defense) and the thesis or dissertation has received final reading approval from the Chair of the Supervisory Committee.

The student is responsible for (a) ensuring that their thesis/dissertation adheres to all applicable formatting requirements listed on this form by checking all applicable boxes, (b) signing this form on the student signature line, (c) submitting this form along with all other thesis or dissertation support documents to the Graduate College. The Graduate College will not accept the student's thesis or dissertation if this form is unsigned or incomplete.

Submit the *Thesis/Dissertation Formatting Requirements* form by **uploading it to ProQuest with their review document as a supplemental file**, please contact the Graduate College with submission questions.

Document Type: ☐ Thesis ☐ Dissertation

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Date of Defense
Chair of Supervisory Committee

**Title of Thesis or Dissertation**



## Formatting Requirements

### ☐ Order and Content

1. Front Matter
  - a) Title page – The format must be followed exactly. Use upper case letters as shown in the Title Page example (located on the Thesis and Dissertation web page under Standards and Guidelines). The month and year must be the actual month and year in which you officially graduate.
  - b) Copyright or Creative Commons Notice Page – year is the graduation year – Centered at the bottom of the page as follows:  
For copyright page:

© 2019  
Stacy Smith  
ALL RIGHTS RESERVED

For Creative Commons page: (Please include the correct Creative Commons logo that corresponds with the attribution selected on the Creative Commons Website; Creative Commons.com)

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SOME RIGHTS RESERVED



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Commons Attribution-Noncommercial  
4.0 International License.

- c) Electronic Approval page - Format must follow the format exactly as shown in the Electronic Approval Page Example (located on the Graduate College Forms Page).
  - d) Dedication
  - e) Acknowledgments
  - f) Abstract
  - g) Table of Contents
  - h) List of Tables (Required if you have tables)
  - i) List of Figures (Required if you have figures)
  - j) List of Maps (Required if you have maps)
  - k) List of Abbreviations
  - l) List of Symbols (Optional)
2. Text – main body of document with divisions indicated by appropriate headings and sub-headings.
3. References followed by appendix or appendices.

### ☐ Pagination

Except for the title, Copyright/Creative Commons, and Electronic Approval pages each page of the document must be assigned a number. The font and size of the pagination must match the text font and size in the document.

1. For front matter pages use small Roman numerals (iv, v, vi, etc.) that are centered on the bottom of the page. Front matter page numbers will start with the dedication page which will be numbered iv.
2. For the remainder of the document use Arabic numbers (1,2,3, etc.) that appear in the top corresponding 1-inch margin corner. The beginning of the main text of the document will start with number 1.

### ☐ Font

The font used must be a serif font and 12 pt. size. (Times New Roman is preferred)

### ☐ Margins

All document text and elements must adhere to the following margin requirements for binding and publication purposes:

1. For Portrait pages:
  - a) Mirror margins must be used and the Inside margin must be 1.5 inches (for binding purposes)
  - b) Right and bottom margins must be 1 inch
  - c) Top margin must be 1 inch unless it precedes a major heading (all Heading1s) in which case it will be 2 inches
2. For Landscape oriented pages:
  - a) Top Margin must be 1.5 inches
  - b) Left, right and bottom must be 1 inch

### ☐ Paragraph, Spacing, and Text Alignment

The document text and spaces between paragraphs must be double spaced. First lines of each paragraph need to be indented. Block quotes may be double or single spaced depending upon the choice of writing style. Ensure text is normal style and left aligned or justified depending upon the field. Ensure that only one space follows all periods.



## ☐ Headings

The appropriate headings must be consistent with the following:

- a) Heading 1 – Centered, all capital letters and begin on a new page, 2 inches from the top.
- b) Heading 2 – Centered, bold and title cased (**Title case** means that the first letter of each word is capitalized, except for certain small words, such as articles and short prepositions)
- c) Heading 3 – Left aligned, title cased and underlined.
- d) Heading 4 – Underlined, title cased and indented once

## ☐ Captions

All figures must have a caption located beneath them and formatted in figure caption style. All tables must have a caption appearing above the table and formatted in table Caption style.

Certification: I certify that the version of my thesis or dissertation that I am submitting for review and approval by the Graduate College is the same as the version that received final reading approval from the Chair of the Supervisory Committee or their designee as indicated by the signature on the Final Reading Approval form.

I certify that I am the sole proprietor of all rights in and to my thesis or dissertation and I have full power and authority to grant the rights described herein.

I certify that, if appropriate, I have obtained and attached a written permission statement from the owner(s) of each copyrighted work reproduced in my thesis or dissertation, and each permission statement allows access as specified below.

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Student Signature

Print Name

Date

University Use Only Below

## Review and Approval

Approved    Disapproved

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Graduate College Signature

Print Name

Date