

## VT ETD Standard Format – Formatting Rules

Thesis/ Dissertation Content	Formatting Rules
<b>Front Matter</b>	
Title page	<ul style="list-style-type: none"> <li>- Use the template provided on the ETD website and substitute your information.</li> <li>- Use base 14 fonts like Times, Courier or Helvetica. Use consistent fonts</li> <li>- When including committee information, don't add titles and educational qualifications of the committee members. For example, Dr. Jane Doe, PhD. is <b>"NOT"</b> acceptable.</li> <li>- Don't insert page number on this page.</li> </ul>
Abstract	<ul style="list-style-type: none"> <li>- Refer to the template provided on the ETD website.</li> <li>- The abstract can be a maximum of 250 words for a Masters thesis and 350 words for dissertations.</li> <li>- Don't insert page number on this page.</li> </ul>
Dedication (optional) Acknowledgements (optional)  Table of contents List of figures (if tables are included in the thesis/ dissertation) List of tables (if tables are included in the thesis/ dissertation) List of abbreviations (optional)	<ul style="list-style-type: none"> <li>- Start displaying numbering from the page right after the abstract page.</li> <li>- Use <b>small case roman numerals</b> for numbering pages in the front matter section of your thesis/ dissertation.</li> <li>- The page numbers start from (iii) in the front matter section.</li> </ul>
<b>Body of your thesis/ dissertation</b>	
Divide your thesis/ dissertation into chapters. Usually, the chapters are organized in a logical manner which may include the following titles:  Introduction Literature Review Results Discussion Conclusions Summary	<ul style="list-style-type: none"> <li>- Use Arabic numerals for the body and back matter of your thesis/ dissertation.</li> <li>- The first page of Chapter 1 of your thesis/ dissertation will be numbered (1).</li> <li>- Use consistent fonts (true type) and styles.</li> <li>- Follow your department guidelines if any regarding the styles to be used.</li> <li>- Consistently identify the sources of images, figures and tables i.e. provide captions and attributions</li> <li>- Place captions and attributions consistently above or below the figures, images and tables.</li> <li>- Numbering should be sequential and consistent.</li> <li>- Margin settings: 1 inch on all sides and on all pages</li> </ul>
<b>Back matter</b>	
References Appendices	<ul style="list-style-type: none"> <li>- Follow your department guidelines for citations.</li> <li>- <b>Include an appendix with an annotated list of figures, copyright permission letters, fair use checklists, public domain determination and IRB permission letters.</b></li> <li>- When formatting the appendix, place the word "Appendix", the appendix letter or letters, and the appendix title in large type at the beginning of each appendix.</li> <li>- Appendices are enumerated alphabetically from A to Z, then AA, AB, and so on to ZZ, then AAA, AAB, etc.</li> <li>- You may include the source code or output of computer programs as an enumerated appendix. Place figure references with PDF links to multimedia objects here also.</li> <li>- Vita page is <b>"NO"</b> longer accepted. Don't include one.</li> </ul>