

VT ETD Manuscript Format – Formatting Rules

Thesis/ Dissertation Content	Formatting Rules
Front Matter	
Title page	<ul style="list-style-type: none"> - Use the template provided on the ETD website and substitute your information. - Use base 14 fonts like Times, Courier or Helvetica. Use consistent fonts - When including committee information, don't add titles and educational qualifications of the committee members. For example, Dr. Jane Doe, PhD. is "NOT" acceptable. - Don't insert page number on this page.
Abstract	<ul style="list-style-type: none"> - Refer to the template provided on the ETD website. - The abstract can be a maximum of 250 words for a Masters thesis and 350 words for dissertations. - Don't insert page number on this page.
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) Preface/ Attribution (required only if the manuscripts are co-authored)	<ul style="list-style-type: none"> - Start displaying numbering from the page right after the abstract page. - Use small case roman numerals for numbering pages in the front matter section of your thesis/ dissertation. - The page numbers start from (iii) in the front matter section. - Preface/ Attribution can be included as a part of the front matter or the Introduction chapter.
Body of your thesis/ dissertation	
Divide your thesis/ dissertation into chapters. Usually, the chapters are organized in a logical manner which may include the following titles: 1. Introduction 2. Literature Review (optional) 3. Title for Manuscript 1 Title Abstract Introduction Materials and methods Results Discussion References 4. Title for Manuscript 2 (see chapter 3 above) 5. Conclusions Summary Overall model if appropriate (text or illustration if appropriate) Conclusions	<ul style="list-style-type: none"> - Use Arabic numerals for the body and back matter of your thesis/ dissertation. - The first page of Chapter 1 of your thesis/ dissertation will be numbered (1). - Use consistent fonts (true type) and styles. - Follow your department guidelines if any regarding the styles to be used. - Consistently identify the sources of images, figures and tables i.e. provide captions and attributions - Place captions and attributions consistently above or below the figures, images and tables. - Numbering should be sequential and consistent. - Margin settings: 1 inch on all sides and on all pages
Back matter	
References (for those not already included in the chapters) Appendices	<ul style="list-style-type: none"> - Follow your department guidelines for citations. - Include an appendix with an annotated list of figures, copyright permission letters, fair use checklists, public domain determination and IRB permission letters. - 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. - Appendices are enumerated alphabetically from A to Z, then AA, AB, and so on to ZZ, then AAA, AAB, etc. - 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. - Vita page is "NO" longer accepted. Don't include one.