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Templates for each section are in the ETD LibGuide at <http://libguides.fiu.edu/etd>.

TITLE Page:

Fix the top margin to 1".

Do NOT include a page number.

Center text vertically and horizontally.

All text must be double-spaced.

Be consistent with the title of the manuscript.

Be consistent with your name (including your middle name or initial) throughout the manuscript.

No italics or bold. Quotation marks may ONLY be used for direct quotes and the titles of works.

Spell out all abbreviations, including formulas.

COMMITTEE Page:

Include your defense date. Do not use an ordinal abbreviation

Be consistent with the title of the manuscript.

Be consistent with your name (including your middle name or initial) throughout the manuscript.

Do not include "Dr." before your committee members' names or any academic letters or certifications after.

Capitalize only the first letter of important words in your title. Don't use all caps.

No italics or bold. Quotation marks may be used ONLY for direct quotes and the titles of works.

DEDICATION, ACKNOWLEDGMENTS, COPYRIGHT Pages (OPTIONAL):

Double-space everything. No more, no less.

Make sure ACKNOWLEDGMENTS is spelled this way (no E before M).

No italics or bold. Quotation marks may be used ONLY for direct quotes and the titles of works.

ABSTRACT OF THE THESIS or ABSTRACT OF THE DISSERTATION:

Fix the top margin to 1".

Double-space everything

Be consistent with the title of the manuscript.

Be consistent with your name (including your middle name or initial) throughout the manuscript.

Add "Professor" before your major professor's name.

Dissertation Abstract must NOT EXCEED 350 words / Thesis Abstract must NOT EXCEED 150 words.

No italics or bold. Quotation marks may be used ONLY for direct quotes and the titles of works.

TABLE OF CONTENTS/LIST OF TABLES/LIST OF FIGURES:

Align the page numbers (see the template).

Double space between the main heading and subheadings and between the subheadings and the first entry. No italics or bold.

Quotation marks may used ONLY for the titles of works.

Table of Contents: Single space within chapter, double space between each chapter; **Lists:** single-space within each entry, double- space between each entry.

TABLE OF CONTENTS/LIST OF TABLES/LIST OF FIGURES (continued):

Add Subheadings (e.g., CHAPTER/PAGE, TABLE/PAGE, FIGURE/PAGE, etc).

- Unless you have at least five figures or five tables, do not add a List of Tables or List of Figures.
- Make sure that the page numbers listed in your Table of Contents, List of Tables, and List of Figures match the actual location of the text in the manuscript.
- Be consistent with the wording, spelling, and capitalization of all titles listed in the Table of Contents, List of Tables, and List of Figures. They must match in the entries and in the in-text headings.

Pagination:

All pages except the Title page must include a page number. Missing page numbers:

Use Roman numerals for preliminary pages; use Arabic numerals for body text pages.

Page numbers should be no lower than ½” and no higher than ¾” above the page bottom. All page numbers should be at the same height throughout the document.

Margins:

Left margin throughout the entire document must be 1 ½”. This includes tables, figures, graphs, and appendices.

Right margin throughout the entire document must be 1”. This includes tables, figures, graphs, and appendices.

Bottom margin throughout the entire document must be 1 ¼”. This includes tables, figures, graphs, and appendices unless a larger bottom margin is needed to avoid a widow/orphan.

Top margin throughout the entire document must be 1”. Fix:

Additional Comments:

References, footnotes and endnotes should be single-spaced within each entry and double-spaced between entries. Double space between title and first entry.

No widow/orphan. Do not leave one word, phrase, line, heading or heading followed by just one line by itself at the top or bottom of the page. Fix:

Font size and font type must be the same throughout the document, including font of page numbers (between 10-12pt).

Exceptions for footnotes and captions, which can be 10 with a larger body font.

Do not leave big, blank spaces (unless it is on the last page of the chapter).

All figures/tables must be clear and legible (Do not include blurry images).

Doctoral students, submit a Vita no longer than 2 pages. Look at the UGS Vita sample. The Vita is the final page of the document and must be numbered.

Title Page Signature Page Copyright Page Dedication Page Acknowledgments Page

Abstract Table of Contents References/Footnotes Vita Widow/Orphan Page Break

Reviewed by:

Date:

Note: The student is ultimately responsible for ensuring that the regulations have been followed. For submission of the final copy, the student must make required formatting corrections for library/archiving purposes.