



GRADUATE STUDIES

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Minimum Standards for Submitting Dissertations, Theses, or Selected Projects*

NOTE: Graduate students can submit their dissertation, thesis, or selected project electronically (in addition to submitting a paper version if required by the department). Some departments and colleges require electronic submission, so you should check with your individual department. The library does not require paper copies for a dissertation, thesis, or selected project submitted electronically. The ETD Web site, <http://etd.byu.edu>, has detailed information on the electronic submission requirements and formatting guidelines. It also has a comprehensive tutorial to help you prepare your electronic document.

CAUTION: To ensure the uniformity and continuity of style and format of all dissertations, theses, and selected projects* submitted to the university, please follow the university requirements listed here as well as the guidelines in the style manual required by your department. Please do not use a past work submitted to the university as your guide. To avoid the unnecessary expense of having to retype or reprint your work, please check your work carefully against the following standards before submitting it to your committee and college for final approval.

A. Format Requirements

Note: For ETD formatting requirements, consult the ETD website: <http://etd.byu.edu>.

1. Paper: Use 24-pound weight Xerox LX paper (which is acid-free and laser compatible) for all university copies. The required preliminary pages (see section B1) are to be single-sided. Your document should be double-sided if it over 300 pages in length.
2. Printing: Use a laser or high-resolution inkjet printer with black, letter-quality print in a standard size (10, 11, or 12 point only, including titles and headings). Use a standard, easily readable serif typeface such as Times Roman or Palatino. Ornamental typefaces, including script, may not be used. The body of the work should be double-spaced.
3. Margins: 1.5 inches on the bound side; 1 inch on the top, bottom, and unbound side.
4. Page numbering: Preliminary pages are to be counted in the pagination and, where appropriate, numbered with lowercase Roman numerals (see section B5 below). The body of the work should be numbered consecutively with Arabic numerals, beginning with 1 and continuing into any appendices (1a, 10c, B1, etc., are not acceptable).

B. Style Requirements

1. The required preliminary pages are to be single-sided and in the standard university style as illustrated on the attached sample pages. The preliminary pages consist of a title page, a copyright page (optional), a committee approval page, a final reading approval and acceptance page, an abstract, and an acknowledgments page (optional).
2. In the title of your work, use word substitutes for non-Roman-alphabet characters such as formulas, symbols, super- or subscripts, Greek letters, etc.
3. The abstract is to be no more than 350 words (approximately 1.5 pages double-spaced, single-sided). *Doctoral students:* Because dissertation abstracts are published in Dissertation Abstracts International and in searchable databases you must include pertinent place names and full names of persons as well as descriptive keywords useful in automated retrieval. UMI editors will shorten your abstract if it is longer than 350 words.
4. The work's citations, references, and bibliographic style are to be consistent and follow the department's or the discipline's style guide.
5. Pages should be numbered according to the following sequence, with a page number included on the page as indicated:

| | |
|---------------------------------------|---|
| Title page | no number; begin with Roman numeral i, number consecutively |
| Copyright page (if included)** | no number, but counted |
| Graduate Committee Approval | no number, but counted |
| Final Reading Approval and Acceptance | no number, but counted |
| Abstract | no number, but counted |
| Acknowledgments (if included) | no number, but counted |
| Table of Contents | number; continue with lowercase Roman numerals as appropriate |
| List of Tables (if included) | number |
| List of Figures (if included) | number |
| Body of work and appendices | number; begin with Arabic numeral 1, continue consecutively |

(continued on reverse)

* "Selected Project" in these instructions refers to the final project required by programs in the departments of Instructional Psychology and Technology, Integrative Biology, Linguistics and English Language, Nursing, School of Technology, Statistics, and Visual Arts. Projects in these departments are treated as theses, and the works must be submitted to the library.

**Copyright information is available from Graduate Studies.

C. Preparing Work for Departmental Approval

1. Print your entire manuscript (or electronically generate PDF for ETD submission) following the format and style requirements specified in sections A and B above. Do not use correction fluid or tape.
2. Check each page of the work and, if necessary, reprint and replace pages that are smudged, have correction fluid or tape, have poor print quality, or have misaligned printing. Also correct misordered or missing pages. All pages should be in the order described in section B5.
3. Obtain and complete "Approval for Submission of Dissertation, Thesis, or Selected Project," Form 8d Part 1, and, for ETD submissions, Form 8d Part 2. These forms may be provided by your department and are available online at the Graduate Studies website at <http://www.byu.edu/gradstudies/forms>.
4. Present your work and the completed Form 8d to each member of your graduate committee and to your graduate coordinator or department chair for approval and signatures. Signatures should be in black or blue ink so they copy properly.
5. After obtaining the signatures of your committee and your graduate coordinator or department chair, present your work to the dean or associate dean in your college who is assigned to review and sign the document. Allow enough time to meet the library submission deadline for your intended graduation. Refer to the graduate studies website at <http://byu.edu/gradstudies/resources> for the latest dates.

Deadlines for Submitting Dissertations, Theses, and Selected Projects

| For graduation in | submit work to college dean by | submit to library by |
|-------------------|--------------------------------|----------------------|
| April 2005 | March 11, 2005 | March 18, 2005 |
| August 2005 | July 8, 2005 | July 15, 2005 |
| December 2005 | November 18, 2005 | December 2, 2005 |
| April 2006 | March 17, 2006 | March 24, 2006 |
| August 2006 | July 14, 2006 | July 21, 2006 |

D. Preparing and Submitting Copies, Forms, and Fees to the Library

All paper copies of dissertations, theses, and selected projects are to be submitted to the library for binding and retention by the library and/or department. Students who submit ETDs may still be required to submit a hard copy of the work for retention by the department; however, verify this policy with your department. (If your work is a project, do not pay for copying and binding until you have confirmed with your department that you are required to submit copies to the library.)

1. Submit the copies (required by the library and/or your department) of your work to the library. These copies do not have to be the original printed copy, and the signature pages may be photocopies of the originals. However, all required copies must be clean and clear, in black print, on 24-pound weight Xerox LX paper, with the required preliminary pages single-sided.
2. Do a final check of each page of all required university copies, replace poorly printed pages if necessary, and ensure all pages are present and in the order described in section B5.
3. Make any additional personal copies on paper of your choice. The library will bind these copies at the same price charged for the university copies. You may keep the original signature pages for yourself.
4. **Master's students:** Make an additional copy of both the title page and the abstract for the library.
Doctoral students: Make two additional copies of both the title page and the abstract, one set for the library and the other for *Dissertation Abstracts International*.
5. Using a pencil, mark the upper right-hand corner of the title page of each copy with the appropriate abbreviation:
 - L1 Library copy (NOT required when submitting electronically as an ETD)
 - L2 Library copy (NOT required when submitting electronically as an ETD)
 - CC Committee chair copy (if required by your department)
 - DC Department copy (if required by your department)
 - P1, P2, P3, etc. Personal copies

NOTE: For students who submit their dissertation, thesis, or selected project electronically as ETDs, the library does not require any copies for binding. The library will print a single copy from the ETD submitted PDF file, bind it, and deposit that copy in Special Collections (Archives). There will not be a bound copy on the library shelves for check out.

6. Put each copy in a manila envelope and stack the envelopes so that the university copies are on top (ordered L1, L2, CC, and DC), with personal copies on the bottom.
 - a. **Doctoral students:** Complete and sign UMI's Doctoral Dissertation Agreement Form in the booklet "Publishing Your Dissertation." Attach a copy of your abstract and your title page to this form. If you wish UMI to register your copyright, read and sign the reverse side of the Agreement Form. Place the signed Form 8d, one title page, one abstract, and the Agreement Form (with the second title page and abstract attached) on top of your stack of envelopes, then secure everything together with a large rubber band.
 - b. **Master's students:** Place the signed Form 8d, the extra title page, and the extra abstract on top of your stack of envelopes; then secure everything together with a large rubber band.
7. Deliver your packet to the Library Administration Office, 2060 HBLL (2-2905), and pay the required fees. Even if you are not having any copies bound (submitting ETD), you must still deliver Form 8d, the title page, and the abstract to the library.

SAMPLE TITLE PAGE

All information should be centered horizontally between the margins as shown.

The title must be in all capital letters and located two inches from the top edge of the page. If the title is longer than five inches, it must be split and placed on two or more lines, with the first line the longest and subsequent lines shorter (inverted pyramid style).

The title must be the same font and size as the body of the work; i.e., no bold, large font, etc.

Your name should be double-spaced below the word "by."

COMPUTER MODELING OF DIFFUSION FLAME STRUCTURE IN SOLID ROCKET PROPELLANTS

by

David A. Hill

Begin the statement with the formal introduction "A thesis submitted to" or "A dissertation submitted to."

Write out the full name of Brigham Young University.

A dissertation submitted to the faculty of

Brigham Young University

in partial fulfillment of the requirements for the degree of

Write out the full title of your degree.

Doctor of Philosophy

At the bottom of the page, list the following, in order, double-spaced between each item: the name of the department, the university's name, and the month and year in which the degree will be granted (no comma between month and year).

Department of Chemical Engineering

Brigham Young University

April 2001

SAMPLE COPYRIGHT PAGE

The copyright page is optional. All works are inherently copyrighted; however, you may register your copyright with the Library of Congress if you wish.

Master's students: Details are available in the Office of Graduate Studies.

Doctoral Students: For a fee, UMI Dissertation Services will register your copyright with the Library of Congress. To request registration, sign the reverse of the Agreement Form in the booklet "Publishing Your Dissertation" and pay the required fee.

The copyright symbol is followed by the year and your name. It must be double-spaced and centered on the page between the margins and centered from top to bottom.

Copyright © 2001 David A. Hill

All Rights Reserved

SAMPLE GRADUATE COMMITTEE APPROVAL PAGE

The university's name must be printed two inches from the top edge of the paper in all capital letters.

BRIGHAM YOUNG UNIVERSITY

Three blank lines here.

GRADUATE COMMITTEE APPROVAL

The title "Graduate Committee Approval" must be printed in the same font and size as the rest of the paper. It should be in all capital letters and may be in bold print if desired.

Five blank lines precede this section. It should be double-spaced.

of a dissertation submitted by

David A. Hill

Two blank lines precede this text. Text should be typed as it appears here, single-spaced.

This dissertation has been read by each member of the following graduate committee and by majority vote has been found to be satisfactory.

Leave three blank lines between the text and the signature line.

A line for a handwritten date and for the signature of each committee member must be provided. The chair of your committee should also be recognized by title.

Date

Josephine P. Brown, Chair

Leave two blank lines between each signature line.

Date

James E. Barott

Date

Rex G. Lowe

Date

Mary L. Smith

Date

Robert Johnson

SAMPLE FINAL READING APPROVAL AND ACCEPTANCE PAGE

The university's name should be printed two inches from the top edge of the paper in all capital letters.

BRIGHAM YOUNG UNIVERSITY

Three blank lines here.

This text is preceded by three blank lines. Text should be typed as it appears here, changing the type of work (dissertation, thesis, selected project) and name of candidate as required.

As chair of the candidate's graduate committee, I have read the dissertation of David A. Hill in its final form and have found that (1) its format, citations, and bibliographical style are consistent and acceptable and fulfill university and department style requirements; (2) its illustrative materials including figures, tables, and charts are in place; and (3) the final manuscript is satisfactory to the graduate committee and is ready for submission to the university library.

Four blank lines precede the first signature line.

Format this section with vertical and horizontal spacing as shown. The chair of the candidate's graduate committee must sign.

Date

Josephine P. Brown
Chair, Graduate Committee

Either the graduate coordinator OR the department chair may sign here. Change the name and title accordingly.

Accepted for the Department

Bradley H. Stearns
Graduate Coordinator

Either the dean or associate dean may sign here.

Accepted for the College

Russell J. Hunt
Dean, College of Engineering and Technology

SAMPLE ABSTRACT PAGE

ABSTRACT

COMPUTER MODELING OF DIFFUSION FLAME STRUCTURE IN SOLID ROCKET PROPELLANTS

David A. Hill

Department of Chemical Engineering

Doctor of Philosophy

The word "ABSTRACT" should begin two inches from the top edge of the paper. It must be printed in the same font and size as the rest of the paper and should be in all capital letters. Three blank lines should follow.

The title of your work should be typed exactly as it appears on the title page, double-spaced in all capital letters.

After three blank lines, type your name, the title of your department, and the full name of your degree, double-spaced.

After three blank lines, begin the body of the abstract, which should be double-spaced.

The abstract is a summary of the dissertation, thesis, or selected project with emphasis on the findings of the study. The abstract must not exceed 350 words in length (approximately 1½ pages double-spaced). It should be printed in the same font and size as the rest of the work. The abstract precedes the acknowledgment page and the body of the work.

Doctoral students should ensure that the abstract contains significant wording to allow automated retrieval, as the abstract will be added to a database. In addition, the abstract will be printed, as it is submitted, in *Dissertation Abstracts International*.

The acknowledgments page is optional.

SAMPLE ACKNOWLEDGMENTS PAGE

The word "ACKNOWLEDGMENTS" should begin two inches from the top edge of the paper. It must be printed in the same font and size as the rest of the work and should be in all capital letters.

Following four blank lines, the text of the acknowledgments begins.

The text should be in the same font and style as the rest of the work and double-spaced.

ACKNOWLEDGMENTS

Students may use the acknowledgments page to express appreciation for the committee members, friends, or family who provided assistance in research, writing, or technical aspects of the dissertation, thesis, or selected project. Acknowledgments should be simple and in good taste.