

THESIS/DISSERTATION GUIDELINES

Ira A. Fulton College of Engineering and Technology Brigham Young University

TO ALL STUDENTS! STUDENTS are responsible for making sure their document is in the proper format. The Departments and College will no longer reviewing your theses/ dissertations for formatting errors more than once. As you work on your document, be sure that you follow the requirements listed below for formatting. If the document comes to the Graduate Secretary and has three or more formatting errors, it will be returned to the student to make the necessary corrections **before** it will be approved by the Department or College.

Students must **plan ahead** and give **AT LEAST two (2) full working days** for the Dean's Office review. The Dean's Office will **not** be able to review documents and obtain the Dean's signature with a few hours notice just because a student is leaving town the next day. The process will go much smoother if the student has taken care of all the formatting requirements before the thesis/dissertation is given to the department for first approval. For more timely approval, the thesis/dissertation should be turned in to the Graduate Secretary at least **two weeks before** the student's oral examination. This allows the student time to make formatting corrections either before the oral exam or at the same time he/she makes the committee changes.

These guidelines may be changed as needed. Using a past student's thesis/dissertation as an example will **NOT** guarantee that yours will meet the necessary requirements. Be sure you have and follow the most recent guidelines.

Requirements for ALL thesis/dissertations:

- Margins: 1½" margins on the bound side
1" margins top, bottom, unbound side
Pages within the body of the thesis are to begin at the 1" top margin. An exception would be when only figures/tables are on a page, these pages should be centered within all margins.
Thesis/dissertation is to be formatted for **double-sided printing**. However, all chapters are to begin on a new, odd numbered page, not on the back of the previous chapter's final page.
- Front Pages: Format **exactly** like Graduate School examples provided by department Titles are not to be over 5" long. If thesis title is more than one line, the lines should be typed in an inverted pyramid format on the title and abstract pages. (See Graduate School website for requirements.) On the approval page under the Dean's name identify the College as the Ira A. Fulton College of Engineering and Technology.
- Dates: Graduation dates are only April, August, or December of the year of graduation, no other dates are acceptable. If you wrote your thesis in Dec. 2005 but did not meet the Dec. deadlines, your graduation date will be April 2006.
- Title Pages: 2" margin from top of page on Chapter or Section title pages, Table of Contents, List of Figures and List of Tables, etc. These pages must start on the right, not on the back of a page. Blank pages at the end of a chapter should be left blank but numbered consecutively in the thesis.
- Page Nos.: Bottom center of page. Roman numerals are used on pages preceding the body of the paper. Arabic numerals are used on pages within the body of the paper.
- Spacing: The body of the thesis/dissertation is to be double-spaced.
- Headings: Consistency - whatever style is used, it **must be consistent** throughout the document
- Table of Contents/List of Figures/List of Tables: Do **not** run titles into page number section. End titles 2-3 spaces before the page number. These pages may be double-sided. The Table of Contents, List of Figures and List of Tables should each start on a new page.
- Equations: Start equations on a new line, double-space twice above and twice below the equation. Number equations consecutively with the numbers in parentheses (1.1), (1.2), etc. on the right margin of the page.
- Blank Spaces: Do **not** leave a lot of blank space on pages within chapters. Where possible, put tables and figures within the text of the chapter. If this does not work, put 2 or more tables/figures on a separate page.
- Bibliography: The bibliography can be in the style of the journal in which the student will be publishing the thesis/dissertation. If that is not known, the student should follow the Turabian style manual. (Note: the use of first names **or** initials should be consistent — use either author's first name and

middle initial or use author's first and middle initial — **do not mix.**). The references should be single-spaced with a double-space between references.

Widows/Orphans: There should be no single lines at the top or bottom of pages.

Running Headings: Running Headings at the top of pages are **not** acceptable.

Figures & Tables:

- List of Figures and List of Tables: Use Arabic numerals followed by periods that are aligned in a left-hand; the page numbers are listed flush right. Double-space between items, single-space within. The titles of figures and tables should **NOT** run into the page number section. Tables and Figures in an appendix should be numbered separately from the tables/figures in the text, as A1, B1, C1, etc.
- Figures are normally diagrams, graphs, maps, charts with a caption below consisting of a sentence or more of explanation. The caption should be single-spaced and may run the width of the illustration. Short legends are centered. Figure captions are placed **below** the figures.
- Tables contain numerical or statistical information. Use Arabic numerals. Table titles go **above** the table. Long tables may be continued from page to page. The table number and the title are placed at the beginning of the table; the table number only is given on succeeding pages, written, for example, "Table 2 — *Continued*".
- There should be **3 blank lines before and after** figures and tables so they do not appear to be part of the thesis/dissertation text.
- Ideally, each table or figure should come as close as possible after the first reference to it. If space permits, however, it is best to finish the paragraph of text in which the reference occurs before inserting the table or figure. If a table or figure cannot be accommodated in the space remaining on a given page, continue the text to make a full page and place the table or figure at the top of the next page.
- A figure or table may be placed horizontally (landscape) on the page with the top at the binding (left) side. The **table title above the table** and the **figure caption below** with their numbers so that they read vertically up the page. The page number is in its normal position at the bottom center of the page.

Spacing:

- The text should preferably be double-spaced except for block quotations, notes, captions, long headings, and footnotes which should be single-spaced with a blank line between items.

Headings/sub-headings:

- Headings may or may not be numbered, per your preference.
- Long chapter titles may need to be set in two or more lines, single-spaced, all centered **or** flush left, following the style chosen. No punctuation should be used at the ends. The text, whether for a chapter or for any other major section, should begin a regular distance below the last line of the heading. Be consistent throughout the entire thesis/dissertation with spacing.
- All sub-headings begin on the third line below the preceding text. If two or more subheadings appear together without intervening text, leave a blank line between them. Also leave a blank line between the sub-heading and the text following. A page must **never end** with a subheading.

Please do **not** be individualistic with the format of your thesis. Follow the guidelines. Keep it simple. If you choose not to follow the guidelines, your thesis/dissertation will **not** be approved by the Dean's office.

The main requirement is **consistency**. Spacing, headings, captions, etc. **MUST** be **consistent** throughout the entire document.

*** The Dean or an Associate Dean will review and sign **ALL** thesis/dissertations **after all corrections** are made and **all committee members and graduate coordinators have signed** the document. The College requires **two (2) full working days** to review the thesis/dissertation. Students need to be aware of this requirement and plan ahead so deadlines are not missed. **The graduation deadlines are firm**. Students submitting materials after the deadlines will be candidates for the next graduation.