THESIS/DISSERTATION
FORMATTING GUIDELINES & DEPOSIT PROCEDURES

Thesis & Dissertation Office
The Purdue Graduate School
Updated 1/29/2018
The information in this slideshow is current as of the Spring 2018 semester.

Some of the rules/regulations may change by the time you are ready to deposit.

Please visit the Thesis|Dissertation Office website for up-to-date deposit procedures.
TODAY'S PROGRAM AGENDA

- The Deposit Process
- Formatting Guidelines
- Thesis Delay of Publication & Confidentiality
- Questions
DEPOSIT PROCESS
The Deposit Process

Please refer to the Thesis Deposit Checklist for steps you must take to properly deposit your Thesis/Dissertation.

[1] Schedule Your Appointment

- Click here to schedule an online appointment. Please, carefully review your Appointment Confirmation email.

- We recommend scheduling your appointment as far in advance as possible, especially if you are planning to deposit during the week before the deadline, as 60% of all deposit appointments are scheduled for the 10 days leading up to the deadline.

[2] Initiate Electronic Thesis Acceptance Form [ETAf]

Students do not need any paper copies of thesis forms if they initiate the ETAf. The Electronic Thesis Acceptance Form REPLACES GS Forms 9, 32, 15, and 36.
DEPOSIT STEPS

☐ 1 SCHEDULE YOUR ONLINE APPOINTMENT

☐ 2 COMPLETE ELECTRONIC THESIS ACCEPTANCE FORMS

☐ 3 SUBMIT ELECTRIC THESIS DEPOSIT [ETD]

☐ 4 CHECK YOUR EMAIL

☐ 5 BE AVAILABLE FOR COMMUNICATION DURING YOUR ONLINE APPOINTMENT
   (If we have questions we will simply email you)

☐ 6 PAY THE DEPOSIT FEE

Please refer to the detailed checklist on the following pages for more information.
1 SCHEDULE YOUR ONLINE APPOINTMENT

Go to:
www.purdue.edu/gradschool/research/thesis/appointment-booking/index.html

We recommend scheduling your appointment as far in advance as possible, especially if you are planning to deposit during the week before the deadline, as 60% of all deposit appointments are scheduled for the 10 days leading up to the deadline.

☐ COMPLETED ▼

2 COMPLETE ELECTRONIC THESIS ACCEPTANCE FORM

ELECTRONIC THESIS ACCEPTANCE FORM [ETAF]
Using your Plan of Study link in your myPurdue account you can initiate Form 9 (Thesis/Dissertation Acceptance Form).

For instructions on how to initiate the Form, go to:
www.purdue.edu/gradschool/research/thesis/required-forms.html

* Your major professor will conduct an iThenticate plagiarism detection review with before signing off on your ETAF.

☐ COMPLETED ▼
3 SUBMIT ELECTRONIC THESIS DEPOSIT [ETD]

Once your ETAF has been approved through the Thesis Form Head a link will appear in your Plan of Study portal with the link to upload your thesis to ProQuest ETD.

Once you get to the ProQuest ETD page click on “Create or continue with submission” at the bottom. Provide all requested information. Carefully read all options, as some of ProQuest’s optional services have fees attached.

Check your thesis carefully to avoid formatting errors.

MOST DEPOSITORS MUST SUBMIT THEIR ETD AT LEAST 24 HOURS BEFORE THEIR APPOINTMENT TIME

SPECIAL CASES:
MONDAY APPOINTMENTS: Submit the Friday before your appointment at the latest.
DEADLINE PERIOD* APPOINTMENTS: Submit AT LEAST 48 hours before your appointment.
MONDAY APPOINTMENTS DURING DEADLINE PERIOD*: Submit the Thursday before your appointment time at the latest.

*Deadline periods are: 1. The week leading up to the Exam/Degree Only deadline and 2. The TWO weeks leading up to the 698/699 Registrant deadline.

ARE YOU INCLUDING PREVIOUSLY COPYRIGHTED MATERIAL IN YOUR THESIS?
Upload your copyright permissions to ProQuest as Copyright Permissions.

☐ COMPLETED ✔
THESIS DEPOSIT CHECKLIST

4 CHECK YOUR EMAIL

We will respond to your submission as soon as possible. We will either approve your thesis as is, or we will request changes.

If we request changes, please make them as soon as possible and resubmit your thesis using the link in our email. Then, keep checking your email; we’ll contact you again.

☐ COMPLETED

5 BE AVAILABLE FOR COMMUNICATION DURING YOUR ONLINE APPOINTMENT

WHAT DOES THE THESIS OFFICE NEED BEFORE YOUR APPOINTMENT TIME?

We will need your accepted ETD and the following:

Master’s Candidates
☐ All signatures on ETAF with the exception of the Processor
☐ Certificate of Completion: Graduate School Exit Survey

Doctoral Candidates
☐ All signatures on ETAF with the exception of the Processor
☐ Certificate of Completion: Graduate School Exit Survey
☐ Certificate of Completion: Survey of Earned Doctorates

WHAT TO EXPECT:
The final deposit appointment is a brief period where the thesis office staff will review all thesis materials including ETAF. If we need to contact you, we will do so using your @purdue email address. Please be available during your appointment time in case we have any questions for you. If we do not have any questions, we will simply email you and your department contact your deposit receipt.

☐ COMPLETED

6 PAY THE DEPOSIT FEE

Master’s Thesis Fee $90.00
Ph.D. Dissertation Fee $125.00
West Lafayette Campus
☐ West Lafayette candidates will pay the deposit fee through their myPurdue accounts. The thesis deposit fee should appear in a candidate’s student account approximately 2-3 days after their thesis deposit appointment.

Regional Campuses
☐ Calumet and Fort Wayne candidates will pay their fees to their local bursar’s office as part of the clearance process by their regional campus format advisors.
☐ IUPUI candidates will receive a paper bill following their successful deposit.

☐ THESIS DEPOSIT PROCESS COMPLETED
For detailed instruction regarding Purdue thesis formatting, deposit procedures, and overall expectations, please review our checklists, training pages, and formatting samples available on this page:

https://www.purdue.edu/gradschool/research/thesis/templates.html

Careful attention to the resources provided on our site, and meticulous review of your thesis during the writing, formatting, and submission processes, will help ensure you avoid common discrepancies as well as make your deposit quick and easy. However, if you need further clarification on our procedures and policies, please feel free to contact us at thesishelp@purdue.edu.
FORMATTING GUIDELINES
**REQUIRED**

- No visible page number, but technically page i.
- Spacing already formatted on this page.
- Date is graduation month and year (May, August, December only) Example: December 2016.
- Title page includes campus location – West Lafayette, Indiana; Indianapolis, Indiana; Fort Wayne, Indiana; Hammond, Indiana.
REQUIRED

Choose thesis type in the title.

First three committee member sections cannot be removed. You may add or delete the fourth and fifth committee member lines.

Needs approval from Head of Departmental Graduate Program.
OPTIONAL

- Center on page.
- Non-English text is allowed.
- No heading is used.
- Page number iii.
- Not listed in the Table of Contents.
- No title on this page.
I would like to thank my advisor for her guidance and encouragement through the research and writing process. I am grateful to all of my committee members for the time and energy they have put into helping me complete my research.

My family and friends kept me motivated and happy during this long process. Your support means so much to me. Thank you.
TABLE OF CONTENTS

REQUIRED

◕ Title is typed in ALL CAPS.

◕ Page numbers must be in a straight line along right margin.

✓ Ensure there are no gaps in your leader dots:

... ... ... ... ... ... ... ... ...

✓ Do not list any titles before and including the Table of Contents in your Table of Contents.

◕ Text spacing should be 1.5 lines.

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REQUIRED
(if including tables in thesis)

- Page numbers must be in a straight line along right margin.
- Ensure there are no gaps in your leader dots:

... ... ... ... ... ... ... ... ...

- Title is typed in ALL CAPS.
- Text spacing should be 1.5 lines.

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REQUIRED
(if including figures in thesis)

- Page numbers must be in a straight line along right margin.
- Ensure there are no gaps in your leader dots:
  … … … … .. .. … … … . … ..
- Text spacing should be 1.5 lines.

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OPTIONAL

Most candidates place these sections at the beginning for the reader's convenience. You may use double columns in this section to help reduce section to one page. Text spacing should be 1.5 lines.
Do not use all caps on your title or put it in quotation marks.

 Titles/departments of major professor(s) not required.

 Some departments do require additional professor information.

 Do not include images, tables, figures, or equations in this section.
CHAPTERS

REQUIRED

- Must be consistently organized.
- First chapter always starts with page number 1.
- Check for blank lines at the tops of pages.
- Text starts 3 single-space lines below chapter/major heading.
- Use ALL CAPS on chapter/major headings.

CHAPTER 1. UNIVERSITY FORMAT REQUIREMENTS

The copy of a thesis submitted to the Thesis/Dissertation Office is called the Deposit copy. The Deposit copy of a thesis cannot be altered or edited after acceptance by the Thesis/Dissertation Office except with the express approval of the Graduate School. Accordingly, special care must be taken in producing this copy. The Deposit copy cannot be produced until after you have orally defended your research, made any required revisions, and have had them approved. The Deposit copy must conform to all University format specifications described below.

University Format Requirements

Paper Requirement

- Letter 8 ½ x 11” paper sizing must be used for the Deposit copy.
- Oversize pages up to 11 x 22 ½” are acceptable. Oversize pages should not be used unless necessary.

Font and Quality

- Times New Roman font will be the only accepted font.
- All text, page numbers, table numbers, figure numbers, captions, references, and footnotes must be in the same font. For general text, type size should neither be less than 10 points nor greater than 12 points. Font and font size may be varied for symbols or emphasis when appropriate (i.e., for scientific or mathematic terms).
- Well-crafted text usually does not require font variations for emphasis. Avoid underlining, bolding, or italicizing text purely for emphasis only. If you use them, do so sparingly and consistently. However, use of these variations for special symbols or words with special meaning is acceptable.
- Bolding of major headings and chapter headings is acceptable.
OPTIONAL

- Table captions go ABOVE tables.
- Figure captions go BELOW figures.

Figure 2.2 Purdue Fountains

Table 2.1 Suggested Line Spacing

<table>
<thead>
<tr>
<th>After Space Setting</th>
<th>Where to Use It</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 (equal to single line spacing)</td>
<td>After lowest level subheadings</td>
</tr>
<tr>
<td>18 (equal to 1.5 line spacing)</td>
<td>After higher level subheadings</td>
</tr>
<tr>
<td>24 (equal to double spacing)</td>
<td>After figure captions or table captions</td>
</tr>
<tr>
<td>36 (equal to 3 single spaced blank lines; equal to 1 inch)</td>
<td>After title page blocks, major headings and chapter headings</td>
</tr>
</tbody>
</table>
OPTIONAL

❖ If you turned your landscape page up like a portrait page, the page number should be in the same place as a portrait page number.

❖ Instructions for landscape page creation can be found in the MS Word Template Guide.

❖ You can use multiple pages for very large tables/figures or use oversized pages (11”x17”).
If included as part of a chapter:
- Treat as first-order subdivision.
- Begin the section on the next page.

If included as a section:
- Treat as a major division/chapter-style heading.
- Title typed in ALL CAPS.


Use a style accepted by your department and use it consistently.

Avoid inconsistent spacing in and between entries.

Don’t let a reference entry be split between two pages – if one of your entries appears on two pages: push down the entire entry so it appears all together on the second page.


OPTIONAL

- Type Appendix in front of each letter (i.e., Appendix A, Appendix B, Appendix C, etc.).
- 1” top margin.
- Heading in ALL CAPS.
- Left margin must always be 1.5” (but you can adjust right and bottom margins if necessary).

**APPENDIX A. SUB-REGION TABLES**

<table>
<thead>
<tr>
<th>Appendix Table A.1 Sub-Regions Part I</th>
</tr>
</thead>
<tbody>
<tr>
<td>XY</td>
</tr>
<tr>
<td>SR 1</td>
</tr>
<tr>
<td>SR 2</td>
</tr>
<tr>
<td>SR 3</td>
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<tr>
<td>SR 4</td>
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<tr>
<td>SR 5</td>
</tr>
<tr>
<td>SR 6</td>
</tr>
<tr>
<td>SR 7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appendix Table A.2 Sub-Regions Part II</th>
</tr>
</thead>
<tbody>
<tr>
<td>XY</td>
</tr>
<tr>
<td>SR 1</td>
</tr>
<tr>
<td>SR 2</td>
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<tr>
<td>SR 3</td>
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<tr>
<td>SR 4</td>
</tr>
<tr>
<td>SR 5</td>
</tr>
<tr>
<td>SR 6</td>
</tr>
<tr>
<td>SR 7</td>
</tr>
</tbody>
</table>
FOOTNOTES

OPTIONAL

Footnotes may be single spaced and 10 point font.

You may adjust the bottom margin if it keeps a footnote all together on one page.

Please avoid footnotes that continue on multiple pages.

Notes

If you are planning to include List of Figures and List of Tables, we recommend you using the following method to insert your captions:

1. In Ribbon above, click References
2. In Captions section, click on Insert Caption
3. Next to Label, choose Table or Figure
4. Click OK
5. Type your caption next to the table/figure number

To create a table of contents you will need to assign a heading style to each heading in your entire document then follow the steps below:

1. Locate your Table of Contents page above
2. In the Ribbon above, click References
3. In the Table of Contents section, click Table of Contents
4. Look past the built-in Table of Contents and select Insert Table of Contents
5. Under the General section in the Show Levels box, select the number of headings you want to show in the Table of contents – 3 levels are common, but it can incorporate all levels, if you wish.

Page Numbers

Page numbers will go in the upper right hand corner of each portrait page. If you are using any landscape orientation pages, the page number will go in the lower right hand corner with vertical text (see page 11 for example). Page number font and font size needs to be the same as the main body text.

Roman numeral pagination will occur between dedication and abstract1 pages while Arabic numeral pagination will occur between chapter 1 and the end of the document.

1 This is a footnote. Do not allow the footnote to be smaller than a font size of 10. Footnotes should not flow over to the next page; they should stay on the same page, whenever possible. You may adjust the page margin ONLY on footnote pages to accommodate lengthier footnotes.
OPTIONAL

_major division page:

* 1” top margin.
* **ALL CAPS** title.

_style of Vita determined by department.

* There are 2 style options for the Vita:
  * **Narrative**
  * **C.V.**

* Heading will always be **VITA**, regardless of your vita style.

VITA

Jane Doe received her B.S. from Purdue University in 2009. She spent two years as a park ranger in South Dakota, before returning to Purdue to pursue a graduate degree.

She received her Master’s degree in 2011 and continued within the program to receive her Ph.D. in 2016. After graduation, Jane joined Vestibulum University as a post-doctoral research fellow.
VITA

Jane Doe

EDUCATION

- Doctor of Philosophy, May 2016
  Purdue University
  Department of Forestry and Natural Resources
- Master of Science, May 2011
  Purdue University
  Department of Forestry and Natural Resources
- Bachelor of Science, May 2009
  Purdue University
  Department of Forestry and Natural Resources

TEACHING EXPERIENCE

- FNR 10300 – Introduction To Environmental Conservation
- FNR 34100 – Wildlife Habitat Management
OPTIONAL

Scans of original publications may be used if they are legible – page numbers and left margin must match the rest of the document. (suggest inserting PDF file as an object in MS Word to prevent distortion of journal article).

Want to use articles as chapters?
Publications may be used as chapters at the approval of your examining committee. The format of your publication must follow Graduate School guidelines – all chapters must look the same in regards to formatting.
THESIS DEPOSIT CHECKLIST

FORMATTING REMINDERS

☐ PAPER SIZE
  Use LETTER (8½" by 11") paper size for your thesis when converting to PDF (legal or ledger can be accepted for large tables). When saving as an Adobe PDF file, your MS Word document should automatically convert using the correct paper size.

☐ FONT TYPE AND FONT SIZE
  Use 12 point font and Times New Roman font for your thesis content. Use 14 point Times New Roman bolded font for your major headings and chapter titles. You may use a smaller font size for footnotes, captions, and within tables, if you wish.

☐ MARGINS
  The margin requirements for a Purdue thesis:
  LEFT: 1"
  RIGHT: 1" (Title page and Statement of Committee Approval pages = 1.5)
  BOTTOM: 1"
  TOP: 1"

☐ CONSISTENCY
  Use applied styles in your thesis consistently. Be consistent in the amount of space you use between paragraphs, listed entries, and headings throughout the document. Be consistent in your use of underline, bold, italics, numeric styles, naming of headings, and indentation.

☐ CAPITALIZATION
  • ALL CAPS: Use ALL CAPS for major headings and chapter headings, for major and chapter headings in your Table of Contents, and for your thesis title on the title page
  • Common Title Case: Use Common Title Case for subheadings and for your thesis title on the Abstract page.
  • lower case: Use lower case Roman numerals (i, v, x, I, c) for the page numbers on your preliminary pages.

☐ TABLE AND FIGURE CAPTIONS
  Table captions go above tables. Figure captions go below figures. The font size for captions may be smaller than your normal font size, but should be no smaller than 10pt.

☐ AVOID "WIDOWS AND ORPHANS"
  Include at least 2 lines of a paragraph at the top and bottom of chapter pages.
  Turn on Orphan and Widow Control in your word processor to help control orphan and widow lines.
ProQuest sponsored program

Reasons to request a Delay of Publication:
- Pending patents
- Pending publications
- Proprietary rights
  - Information that may be protected under law (concepts, designs, techniques, etc.)

You can request a Delay of Publication by marking the appropriate response on your ETAF & when submitting to ProQuest.
- You can choose 6 months, 1 year, 2 years, or indefinite.

ProQuest will only publish your Abstract and Citations.
Purdue sponsored program

Reasons to request confidentiality (indefinite):
- Export controlled information
- ITAR restricted information
- Government contract
- Commercially sponsored

Reasons to request confidentiality (up to 2 year):
- Due for publication
- Commercially sensitive information, which, if released might prejudice the interest of any person including the author, the University, or an external company
- Publication would cause you or third parties mentioned in the text to be open to legal challenge

To request confidentiality for 2 years you must be under a contractual agreement with a Sponsoring Organization. You will need to provide both the name of the Sponsoring Organization and the Contract Number. This information will be verified by Sponsored Program Services.

Your thesis will not be delivered to ProQuest until the period you have requested has expired.

Confidentiality periods expire May 31st, August 31st, and December 31st.
Delay of Publication and Confidentiality can be stacked.

- Your thesis will not be released from Purdue until after the confidentiality period has expired. Once your thesis is delivered to ProQuest, the Delay of Publication period will begin.
  - If you order hard copies of your thesis, they will not be printed and delivered until after your thesis is fully published by ProQuest.

Delay of Publication/Confidentiality periods can be cancelled or extended if needed.

- Contact the TDO as soon as you realize you will need to extend your delay period or cancel your delay period.

After a confidentiality period has expired (and we haven’t received notification of an extension) your thesis will be delivered to ProQuest the day following the expiration of confidentiality period.
QUESTIONS?

THESISHelp@Purdue.EDU
765.494.3231