

# Biology Department

## ETD Formatting Requirements

In addition to following the university formatting requirements, make sure to also follow the below formatting guidelines as required by the Department of Biology:

### Abstract

The abstract is a summary of the work with emphasis on the findings of the research.

- All text on the abstract must be printed in the same font and size as the rest of the work.
- The abstract can be no more than 1 page in length.
- The “ABSTRACT” heading should be centered and 1 inch from the top of the page. *A single blank line should follow.*
- The title should be typed exactly as it appears on the title page (mixed case letters), in the same inverted pyramid shape, but single-spaced. *A single blank line should follow.*
- The next section will be 3 lines (all single-spaced):
  - 1st line: Type your name (as it appears on the title page, which should match university records (include appropriate punctuation, if any)).
  - 2nd line: Type “Department of Biology, BYU”.
  - 3rd line: Type the full name of your degree—either “Master of Science” or “Doctor of Philosophy.”
  - *A single blank line should follow.*
- Begin the body of the abstract, which should be single-spaced with a double-space between paragraphs (if any). The first line of each paragraph should be indented. The body of the abstract (and the keywords) should be left-aligned (not justified).
- Keywords are to be listed at the bottom of the abstract. They should be separated from the body of the abstract by at least 1 blank line, or they can alternatively be added at the bottom of the page, so that the last line of the keywords ends on the bottom 1-inch margin (last line of the page). For the keywords, include pertinent place names, full names of people, and descriptive words useful in automated retrieval. Capitalize proper nouns only.
- Note: Count this page as Roman numeral “ii” but don’t enter the page number.

### Acknowledgments

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

- The “ACKNOWLEDGMENTS” heading should be centered and exactly 1 inch from the top of the page (just like the ABSTRACT heading). *A single blank line should follow.*

- The body of the acknowledgments should be double-spaced, with the first sentence of each paragraph indented.
- Note: Count this page as Roman numeral “iii” but don’t enter the page number.

### **Table of Contents (TOC)**

- The “TABLE OF CONTENTS” heading should be centered and exactly 1 inch from the top of the page (just like the previous headings). *A single blank line should follow.*
- The TOC should be double-spaced with no bold font.
- The TOC must include the preliminary pages listed in order with their corresponding page number:
  - Title Page (make sure to list the Title Page as “Title Page” here and not list the title of the thesis/dissertation)
  - Abstract
  - Acknowledgments
  - Table of Contents
  - List of Tables
  - List of Figures
- The TOC must match the hierarchy of headings and subheadings as found in the body of the thesis/dissertation:
  - Subheadings should be indented under headings, etc.
  - If there are multiple chapters, then the headings within the chapter should be indented under the chapter title.
- If there are multiple chapters, include the chapter titles.
- The Roman numeral page number should be visible (starting with the TOC).

### **List of Tables**

- The “LIST OF TABLES” heading should be centered and exactly 1 inch from the top of the page (just like the previous headings). *A single blank line should follow.*
- Each table should have a title (not just “Table 1,” “Table 2,” etc.). The title should only be the *first sentence* of the table heading.
- Separate the table number from the title with punctuation (i.e., a period, colon, etc.). For example:
  - “Table 1: Specimens used for...”
  - “Table 1. Specimens used for...”
 Not this:
  - “Table 1 Specimens used for...”
- Double-space or have a blank line between each table entry.

### **List of Figures**

- The “LIST OF FIGURES” heading should be centered and exactly 1 inch from the top of the page (just like the previous headings). *A single blank line should follow.*

- Each figure should have a title (not just “Figure 1,” “Figure 2,” etc.). The title should only be the *first sentence* of the figure caption.
- Separate the figure number from the title with punctuation (i.e., a period, colon, etc.).  
For example:
  - “Figure 1: Distribution map showing...”
  - “Figure 1. Distribution map showing...”
- Not this:
  - “Figure 1 Distribution map showing...”
- Double-space or have a blank line between each figure entry.

### **Tables & Figures**

- Make sure table and figure titles match exactly with the titles that appear on the List of Tables and List of Figures.
- Table titles and headings appear *above* tables (unless different formatting required for journal publication).
- Figure titles and captions appear *below* figures (unless different formatting required for journal publication).
- Make sure that the font size of any font within the tables and figures is readable (not too small).

### **Page Numbers**

- Page numbers should be at the bottom of the page. They should be in the same position throughout the thesis/dissertation.
- They should be in the same serif font that is used for the body of the thesis/dissertation (such as Times New Roman).
- The preliminary pages are in Roman numerals (i, ii, iii, etc.), and those page numbers should be visible at the bottom of the page beginning on the Table of Contents.
- The body of the thesis/dissertation are in Arabic numerals (1, 2, 3, etc.) and should continue through any appendices.

### **Chapter Titles**

- If you have multiple chapters, be consistent with however you format the chapter titles, including the font (bolded or un-bolded, etc.) and spacing (single- or double-spaced, etc.).

### **References**

- References should begin on a separate page.
- Should have hanging indentation and should be double-spaced or have a blank line between each reference (unless different formatting required for journal publication).

### **Bookmarks**

- There should be a bookmark for *every* heading and subheading listed in the Table of Contents (this includes the preliminary pages – Title Page, Abstract, etc.).

- The bookmark for the Title Page should read “Title Page” and not the actual title.
- The bookmarks should follow the same hierarchy in the Table of Contents: Subheadings should be indented/nested under headings, etc.
- The bookmarks to the preliminary pages, chapters, sections, and subsections should line up exactly (or very close) to their respective headings.

### **Embedding Fonts Tip**

If you are having difficulty embedding all fonts (and keeping your bookmarks) using the instructions provided by Graduate Studies, try this instead:

1. Once you get the PDF with your bookmarks in Adobe Acrobat Pro, open the Print Production panel from the Tools pane.
2. Open the Preflight tool (on the right sidebar menu).
3. Once the Preflight tool is open, select “Single Fixups” (this is the wrench icon located to the left of the search bar).
4. Type “font” in the search bar.
5. Select “Embed fonts.”
6. Then click the “Fix” button located in the bottom right-hand corner.
7. Save the updated version.
8. Reopen the document properties (Ctrl-D or Cmd-D and go to the Fonts tab) to make sure the fonts are all embedded now.