

# ETD College of Life Sciences Requirements

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

## Final Draft to College Dean

- A hard copy of your thesis/dissertation is due to the college dean following the defense and before the stated deadline for that semester (see Department Graduation Deadlines). Make sure to first submit your thesis/dissertation to the graduate program manager for formatting approval. Once approved, deliver the draft to the Dean's Office (5001A LSB). Also attach the College Thesis & Dissertation Submission Form.

## Abstract

- The Abstract should fit on 1 page.

## Table of Contents

- The "TABLE OF CONTENTS" heading should be exactly 1 inch from the top of the page (just like the previous headings).
- Must include the preliminary pages (Title Page, Abstract, Acknowledgements, Table of Contents, List of Tables, List of Figures, etc.) listed in order with their corresponding page number.
- Must match hierarchy of headings and subheadings as found in the body of the thesis/dissertation: Subheadings should be indented under headings, etc.
- No bold font.
- Double-space.
- If there are multiple chapters, include the chapter titles.

## List of Tables

- The "LIST OF TABLES" heading should be exactly 1 inch from the top of the page (just like the previous headings).
- Each table should have a title (not just "Table 1," "Table 2," etc.). The title should be the first sentence of the table heading.
- Double-space or have a blank line between each table.

## List of Figures

- The "LIST OF FIGURES" heading should be exactly 1 inch from the top of the page (just like the previous headings).
- Each figure should have a title (not just "Figure 1," "Figure 2," etc.). The title should be the first sentence of the figure caption.
- Double-space or have a blank line between each figure.

## 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.
- Figure titles and captions appear *below* figures.

### **Page Numbers**

- Page numbers should be at the bottom of the page.
- They should be in the same serif font that is used for the body of the thesis/dissertation (such as Times New Roman).

### **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.).

### **Orphan Headings**

- Orphan headings are any headings that appear on a separate page from the following paragraph. Move any orphan heading to the following page, so it is on the same page as its corresponding paragraph.

### **References**

- References should begin on a separate page.
- Correct formatting: Should have hanging indentation and should be double-spaced (unless different formatting required for 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.
- There should also be a bookmark for *each* table and figure. A good place to include these is indented/nested under the List of Tables and List of Figures. You don’t need to include the table and figure titles, just the numbers (i.e. Table 1, Table 2, Figure 1, etc.).
- The bookmarks to the preliminary pages, chapters, sections, and subsections should line up exactly (or very close) to their respective headings.
- Bookmarks to tables should line up with the table headings.
- Bookmarks to figures should line up with the top of the figure image (not the figure caption).

### **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.