College of Graduate Studies
TENNESSEE TECH

This checklist is provided by the College of Graduate Studies to assist you in the proper formatting of your thesis/dissertation. A full explanation of formatting and acceptable variations is available online at https://www.tntech.edu/assets/usermedia/cgs/8466/Guide_Manual.pdf. The student and committee chairperson(s) should check that all format requirements as listed below are incorporated in the thesis/dissertation as well as proper spelling, grammar, and punctuation.

DO NOT refer to the thesis/dissertation of another student as your format guide as requirements may have changed.

ORGANIZATION (ORDER of Paper)

- ❑ Abstract (No printed page number.) (1 pg only)
- ❑ Title Page (No printed page number.)
- ❑ Copyright page (Optional) (1 pg only)
- ❑ Certificate of Approval Page (Get the College of Graduate Studies format approval before you obtain your committee signatures!)
- ❑ Dedication Page (Optional) (1 pg only)
- ❑ Acknowledgements (Optional) (1 pg only)
- ❑ Table of Contents
- ❑ List of Tables
- ❑ List of Figures
- ❑ List of Plates (only if needed)
- ❑ List of Symbols and/or Abbreviations (only if needed)
- ❑ Body of document (divided into chapters or sections)
- ❑ Bibliography/References (alphabetical order or numerical order of appearance)
- ❑ Appendix/Appendices title page (when applicable)
- ❑ Vita (1 pg only)

MARGINS

- ❑ 1.5" left, 1" top, right, and bottom margins for first page. MUST ALTERNATE AFTER THAT. (1.5' on right, then left)

PARAGRAPH SETTINGS

- ❑ Spacing: No additional space before or after a paragraph.
- ❑ Line spacing: double space.

FONT

- ❑ Font size must be set at: 10 pt minimum, 12 pt maximum.
- ❑ Font style must be set at: Arial, Times New Roman, or LaTeX generated font.
- ❑ Page numbers must be in the same font style and size as the body text.
- ❑ **The same size font and font style is used throughout the paper.**
- ❑ **Do not increase the font size for chapter titles or subheadings.**

FONT ATTRIBUTES

- ❑ Bold attribute: all chapters and numbers, chapter titles, all centered headings, freestanding and paragraph side heads; titles of all front pages (i.e., List of Tables); titles of closing matter (i.e., REFERENCES, and APPENDIX); for Abstract, Title, and Certificate of Approval pages: the first line and the title.
- ❑ Italics attribute: all statistical expressions and species names(i.e., F, N, SD, M, SS , n, p, r, t, etc.)

PAGINATION

- ❑ Front pages are numbered using lower case Roman numerals centered at 1" from bottom of page. Begin printing page numbers with "ii" on the first page following the Title Page.
- ❑ Every page is to have a printed page number with the exception of the Abstract and Title Page.
- ❑ After front pages, page number position for bottom of page is 1" from bottom of page, centered, if this placement is chosen, unless using Latex.
- ❑ After front pages, page number position for top of page is 1" from top of page and 1" from right edge, if this placement is chosen, unless using Latex.

SPACING

- ❑ For ABSTRACT page only, single space the title; double space between title and name, name and degree; and single space the body text leaving one blank line between paragraphs.
- ❑ All other text must be double spaced.
- ❑ The first line of each paragraph is to be indented.
- ❑ Two double-spaced blank lines after the Chapter title.
- ❑ Two double-spaced blank lines before and after center headings within text, and before and after freestanding side headings within text.
- ❑ Normal paragraph spacing for paragraph side heads. Indent as if a normal paragraph with the side head being the first word(s) followed by a period. Then paragraph begins on the same line.
- ❑ Two double-spaced blank lines before or after tables/figures inserted at top or bottom of page followed or preceded by text.
- ❑ Table data, long quotes (40 words or 4 lines or more), and interview transcripts may be single-spaced and indented ½ inch from the left and right margin.

TABLES/FIGURES

- ☐ **All table/figures are to be placed at the top or bottom of a page with an extra double-space (above or below) to separate from it from the body text. THEY DO NOT HAVE TO BE IN APPENDICES.**
- ☐ Tables/figures may follow the page on which they are first referenced or they may be included in a separate appendix.
- ☐ Table/figure must be identified in the text by a number.
- ☐ **Table number and title must be typed above table. Use Arabic numerals.**
- ☐ **Figure number and caption must be typed below figure. Use Arabic numerals.**
- ☐ Repeat table number & column headings if table is continued on another page.
- ☐ If table/figure is taken from another source, you must cite that source below the table/figure.
- ☐ All text for a table/figure should be single-spaced.
- ☐ When referring to a specific table or figure or equation in the text, it must be capitalized (i.e., Table 4.9, Figure 2.3, Equation 7.11, etc.)

REFERENCES

- ☐ REFERENCES is on a page by itself as a cover sheet for the section. The word REFERENCES is to be in all capital letters, bold, and centered both vertically and horizontally on the page.
- ☐ REFERENCES is not printed at the top of the first page or any preceding page of references.
- ☐ All references are single-spaced within the reference and one blank line is between references.
- ☐ References with two authors: there is no comma separating the names, only the word "and." For example,
  Smith, J. and Torres, R. "Engineering Today"
- ☐ References with multiple authors are separated with a comma and the word "and" is used between the last two author's names. For example,
  Smith, J., Hu, C., and Torres, R. "Engineering Today"
- ☐ The listing of authors' names is followed by period as in the examples given above.
- ☐ Authors names may be given as first name then last name, or last name first and then first name. Whichever style you choose, YOU MUST BE CONSISTENT AND USE THROUGHOUT THIS SECTION.
  John Smith and Henry Cho.
  Smith, John and Cho, Henry.
  J. Smith and H. Cho.
  Smith, J. and Cho, H.
- ☐ If initials are used for the author's first and middle name, then all authors listed must follow the same format throughout the entire REFERENCES. If the full name is used for the author's first and middle name, then all authors listed must follow the same format throughout the entire REFERENCES.
- ☐ Be consistent in how journal and book names are treated. If one is italicized, they all should be.

BODY CONTENT FORMAT

- ☐ No widow or orphan lines (i.e., If only one line of a paragraph appears at the top or bottom of a page, move that line to the previous or next page whichever is appropriate.)
- ☐ All page numbers in the Table of Contents, List of Figures, List of Tables, etc. must correspond with page numbers in the text.
- ☐ The word "respectively" is always preceded by a comma. It is followed by a comma as well if the sentence continues.
- ☐ Sentence punctuation next to quoted material goes inside the quotation marks (i.e., "hot terms," and others.)
- ☐ Space before and after equal sign (=), less than sign (<), or greater than sign (>), etc.
- ☐ Space before and after periods in an ellipsis (…)
- ☐ Always use the percentage symbol (%) when preceded by a number except if it is the first two words of a sentence. (Fifty percent of students….)
- ☐ The ampersand sign (&) is acceptable in a figure or table caption, but not in the body text.
- ☐ Numbers with four digits or more must have the appropriate comma(s).
- ☐ Verify if the words used are truly hyphenated. (e.g., nonzero is not non-zero)
- ☐ To reference multiple references in the bracketed style, format is as follows: [3,8] or [2-7] or [2-7,35,66,72-80]
- ☐ When referring to a specific chapter, section, figure, table, or equation with a number, it should be capitalized. (e.g., Chapter 6, Equation 2.9, Table 4.1, etc.)
- ☐ Always use commas to separate a list of items and make sure to use a comma after next to the last item before the word "and." (e.g., Blue, red, and yellow are colors.)

PRIOR TO DEFENSE

- ☐ Submit to the College of Graduate Studies office a copy of the Certificate of Approval page (signature page) for format review and approval **PRIOR** to defense and getting signatures.

AFTER DEFENSE SUBMISSION PROCESS

- ☐ Successfully defended thesis/dissertation and make all the changes requested by committee.
- ☐ Submit a final copy to your committee that is free from errors both in format and content to obtain Certificate of Approval page signatures.
- ☐ Submit the original signed Certificate of Approval page to the College of Graduate Studies. (The College of Graduate studies will obtain the Dean College of Graduate Studies signature and insert the final approved signature page into ProQuest upon our final review).
- ☐ Create an account on ProQuest to submit the committee approved thesis or dissertation in a non-read-only PDF format.