Academic Technology

Electronic Thesis and Dissertation

Important ETD Websites

ETD Technical Support

Formatting Templates:	http://helpdesk.ufl.edu/application-support-center/etd-technical-support/ms-word-and-latex-templates/
Workshop Dates:	http://helpdesk.ufl.edu/application-support-center/etd-technical-support/workshops-seminars/
Critical Dates:	http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/etd-deadlines/
Tutorials:	http://helpdesk.ufl.edu/application-support-center/etd-technical-support/online-tutorials/

Graduate School

Editorial Office:	http://graduateschool.ufl.edu/graduation/thesis-and-dissertation
Submitting your ETD:	http://edm.gradschool.ufl.edu/
Formatting Guide:	http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/format-requirements

UF Libraries

Published ETDs:	http://www.uflib.ufl.edu/etd.html
RefWorks/EndNote	http://uflib.ufl.edu/refworksufpage.html
	http://guides.uflib.ufl.edu/EndNote

Networked Digital Library of Theses & Dissertations

NDLTD:	http://www.ndltd.org

Last updated 1-13-2014

Objectives For Today's Workshop
Before we get started – remove survey form!
Part I – General Information 15 Minutes (5:30 PM – 5:45 PM)

    1. Contact Information
        A. Editorial Office
            – Hub Rm. 224B – 392-1282
            – gradedit@aa.ufl.edu
        B. Application Support Center (ASC)
            – Hub Rm 224 – 392-4357
            – etd@grove.ufl.edu

    2. Critical Dates

Deadline	Fall 2013	Spring 2014	Summer 2014
Degree Application	Sept. 14	Jan. 31	July 2
Doctorial First Submission	Oct. 4	Feb. 10	June 16
Master's First Submission	Nov. 4	March 10	July 8
Final ETD Submission	Dec. 2	April 9	July 25
Final Approval Deadline	Dec. 11	April 22	August 5

        Grad School Checklist

    3. Formatting Requirements – Grad School Web Site –
    https://asc.helpdesk.ufl.edu/etd_format_requirements.html

    4. Resources / Where You Can Get Help When You Need It
        A. Online Tutorials – http://etd.helpdesk.ufl.edu/tutorials.php - remember to scroll down the page.
        B. Workshops – allowed to come to more than one
        C. Consultation – asc-hd@ufl.edu – 392-4357
        D. Refworks – EndNote Web: UF Library system
    5. Questions?

Part II – Using the MS Word Formatting Template 1.25 Hours (5:45 PM – 7:15 PM)

    7. ETD Website – https://asc.helpdesk.ufl.edu – everything in the workshop is on this site.
    8. Downloading the Template
        A. Select version (Numbered/Regular)
        B. Choose Save to Desktop
    9. Structure and Use of the Template Change to .docx format to use new features
        A. Each section is in the correct format and order
        B. The Template File – Good off line resource
        C. Copying/Pasting pre-written text – make sure "Show/Hide" is on "Show"
        D. Inserting Your Own Text – Leave template text at the end of your document until formatting is applied – avoid deleting section breaks.
    10. Using & Applying Formatting Styles (Styles create the TOC, LOT, and LOF)
        A. Chapter Headings & Subheadings (1&2 Title Case, 3 Sentence case)

- double-click in margin to select whole paragraph.
- use F4 to repeat a command
- move down applying one style then move up to apply another
   B. Table & Figure Captions
- Change "Caption Label" each Chapter
- Figure 2-
- Table 3-
- Object 4-
11. Equations
   A. Auto numbering of equations is not implemented at this time
12. Tables
   A. Use the Table Tool in MS Word
   B. Avoid shading and bold text
13. Graphics
   A. Convert PowerPoint slides to .jpg files
   B. Avoid drawing tools in Word
   C. Use compressed file format if possible
- jpg
- gif
   D. Place "In line with text"
14. Landscape Page numbers
   A. Section Break before
   B. Section Break after
   C. Select orientation
   D. Page numbers remain at the bottom
15. Bibliography
   A. Use style of Journal in your field
      Insert > Reference > make sure settings are correct > insert
   B. End Note (Pro Cite, Reference Manager, etc.): Once you've completed entering citations, Go to TOOLS > ENDNOTE > FORMAT BIBLIOGRAPHY. EndNote will then generate a complete list of references at the end of the document. Cut and paste the bibliography into the References section of the file.
16. Updating The TOC, LOT & LOF
   A. Right-click and choose "Update Fields" > "Entire Table"
   B. Place cursor to the tight of ABSTRACT page number.
   C. Press "Enter" – then type "CHAPTER" in all caps.
   D. If you have more that one Appendix use the same procedure to place the word APPENDIX in all caps between your last chapter title and your first appendix title.
   E. The Chapter titles should be preceded by the correct numeral followed by a tab. Appendices are "numbered" A, B, C, etc.
   F. Remove the word "Table" and "Figure" in front of the table or figure number on the list of tables and the list of figures.
   G. Insert tab between table or figure numbers and captions to line up any wrapping captions.
17. Save Early, Save Often & Save in Multiple Locations

Format Requirements for Theses and Dissertations

- **Margins:** 1"for all pages (top, bottom, left, and right)

- **Font:**12-point Arial [Times New Roman is still being accepted but is being phased out] (use the same font throughout, including tables and figures)

- **Alignment:** left-align text throughout (ragged right)

- **Page numbering:** Arabic numerals (1, 2, 3, etc.) centered at the bottom of each page

- **Page order:** title page, copyright page, *dedication (if any), *acknowledgments, *table of contents, *list of tables (if any), *list of figures (if any), *list of abbreviations (if any), academic abstract, *chapters, *appendices (if any), *list of references, *biographical sketch

- **Spacing:** double-space most text. Indent first lines of paragraphs consistently. Single-space headings, tables, figures, bulleted-list items, equations, block quotes, and appendix matter (with only one blank line space before and after the single-spaced matter). No more than one blank line space anywhere.

- **Text flow:** must be continuous throughout the chapter. Put tables and figures at the end of the appropriate chapter. Do not insert them into the text of the chapter, unless you can do so without leaving gaps at the bottom of text pages.

- Headings: a chapter heading is an example of a major division heading*. All formatting rules for appendices are the same as for chapters, except that some appendix material is single-spaced.

ALL MAJOR DIVISION HEADINGS* ARE UPPERCASE AND NOT BOLD

Subheadings: all subheadings and paragraph headings are bold

First-Level Subheadings Are Centered and in Title Case

Second-Level Subheadings Are Flush-Left and in Title Case

Third-level subheadings are flush-left and in sentence case

Paragraph subheadings: indented and in sentence case. Paragraph headings end with a period or colon. Start the text on the same line as the paragraph heading. (Paragraph headings can also be used in bulleted lists.)

Why Use the Formatting Template?

- Generating the table of contents (TOC):Right-click on any of the items in the TOC. From the pop-up menu that appears, select Update Field. http://etd.circa.ufl.edu/present/updating-toc.html

- Creating links: Use the formatting template when you begin writing your thesis or dissertation. Then it will be easier for you to create pdf links in your final submission (required).http://etd.circa.ufl.edu/download.html

- Heading and subheading formats: to make this work, you need to use the proper styles in the proper places. Apply these styles one paragraph at a time. http://etd.circa.ufl.edu/present/template-intromac-wordx-v80.html#styles

Formatting Priorities for Your Thesis or Dissertation

1. Copyright: the two consideration
2. Reference system (format and agreement of text and reference list)
3. Table of contents (format, logic, organization, pertinence, and agreement with text)
4. Continuous text flow
5. Tables, figures, and equations (format, list, and mention)
6. Consistency and acceptable style

Copyright: The Two Considerations

- How to avoid infringing on someone else's copyright ("materials that we might expect to see accompanied by a permission letter if they appear in a manuscript")

- How to protect your own copyright ("Copyright privileges now vest immediately upon creating your work, without the requirement of notice or registration. However, you should still include a copyright notice on your dissertation.") Example:

©2007 Your Name

More info: http://proquest.com/products_umi/dissertations/UMI_CopyrightGuide.pdf

Reference System

- Literature review: a thesis or dissertation needs this

- Reference system: among the reputable publications in your field, choose one journal whose reference system you like.

    o Photocopy an article from that journal; then use it as a style model for your entire reference list, and for citing references in the body of your thesis or dissertation.

    o Include a copy of that journal article with your first submission, so UF Graduate School Editorial Office staff members can easily show you any aspects of the formatting you may have overlooked.

    o If your thesis or dissertation is not formatted according to this reference system, the Editorial Office will not accept your first submission.

Web references need each of these elements

Author

Copyright year

Article title

Journal name, volume number, and page number(or publisher, city, and state)

URL address (www.abc.com)

Date last accessed (e.g., Feb 2007)•

- Book chapter: start with the author(s) of the chapter.

- Book: give the publisher, city, and state.

- Journal article: give the journal name, volume, and page numbers.

- Meeting proceedings: include the city, state, and dates of the meeting. Proceedings publication info needs to be complete, including volume or year or season; and page number or abstract number.

- If it is not a book, an article, or published proceedings, it probably is not retrievable. For a citation to be included in the list of references, a reader must be able to go the library and retrieve it. Otherwise it should be deleted from the References section (but the complete citation can be included in parentheses in the text).

- Give the reader everything needed to find the item, even if the URL address no longer works (a frequent occurrence).

Table of Contents

- Entries here need to match exactly with entries in the body of the dissertation or thesis

- Heading and subheadings need to be formatted correctly

- You cannot have only one subheading at a given level. If you have entries at a given level, have 2 or more (do not create a list for only one item)

- Hierarchies need to be logical

- The table of contents shows exactly how your dissertation or thesis is organized. Do not explain this organization anywhere else.

- Make sure to write about your study (not about your dissertation or thesis)

- All 1st-level subheadings must be included in the table of contents. If you include any of your 2nd-level subheadings, you must include all of them.

Continuous Text Flow

- No gaps at the bottom of text pages. Any page with paragraph text must be full. Text flow must be continuous throughout the chapter. The easiest way to accomplish continuous text flow is to put each of your tables and figures at the end of the appropriate chapter. A page containing only tables figures can have unlimited white space at the bottom of the page, as long as the page does not contain any paragraph text.

- No widow or orphan lines: Keep at least two lines of same-level text together on a page; and keep a heading together with at least the next two lines of text. Never have a heading on the last line of a page (except for a figure heading). Widow= the last line of a paragraph, typed as the first line of a new page (not allowed). Orphan= the first line of a paragraph, typed as the last line of a page (not allowed).

- Keep things together that belong together. Do not split a reference entry onto 2 pages. Do not split a short bullet item onto 2 pages. Do not put more than one table on a page, if doing so causes a table to split onto 2 pages.

Table, Figure, and Equation Format

- Code table, figure, and equation numbers to chapter number or appendix letter, using hyphens. Table and figure mentions in the text should be simple and consistent: do not create entire sentences solely for that purpose. Cite tables (Table 2-4), figures (Figure 2-3), and equations (Eq. 2-2) by number, and not by position (not "the table above" or "the figure below" or "this equation").

- Obtain written permission to borrow any copyrighted material. You need to keep your own file of permission letters for any copyrighted materials used in your dissertation or thesis..

- . . and give its full source, in the case of tables or figures. For any table or figure that is borrowed from a copyrighted publication, you need to give a complete source (the full reference PLUS the table or figure number and page number where it appeared in the original). For tables, this goes in the notes row (the last row)of the table. For figures, this goes at the end of the figure heading.

Table Formatting

- Table headings belong in the top row of the table

- Single-space all tables

- Left-align all column entries. Align all of the decimals in any column.

- Use sentence case for all table elements (heading, column headings, and cell entries)•Indent any carryover lines in the actual table by 2 character spaces. Align decimals.

- Use the full width of the page. For smaller tables, keep the columns readably close (to the left), and merely extend the lines to the right margin.

- Do not use bold, underlining, or vertical lines in tables. Published tables usually have only three lines: one under the table heading; one under the column-heading row; and one at the end of the table (before the notes row, if any).

- Tables too large to fit the margins may use a smaller size (one size) of the same font, but the table number and title should be in the same font size as the rest of your manuscript. Format all tables consistently throughout, including appendix tables.

- Continued tables. Tables too long or wide for a single page (broadside or upright) may be continued. The heading should be "Table 4-1. Continued"(do not repeat the table title). Column and row headings must be repeated for continued tables.

- Notes (if any) belong in the bottom row of the table. Do not vertically list your table notes (at the bottom of the table): instead let them wrap automatically, like paragraph text (do not put a hard return after each entry)

Figure Format

- Figure headings belong under the figure

- Never put a title above a figure

- Do not put frames around your figures

- Do not change fonts

- Put only 1 blank line space between the figure and figure heading

- Limit clutter. Label subparts of figures as A and B, not (A) and(B).

- Do not cite figures by location ("second part," "below," etc.). In the figure legend, describe the subparts like this:

  Figure 2-1. General title of overall figure. A) Description of this subpart. B) Description of this subpart. C) Description of this subpart. Reprinted with permission from . . .

- If a figure and all of its subparts run more than one page, the entire figure heading (including descriptions of all subparts) must appear at the bottom of the first page of the figure. Any additional pages of subparts of this figure get only this heading at the bottom of the page:

  Figure 2-1. Continued

Equation Format

- Single-space equations and their notes

- Begin equations at the standard paragraph indent

- Code equation numbers to chapter number or appendix letter (Equation 1-1, Equation B-3)

- Type the label (1-1) using a right tab set at the right margin. Do not include the word Equation here.
  $$E = MC^2 \tag{1-1}$$

- Include the word Equation when citing the equation in the text.–Einstein's theory of relativity (Equation 1-1) changed scientific thinking.–Applications for Equation 1-1 continue to unfold.

- Do not treat the actual equation as though it is a word in the sentence: it is not. Write complete sentences and paragraphs.

Where Do I Go: The Editorial Office or the ETD Lab?

The Editorial Office	The Application Support Center (Electronic Thesis and Dissertation Technical Support)
UF Graduate School	

224B Hub	224 Hub
392-1282	392-help,
gradedit@ufl.edu	etd@grove.ufl.edu

This is the place to
- Turn in your first submission
- Turn in any final submission items
- Ask questions about

  - Deadlines
  - Copyright considerations
  - Reference system
  - Table of contents
  - Continuous text flow
  - Tables, figures, and equations
  - Consistency and acceptable style
  - Other requirements

This is the place to

- Attend an ETD workshop

- Learn to use the formatting template

- Troubleshoot your dissertation or thesis before printing out your first submission for the Editorial Office

- Ask questions about the formatting template

- Get help uploading and submitting your final pdf

Thesis and Dissertation Standards

Priority

1st   **Reference System (and agreement of text and reference list)**

Table of Contents (logic, organization, pertinence, and agreement with text)

- UPPERCASE: Use this for your title page, and for all major division (chapter, etc.) headings. Even in an otherwise uppercase heading, use mixed case for correct scientific notation: OYSTERS And *Vibrio vulnificus* BACTERIA

- **Title Case:** Use this for all 1st-level and 2nd-level subheadings. Capitalize the first letter of each principal word. Do not capitalize the first letter of articles (a, an, the); conjunctions (and, but, for, nor, or, so, yet); or prepositions.

- **Sentence case:** Use this for 3rd-level subheadings and paragraph headings; for table headings, column headings, and cell entries; for figure headings and labels; for equations, bulleted lists, and other lists; and, of course, for paragraph text. Capitalize the first letter of only the first word.

- **Use bold for all subheadings, and for paragraph headings.** Center lst-level subheadings. Use left-align for all 2nd-level and 3rd-level subheadings.

- **Subheadings in the table of contents must match exactly with those in the text**. Any changes need to match in both places.

- **Only 1st-level subheadings are required in the table of contents**. If you want, you can delete anything subordinate to that-but if you do, be consistent and delete all of that level.

- **You cannot have only one subheading at a given level.** If you want, you can convert it to a paragraph heading and not list it in the table of contents.

2nd   **Continuous Text Flow**

- **No gaps at the bottom of text pages.** Any page with paragraph text must be full. Text flow must be continuous throughout the chapter. You cannot have gaps at the bottom of a page unless the page contains no paragraph text. The easiest way to accomplish continuous text flow is to put all of your tables and figures at the end of the chapter. No text page can end shorter than 1" from bottom margin except the last page of the chapter. Do not start a new page for subdivisions. The only pages not required to be filled are the last page of a chapter; and any page that contains only figures or tables, but no paragraph text.

- **No widow or orphan lines**. Keep at least two lines of same-level text together on a page; and keep a heading together with at least the next two lines of text. Never have

a heading on the last line of a page (except for a figure heading). Widow = the last line of a paragraph, typed as the first line of a new page (not allowed). Orphan = the first line of a paragraph, typed as the last line of a page (not allowed).

- **Good paragraphs**. Do not have paragraphs containing only 1 sentence. Group logically. A good paragraph has a beginning, middle, and end. Avoid paragraphs that are too long: a full page of text should have more than 1 paragraph.

3ʳᵈ   Figure format, list, and mention

Table format, list, and mention

Equation format, list, and mention

Permission to borrow copyrighted material

4ᵗʰ   **Point of View**

- Use the phrase "our study" or "my study" (choose one, then stick with it) throughout, to avoid confusing "this study" with whatever other study you are discussing on a given page (see note about key terms-don't vary as "this investigation" or "this research"-the best way is to keep a big note pad with a running list of key terms and variants deleted-and use the "find" feature of your word-processing software to search for occurrences).

- **Key terms:** Use key terms consistently -- do not vary them. It is a good idea to keep a running list of key terms. Seek and destroy any variants.

- Your abstract needs to be about your study (not your dissertation). Write your abstract so that it can stand alone as a summary of your study.

- Your dissertation also needs to be about your study (not about your dissertation). The table of contents shows how the dissertation is organized: do not repeat this information elsewhere in the dissertation.

Tense

- Use past tense whenever referring to a study that already happened, including yours. Use present tense (not future) when discussing the physical thesis-it exists (it is not something that "will" exist only in the future).

- Use past tense (was) instead of past perfect tense (has been), whenever possible.

- Use active verbs (applying) instead of nominalized verb phrases (the application of), whenever possible.

Numbers and Units

- Use numerals for decimals, percentages, and abbreviations of measurement (including time).

- You must use % with numerals (instead of percent). However, when a number starts a sentence, a numeral cannot be used-the number must be spelled out-and so must "percent" or any abbreviation of measurement.

- Use only standard SI abbreviations for units of measure. Liter s/b L (not 1). Hour(s) s/b h (not hr or hrs or h. or hr. or hrs.)

- S/b a space between number and unit (except before degree symbol or %). Example: for 48 h at 370C]

- Check the most reputable journal in your field to see how they handle P for probability (is it capitalized? italics? underlined?); then, be consistent with their style in this matter throughout your dissertation. Same for zeroes before a lone decimal point. Fix all.

- In some contexts, an en dash can be confused with a minus sign. I would use "to" instead of an en dash to show a range between numerals (a month has 28 to 31 days).

- Capitalize words that identify a particular representative of a group (such as Experiment 3, Day 5, Equation 7, etc.)--and never say "the" before such a phrase. But you don't have to capitalize the word if it is after the number (as in 3 experiments, 5 days, or 7 equations).

- Do not allow a hyphenated term to split at the end of a line. To avoid it, use a nonbreaking hyphen from <Insert><Symbol><Special characters> Fix all such errors throughout.]

- Do not allow terms like "37 cm" to split at the end of a line. To avoid it, use a nonbreaking space from <insert><Symbol><Special characters.>

5th   **Words of Wisdom**

- "Due to" is an abbreviation for "caused by"---only use it if substituting "caused by" makes sense

- Use "between" to refer to two things. Use "among" to refer to more than two things.

- **Plural words**. Forms such as data, criteria, phenomena, media, spectra, maxima, or minima require plural verbs and components-are, have, were, some, many, few, these, their-not is, has, little, this, and so on, which are used with the singular form.

- **That vs. which**. Consistent use of that for restrictive clauses and which for nonrestrictive clauses, which are set off with commas, will help make your writing clear and precise.

Plain English: Your writing is more effective when you say what you mean, as simply as possible. Avoid using technobabble. Getting rid of jargon puts the focus where it belongs: on your study.

Say this	Not this
About	Regarding, with respect to
After	Following
Although	Despite the fact that
Among	Amongst
And	Additionally, as well as, &, in addition
Before	Prior to
Can	Has the capability to
For	In order for
Later (or next, or then)	Subsequently
Birds and fish	Not only birds, but also fish (avoid not only . . . but also)
Options were few	There were few options (avoid there is, there are, it is, if possible)
Learn	Ascertain
Let	Afford an opportunity
Most	The majority of
Near	Close proximity
Now	At the present time, at this point in time
Show	Demonstrate, depict, display, exhibit, illustrate, indicate, prove
Since	Due to the fact that, in view of the fact that
Then	At that point in time To In order to, in an effort to, for the purpose of
Toward	Towards
Use	Employ, utilize, utilization

Timing of degree award

- Term of degree award is linked to first submission and final submission
- Defense should be no more than 6 months before degree award
- Final term registration is 3 credits in fall and spring, and 2 credits in summer
- Committees are often unavailable in summer and in December
- Coursework only applies toward your degree if it was taken within the last 7 years; after that, the old coursework drops off each semester.

ETD Formatting Checklist

Title page

Margin	1" top, bottom, left, right
Font	Times New Roman 12 pt
Alignment	centered
Page Numbering	Arabic numeral, centered bottom of page, ½" from edge
Spacing	single spaced
Text flow	Title 1" from top of page, single-spaced in all caps, Author centered vertically and horizontally name in all caps, UF paragraph single-spaced, centered in all caps. One blank line space above year of graduation which is 1" from bottom of page

Copyright page

Margin	1" top, bottom, left, right
Font	Times New Roman 12 pt
Alignment	Centered vertically and horizontally
Page Numbering	Arabic numeral, centered bottom of page, ½" from edge
Spacing	N/A
Text flow	Copyright symbol, year of publication, author's name in title case
Headings	N/A

Dedication (optional)

Margin	1" top, bottom, left, right
Font	Times New Roman 12 pt
Alignment	Centered vertically and horizontally
Page Numbering	Arabic numeral, centered bottom of page, ½" from edge
Spacing	Single spaced
Text flow	N/A
Headings	N/A

Acknowledgments (optional)

Margin	1" top, bottom, left, right
Font	Times New Roman 12 pt
Alignment	Ragged right
Page Numbering	Arabic numeral, centered bottom of page, ½" from edge
Spacing	Double spaced
Text flow	Standard paragraph beginning 1 space from heading
Headings	All caps, centered, 1" top margin (Chapter title style)

Table of Contents

Margin	1" top, bottom, left, right
Font	Times New Roman 12 pt
Alignment	Left aligned
Page Numbering	Arabic numeral, centered bottom of page, ½" from edge

Table of Contents (Continued)

Spacing	Single spaced with a blank space before and after each chapter title.
Text flow	No widow or orphans
Headings	All caps, centered with 1" top margin. Check listings for single heading subdivision and check all headings for proper case. Add the word CHAPTER after abstract and the word APPENDIX before appendices if there is more than one appendix.

List of Tables (if necessary)

Margin	1" top, bottom, left, right
Font	Times New Roman 12 pt
Alignment	Left aligned. Delete the word table from the front of each caption and insert a tab in place of the punctuation and spaces between the table number and caption.
Page Numbering	Arabic numeral, centered bottom of page, ½" from edge
Spacing	Single spaced with one blank line between captions.
Text flow	No page break within captions. Captions should be less than three lines long.
Headings	All caps, centered, 1" top margin (Chapter title style)

List of Figures (if necessary)

Margin	1" top, bottom, left, right
Font	Times New Roman 12 pt
Alignment	Left aligned. Delete the word figure from the front of each caption and insert a tab in place of the punctuation and spaces between the figure number and caption.
Page Numbering	Arabic numeral, centered bottom of page, ½" from edge
Spacing	Single spaced with one blank line between captions.
Text flow	No page break within captions. Captions should be less than three lines long.
Headings	All caps, centered, 1" top margin (Chapter title style)

List of Objects (if necessary)

Margin	1" top, bottom, left, right
Font	Times New Roman 12 pt
Alignment	Left aligned. Delete the word figure from the front of each caption and insert a tab in place of the punctuation and spaces between the figure number and caption.
Page Numbering	Arabic numeral, centered bottom of page, ½" from edge
Spacing	Single spaced with one blank line between captions.
Text flow	No page break within captions. Captions should be less than three lines long.
Headings	All caps, centered, 1" top margin (Chapter title style)

List of Symbols/Abbreviations/Nomenclature/Acronyms (if necessary)

Margin	1" top, bottom, left, right
Font	Times New Roman 12 pt
Alignment	Aligned left, hanging indent ¼" more than longest term
Page Numbering	Arabic numeral, centered bottom of page, ½" from edge
Spacing	Single spaced with one blank line between terms.
Text flow	Break pages between terms.
Headings	All caps, centered, 1" top margin (Chapter title style)

Abstract

Margin	1" top, bottom, left, right
Font	Times New Roman 12 pt
Alignment	UF paragraph, title and author and month, year are centered all else left aligned.
Page Numbering	Arabic numeral, centered bottom of page, ½" from edge
Spacing	UF paragraph through Major, single-spaced with 1 space between elements (chair, cochair, and major = 1 element). Body of abstract double-spaced.
Text flow	Standard paragraph. Dissertation max 350 words, Thesis max 2 pages. General Audience s/b less than 150 words.
Headings	N/A

Body chapters (number and titles will vary according to manuscript organization)

Margin	1" top, bottom, left, right
Font	Times New Roman 12 pt
Alignment	Left aligned (ragged right)
Page Numbering	Arabic numeral, centered bottom of page, ½" from edge
Spacing	No more than a single-space between elements. Paragraph text is double-spaced.
Lists	All lists should be single spaced. If any element of a list wraps to a second line there should be a blank space between each element of the list. Bullets should be used unless individual elements need to be referred to by number from within the text.
Tables	Table captions should be at the top of all tables. Single-space caption with a hanging indent. No space between caption and table. Table numbers should be keyed to chapters. No bold or vertical lines in tables. Horizontal lines at top, bottom of table and bottom of heading row. Numerical columns should align on decimal point. Single-space tables. Do not repeat caption on continued tables but do repeat column headings. Use paragraph form for table notes.
Figures	Do not title figure. Figure caption belongs under the figure. Do not frame the figure. Put a maximum of one blank space between figure and caption. Multi-part figure that takes more than one page to present must have complete caption on the first page of the figure. Do not repeat the figure caption for continued figures.

Body Chapters (Continued)

Equations	Single paragraph indent or center equations but choose one and be consistent. Label equation keyed to chapter at the right hand margin but do not include the word equation in the label.
Text flow	All pages with paragraph text must be full pages except for the last page of the chapter.
Headings	*Chapter title*: centered, all caps, no bold (chapter title style) *First level*: centered, bold, title case (1st level subheading style) *Second level*: left aligned, bold, title case (2nd level subheading style) *Third level*: left aligned, bold, sentence case (3rd level subheading style) *Paragraph heading*: is on same line with body text, standard paragraph indent, bold followed by colon or period. (No individual style)

Tables

Margin	1" top, bottom, left, right
Font	Times New Roman 12 pt
	No bold or underlined text. Do not use vertical lines and use only 3 horizontal lines, top, bottom and below column headings.
Placement	Left aligned. or centered but be consistent.
Alignment	Single-space all tables. Align numeric columns by place value (decimal align). Left align text columns with wrapping lines indented 2 character (approx 0.1")
Page Numbering	Arabic numeral, centered bottom of page, ½" from edge
Numbering	Tables should be keyed to chapter or appendix in which they appear. Example: Table 3-5 is the fifth table in chapter three.
Spacing	Single spaced.
Text flow	Place the caption at the top of the table with no space between caption and table.
	Table too large for a single page may be continued. Column and row headings must be repeated for continued tables but caption of continued table should be "Table 4-1. Continued"
	Notes (if any) belong in the bottom row of the table. Do not vertically list your table notes: instead let them wrap automatically, like paragraph text (do not put a return after each entry).

Figures

Margin	1" top, bottom, left, right
Font	Times New Roman 12 pt
Placement	Left aligned. or centered but be consistent.
Page Numbering	Arabic numeral, centered bottom of page, ½" from edge
Numbering	Figures should be keyed to chapter or appendix in which they appear. Example: Figure 3-5 is the fifth figure in chapter three. Label subfigures as A and B not (A) and (B).
Spacing	Single space between figure and caption. Do not place frames around your figures

Figures (Continued)

Text flow — Place the caption at the bottom of the figure with one space between figure and caption.

Do not title figure other than the figure caption. Multiple part figures should have a common caption followed by individual sub-captions. The entire caption and sub-captions should be on the first page of a multi-part figure that takes up more than one page. Subsequent pages of such a continued figure should read "Figure 3-4. Continued"

Notes (if any) belong at the end of the figure caption but should not be repeated in the List of Figures (these must be manually deleted after each full update).

Equations

Margin — 1" top, bottom, left, right

Font — Times New Roman 12 pt

Alignment — Begin equations at the standard paragraph indent.

Page Numbering — Arabic numeral, centered bottom of page, ½" from edge

Numbering — Equations should be keyed to chapter or appendix in which they appear. Example: Equation 3-5 is the fifth equation in chapter three. Type the label using a right hand tab setting at the right margin (3-5) Do not include the word Equation here.

Spacing — Single space equations and their notes.

Text flow — Do not treat the actual equation as though it is a word in the sentence: it is not. Write complete sentences and paragraphs.

Appendix (optional)

Margin — 1" top, bottom, left, right

Font — Times New Roman 12 pt

Alignment — Variable

Page Numbering — Arabic numeral, centered bottom of page, ½" from edge

Spacing — Variable

Text flow — All pages with paragraph text must be full pages except for the last page of the appendix.

Headings — N/A

List of References

Margin — 1" top, bottom, left, right

Font — Times New Roman 12 pt

Alignment — Variable (dependent upon journal sample chosen)

Page Numbering — Arabic numeral, centered bottom of page, ½" from edge

Spacing — Single-spaced with 1 blank line between entries

Text flow — No page break within reference entry

Headings — Chapter title style. May be called by a variety of terms such as: Works Cited, Bibliography, List of References, etc. Depending upon the style of the journal article example.

Biographical Sketch

Margin	1" top, bottom, left, right
Font	Times New Roman 12 pt
Alignment	Left aligned.
Page Numbering	Arabic numeral, centered bottom of page, ½" from edge
Spacing	Double-spaced
Text flow	Standard paragraph
Headings	Chapter title style