

Montana Tech Graduate School

Required Format Guidelines for Thesis

This document provides the required formats that must be followed when preparing your Thesis for publication. **READ IT CAREFULLY.** If you have *any* questions regarding these guidelines, consult with your Committee Chair or a member of your Committee.

BEFORE YOU BEGIN YOUR RESEARCH

Meet with your Committee Chair and choose a style guide
(suggestions at end of document).

Template available at <http://www.mtech.edu/gradschl/forms.html> (Graduate Forms)

LAST DRAFT: The Last Draft of your documentation must be edited, technically PERFECT and printed on approved paper BEFORE you submit it to the library for final inspection and acceptance. The Library will only check the margins to ensure appropriate spacing for binding.

FINAL DOCUMENT: After the library has approved your Last Draft, you will be informed that your document is ready to be printed in its Final Document form. The Library will not review any formatting of this final document before it is bound. Below are the submission deadlines and *required* formatting instructions.

DEADLINE

TO GRADUATE ON TIME, THIS DEADLINE MUST BE MET

- **No less than 2 Weeks prior to defense:** Submit your **DRAFT** (on draft paper) to the Library to verify format and correct margins for binding the final document.

REQUIRED FORMAT

- Margins
- Left margin = 1 ½"
- Top margin = 1.4"
- Right and Bottom margins = 1"
- Header = 1"
- Footer = .5"

Justification Text must be LEFT justified

Font Size 12 point

Font Style Times New Roman

Spacing

Use **Single** Spacing for the following pages:

- Permission to Copy Statement, Signature Sheets
- Abstract, Dedication, Acknowledgments, Author's Statement of Qualifications, Preface,
- Table Headers, Figure Titles, Lengthy Quotations and Footnotes

Use Double Spacing Main body of text

Line and Page Breaks

- Engage “Widow/Orphan control”
- Select “keep lines together”

PAGE NUMBERING

Placement

- Upper right-hand corner
- Header = 1”

A) Do Not Number the following pages:

- Permission to Copy,
- Signature Sheets and
- Title Page

B) Use lower case Roman Numerals for the following pages **EXCEPT** the Title Page which is understood to be “i” and is not numbered:

- Abstract,
- Dedication,
- Acknowledgments,
- Author’s Statement of Qualifications,
- Preface,
- Table of Contents,
- List of Tables,
- List of Figures,
- List of Illustrations,
- List of Plates, and
- Glossary of Term

C) Use Arabic Numerals for:

- Main body of the text
- Appendices

ORDER OF CONTENTS

Note: *Examples referred to below have been scanned and margins may be distorted.*

1) Permission to Copy Statement (no page number)

- Printed on archival quality, white, acid free, 25% cotton fiber, 16-lb. or 20-lb bond paper
- Single spaced, left justified
- Provide the Library with two originals, signed by student and a photocopy for each
- additional Thesis copy (see Example 1)

2) Signature Sheets (no page number)

- Include day (e.g. tenth), month and year of Thesis defense
- Include typed names of committee members under appropriate signature line; indicate chair of committee
- Printed on archival quality, white, acid free, 25% cotton fiber, 16-lb. or 20-lb bond paper
- Provide Library with two originals, signed by committee chair and all committee members and a photocopy for each additional Thesis copy (see Example 2)

Suggestion: take **two Signature Sheets** on the archival quality paper to your thesis defense so all members of the committee (except the chair) can sign after the defense. The **Committee Chair should not sign** until the Thesis is in final draft, ready to be copied and submitted to the library.

3) Title Page

- No page number - understood to be Roman Numeral “i”(see Example 3)

4) Abstract

- Page number “ii”
- Single spaced, left justified
- Keywords
- Put your Keywords in a paragraph at the end of your Abstract
- Choose 10 subject specific keywords or terms that will retrieve your Thesis in a database search (see Examples 4 and 5)

5) Dedication (optional)

- Page number “iii”
- Single spaced, left justified

6) Acknowledgments (optional)

- Page number “iv”
- Single spaced, left justified (see Examples 6 and 7)

Suggestion: It is a good idea to acknowledge the people who were significant contributors to your education as well as funding agencies if applicable.

7) Author's Statement of Qualifications (optional)

- Page number “v”
- Single-spaced, left justified (see Example 8)

8) Preface (optional)

- Page number “vi”
- Single spaced, left justified

9) Table of Contents

- Page number - continue using lower case Roman Numerals, number consecutively depending on Optional pages used up to this point (see Examples 9 and 10)

10) List of Tables

- Continue numbering consecutively using lower case Roman Numerals (see Example 11)

11) List of Figures

- Continue numbering consecutively using lower case Roman Numerals (see Example 12)

12) List of Illustrations

- Continue numbering consecutively using lower case Roman Numerals (see Example 12 “List of Figures”)

13) List of Plates

- Continue numbering consecutively using lower case Roman Numerals (see Example 13)

14) Glossary of Terms (optional)

- Continue numbering consecutively using lower case Roman Numerals

15) Main Body of Text

- Start numbering first page with Arabic Numeral “1”
- Number pages in upper right-hand corner
- Left margin = 1 ½”
- Top margin = 1.4”
- Right and Bottom margins = 1”
- Header = 1”
- Double spaced, left justified
- Indent first word of paragraph 5 spaces
- (see Examples 14, 15, 16,17 and 18)

16) References (Bibliography)

- Continue consecutive Arabic page numbering

DO NOT copy the bibliographic style directly from a previous year’s Thesis.

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Meet with your Committee Chair and choose a style guide.

Template available at <http://www.mtech.edu/gradschl/> under Graduate Forms

Some examples of STYLE GUIDES available at Tech Library

The ACS style guide : a manual for authors and editors. (REF QD8.5.A25 1997)

APA Publication Manual of the American Psychological Association. (REF BF76.7.P83 1994)

Electronic Styles: a Handbook for Citing Electronic Information. (REF PN171.F56L5 1996)

A Manual for Writers of Term Papers, Theses, and Dissertations. (REF LB2369. T8 1996)

MLA Handbook for Writers of Research Papers. (REF LB2369.G53 1995)

17) Appendices

- Continue consecutive Arabic page numbering or number using A-1, B-1, etc.
- Maintain margins
- Left margin = 1 ½”
- Top margin = 1.4”
- Right and Bottom margins = 1”
- Header = 1”

ADDITIONAL FORMAT GUIDELINES

Oversized Maps, Graphs, Charts, and Tables

- Oversized Maps, Graphs, Charts, and Tables **will be folded by the library** and placed in a pocket at the back of the bound Thesis
- All oversized Maps, Graphs, Charts, and Tables must be properly labeled, marked, and identified

Photographs

- Photographs must show a full range of contrast
- Scanned color or black and white images are encouraged but must be reproducible, showing contrast and distinction (see Example 14)
- Photos may be dry mounted using dry mounting resin. Rubber cement and glue are not acceptable in attaching photos

Electronic Media - CD-ROMs, Videos, Diskettes

- Electronic media that accompanies your Thesis must be properly labeled
- with title, author, and date
- Provide a media appropriate container (case or cover) for each original and duplicate Thesis
- Electronic Media must be included in your Table of Contents (see Example 10)

THE LAST STEPS to do after the library has accepted your Last Draft:

- 1) **SUBMIT two** complete, unbound print copies of your **FINAL DOCUMENT** to Connie Daugherty (496-4668) in the Library.

Note: If a student or department requires additional copies, the student must provide ANY additional unbound copies to the library. The library does not make photocopies.

- 2) **For printing your FINAL DOCUMENT** after acceptance by the library of your Last Draft
 - Use archival quality, white, acid free, 25% cotton fiber, 16-lb. or 20-lb bond paper.
 - Use black ink for text.
 - If you need oversized archival paper in sizes 8.5"x 14" or 11"x17", see Connie Daugherty.
 - The library does not have any other sizes.
 - Print pages on one side only.
 - Have your **FINAL DOCUMENT** copies professionally printed or use a laser printer.

SUBMIT one copy of the bindery authorization form, completed and signed by the Department Head.

NOTE: PLAGIARISM IS ILLEGAL.
THE STUDENT IS RESPONSIBLE FOR USING INFORMATION IN COMPLIANCE WITH ACCEPTED STANDARDS OF ACADEMIC HONESTY, WHICH RECOGNIZES THE WORK AND IDEAS OF OTHERS, AND WITH ALL COPYRIGHT LAWS AND REGULATIONS.