Formatting Guidelines and Deposit Procedures
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WHAT WE DO

• Work with degree candidates to ensure their compliance with current Purdue thesis and dissertation formatting guidelines.

• Provide a wide range of online resources and support to graduate students as they format and deposit their theses and dissertations.

• Offer tailored instruction on Purdue formatting and deposit expectations to degree candidates, departmental staff, and faculty.

• Prepare deposited masters theses and Ph.D. dissertations for Open Access publication.
Deposit Process

[1] Complete Electronic Thesis Acceptance Form [ETAF] and Required Survey(s)

- The ETAF should be initiated after your final defense and will be available through your Plan of Study portal. You will not be able to make any edits to a submitted ETAF. If your selections need editing, contact us.
  - After you submit the ETAF, your committee will receive notification of their requirement to sign.
  - After all committee members have signed, a departmental representative (usually department head or chair of graduate program) will receive notification of their requirement to sign.
  - The Processor of the ETAF will sign and process your form only after survey(s) and step 2 of the deposit process is completed.

- All surveys will become available to complete on the candidate’s Plan of Study portal during the semester in which they register as a candidate for graduation.
  - **Master’s candidates** need to complete the Graduate School Exit Questionnaire before their defense.
Doctoral candidates need to complete the Graduate School Exit Questionnaire and the Survey of Earned Doctorates before their defense.

**What content is on the ETAF?**

1. **The Purdue Thesis/Dissertation Agreement**
   a. Author agrees to grants Purdue University the nonexclusive right to copy, distribute, make theses available through Open Access outlets, and preserve the work.

2. **Embargo and Confidentiality Agreements**

3. **Research Integrity and Copyright Disclaimer**
   a. Observation of provisions of Purdue University Policy III.A.2, November 18, 2011, Policy on Research Misconduct
   b. All copyrighted material incorporated into the thesis complies with US Copyright Law and that permissions have been obtained by owners for use of their work in the thesis, which may be beyond the scope of the law. The author agrees to indemnify and save harmless Purdue University from any and all claims that may be asserted of that may arise from any copyright violation.

4. **ADA Accessible Document Statement**
   a. According to Regional Government Services, "An accessible document is a document created to be as easily readable by a sighted reader as a low vision or non-sighted reader" (Bucci-Muchmore, 2016).
   b. In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C § 794 (d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information comparable to the access available to others (IT Accessibility Laws and Policies, 2018).

5. **iThenticate certification date (committee chair view)**

References:


[2] Submit your ETD to HammerRR
Once your ETAF has been approved through the ‘Thesis Form Head’, you will receive an email containing a notification that you may proceed with the deposit process. At this point, you will be able to log-in to your Plan of Study portal and find the link to submit your thesis to the Graduate School.

After you’ve created a profile and have uploaded your ETD, a staff member of the Thesis & Dissertation Office will review your submission for any formatting errors and will contact you regarding necessary changes. This process will continue until you have met a satisfactory formatting condition.

Once your thesis has been accepted, you will receive an email containing your thesis deposit receipt - this email indicates that your thesis has been accepted and your ETAF has been processed by the Graduate School.

1. Login using Boiler Key 2 Factor Authentication

2. Choose ‘Create Item’
3 - 3. Fill out each required field - marked by green dot.

Be sure to change 'File Type' to 'Thesis'
4 - 4. Funding: grant information, etc.

References: related prior publications. NOT a list of the references for your thesis.

5 - 5. Choose embargo option here. Do NOT select confidential file unless you have an Indefinite Embargo.
6. If applying an embargo, place embargo ON FILE(S) ONLY. If you choose 'On the whole item', the Graduate School will never receive the submission.

7. After filling in all required fields, check the Publish box and click Publish item.

[3] Pay the Deposit Fee

- Master’s Thesis Fee $90.00
- Ph.D. Dissertation Fee $125.00

West Lafayette Campus

West Lafayette candidates will pay the deposit fee through their myPurdue accounts. The thesis fee will appear in a candidate’s student account 2-3 days after their thesis deposit appointment.

Regional Campuses

Calumet and Fort Wayne candidates will pay their fees to their local bursar’s office as part of the clearance process by their regional campus format advisors.

IUPUI Campus

IUPUI candidates will receive an electronic bill after they’ve successfully deposited their thesis or dissertation.
Confidentiality vs Embargo

EMBARGO (*HammerRR sponsored program*)

- Reasons to request an Embargo:
  - Pending patents
  - Pending publications
  - Proprietary rights
    - Information that may be protected under law (concepts, designs, techniques, etc.)

- You can request an Embargo by marking the appropriate response on your ETAF & when submitting to HammerRR.
  - You can choose 6 months, 1 year, 2 years, or indefinite.

- HammerRR will only publish your Abstract.

CONFIDENTIALITY (*Purdue University Graduate School sponsored program*)

- Reasons to request confidentiality
  - Export controlled information
• ITAR restricted information
• Government contract
• Commercially sponsored
• Publication would cause you or third parties mentioned in the text to be open to legal challenge

• To request confidentiality for beyond 2 years you must be under a contractual agreement with a Sponsoring Organization. You will need to provide both the name of the Sponsoring Organization and the Contract Number. This information will be verified by Sponsored Program Services.

• Your thesis will not be released for publication to HammerRR until the period you have requested has expired.

• Confidentiality periods expire May 31st, August 31st, and December 31st.

ADDITIONAL INFORMATION
• Embargo and Confidentiality can be stacked
  • These options run simultaneously.

• Embargo/Confidentiality periods can be cancelled or extended if needed. Contact us as soon as you realize you are in need of an extension.

• After a confidentiality period has expired (and we haven’t received notification of an extension) your thesis will be delivered to HammerRR and will be published the day following the expiration of confidentiality period.
Formatting Guidelines
TITLE PAGE - REQUIRED

- No visible page number, but technically page 1.
- Spacing already formatted on this page.
- Date is graduation month and year (May, August, December only) Example: December 2016.
- Title page includes campus location –
  - West Lafayette, Indiana;
  - Indianapolis, Indiana;
  - Fort Wayne, Indiana;
  - Hammond, Indiana.
STATEMENT OF COMMITTEE APPROVAL - REQUIRED

- Page 2

- First three committee member sections cannot be removed. You may add or delete the fourth and fifth committee member lines.

- Needs approval from Head of Departmental Graduate Program.
DEDICATION - OPTIONAL

- Page 3
- Center on page.
- Non-English text is allowed.
- No heading (title) is used.
- Not listed in the Table of Contents.
ACKNOWLEDGMENTS

This page is optional.

To copy & paste your work on this page, please highlight this text and replace it.

If you are not including acknowledgments, delete this page.

If you are acknowledging only one person, change the title to ACKNOWLEDGEMENT.

ACKNOWLEDGMENTS - OPTIONAL

- Title is centered on page and typed in 14 point ALL CAPS font.
- 3 single-spaced blank lines between heading and first line of text.
- Text spacing should be 1.5 lines.
- Not listed in the Table of Contents.
# TABLE OF CONTENTS

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**TABLE OF CONTENTS - REQUIRED**

- Title is typed in **ALL CAPS**.
- Page numbers must be in a straight line along right margin.
- Ensure there are no gaps in your leader dots: ... ...
- Do not list any titles before and including the Table of Contents in your Table of Contents.
- Text spacing should be 1.5 lines.
LIST OF TABLES

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In order to generate a List of Tables easily, you will need to assign a caption to all of the tables in
your document. After this has happened, click on the References Ribbon, select Insert Table of
Figures, under general select Table from drop down box, select OK. Be sure to indent subsequent
lines of captions.

If you use landscape pages, make sure the landscape page numbers match what is listed in your
List of Tables.

LIST OF TABLES - REQUIRED (if including tables in thesis)

• Page numbers must be in a straight line along right margin.

• Ensure there are no gaps in your leader dots: ... ... ...

• Title is typed in **ALL CAPS**.

• Text spacing should be 1.5 lines.

• Single space table and have 1 extra entry between captions.
LIST OF FIGURES - REQUIRED (if including figures in thesis)

- Page numbers must be in a straight line along right margin.
- Ensure there are no gaps in your leader dots: ... ... 
- Title is typed in ALL CAPS.
- Text spacing should be 1.5 lines.
- Single space table and have 1 extra entry between captions.
EXTRA HEADINGS

OPTIONAL SECTION

If you do not have a Glossary, List of Abbreviations, List of Symbols, or Nomenclature section, delete this page.

If you are using this page, choose one of the headings above.

Entries should be spaced consistently (single line spacing, 1.5 line spacing or double line spacing are all acceptable when applied consistently). If you wish, you can use 2 columns to fit nomenclature, definitions, terms, etc. onto one page.

To copy & paste your work here, please highlight the paragraphs to replace the text.

If this section is more than 2 pages, it can be placed at the back of the thesis. Follow the VITA. Consult with your department.

EXTRA HEADINGS - OPTIONAL

GLOSSARY AND LIST OF ABBREVIATIONS ARE REQUIRED FOR CNIT STUDENTS.

- You may use double columns in this section to help reduce section to one page.
- Text spacing should be 1.5 lines.
- If inserting a table, remove the gridlines.
ABSTRACT

Type your thesis title in Common Title Case.

Titles/departments of major professor(s) not required.

Some departments **do** require additional professor information (MECH).

Do **not** include images, tables, figures, or equations in this section.
CHAPTER 1. INTRODUCTION

1. The Basics
This template is best suited with MS Office 2013 on a PC or MS Word 2016 on a Mac. It is suggested to turn on the Show/Hide tool (§) that can be found on the Home ribbon so you can track your spacing and section breaks.

Review the Template Guide before you begin. Use it for troubleshooting. If you can’t find a solution there, try Microsoft’s extensive help pages.

2. Margin
Margin requirements are 1” left, bottom, right, and top margins. 1.5” top margins are required on Title and Statement of Approval pages.

1” left margin is recommended by Boolel Copy Maker for some & part bindings - if you wish to have a hard bound copy made. Hard bound copies are not required for submission to the Graduate School. We will work solely with the PDF copy you upload to ProQuest, requiring 1” left margins.

3. Heading Styles
There are many heading styles that have been added to the Styles Ribbon. There are Publisher Headings 1-6 above. You will have to manually change the text back to normal style after you apply the heading. You will want to use these styles so you can generate a table of contents without any issues. If you open the navigation pane (Ctrl + F) and under the search document bar you choose “Headings” you will able to easily track which headings will go in your table of contents.

If after you apply a style to a heading, and you receive Error! Bookmark not defined to your Table of Contents, after updating the page number, go back to your heading that is causing the issue and make sure there is still a style applied to it. You can use the entire table to resolve the issue – if you had previously formatted the Table of Contents, you may have to re-format.

MAIN BODY

• Must be consistently organized across all chapters - including chapters that include previously published articles.
• Check for blank lines at the tops of pages and remove as necessary.
• Text starts 3 single-space lines below chapter/major heading.
• Use **14 point ALL CAPS** on chapter/major headings.
• All text will be **12 point Times New Roman font**. Table and figure captions, data within tables, and footnotes may be adjusted to a smaller font (10-point minimum).
• Justify (preferred) or left align text throughout document (do not use a combination).
MAIN BODY

- Use Purdue custom pre-loaded Styles in Microsoft Word to assign headings. This eliminates the need to add extra spacing around sub-headings.
  - Using Styles also helps your document meet accessibility standards.

- All template margins are set to 1" margins all around. You may adjust the left margin **ONLY** to accommodate print binding (max 1.5").
To create a table of contents you will need to assign a heading style to each heading in your entire document then follow the steps below:

1. Locate your Table of Contents page above.
2. In the Bibliography, click References.
3. In the Table of Contents section, click Table of Contents.
4. Look past the built-in Table of Contents and select Insert Table of Contents.
5. Under the General section in the Show Levels box, select the number of headings you want to show in the Table of Contents. 3 levels are common, but it can incorporate all levels, if you wish.

Page Numbers
Page numbers will go in the upper right hand corner of each portrait page. If you are using any landscape orientation pages, the page number will go in the lower right hand corner with vertical text (see page 1 for example). Page number font and font size needs to be the same as the body text.

Footnotes and pagination will occur between dedication and abstract pages while Arabic numeral pagination will occur between chapter 1 and the end of the document.

Issues with Pagination
Occasionally, page numbers will overlap due to section breaks. To fix this issue, simply click on the page number and locate the Design ribbon at the top of the page. Click the drop down arrow in page number > Format page numbers > under the Page numbering section choose Continue from previous section.

**MAIN BODY**

- Page numbers go in the upper right and corner of the page.
- Ensure that page numbers are 0.5" from top edge or page and 0.5" from bottom edge of top margin. If additional space is added into the top margin, please remove before converting your document to PDF.
- Single space and justify block quotes and indent 0.5" from right margin.
Before converting to PDF, carefully review the Formatting Checklist, then double check the formatting of your entire document, page-by-page.

Once you've converted to PDF, double check that the formatting has remained the same during the conversion.
If only one table (or figure) is desired on a page, center the table (or figure) on the page.

Table 2.1 Suggested Line Spacing

<table>
<thead>
<tr>
<th>Line Spacing</th>
<th>Where to Use It</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 (equal to single line spacing)</td>
<td>After text paragraph</td>
</tr>
<tr>
<td>10 (equal to 1.5 line spacing)</td>
<td>After text paragraph, headings, and captions</td>
</tr>
<tr>
<td>24 (equal to double line spacing)</td>
<td>After text paragraph, headings, and captions</td>
</tr>
<tr>
<td>36 (equal to 1.5 times single line spacing)</td>
<td>After text paragraph, headings, and captions</td>
</tr>
</tbody>
</table>

**MAIN BODY: TABLES**

- If one table is desired on the page, center it vertically (and horizontally) on the page.
- You can have more than one table on a page.
- Table captions go above the tables.
- Single space captions.
- You can use tables within your text or you can place all tables at the end of each chapter.
- Single-space text within tables.
### MAIN BODY: Oversized Tables

- Tables can split between pages.
MAIN BODY: OVERSIZED TABLES

- Place a table continuation notation above the split table (on all pages besides the first page).
- You'll need to manually split the table at the bottom of each page in order to add a continuation notation above.
MAIN BODY: FIGURES

- If one figure is desired on the page, center it vertically (and horizontally) on the page.
- You can have more than one figure on a page.
- Figure captions go below the Figure.
- Single space captions.
- You can use figures within your text or you can place all figures at the end of each chapter.
MAIN BODY: OVERSIZED FIGURES

- Figures can split between pages.
- Figure caption should be placed on the first page of the figure.
MAIN BODY: OVERSIZED FIGURES

- Place a figure continuation notation above the split figure (on all pages besides the first page).
MAIN BODY: LARGE TABLES AND FIGURES

- If you have large figures and tables that can fit onto one page, but leaves no room for captions, simply place the caption on the page BEFORE the figure or table.

- Center caption vertically on the page.

MAIN BODY: LANDSCAPE PAGE

- Remove page number from upper right corner on this page.
• Page number should appear in lower right corner - use text box that was made specifically for this purpose (available in the Microsoft Word templates - LaTeX template does this automatically).

APPENDIX - OPTIONAL

• If you are including only one appendix, simply name it APPENDIX.
APPENDICES - OPTIONAL

• If you are including multiple appendix sections (appendicies), name them APPENDIX A. TITLE, APPENDIX B. TITLE, APPENDIX C. TITLE, etc.

• Do not include the "APPENDICIES" line in the Table of Contents.

• You do not need to include appendix table and figure captions within your Lists of Figures and Tables.
REFERENCES

Include reference entries here using the style preferred by your department. References may either be a separate section (like shown in this template) or they may be listed after each chapter. If references are placed at the end of the chapters, they will need to begin on a new page.

References and appendix placement may be changed to fit the needs of the author.

Examples:

(APA style in alphabetical order)

OR:

(APA style in Endnote alphabetical order)

Follow your department’s style for your References section.

To copy or paste this work on two pages, please highlight this text and replace it.

REFERENCES - REQUIRED

- References can collectively appear at the end of your document OR you can include them at the end of each chapter - do not place in both locations.
- References can appear in alphabetical or numerical order.
- Use a style accepted by your department and use it consistently.
- Avoid inconsistent spacing in and between entries.
- Don’t let a reference entry be split between two pages – if one of your entries appears on two pages: push down the entire entry so it appears all together on the second page.
VITA

OPTIONAL SECTION

We strongly recommend you not include any private data like your home address, email address, or phone number.

If you are unsure about what to include in your vita, consult with your department and/or major professor. The vita can be written as a narrative or in curriculum vitae (CV) form. Please keep your format identical to the format used in thesis (margins, spacing, and text font).

VITA - OPTIONAL

• Can be a narrative paragraph or a Curriculum Vitae - regardless, the name of this section should be VITA.

• Do not include private data such as home address, cell number, social security number, etc.
PUBLICATIONS

OPTIONAL SECTION

This is where you can place a list of publications or alternatively, you can include a PDF of a published article. This article may either be in color or black and white.

Steps to insert a PDF into a document without having to screenshot:
1. Select Insert ribbon.
2. Select Object in the Text section.
4. Locate your file and click Open (after saving each page of your PDF as a separate file).
5. Your file will open, close the file - it will automatically show up in your document and fit within the required margins.
6. Repeat this method for each page of your PDF.

If you have questions or need any guidance inserting a PDF into your document, contact our office.

All pages of publications need page numbers sequential to the number in the rest of your thesis. You may need to back out original page numbers to prevent confusion. You may use the landscape page two and center it to fit the upper right-hand corner of the page. You will need to ensure the page number is horizontal when using the text box.

If you have only one publication, list the title as PUBLICATION.

LIST OF PUBLICATIONS - OPTIONAL

- Place list of publications, conference proceedings, publication .tiff, etc. here.
Questions?
Embed://<iframe width="640px" height="480px" src="https://forms.office.com/Pages/ResponsePage.aspx?id=Ob0wQVNY8nEGx5YdY1tY_lesNj9yC33x8hAqi-zWRdehUOTNMUKRPNDU4QzA3RVBOWE82WkQxRU5FNS4u&embed=true" frameborder="0" marginwidth="0" marginheight="0" style="border: none; max-width:100%; max-height:100vh" allowfullscreen webkitallowfullscreen mozallowfullscreen msallowfullscreen></iframe>