FHSS College Standards for ETD's

Use of current editions of **style guides** (e.g., APA 7th edition, ASA 6th edition) or consistent adherence to the guidelines for scholarly journals.

In general, this will mean that an etd might have the following, but it will depend on departmental requirements:

- **Double-spaced**
- **Uniform readable font** throughout, including page numbers; uniform size & type.
- **Page #'s** should be placed according to the style the student is using (for example, APA requests that page numbers are flush right at the top of each page. The first page of the text should be the Arabic form "1." Preliminary pages using Roman numerals typically are counted from the title page but do not appear until the Table of Contents).
- **Running head** (optional). If you want to include a running head, begin on the first page of text; include a shortened form of the title in all caps left-justified near the top of the page on the same line as page numbers.
- **Title page** – refer to Graduate Studies for the university standards for ETD's
- **Abstract**
  - appears in the preliminary pages
  - the word "**Abstract**" should be bold and centered
  - title of the document should appear following single blank line under "**Abstract**" and centered
  - title should appear the same as on the title page and centered and bold
  - student author's name should appear following single blank line under the title and centered
  - department and Brigham Young University should appear immediately following student name (e.g., Department of Sociology, Brigham Young University) and centered
  - type of degree (e.g., Doctor of Psychology) and centered
  - body of abstract should follow a single blank line and be double-spaced; not indented; flush left
  - Keywords at the bottom of the page; Keywords (note the capital "K"): list of keywords; capitalize only proper nouns
- **Acknowledgments** (optional) should follow abstract
  - "**Acknowledgments**" should be centered and bold
  - a blank line should follow "**Acknowledgments**" before the body of the page
  - first line should be indented
  - double-spaced

- **First page of text** should begin page numbering with # 1 and continue through appendices. The title should be bolded at the top of the page.

- "**References"** heading should be bold and all citations double-spaced throughout the references section. They should adhere to the relevant style guidelines the student is using.

In addition, **Table of Contents, List of Tables, List of Figures** should be double-spaced with links to the correct pages in the document.

For other formatting questions, consult with your department, e.g., the placement of tables, figures, pictures, etc.

(6/1/2020)