COPYRIGHT (IF APPLICABLE)					
	Verify that copyright was requested through ProQuest Copyright centered at the bottom of the page: © Year Full Legal Name ALL RIGHTS RESERVED				
	1" bottom margin				
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D	DEDICATION (OPTIONAL)				
	2" top margin on first page, 1" margin on additional pages 1.5" left margin 1" right margin 1" bottom margin No page number				
AC	CKNOWLEDGMENT (OR PREFACE FOREWORD)				
	2" top margin, 1" margin on additional pages 1.5" left margin 1" right margin 1" bottom margin Page numbers in lowercase Roman numerals				
A	BSTRACT (PREFACE, IF ENGLISH MAJOR)				
	2" top margin, 1" margin on additional pages 1.5" left margin 1" right margin 1" bottom margin Title worded exactly how it is on the Title Page, formatted in title case and an inverted pyramid, single spaced Does not exceed word limit (150 thesis/350 dissertation)				
	Page numbers in lowercase Roman numerals				

TA	TABLE OF CONTENTS			
	2" top margin, 1" margin on additional pages 'CONTENTS' or 'TABLE OF CONTENTS' in all caps, centered 1.5" left margin			
	1" right margin			
	1" bottom margin Individual entries single-spaced using a hanging indent (5 spaces) with a double			
	space between entries			
	Entries broken up ¾ of the way with remaining words on the next line beginning with another hanging indent.			
	Used leader-lines (as opposed to dots & periods)			
	Five spaces between leader-line & page number Indented sub-headings.			
	Lists any appendices that cannot be bound within the text (artwork, maps, disks, or other materials to be placed in pockets inside the cover)			
	Titles & page numbers correspond correctly			
	At least first 2 levels of headings included			
	Page numbers in lowercase Roman numerals			
Lis	ST OF TABLES (IF APPLICABLE)			
	1" top margin			
	1.5" left margin			
	1" right margin			
	1" bottom margin			
	Heading 'LIST OF TABLES' in ALL CAPS, centered			
	Individual entries single-spaced using a hanging indent (5 spaces) with a double space between entries			
	Entries broken up $\frac{3}{4}$ of the way with remaining words on the next line beginning with another hanging indent.			
	Used leader-lines (as opposed to dots & periods)			
	Single space between text & leader-line			
	Five spaces between leader-line & page number			
	Titles & page numbers correspond correctly			
	Page numbers in lowercase Roman numerals			

Li	LIST OF FIGURES (IF APPLICABLE)			
	1" top margin 1.5" left margin 1" right margin 1" bottom margin Heading 'LIST OF FIGURES' in ALL CAPS, centered Individual entries single-spaced using a hanging indent with a double space between entries Entries broken up ¾ of the way with remaining words on the next line beginning with another hanging indent. Used leader-lines (as opposed to dots & periods) Single space between text & leader-line Five spaces between leader-line & page number Titles or abbreviated captions & page numbers correspond correctly			
	Page numbers in lowercase Roman numerals			
Li	ST OF ILLUSTRATIONS (IF APPLICABLE)			
	1" top margin 1.5" left margin 1" right margin 1" bottom margin			
	Heading 'LIST OF ILLUSTRATIONS' in ALL CAPS Individual entries single-spaced using a hanging indent (5 spaces) with a double space between entries			
	Entries broken up ¾ of the way with remaining words on the next line beginning with another hanging indent. Used leader-lines (as opposed to dots & periods)			
	Single space between text & leader-line Five spaces between leader-line & page number Titles & page numbers correspond correctly			
	Page numbers in lowercase Roman numerals			

LIST OF ABBREVIATIONS (IF APPLICABLE)		
	1" top margin 1.5" left margin 1" right margin 1" bottom margin Heading 'LIST OF ABBREVIATIONS' in ALL CAPS Individual entries single-spaced using a hanging indent (5 spaces) with a double space between entries List is in alphabetical order Page numbers in lowercase Roman numerals	
Li	ST OF SYMBOLS (IF APPLICABLE)	
	1" top margin 1.5" left margin 1" right margin 1" bottom margin Heading 'LIST OF SYMBOLS' in ALL CAPS Individual entries single-spaced using a hanging indent (5 spaces) with a double space between entries List is in alphabetical order Page numbers in lowercase Roman numerals	
TE	EXT OF ETD	
	Page numbers change from Roman to Arabic No page numbers on the first page of each chapter Meets page number requirement (75 minimum) Pagination follows one of two options: • Upper right corner, ½" from the top & 1" from the right of the page • Bottom centered, ½" from the bottom of the page 2" top margin on the first page of each chapter, 1" margin on subsequent pages 1.5" left margin 1" right margin 1" bottom margin No widows or orphans (single lines of text at the top or bottom of a page)	
	Headings & subheadings formatted correctly according to the style guide used	

	No headings at the bottom of a page without at least 2 lines of text following Long headings single-spaced
	Blocked quotations single-spaced, indented 5 spaces from left and right margins Notes/captions/legends single-spaced
	Tables/figures/illustrations formatted correctly according to the style guide used Footnotes or endnotes formatted correctly according to the style guide used
A	PPENDICES
	1" top margin
	1.5" left margin
	1" right margin
	1" bottom margin
	All appendices assigned a number or letter heading (e.g. Appendix A, Appendix 2, Appendix III) AND a descriptive title
	First page of each appendix title formatted as: APPENDIX A: ETD CHECKLIST
	in ALL CAPS
	Subsequent pages title format: Appendix A (continued) Titles either centered or aligned with left margin
Rı	EFERENCES
	1" top margin
	1.5" left margin
	1" right margin
	1" bottom margin
	Heading 'REFERENCES' in ALL CAPS, centered
	Individual entries single-spaced using a hanging indent with a double space between entries
	List is in alphabetical order
	All references listed
	References formatted correctly according to the style guide used Page numbers in Arabic numerals

V ITA			
	1" top margin		
	1.5" left margin		
	1" right margin		
	1" bottom margin		
	Heading 'VITA' in ALL CAPS, centered		
	No page number		
	Written as a third-person narrative		
	No photographs, business cards CVs or business resumes		
	Avoid personal identifying information eg. CWID, SSN, Driver's license, DOB etc.		
Oı	NE BLANK PAGE		
	One blank page		
OTHER MATERIALS FOR POCKETS (IF APPLICABLE)			

APPENDIX D: PERMISSION LETTER INSTRUCTIONS AND SAMPLE

Instructions for Permission Letters

- 1. Include your return address, telephone number, and the date at the top of the letter.
- 2. Spare no effort in confirming the exact name and address of the addressee. Call the person to confirm the copyright ownership.
- 3. State the name of your university and your ETD title.
- 4. Describe precisely the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the quotations, diagrams, pictures, and other materials. If the proposed use is extensive, such as the general use of an archival or ETD collection, describe it in broad and sweeping terms. Your objectives are to eliminate any ambiguities and to be sure the permission encompasses the full scope of your needs.
- 5. Document all efforts to obtain permission. This is especially important if your efforts are unsuccessful.
- 6. The sample signature form at the bottom of the sample letter is appropriate for requesting permission.