FORMATTING AND SUBMISSION GUIDELINES FOR MASTER'S AND Ph.D. STUDENTS

Master's and Ph.D. students are required to submit their papers to ProQuest's ETD website for a formatting check by the Library. Refer to the following page for specific formatting guidelines.

Note the Library is responsible for approving the *formatting* of your paper, not the *content*. If you have any questions related to the defense process or collecting your committee's signatures, refer to the following contacts:
  Ph.D. students: Graduate Academics & Student Success: gradacademics@stevens.edu.
  Master's students: Coordinate with your advisor and program director.

Students should allow 1-2 business days for the formatting review.

LaTeX and Microsoft Word templates are available at stevens.edu/sample-pages.

Refer to the Academic Calendar for the final submission date.

SUBMISSION STEPS

1.) Carefully review the formatting guidelines on the following page before submitting to ETD.

2.) Create account in ETD and fill out information for your paper (abstract info, committee members, graduation date, etc). NOTE: filing for copyright is optional. The only fee you will pay to the Library is the binding fee, which is paid on the Library's Payment Portal, not in ETD.

3.) The Library will review the formatting of your paper once you click Submit at the end of the initial submission process in ETD.

4.) Library staff will review paper for any formatting errors (Title Page, page numbering, text and images within margins, etc), and will respond via ETD if any changes are needed.

5.) Students must have their Title Page approved before their defense. You can submit a single-page PDF of your Title Page in ETD or a rough draft of your paper including the Title Page. After defending, you will replace the initial submission with the revised version of your paper to ETD for a final, full formatting check.

6.) After you have defended and after your paper receives final approval in ETD, you will pay the binding fee through the Library's Payment Portal (not in ETD). The binding fee pays for three bound copies — two for the student's respective department and one for the Library Archives. NOTE: students will not receive a personal copy of their paper. More information is available on the Office of Student Accounts website.

7.) Submit the following documents to Ted Houghtaling, thoughta@stevens.edu before the final deadline:
  DocuSign PDF of Title Page with committee's signatures
  Receipt for binding fee payment (paid through the Library's Payment Portal, not in ETD).
  (Ph.D. students only) Certificate of completion for the Survey of Earned Doctorates.

All formatting and submission guidelines can be found on library.stevens.edu/submit

REFER TO THE NEXT PAGE FOR FORMATTING GUIDELINES

FORMATTING GUIDELINES

- ☐ Page margins throughout paper are LEFT and TOP 1.5"; RIGHT and BOTTOM 1".

- ☐ Title Page must have formatting approved by Library before getting electronic signatures. Even if your paper is not finished, submit through ETD as soon as possible for formatting approval. Your paper will not be published until after the submission deadline. Students can place a publishing embargo within ETD.

- ☐ Starting with Abstract, all front matter sections have lowercase roman numerals in top right (iii, iv...).

- ☐ Starting with main body, all page numbers use Arabic numerals in top right (1, 2...).

- ☐ All figures, tables, and images are inside margins of paper.

ORDER OF SECTIONS

- ☐ **TITLE PAGE** (no page number). Follow formatting listed on submission website

- ☐ **COPYRIGHT PAGE** (no page number)

- ☐ **ABSTRACT** (350 words or less - start numbering with lowercase Roman numerals iii)

- ☐ **DEDICATION** (optional)

- ☐ **ACKNOWLEDGMENTS** (optional)

- ☐ **TABLE OF CONTENTS**

- ☐ **LIST OF TABLES** (if any)

- ☐ **LIST OF FIGURES** (if any)

- ☐ *Main body of paper* (start using Arabic numerals here)

- ☐ **REFERENCES/BIBLIOGRAPHY** (doctoral students must also add a Vita section at the end of their paper, listing academic background, papers published, etc.