



GRADUATE STUDIES
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Minimum Standards for Submitting Dissertations, Theses, or Selected Projects

ADV Form 11

Graduate students must submit their dissertation, thesis, or selected project electronically. The ETD website, <http://etd.byu.edu>, has detailed information on the electronic submission requirements and formatting guidelines. It also has a comprehensive tutorial to help you prepare your electronic document.

To ensure the uniformity and continuity of style and format of all dissertations, theses, and selected projects* submitted to the university, please follow the university requirements listed here as well as the guidelines in the style manual required by your department. Please do not use a past work submitted to your department as your guide. Check your work carefully against the following standards before submitting it to your committee, department, and college for final approval.

A. Format Requirements

1. Margins: 1 inch on all sides.
2. Font should be black, a standard size (12 point for text, including titles and headings and 10 or 11 point for tables and figures). Use a standard, easily readable serif typeface such as Times Roman or Palatino. Ornamental typefaces, including script, may not be used. The body of the work should be double-spaced. Only the abstract should be single-spaced.
3. Page numbering: Preliminary pages are to be counted in the pagination and, where appropriate, numbered with lowercase Roman numerals (see section B4 below). The body of the work should be numbered consecutively with Arabic numerals, beginning with 1 and continuing into any appendices (1a, 10c, B1, etc., are not acceptable).

B. Style Requirements

1. The preliminary pages consist of a title page, an abstract, and an optional acknowledgments page.
2. The abstract must be single-spaced, and you must add keywords at the bottom of your abstract. Include pertinent place names and full names of persons as well as descriptive words useful in automated retrieval.
3. The work's citations, references, and bibliographic style are to be consistent and follow the department's or the discipline's style guide.
4. Pages should be numbered according to the following sequence, with a page number included on the page as indicated:

Title pageno number, but counted; begin with Roman numeral i, number consecutively
 Abstractno number, but counted
 Acknowledgments (if included)no number, but counted
 Table of Contentsnumber; continue with lowercase Roman numerals as appropriate
 List of Tables (if included)number
 List of Figures (if included)number
 Body of work and appendicesnumber; begin with Arabic numeral 1, continue consecutively

* "Selected Project" in these instructions refers to the final project required by programs in the departments of Biology, Communications, Instructional Psychology and Technology, Linguistics and English Language, Nursing, School of Technology, Statistics, and Visual Arts. Projects in these departments are treated as theses, and the works must be submitted to Graduate Studies as an ETD.

C. Preparing Your Work for Approvals

1. Print your entire manuscript (or generate a PDF if that is preferred for department and committee review) following the format and style requirements specified in sections A and B above.
2. Complete Approval for Final Dissertation, Thesis, or Selected Project, ADV Form 8d, pages 1 and 2. This form will be provided by your department and is available online at the Graduate Studies website at <http://www.byu.edu/gradstudies/forms>.
3. Present your work and the completed ADV Form 8d to each member of your graduate committee and to your graduate coordinator or department chair for approval and signatures. Signatures should be in black or blue ink so they image properly.
4. After obtaining the signatures of your committee and your graduate coordinator or department chair, present your work to the dean or associate dean in your college who is designated to review and sign the ADV Form 8d. Allow enough time to meet the submission deadline for your intended graduation. Refer to the Graduate Studies website at <http://byu.edu/gradstudies/resources> for the current deadline dates.

D. Preparing and Submitting Your ETD and Forms

All dissertations, theses, and selected projects must be submitted on the ETD website.

1. After your content has been approved by all levels, and you have inserted the preliminary pages, convert your work to PDF format using the full professional version of Adobe. You must **“EMBED ALL FONTS.”** Add bookmarks and save your document. Log in to the ETD website and complete the required information about your work and desired level of access.
2. Upload your work and submit for approval. An email is sent to your department approver, who will then log into the ETD website and review your document. If it is approved, it moves on to the college approver. If your document is disapproved for any reason, you receive an email about the disapproval. You must make the requested changes, convert to PDF again, and resubmit for another review cycle.
3. After your document is approved by the college, your ETD status will display “Grad Office Review.” At this status, you must prepare to take your ADV Form 8d to Graduate Studies (105 FPH). If you need bound copies (departmental or personal) you may submit a PDF to the BYU Print and Mail website.
4. **Master’s students:** Print a copy of the title page for Graduate Studies.
Note: If Graduate Studies finds errors in the title page, they will need to be corrected.

Doctoral students: Print a copy of the title page for Graduate Studies.
Note: If Graduate Studies finds errors in the title page, they will need to be corrected.
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5. Deliver your ADV Form 8d and title page (and UMI confirmation email for doctoral students) to Graduate Studies (105 FPH).
6. Graduate Studies will review and approve each ETD for cataloging in the digital library.

Bound copies for the department or yourself may be ordered at the BYU Print and Mail website (printandmail.byu.edu).

NOTE for all ETDs: The library catalogs and preserves the digital ETD. The library will print a single copy from the submitted ETD PDF file, bind it, and deposit that copy in Special Collections (Archives). There will not be a bound copy on the library shelves for check out.