

The Title Page
does NOT get a
page number

BEGIN TITLE HERE IF IT REQUIRES THREE LINES

HERE IF TWO LINES; TITLE OF ETD IS

Type title in ALL
CAPS; create inverted
pyramid shape if more
than one line

IN ALL CAPITAL LETTERS

“by” should sit on the
same line as your
copyright page

by

Your Name (First Middle Last)

Use the fullest
form of your name

A thesis/dissertation submitted in partial fulfillment
of the requirements for the degree

of

Appropriate Degree (e.g. Master of Science)

in

Appropriate Program Name (e.g. Chemistry)

MONTANA STATE UNIVERSITY
Bozeman, Montana

Month and year ETD is
accepted by
The Graduate School

September 2017

Make sure your page margins are set to
at least 1 inch on all sides.

The Copyright
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Year

All Rights Reserved

Set header margin (top of page to top of page number) to 1 inch

The page following Copyright Page is the first to get a page number (start with ii)

ii

Page numbers should be in the same font and size as your ETD text

DEDICATION/ACKNOWLEDGEMENTS/VITA/AMERICAN INDIAN HERITAGE

Paragraphs are left aligned with the first line indented. Triple space your first line from the page title above.

Dedication may be no longer than one page, single spaced, and should precede the acknowledgments page.

Acknowledgments must be double spaced and text is limited to one page. Consider that you may need to include a funding acknowledgement.

If you include a vita, it can include background information such as full name of author, education, place of birth, and family heritage. The vita should be written in essay form in the third person and may not exceed one single-spaced page. Note that your document will be published in an open access database and that this information will be public.

American Indian/Alaska Native students wishing to include heritage and tribal information may do so as part of a vita or as a separate single-spaced page.

These pages are **OPTIONAL**, but if included, each should be on a separate page (in the order of the titles above).
Titles of these pages must be in **ALL CAPS**

Don't let long titles/headings automatically wrap to the next line. Stop the line about 3/4 way to the page number and continue on next line directly below the first letter of the title above. **Stop approximately here** ↓

TABLE OF CONTENTS

All Chapters are numbered. References & Appendices do not get a number

1. FIRST CHAPTER TITLE IN ALL CAPS	1
First Level Heading.....	2
Another First Level Heading	3
Second Level Heading	4
Another Second Level Heading	5
Third Level Heading	6
2. CHAPTER TWO TITLE IN CAPS.....	7
First Level Heading.....	8
Second Level Heading	9
REFERENCES CITED.....	10
APPENDICES	11
APPENDIX A: Title of Appendix A in upper/lowercase.....	12
APPENDIX B: Title of Appendix B in upper/lowercase	13

All heading levels are upper/lowercase with all major words capitalized

Page numbers must line up exactly

All first level headings should line up directly below the first letter of the chapter title

Second level headings are indented a full tab

All subdivisions in your ETD must be included in your Table of Contents (word for word)

A cumulative references section must be included in your Table of Contents and at the end of your thesis/dissertation even if you choose to include references at the end of each chapter

TABLE OF CONTENTS CONTINUED



All additional Table of Contents Pages must include Table of Contents Continued Title (IN ALL CAPS)

Don't let long titles/headings automatically wrap to the next line. Stop the line about 3/4 way to the page number and continue on next line directly below the first letter of the title above. **Stop approximately here** ↓

LIST OF TABLES

Table	Page
1. Table Name.....	3
2. Example of a very long entry which requires you to wrap the text and start it again on the second line under the word above.....	8

Page numbers must line up exactly

If List of Tables continues on more than one page, the following pages must have a the page title and the table/page headers:

LIST OF TABLES CONTINUED

Table	Page
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Don't let long titles/headings automatically wrap to the next line. Stop the line about 3/4 way to the page number and continue on next line directly below the first letter of the title above. **Stop approximately here** ↓

LIST OF FIGURES

Figure	Page
1. Figure Name.....	3
2. Figure Name.....	8

If List of Figures continues on more than one page, the following pages must have a the page title and the table/page header:

Page numbers must line up exactly

LIST OF FIGURES CONTINUED

Figure	Page
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GLOSSARY or NOMENCLATURE (OPTIONAL)

ABSTRACT

Single spaced and **no more than 350 words**, indent first line a full tab. The abstract must contain the following elements: (1) statement of the problem, (2) procedure or methods, (3) results, and (4) conclusions. Mathematical formulas, abbreviations, diagrams, and other illustrative materials should not be included. It should be written to be understood by a person who does not have expertise in the field.

Set header margin (top of page to top of page number) to 1 inch
Page numbers should be in the same font and size as your ETD text

Chapter One starts on page 1 and continues in Arabic numbers through the end of the ETD

1

CHAPTER TITLE (CENTERED AND ALL CAPS) TRIPLE SPACE BELOW

If chapter title is more than one line, please double space

First Level Heading

See another way to format your chapter title on the following page

Use the pre-formatted styles headings in the Word template to do a lot of the spacing

work - highlight headings and apply the right style from the Home tab. Triple-space (two blank single-spaced lines) above and below centered headings. Capitalize the first letter of each heading word except articles, conjunctions, and prepositions and underline.

Second Level Headings: If Heading is too Long, Wrap to the Next Line, Single Spaced

The lines of a multi-lined heading should be as equal as possible; only bottom line underlined

ALL major words in headings are capitalized

Leave a triple space above and a double space (one blank single-spaced line) below second level headings; align with the left margin. Capitalize, punctuate and underline the same as first level headings. If a second level heading is longer than half the width of the page, create a multi-lined heading, which is single-spaced with only the second line underlined.

Third Level Heading. Triple-space from paragraph above. Indent in normal paragraph style and underline. Capitalize the same as other headings. Begin text on same line. Separate with a period, colon or no punctuation (be consistent). If a third level heading immediately follows a second level heading without text in between, follow second level heading spacing rule.

More than three levels of subheadings are not recommended. If more than three levels are necessary, contact The Graduate School for acceptable sequencing instructions.

Don't let headings sit at bottom of the page w/o text below.

You may include “Chapter One” in addition to your chapter title (separated from title by a triple space), but you cannot use Chapter One as your only chapter title

2

CHAPTER ONE

TITLE OF CHAPTER ONE IN ALL CAPS

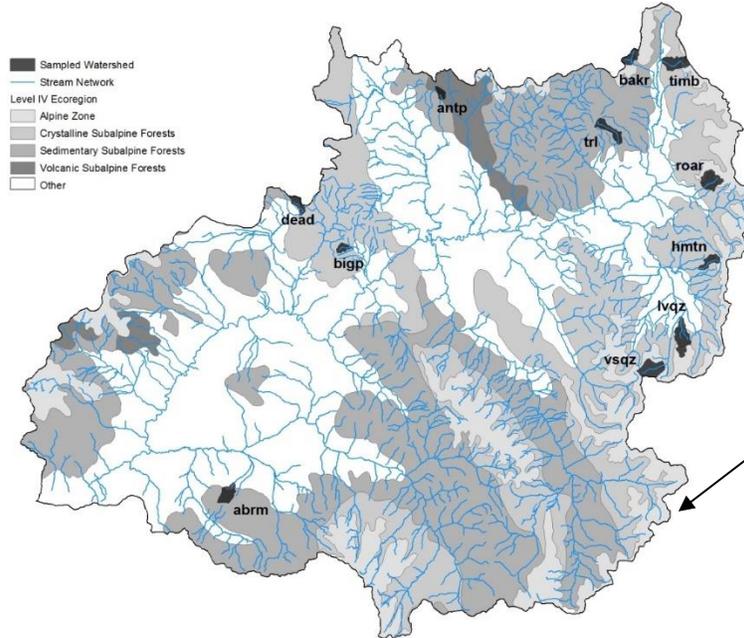
Example of Long Direct Quote

First line of text starts here (a triple space below first level heading above) and long direct quote follows a double space below.

Direct quotes of four lines or more must be single-spaced and “blocked” (Indented on both sides and the text within the quote justified). To justify text, click the “Justify Text” button next to the Align Left/Right and Center Text buttons. The space above and below a long quote should be a double space. You can use the “Long Quote” style format to format it for you.

Line of text following direct quote should begin here (a double space below). Indent this line if it is the start of a new paragraph; do not indent this line if this paragraph is a continuation.

Text should continue from here to be double spaced, paragraphs indented.



Table/Figure titles and captions can go above or below; be consistent throughout.

Figure/Table titles and captions should be single-spaced and in the same font and font size as the rest of the ETD text. Do not bold text.

Figure 2. Distribution of sampled watersheds, which are currently occupied by Colorado River cutthroat trout (*Oncorhynchus clarki pleuriticus*) in the upper Colorado River basin, based on level IV ecoregions boundaries. For creek name codes, see Table 1.

There should be a triple space between figure/title captions and paragraph text. Be sure to add Alt Text to tables and figures.

Table 1. Physical characteristics and trout of 11 watersheds sampled in the headwaters of the Colorado River, 2008-2009.

Watershed	Level IV ecoregion	Watershed area (km ²)	Mean elevation (m)	Stream length (km)
Baker Gulch	Alpine	7.10	3505	5.62
Roaring Fork	Alpine	11.86	3350	4.28
Vasquez Creek	Alpine	13.21	3534	7.81
Big Park Creek	Crystalline Subalpine	3.29	2799	3.44
Hamilton Creek	Crystalline Subalpine	5.59	3253	6.81
Little Vasquez	Crystalline Subalpine	14.48	3202	6.12
Timber Creek	Crystalline Subalpine	11.14	3316	5.81
Trail Creek	Sedimentary Subalpine	8.52	3125	7.45
Antelope Creek	Volcanic Subalpine	2.95	3068	3.27

**Figures and tables must be incorporated within the text as close to their reference as possible (preferred method) OR at the end of each chapter (before the reference section). Choose one method for entire ETD.
 **There should be a triple space above and below all figures and tables (unless they start at the top of a new page)
 **All figures and tables must meet the page margin requirements

If you have **multiple** appendices (e.g. References Cited and at least one Appendix) add this divider page before references.

If your ETD does not include more than one appendix, you do not need this divider page; put references title in all caps at the top of your first references

REFERENCES CITED

Start references on the first line of the page. If you do not need a divider page, your REFERENCES CITED title would sit on the top line of the page.

All references should be single spaced with a double space between references. You choose your discipline's reference style.

References should precede appendices unless appendix material is included in the references section.

APPENDICES

If you have **multiple** appendices you must have multiple divider pages: one page for appendices (this page) and one for each additional appendix.

Type APPENDICES on the same line you typed REFERENCES CITED.

APPENDIX A

APPENDIX TITLE IN ALL CAPS (TRIPLE SPACE BELOW APPENDIX A)

If you only have one appendix, this is the only divider page that is needed.

APPENDIX B

APPENDIX TITLE IN ALL CAPS (TRIPLE SPACE BELOW APPENDIX B)