

Reviewer Guide for ETDs

1. Order of Pages must be:
 - a. Title page. No page number.
 - b. Copyright page. No page number.
 - c. Abstract. Always page ii.
 - d. Dedication (optional). Page iii if present.
 - e. List of Abbreviations. Roman numeral page number next in sequence.
 - f. Acknowledgments. Roman numeral page number next in sequence.
 - g. Contents. Roman numeral page number next in sequence.
 - h. List of Tables. Roman numeral page number next in sequence.
 - i. List of Figures. Roman numeral page number next in sequence.
 - j. Chapter 1, first page. Arabic numeral page number – restarts with 1 always.
 - k. Subsequent pages. Arabic numeral page number next in sequence.
 - l. References. Arabic numeral page number next in sequence.
 - m. Appendices. Arabic numeral page number next in sequence.
 - n. NO BLANK PAGES ANYWHERE.
2. Title Page spacing and formatting: Must follow guide –
 - a. Title is all upper case letters, double-spaced in between lines, inverted pyramid.
 - b. Check spelling of words in title – often errors here!
 - c. “by” is always lower case.
 - d. Author’s name all upper case letters.
 - e. Committee chairperson name, no qualifications/letters. All upper case letters.
 - f. Other committee members names, no qualifications/letters. All upper case letters.
 - g. A THESIS or A DISSERTATION.
 - h. Submission paragraph – lower case letters except as shown in template/guide, note capital T on The University of Alabama.
 - i. Submission paragraph – must be department name NOT college or major. Fixed wording for departments in Education, take care.
 - j. TUSCALOOSA, ALABAMA – always.
 - k. Year is year of graduation/publication NOT submission. Watch for December submissions, May graduates.
3. Copyright Page present, correct, correct year, no page number. Year is year of graduation/publication NOT year of submission.
4. Abstract. Always double-space lines. Title must be formatted same as on Contents Page and consistent with other headings in preliminary pages. Indent first line of each paragraph. After Copyright page, Roman numeral page number ii always. Bottom center of page.
5. Dedication (optional, but must be placed here if present). Always double-space lines. Title must be formatted same as on Contents Page and consistent with other headings in preliminary pages. Double-spaced. Roman numeral page number bottom center.
6. List of Abbreviations. Always double-space lines, except within an abbreviation. Title must be formatted same as on Contents Page and consistent with other headings in preliminary pages. Double-spaced. Roman numeral page number bottom center.

Preliminary Pages
Main Document

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7. Acknowledgments. Always double-space lines. Title must be formatted same as on Contents Page and consistent with other headings in preliminary pages. Double-spaced. Roman numeral page number bottom center.
8. WATCH OUT FOR SPELLING DIFFERENCE for Acknowledgments/Acknowledgements. BOTH are acceptable, but not in same document! Must be consistent – double-check between Contents and Acknowledgments pages.
9. Contents. Title must be formatted same as on Contents Page and consistent with other headings in preliminary pages. Must list: Abstract, Dedication (if present), List of Abbreviations, Acknowledgments, List of Tables, List of Figures, Chapters. DO NOT LIST CONTENTS PAGE.
10. Contents: Always double-space lines, BUT titles longer than one line must be single-spaced in between lines within each title, double-spaced in between titles.
11. Contents: Page numbers on right side must be properly aligned – use “Tabs/Leaders” function in Word.
12. Contents: Do not run lines of narrative into the right side page number column.
13. List of Tables/List of Figures: Must be this order! Always double-space lines, BUT titles longer than one line must be single-spaced in between lines within each title, double-spaced in between titles.
14. List of Tables/List of Figures: Do not run lines of narrative into the right side page number column.
15. Check headings and titles in Contents are worded same as in main document, also formatted same (all upper case letters in both, or mixture in both).
16. For chapter titles, check that identical numbering system used in Contents and main document i.e. both Arabic numerals or both Roman numerals or both spelled out (e.g. Chapter 1, or Chapter I or Chapter One).
17. Contents Page: Check all page number references for each section are correct.
18. First page of each chapter or major section: Must start on a fresh page, two inches top margin.
19. Page numbering – check that the page number sequencing is correct, all page numbers bottom center of every page (except the title and copyright pages!), Roman numerals for preliminary pages, Arabic numerals for main document.
20. References List: Check order of references – make sure they are truly alphabetical where used. Always double-space lines, BUT references longer than one line must be single-spaced in between lines within each reference, double-spaced in between references.
21. NO SIGNATURES anywhere in document - check any IRB certification to make sure any signatures have been censored out.
22. Consistent font type and size throughout entire document. EXCEPTION – where engineer or science ETD and LaTeX software has been used, then the software produces larger font size for successively higher heading levels and cannot be changed in the software. Otherwise, must be consistent throughout document.

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