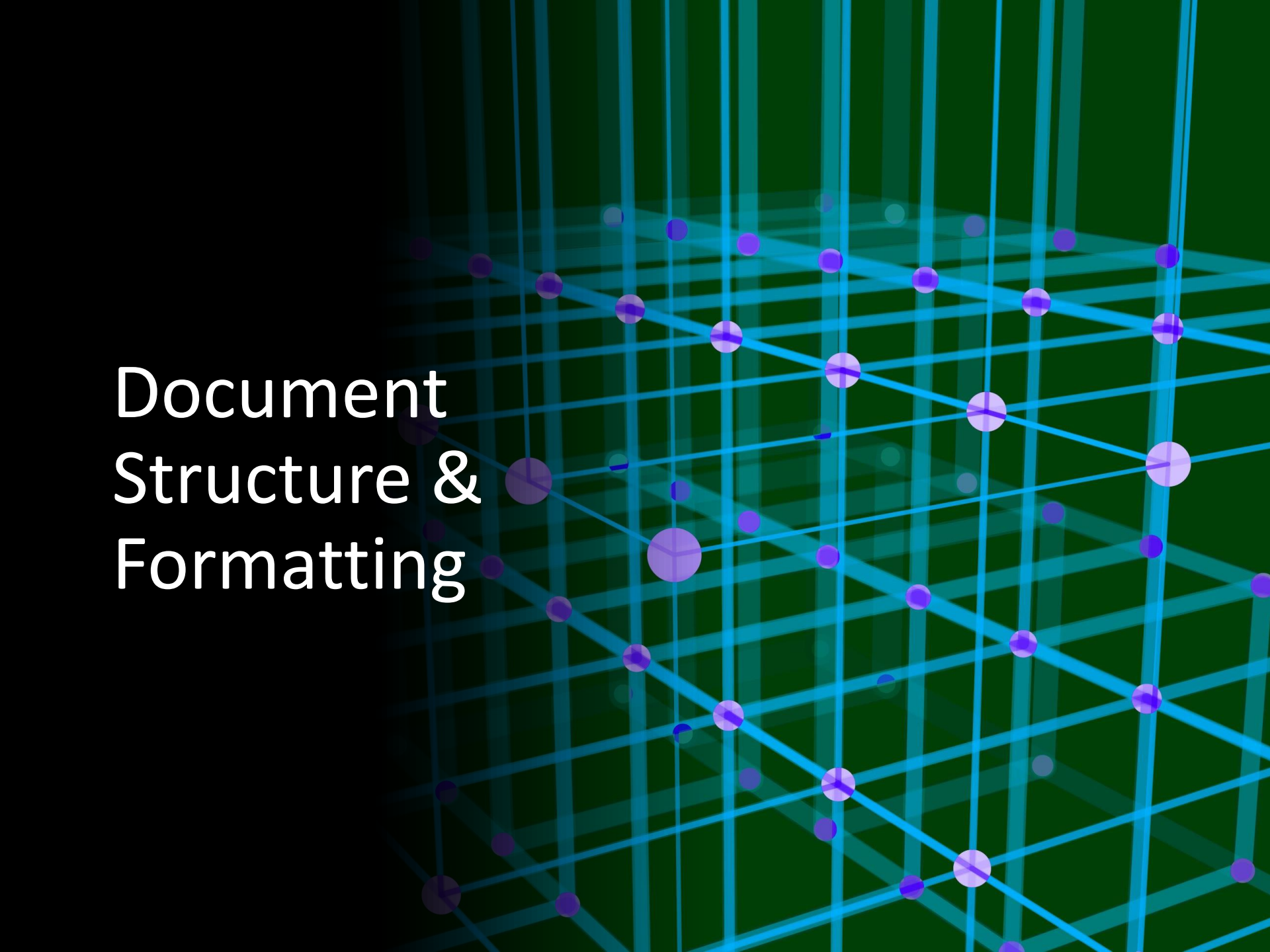


# Document Structure & Formatting



# Formatting Changes for Fall 2025

## Title and Headings – 2 options:

- Bold, use all caps
- Bold, use title case

## Margins – 2 options:

- Use mirror margins with a 1.5" inner margin and 1" outer margins
- Use 1" margins on all sides

# Changes for Spring 2026

New federal requirements for document accessibility begin in April 2026

**Beginning Spring 2026, PDFs that are uploaded to ProQuest must be optimized for accessibility**

## **Accessibility Resources:**

- Alt Text Information & Accessible Headings and Hyperlinks for Microsoft Word:  
<https://www.tntech.edu/disability/docaccessibility.php>
- Document Accessibility Information for Word, PowerPoint, Videos/Media, PDFs, and Images:  
<https://www.tntech.edu/citl/accessibility-doc.php>
- YuJa Panorama Information (digital accessibility tool in iLearn):  
<https://www.tntech.edu/citl/tech-services/panorama/student.php>

# Formatting Styles

## APA 7

- The default style is APA 7

## LaTeX

- Usually used by engineering/science students
- Tennessee Tech's LaTeX manual and required files are at <https://www.tntech.edu/cas/files/math/TNThesis.zip>
- LaTeX will do most of the formatting for you
- Verify Title page and Certificate of Approval formatting

## Manuscript & other approved styles

- Some programs at Tennessee Tech conduct research best presented as discrete journal articles rather than a continuous document
- Manuscript chapters may better showcase individual projects and streamline publication, aligning with the program requirement for students to submit a manuscript for publication before graduation
- For students approved to use a manuscript formatting style, refer to the guidelines at <https://www.tntech.edu/graduatestudies/pdf/etd/Manuscriptformattingguidelines-updatedFeb2025.pdf>

*Please indicate your formatting style in the Note box when you upload your paper.*

# APA 7 Style

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- APA 7 Style Manual
- APA Style  
<https://apastyle.apa.org/>
- Purdue OWL  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/index.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html)

# APA & LaTeX

Use the page order and numbering structure listed on  
the Page Order & Numbering slide

# Page Order & Numbering

Page	Page Numbering
<a href="#">Title Page</a> (no printed page number)	Number is not visible but is assigned Roman numeral
<a href="#">Abstract</a> (one page only)	Beginning of visible numbers Roman numerals (ii)
<a href="#">Copyright</a> (one page only)	Roman numerals continued (iii)
<a href="#">Table of Contents</a> (minimum of two heading levels)	Roman numerals continued (iv)
<a href="#">Certificate of Approval</a>	Roman numerals continued (varies)
<a href="#">Dedication</a> (optional, one page only)	Roman numerals continued
<a href="#">Acknowledgments</a> (optional, one page only)	Roman numerals continued
<a href="#">List of Tables</a> (required if more than one table)	Roman numerals continued
<a href="#">List of Figures*</a> (required if more than one figure)	Roman numerals continued
<a href="#">Content/Chapters**</a>	Beginning of Arabic numerals (start with page 1)
<a href="#">References</a>	Arabic numerals continued
<a href="#">Appendix/ces</a> (when applicable)	Arabic numerals continued
<a href="#">Vita</a> (one page only)	Arabic numerals continued

\* Other approved lists (e.g., List of Acronyms, List of Abbreviations, List of Lists, etc.) go after the List of Figures.

\*\*Students approved to use manuscript-style formatting should follow the [Manuscript Formatting Guidelines](#).

# Formatting Requirements for ALL Submissions

[https://www.tntech.edu/graduate\\_studies/etd/general.php](https://www.tntech.edu/graduate_studies/etd/general.php)

- All page elements are required (unless listed as optional)
- Use a readable, accessible font like Times New Roman (12 pt), Arial (11pt), Calibri (11pt)
- 1" or mirrored margins
- Left justify the body text
- Use the same page numbering:
  - Roman numerals for the front matter, Arabic numerals beginning with Chapter 1
  - Chapter 1 should start on an odd document page number
- If the title of the paper is more than two lines, the title should be in shape of an inverted triangle (each line should be progressively shorter)



# Formatting Requirements for ALL Submissions, cont.

- Use May, August, or December only, plus the four-digit year, for the degree conferral date on the title page
  - E.g., December 2025
  - Papers submitted for a summer graduation should always use August plus the year, even if the degree is conferred in July (for consistency across the years)
- Use the correct degree and major for the title page, abstract, and vita
  - Check degree block in Degree Works, e.g.,:

<b>Level</b> Doctoral	<b>Classification</b> Doctoral Candidate	<b>Program</b> PhD - Engineering	<b>College</b> Engineering
<b>Major</b> Engineering	<b>Concentration</b> Electrical and Computer Engineering, PhD	<b>Catalog Year</b> 202010	

- The degree is spelled out on the title and abstract pages (e.g., Doctor of Philosophy, Master of Science, Professional Science Master's)
- Can include concentration information (if applicable) in vita

# Manuscript-Style Formatting

- The thesis/dissertation is a culminating student paper & still needs to look like a thesis or dissertation
- Use the same margin size, line spacing, heading style consistency, etc. at <https://www.tntech.edu/graduatestudies/etd/general.php>
- Page numbering
  - Bottom center of page (no page number on title page)
  - Use Roman numerals for the front matter, as shown on the Page Order & Numbering
  - The first page of Chapter 1 is page 1, and pages are numbered consecutively to the end of the paper (i.e., page numbering does not start over for a new chapter)

## Manuscript-Style Formatting, cont. (slide 2 of 3)

- All page elements are required as listed on the Page Order & Numbering slide
- Use the same page order, *except*:
  - Add a Preface before Chapter 1 or as part of Chapter 1 (if placed before Chapter 1, the page should have a Roman numeral page number)
    - What is a preface? <https://www.scribbr.com/dissertation/dissertation-preface-example/>
  - References and Appendices (if appl.) can follow individual chapters instead of following the last chapter
  - Abstracts for chapters are allowed; however, a single abstract for the entire thesis or dissertation must be included as page ii of the paper

## Manuscript-Style Formatting, cont. (slide 3 of 3)

- Formatting for References, Tables, & Figures
  - Use ONE peer-reviewed formatting style approved by your committee (e.g., American Chemical Society journals, Journal of Wildlife Management, North American Journal of Fisheries Management)
- Tables/Figures
  - Can be numbered sequentially beginning with #1 in each chapter
  - Tables/Figures can be listed by chapter in the List of Tables/Figures

# Additional Formatting Considerations

<b>Use caution with page breaks</b>	Hard page breaks and using blank lines to move text to the top of next page can create unwanted gaps or cause flow issues as you revise your paper
<b>Tabs</b>	Indent all paragraphs Use standard .5" tabs/indents
<b>Widow/Orphan control</b>	Ensure no single lines are at the top or bottom of pages
<b>Preserve your formatting when copying/pasting</b>	If you paste something from another source, choose either "merge formatting" or "keep text only" to preserve your document formatting

# Additional Formatting Considerations, cont.

## **Formulas**

Use consistent position and spacing before/after  
Keep the formula within the margins

## **Tennessee Tech**

Use the full name – Tennessee Technological University:

On the title page

The first time TTU is mentioned in the body of the paper

Tennessee Technological University then referred to as Tennessee Tech, or

Tennessee Technological University (TTU), then referred to as TTU

The first time TTU is mentioned in your vita

# Tables and Figures



<b>Numbering</b>	Sequentially number tables and figures as they appear
<b>Font &amp; Spacing</b>	Use the same font as the main text (or use sans serif font if using serif font for main text) Single-space content within tables and figures
<b>Callout</b>	Refer to tables and figures by number (e.g., “see Table 4.2”, not “in the next table”)
<b>Placement</b>	Insert tables and figures after the paragraph where they are first mentioned, if possible

# Tables and Figures, cont.



## Flow

A table or figure can be by itself on the page (the caption and any notes are on the same page as the table/figure)

## Legibility

Can the reader easily read figure and table contents? If not, consider using landscape orientation or creating a supplemental file.

## White space

Leave enough space between a table/figure and the main text so they are visually separated



# Formatting References



All references should be formatted/styled the same way



Hyperlinks should be formatted the same way (e.g., blue, not underlined)



Let DOIs (digital object identifiers) and URLs “break” naturally (do not use a hard return to split up the text)



Generally, references ending with a DOI/URL don't have periods, and the rest of the references end in a period

# Spelling

- American English spelling is preferred
  - “acknowledgments” not “acknowledgements”
  - “fulfilment” not “fulfilment”
- Merriam-Webster Dictionary/Thesaurus:  
<https://www.merriam-webster.com/>

What's the most  
important thing  
about formatting?

**Consistency**

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## Consistency

- Maintain uniform formatting throughout the document – font, spacing, tab size, heading style, spacing before and after headings or paragraphs, etc.
- Title, name, degree, and major should be the same throughout
- Try to use the same spacing before and after tables, figures, and stand-alone formulas
- Use the same formatting with your figures and tables. Examples of inconsistent formatting:
  - Some figure numbers listed with figures use Fig. 1 and some use Figure 1 structure
  - Some figure/table titles end with a period and some don't
  - Some figures/tables are centered on the page and some are left justified

# Before Submitting

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- Update/refresh the Table of Contents, List of Tables, List of Figures, etc. so page numbers are correct
- Double check the page numbers
  - No page number on the title page
  - Roman numerals for front matter, Arabic numerals from Chapter 1 to the end of the paper
  - sequential
- Use print view – look for meaningless or unnecessary gaps in text or odd patterns