

## CHECKLIST TO ENSURE THAT YOU HAVE FOLLOWED ALL FORMATTING

### REQUIREMENTS IN MEDICAL SCIENCES

**These directions are consistent with menus and options available on a Mac. Menus and options should be similar on a PC, but perhaps not exactly the same.**

#### GENERAL FORMATTING

**The University now has a Word template for theses and dissertations that provides the basic formatting to assist you in navigating the changes from no page numbers, to Roman numerals, to Arabic numerals. A linked table of contents is also provided, but you can also create a contents table manually if you are unfamiliar with bookmarks. That template can be downloaded from the same page that contained this file. You are strongly encouraged to view the template.**

**Overall** – Check that your file is set for Letter size (8.5” x 11”), instead of A4 or another size. A4-size paper is taller and narrower than Letter size. International students who are using a laptop or other computer that they purchased at home and brought here especially should check to see that the file is not set for A4. If you have inserted section breaks anywhere in the document instead of simple page breaks, make sure that the file after the section break is still set to Letter size. Section breaks allow you to change formatting from one section to the next (e.g., portrait view to landscape view, and back again to portrait). If you want only to start a chapter at the top of a new page, insert a simple page break, not a section break.

**Margins** – Check that your margins are set at 1.5” on the top and left, and one inch for the bottom and right. If the text does not precisely end at one inch on the bottom and right, that is alright, although you may choose to justify the right margin (i.e., make all lines end at one inch). Do not set the margins overly wide. Keep an eye on the ruler at the top of each page. There are small triangles (your indents) on the ruler set at the left and right margins. The indents can move into the lighter area of the ruler, but should never be set in the darker area of the ruler outside the margins.

#### **Spellcheck Your Entire Document Before Format Review:**

- Make sure your thesis is not in the review format mode when performing spell check by going to the “Review tab “ and changing the view from “Final Showing Markup” to just “Final”. Whenever you reopen your file, it will always open in Markup view, and you will have to change it to Final view. **Never save your file as a PDF or print it out in Markup view**, as editing marks will appear in the PDF or on the printout.
- The default in Spellcheck is set to ignore words in all uppercase letters, and words with numbers, such as acronyms. Most of the words on the title page are in all uppercase letters, so Spellcheck will ignore them unless you turn that option off. To turn the option off:
  - Choose “Tools” in the menu at the top of your screen.
  - Then select “Spelling and Grammar.”
  - In the window that appears, click on “Options.”
  - Check that the settings that say “Ignore Words in Uppercase” and “Ignore Words with Numbers” are off to assure that all titles and headings are spell checked.
  - Then, click on “Recheck Document.” If you have run Spellcheck before, the system will ask you if you really want to run it again, and that every word you told it to ignore previously will be checked again. Click “Yes.” Please note: Spellcheck will still ignore words that are spelled correctly, but used in the wrong context (e.g., hart felt thanks), so you need to look at what you’ve typed and not rely entirely on Spellcheck.

## PREPAGES

### Title Page Check – Follow Template

- Check carefully for any misspellings, even in your name.
- Check that the title and your name are in all uppercase letters, bold and centered.
- Check that your previous degree(s) (BA/BS/MA/MS) awarded is/are there and accurate, including the year in which each degree was awarded.
- Check that the correct degree is noted at bottom of page (Submitted in partial fulfillment of the requirements for the degree of “Doctor of Philosophy / Master of Arts / Master of Science” and the correct year of graduation is included. The year should be the last line on the bottom of the page. Your year of graduation is NOT when you defend or submit the thesis/dissertation. Official graduation occurs on September 25<sup>th</sup>, January 25<sup>th</sup>, and the third Sunday of May each year.
- Check that page number is counted but not printed.

### Copyright page - Follow Template

- Check that your name written here matches exactly with your name on the title page
- Check that the year is correct. If you're submitting in the period October–December for January graduation, make the copyright year the one for January (i.e., 2015 instead of 2014). Your manuscript will not be sent to ProQuest until after January graduation, when your official graduation status has been verified.
- Check that page number is counted but not printed.

### Approval Page - Follow Template

- Make sure there are no misspellings (Fist Reader, Forth Reader, etc.). Include periods between all Ph.D. and M.D. degrees
- Signatures must be original. Photocopies, scans, faxes, or other means of reproduction are not allowed. No one can sign and initial for a reader who is absent.
- Check that the page number is counted but not printed.

### Dedication or Acknowledgements Page (optional)

- This page should be double spaced with identical format to the rest of the document. **From this point on, virtually all of the text will be double spaced (exceptions noted below).**
- This/these page(s) are the first to be numbered (starting with page iv).
- Page numbers as Roman numerals should be placed at bottom center of the Preliminary pages, .75” from the bottom edge. Set your Footer to .75”. Check the Footer box (double click on the bottom of the page) to make sure that an extra blank line has not been included underneath the page number, that the Footer box is set at single spacing, not double spacing, or 1.15 spacing with 10pt After. Click on “Format” at top of screen, and select “Paragraph” to see if the Footer is single spaced, with no extra spacing Before or After a line. If the page number still appears higher on the page than .75”, click on the text box around the page number to make sure it, too, is single spaced, with no 10pt spacing After.
- Check that the page number is in the same typeface (i.e., font) and point size as the rest of the manuscript.

### Abstract - Follow Template

- Title and Name on this page should be exactly the same as on the title and copyright pages.
- Check that Boston University School of Medicine, 201# is correct and the year is accurate
- If you are in the M.D./Ph.D. program, please make sure to use the language provided in the Research Guide for Writers of Theses and Dissertations.

- Title & student's name should all be in all uppercase and bold
- Page numbers as Roman numerals should be placed at bottom center
- Check that page numbers are 0.75" from the bottom edge, and they match the typeface and size as the rest of the document.

### **List of Tables/List of Figures**

- List of Tables precedes the List of Figures (must be included if you have even one table or one figure, respectively). Do not include the List of Tables at the end of the Table of Contents. Start it on a new page. The List of Figures must also start at the top of a new page, separate from the List of Tables. Make sure that each table or figure has a corresponding and correct page entry, usually set on, or close to, the right margin. Insert one single spaced line between each entry to separate it from the previous entry.

### **Abbreviations**

- Make sure your abbreviation list is in alphabetical order and that abbreviations starting with a number are included at the top of the list before those abbreviations starting with the letter "A". The List of Abbreviations can be single spaced or double spaced.

## **MAIN TEXT**

### **Specific Formatting**

- All textual material must be double-spaced.
  - Footnotes and long quotations may be single-spaced. Your bibliography may be single-spaced, with one extra space between each citation.
- Print size must be 12 point.
  - Titles or major headings may be in all upper case letters, bold, italics, or underlined, but they cannot be larger than 12 point. Be consistent in
  - Use standard fonts such as Arial, Times, Palatino, Bookman, etc. Please avoid using Times New Roman 10pt, since it prints out at a smaller size than other typefaces of the same size.
- Typeface (font) and point sizes must be used consistently throughout the work for both text and page numbers. Footnotes or tables may be in smaller type than the main text, but not smaller than 10 point. All print must be dark, unbroken, and legible, including material copied from other sources.
- Headings and/or subheadings:
  - Headings/subheadings should never start at the bottom of a page with no accompanying text. Move new section to the top of the next page.

### **Page Numbering**

- Follow Template.
- Check that the first page of the introduction starts with the number 1.
  - To change from Roman numerals to Arabic numerals a section break (not a page break) must be inserted at the end of the abbreviations page. To delink this section from previous section, open the Header, and click on the tab for "Header and Footer." Click off the boxes that say "Different First Page" and/or "Link to Previous." Put cursor in Footer box and repeat previous instruction. Then insert page numbers to the main thesis body and indicate numbering starts at 1. Delinking sections allows you to put the page number at the top of the page without affecting the placement of the Roman numerals on the previous pages.
- Every page in the dissertation/thesis must be assigned a number, even though the first few prepages (i, ii, and iii) do not have that number printed.

- Page numbers are included on each figure or table page. If a figure or table is in landscape view the page number does not rotate along with the figure or table, but remains as in portrait view.

### **Table and Figures**

- Legend Format:
  - Each table and figure must have a clear title, descriptive legend and citation if not your own work.
  - Legends for MA/MS theses may be single spaced.
- Legend Placement:
  - MA/MS Theses: Legends for Tables go above and legends for figures go below.
- Readability:
  - Make sure tables and figures are readable, are within the defined margins and that the page number is positioned correctly.
  - Figures and Tables may be in color. Avoid using a dark or black background as these do not reproduce well. Avoid placing black text against dark backgrounds. Try to avoid making text so small that it is unreadable unless you enlarge the file to 200% or greater.

### **Format Consistency:**

- Formatting of sections and/or chapters should be consistent throughout the document. Typeface (font) and size must remain consistent.

### **Appendices**

- Always precede the bibliography/references unless committee specifically requests otherwise.

### **Bibliography or References**

- References can be single spaced with one extra line of space between each citation
- Check that you are using a uniform citation style. If you copy citations from several sources and paste them in to the section, some may have the year of publication at the beginning, and others at the end. Some may include first names of authors, and others just the first initial, etc. Pick one style for all of them and use it consistently.
- Make sure citations are complete, with no missing information (volume and pages of journal articles, publishers of books, place of publication, etc.). Cite technical reports as technical reports. If you downloaded an unpublished report from the internet, include the URL.
- Delete any duplicated citations.
- Journal titles: If the journal article citation you copied from another source has the journal title abbreviated, you must either replace the abbreviation with the corresponding full title, or include a “List of Abbreviated Journal Titles” at the front of the bibliography.
- Check the library catalog for correct journal titles. Also, the top page of Medline/PubMed has a link over to the right called “Journals in NCBI Databases.” Click on that link, and in the window, if you enter a standard Medline abbreviation, you will be rewarded with the correct full title, or suggestions for what the full title may be. Do not guess at what you believe is the full title.

### **C.V. title: *VITA* or *CURRICULUM VITAE*, *NOT VITAE* or *CURRICULUM VITA*:**

- Vita and Curriculum Vitae are acceptable titles. Check that you use the same title in the table of contents. Try to limit this section to three pages if possible.
- Check that your name, contact information, year of birth, educational information is included. Do NOT include your day of birth, just the year, as you may expose yourself to identity theft if you do.
- Check that your name matches the name on the title, copyright, and abstract pages exactly.