

## FORMATTING AND SUBMISSION GUIDELINES FOR MASTER'S AND DOCTORAL STUDENTS

Master's and Ph.D. students are required to submit their papers to [ProQuest's ETD website](#) for a formatting check by the Library before their defense.

All questions related to the defense process and collecting electronic signatures should be directed to The Office of Graduate Academics and Student Success at [gradacademics@stevens.edu](mailto:gradacademics@stevens.edu) or to the student's advisor(s).

For a full list of formatting guidelines and templates, visit [library.stevens.edu/submit](http://library.stevens.edu/submit).

Students should allow 2-3 days for the Library to review their paper for formatting edits. Please plan accordingly.

Refer to the [Academic Calendar](#) for the final submission date.

## SUBMISSION STEPS

1. The Library must approve the formatting of the Title Page before students defend and receive their signatures. Even if your paper is not finished, you can still submit the Title Page or an initial draft of your formatted paper to ETD for review. Students will submit their completed paper after their defense for a final formatting check. Your paper will not be published until *after* you defend and *after* you receive final approval from the Library in ETD.
2. Carefully review the formatting checklist on the following page before submitting

PDF of paper to ETD website. Follow submission steps. Note that filing for a new copyright is suggested, but not required. Do **not** pay the binding fee through ETD (you can click Decline to continue the submission process). See below for binding fee payment instructions.

3. Library staff will review paper for formatting errors and respond via ETD if any changes are necessary.
4. Once paper receives final approval in ETD, student will pay the binding fee through the [Library Payment Portal](#) (do **not** pay for bound copies in ETD). The binding fee pays for three bound copies of the paper. Two are for the student's respective department and one is preserved in the Library Archives. Note the student will not receive a personal copy. Current tuition and fee information is available through the Office of Student Accounts.
5. If you have successfully defended and received final approval in ETD, submit the following documents to [thoughta@stevens.edu](mailto:thoughta@stevens.edu) before the final submission deadline.
  - a. PDF of Title Page with electronic signatures.
  - b. Receipt for binding fee payment (paid through the [Library Payment Portal](#)).
  - c. (Doctoral students only) Certificate of completion for the [Survey of Earned Doctorates](#).

REFER TO FOLLOWING PAGE FOR  
FORMATTING & SUBMISSION CHECKLIST



Samuel C. Williams Library

# FORMATTING GUIDELINES

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- ☐ Page margins throughout paper are LEFT and TOP 1.5"; RIGHT and BOTTOM 1".
- ☐ Title Page must have formatting approved by Library before getting electronic signatures. Even if your paper is not finished, submit through ETD as soon as possible for formatting approval. Your paper will not be published until after the submission deadline. Students can place a publishing embargo within ETD.
- ☐ Starting with Abstract, all front matter sections have lowercase roman numerals in top right (iii, iv...).
- ☐ Starting with main body, all page numbers use Arabic numerals in top right (1, 2...).
- ☐ All figures, tables, and images are inside margins of paper.

# ORDER OF SECTIONS

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- ☐ **TITLE PAGE** (no page number). Follow formatting listed on submission website
- ☐ **COPYRIGHT PAGE** (no page number)
- ☐ **ABSTRACT** (350 words or less - start numbering with lowercase Roman numerals iii)
- ☐ **DEDICATION** (optional)
- ☐ **ACKNOWLEDGMENTS** (optional)
- ☐ **TABLE OF CONTENTS**
- ☐ **LIST OF TABLES** (if any)
- ☐ **LIST OF FIGURES** (if any)
- ☐ *Main body of paper* (start using Arabic numerals here)
- ☐ **REFERENCES/BIBLIOGRAPHY** (doctoral students must also add a **Vita** section at the end of their paper, listing academic background, papers published, etc.)