

FINAL ELECTRONIC THESIS AND DISSERTATION (ETD) CHECKLIST



SR. EDITOR DOES FIRST FORMATTING REVIEW: Your ETD draft should first be submitted for formatting review to the Sr. Editor, grad.dissertation@miami.edu. One PDF of the entire document is preferred, but up to four separate Word files can be reviewed. The Sr. Editor will review the draft for formatting then send you comments for revisions via e-mail. You will make revisions, if there are any, then send the draft back to the Sr. Editor for another review. The draft you send must be a complete document that is formatted per [Graduate School guidelines](#). **After the Sr. Editor has reviewed the draft, then you should contact the ETD Formatting Support team for help with revisions.**

STYLE GUIDE: You should choose your style guide in consultation with your chair and committee.

ETD ORGANIZATION: The ETD should be organized in the following sections and order: (1) unnumbered front matter, i.e., Title, Copyright, Signature, Abstract pages; (2) lower-case Roman numeral page number front matter sections, i.e., Dedication (optional), Acknowledgements (optional), Table of Contents, List of Figures/Tables/Abbreviations, etc.; (3) main text chapters; (4) References/Appendices section. See checklist below for details.

CONSISTENCY OF PRESENTATION: Stylistic consistency and precision of presentation are essential features of a scholarly work. Your scholarship will have the greatest impact on readers when it is consistently formatted from beginning to end. You should thoroughly check your document for spelling, grammar, punctuation, etc.

ETD REPOSITORY: To see what a final, approved ETD looks like, visit the [Scholarship@Miami ETD Repository](#) and search for ETDs submitted by previous students in your program. You can search for ETDs by author, advisor, or subject area.

GENERAL FORMAT

- ☐ **PAPER SIZE:** Your document must be formatted to 8½ × 11" Standard U.S. Letter Size paper to accommodate printing and binding.
- ☐ **MARGINS:** Required margins for the entire document are 1.5 in. left/ 1 in. top, right, bottom. All the information in the document must fit within these margin settings.
- ☐ **FONT STYLES AND FONT SIZE:** Approved font styles are 12-pt. Times New Roman, Arial, Courier New. Apply same font size/type throughout the entire document.
- ☐ **LINE SPACING OF TEXT:** Text should be double-spaced.
- ☐ **LINE SPACING OF CITATIONS IN REFERENCES/BIBLIOGRAPHY SECTION:** Each citation should be single spaced with one line of space between citations.

SECTION STYLES AND STRUCTURE

- ☐ **UNNUMBERED FRONT MATTER (no page number section):** The unnumbered front matter, i.e., the Title, Copyright, Signature, and Abstract pages, must look the same in all ETDs. To help you format this section, please download the unnumbered front matter template for your degree from the [ETD Web site](#), and use the template to format these pages. **It is recommended that the Abstract be limited to one page.**

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- ☐ **FRONT MATTER LOWER-CASE ROMAN NUMERAL PAGE NUMBER SECTION:** The lower-case Roman numeral page number section, i.e., Dedication (optional), Acknowledgements (optional), Table of Contents, List of Figures/Tables/etc., should begin on the Dedication or Acknowledgements page if you include one, or on the first page of the Table of Contents if you do not. The first page number in this style of page number section should be page number "iii". All the page numbers in this section should be placed at the bottom of the page, centered.
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- ☐ **MAIN TEXT CHAPTERS AND REFERENCES/APPENDICES SECTION:** Arabic numeral page numbers should be applied in the main text chapters and References/Appendices sections starting with page number "1" on the first page of Chapter 1. This style of page number should continue through the last page in the document. **Please note that in Fall 2026 semester, the page number placement requirement in chapters and sections like the References/ Appendices changed. The page number on every page in the main text and sections like the References/Appendices should uniformly be placed at the bottom of the page, centered.**

OPTIONAL VITA PAGE: A brief, formal biographical sketch of the author can be included at the end of the document. The VITA is the last page in the document and IT should not

- ☐ have a page number on it.
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FORMATTING ASSISTANCE

- ☐ **FORMATTING HELP:** The ETD Formatting Support team offers a presentation, "[Dissertation and Theses Formatting \(ETD\) Made Easy at the University of Miami Libraries](#)" (registration required), that covers how to prepare the ETD using Microsoft Word. For individual help with your document after you have submitted the draft to the Sr. Editor for formatting review, please contact the [ETD Formatting Team](#) to schedule an appointment.
 - ☐ **EMBEDDED AND SUBSET FONTS REQUIREMENT FOR FINAL PDF:** For preservation reasons, the final PDF must have embedded and subset fonts in the file. Embedded and subset fonts in the PDF ensures that readers of your ETD can read your work exactly the way you wrote it. If you need help with this, the ETD Formatting Support team or Sr. Editor can assist.
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UPLOAD OF FINAL PDF IN ETD REPOSITORY

- ☐ Once you've completed the formatting review and produced a final PDF that the Sr. Editor approves for upload in the ETD repository, the Sr. Editor will send you information about finalizing your ETD submission. To receive permission to upload, the three required ETD forms, i.e., the Certificate of Defense Approval form, ETD Final Content Approval form, and ETD Availability Agreement form must be completed and on file at the Graduate School. The three forms can be accessed [here](#) on the Graduate School Web site.
 - ☐ **SUPPLEMENTAL FILES:** Supplemental files like data sets, maps, audio or video files can be uploaded along with the final PDF in the ETD repository. Ask the Sr. Editor, grad.dissertation@miami.edu, to provide you with information about who to contact in the Library about your supplemental files. Library personnel will provide you with information about suitable file types and sizes.
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