GUIDELINES FOR MASTER’S & DOCTORAL STUDENTS

Formatting instructions, sample pages, and submission steps for ETD/ProQuest can be found on the Library’s website: https://library.stevens.edu/submit.

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

The formatting of the Title Page must be approved by the Library before students defend and receive their signatures. Even if your paper is not finished, you can submit the title page or a rough draft of your paper to ETD before your defense. Your paper will not be published until after defend and after you receive final approval from the Library in ETD.

Once students have successfully defended, advisors and chairpersons will sign the Title Page electronically. Please contact the Office of Graduate Academics & Student Success for any questions related to your defense or coordinating signatures: gradacademics@stevens.edu.

Please refer to the Academic Calendar for final submission date.

SUBMISSION STEPS

1. Carefully review the formatting checklist below before submitting PDF of paper to ProQuest’s ETD Administrator. Follow submission steps on the website. Note that filing for a new copyright is suggested, but not required. Do not pay the binding fee through ETD (you can click Decline when it asks you during the submission process). See below for binding fee instructions.

2. Library staff will review paper for formatting errors and will respond via e-mail if any changes are necessary.

3. Once paper receives final approval in ETD, student will pay the binding fee through the Library Payment Portal. Do not pay the binding fee through ETD. Fill out the patron fields, click Binding Fee, then Next, and enter your payment information. The binding fee pays for three bound copies of your paper. Two are for the student’s respective department and one will be 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.

4. If you have successfully defended and received final approval in ETD, submit the following documents to thoughta@stevens.edu before the final submission deadline:
   - Title Page with electronic signatures
   - Receipt for binding fee payment
   - (doctoral students only) Certificate of completion for the Survey of Earned Doctorates.

Contact Ted Houghtaling, thoughta@stevens.edu if you have any questions
FORMATTING

- Title page follows formatting as outlined on Library website: library.stevens.edu/submit
- 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

- 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.)