

CHECKLIST FOR PREPARING YOUR TITLE PAGE AND PRELIMINARY PAGES

BYU Graduate Studies requires a title page, abstract, and table of contents to be included in each thesis and dissertation. The title page must comply with University style standards as described below. View a sample here. Other preliminary pages and formatting follow your college discipline style guide.

TITLE

1. The title on the title page is double-spaced and in an inverted pyramid format.
2. The words and capitalization of the title must be exactly the same on the title page and on the abstract page.
 - a. Capitalization rules:
 - i. Capitalize both words in hyphenated words (i.e. Reversed-Phase Liquid).
 - ii. Capitalize prepositions 5 letters or more (i.e. After, Between, Through).
 - b. Punctuation is correct (i.e. no period at end of title; capitalize the first letter after a colon; include commas and periods inside quotation marks; and colons and semicolons come after quotation marks).
 - c. Italicize titles of books, periodicals, movies, and plays.
3. The title on the title page should match the title on the ETD metadata you enter on Graduate Progress and on the abstract page.

NAME OF STUDENT

Your name should match what is listed on your university record; you may update appropriate punctuation. Please note that your name must be the same in the following places:

1. [Grad Progress page](#)
2. Title page in two places: a) after the title; b) after copyright (Copyright © 2014 David A. Hill).
3. Abstract page

Note: If you made an official name change after you applied for graduation, contact Graduate Studies when you are at the ETD upload stage.

COMMITTEE MEMBERS

The committee members must be the same people on the following:

1. Grad Progress page list of committee members
2. Title page

TITLES OF COMMITTEE MEMBERS

1. "Dr." or degree titles (PhD etc.) are not used with any committee member's name.
2. "Chair" is listed after committee chair's name following the comma (i.e. John R. Smith, Chair).

DATE

1. The year you are completing the ETD is the year that should be used on the title page (Copyright© 2020 David Hill)

ABSTRACT

1. Follow your style guide.
2. Add keywords at the bottom of your abstract. Keywords should include location names and full names of persons, as well as descriptive words useful in automated retrieval. Capitalize proper nouns only.

TABLE OF CONTENTS

1. Follow the style guide for your discipline/college
2. Make sure there are bookmarks for each chapter and heading listed.