

MANUSCRIPT FORMAT REQUIREMENTS

The graduate candidate has the option, subject to the approval of the program, of including as part of the dissertation/thesis, the text of an original paper or papers that have been or will be submitted to journals in the field. The inclusion of manuscripts co-authored by the candidate is acceptable, but the candidate is required to make an explicit statement on who contributed to such work and to what extent. The dissertation/thesis must conform to all requirements explained in this guide. In addition, the following requirements apply.

CONTENTS

Any thesis or dissertation prepared in the manuscript format must include a preface. That preface must contain the entire text of the two paragraphs which conclude the manuscript format section of this guide. The preface may also include other material at the student's option. The thesis or dissertation must be more than a mere collection of manuscripts published or to be published. It must have an overall title; it may also have subtitles. It must include a comprehensive abstract, a full introduction and literature review, and final overall conclusion which interprets the results of the research and describes the contribution to the field.

Where the student is not the sole author of a manuscript, the introductory material to the chapter comprised by the manuscript must explicitly describe the student's contribution to the work and acknowledge the contributions of the other author(s) of the work. Connecting texts which provide logical bridges between different manuscripts are necessary in the interest of cohesion. Additional material (procedural and design data as well as descriptions of equipment) must be included in sufficient detail to allow a clear and precise judgment to be made of the importance and originality of the research reported. This is usually included in appendices.

FORMAT

The styles used in manuscripts previously published or submitted for publication may follow the styles required by the journals; thus, styles may differ among parts. The pagination of the parts, however, must follow the guidelines for the traditional thesis/dissertation (see "Arrangement and Pagination"). The preliminary pages are the same as for the traditional thesis/dissertation. In most cases, the manuscripts must be retyped to conform to the type size, margin, and legibility requirements of the traditional dissertation. However, in the rare cases in which preprints and reprints of previously published papers meet those standards, they may be included as chapters, duplicated clearly on the 100% cotton acid-free archival paper. Pages of those chapters should be numbered consecutively with the rest of the dissertation. The original journal page numbers should be deleted and the dissertation page numbers placed on the page in accordance with the traditional guidelines. Photographs or other materials which do not duplicate well from reprints must be included in their original form.

Regardless of whether they are retyped or copied directly from the journal print, the first page of published chapters should have an asterisk (*) next to the title; the asterisk publication. When copies of papers already published are used as separate chapters, connecting texts are mandatory and supplementary explanatory material is almost always necessary.

DOCUMENTATION OF SOURCES

If approved, each chapter may be followed by a separate bibliography (or list of references, works cited, or literature cited). A single alphabetical listing at the end of the text is preferred.

PERMISSION FOR USE OF PREVIOUSLY PUBLISHED MATERIAL

If any of the material in the thesis or dissertation has been published, the student must obtain written permission from the publisher, giving the student authorization to use the material in the manuscript. In the case of dissertations, the publisher should be advised that the manuscript is to be microfilmed and kept on file at UMI and that single copies of the dissertation will be sold on demand. Written copyright permissions should be available for inspection by the Graduate Dean's Office at the time of submission of the final draft for approval.

PREFACE TEXT FOR PREVIOUSLY PUBLISHED MATERIAL

THE TEXT OF THE FOLLOWING TWO PARAGRAPHS SHALL BE CITED IN FULL (DOUBLE SPACED) IN THE "PREFACE" OF ANY THESIS OR DISSERTATION TO WHICH IT APPLIES:

This dissertation (or thesis) was produced in accordance with guidelines which permit the inclusion as part of the dissertation (or thesis) the text of an original paper or papers submitted for publication. The dissertation (or thesis) must still conform to all other requirements explained in the "Guide for the Preparation of Master's Theses and Doctoral Dissertations at The University of Texas at Dallas." It must include a comprehensive abstract, a full introduction and literature review, and a final overall conclusion. Additional material (procedural and design data as well as descriptions of equipment) must be provided in sufficient detail to allow a clear and precise judgment to be made of the importance and originality of the research reported.

It is acceptable for this dissertation (or thesis) to include as chapters authentic copies of papers already published, provided these meet type size, margin, and legibility requirements. In such cases, connecting texts which provide logical bridges between different manuscripts are mandatory. Where the student is not the sole author of a manuscript, the student is required to make an explicit statement in the introductory material to that manuscript describing the student's contribution to the work and acknowledging the contribution of the other author(s). The signature of the Supervising Committee which precedes all other material in the dissertation (or thesis) attest to the accuracy of this statement.

MULTIPLE PAPERS/SINGLE PAPER WITHIN A DISSERTATION/THESIS

If the dissertation is comprised of separate research projects within a final dissertation, each paper should appear as a separate chapter. If the thesis/dissertation is comprised of one project/paper, the headings such as Introduction, Materials and Discussion, and Conclusion should be treated as separate chapters. Also, because many papers will have already been published by the time final dissertations are submitted for binding, the candidate should be careful to refer to page 15 of this guide (“Permission for the Use of Previously Published Material”) and use the sample for the chapter title page. Chemistry doctoral candidates who want to include any practica in the doctoral dissertation should treat the past practica as an appendix. The dissertation that includes multiple papers/single paper will be set up as follows:

1. Fly page
2. Signature page
3. *Copyright
4. *Dedication
5. Title page
6. *Preface
7. *Acknowledgments (may be included here or with chapters)
8. Table of Contents
9. Text
10. *Appendices
11. Bibliography
12. Vita

*Not all papers will contain these items, but if they are included, they must be placed in this order.

Each chapter (paper) will usually contain the following elements:

1. Title page
2. List of Tables (if any)
3. List of Figures (if any)
4. Acknowledgments (may be included with chapters or at the beginning of the entire paper)
5. *I. Introduction
6. *II. Preface
7. *III. Abstract
8. *IV. Introduction
9. *V. Materials and Methods
10. *VI. Results
11. *VII. Discussion
12. References

(* All major title pages, as listed above, should have the title centered, 2” from the top of the page, with the page numbers centered .75” from the bottom of the page.)

Also adhere to the following when using multiple papers/single paper within a dissertation/thesis:

1. The figures/tables should appear within the text as close to the reference as possible.
2. If it is absolutely necessary not to include figures/tables within the text, they should be grouped in an appendix.
3. An appendix immediately precedes the bibliography/references section.
4. When numbering a figure/table, the number should coincide with the chapter in which the figure/table appears. E.g., Figure 1.1 for Chapter 1, Figure 2.1 for Chapter 2, etc.
5. When writing the overall abstract in the dissertation's preliminary pages, there should be sub-headings referring to the specific chapter/paper being reference.