

GENERAL FORMAT REQUIREMENTS

The thesis or dissertation is intended to demonstrate the student's ability to conduct, document, and communicate the results of independent research. While content is the domain of the student and the student's supervising committee, format standards are established by the university. This guide is intended to acquaint the student with standards to which the final copies of the thesis or dissertation report must conform in order to be approved by the Graduate Dean's Office prior to binding.

The Assistant Graduate Dean is available in FA 3.104 or at 972-883-2034 (fax 972-883-4308) for advice on the standards and requirements. **Students must bring the final draft to the Graduate Dean's Office, FA (Founder's Annex) 3.104 for review prior to having final copies printed. Once the final copies of a thesis or dissertation have been approved by the Graduate Dean's Office, no alterations may be made without the Graduate Dean's Office's permission.**

MANUSCRIPT MECHANICS

CONTENTS OF THE THESIS/DISSERTATION

Each thesis/dissertation should contain the following elements arranged in the order listed:

1. Fly page
2. Signature page
3. *Copyright
4. *Dedication
5. Title page
6. Preface or Acknowledgments
7. Abstract
8. Table of Contents
9. *List of Tables and List of Figures, if any
10. Text- The text should be divided into as many chapters and/or sections as are necessary.
11. *Appendices
12. Bibliography
13. Vita

***Not all theses/dissertations contain these items, but if they are included, they must be placed in the order mentioned above.**

PAPER

Quality bond paper of 100% cotton content, acid-free archival paper must be used in all official copies of the thesis/dissertation for the Graduate Dean's Office. The standard sheet size is 8.5" x 11". This paper is available in the UTD Copy Center in the bookstore building. We strongly suggest using the UTD Copy Center as their prices are competitive and the staff is familiar with the UTD thesis/dissertation printing guidelines. If you choose to purchase the paper and print the thesis/dissertation on your own printer, you must make sure that the watermark on each page faces the proper direction.

STYLE

The thesis/dissertation is to be printed in black characters on one side of the paper. The entire text must be produced with the same laser printer font and typeface (with the exception of tables and figures produced by different technology or by a graphic artist).

Conventional type styles are accepted, using 10 or 12 characters per inch (CPI), that is, **12 or 14 font sizes in MS Word. The font size must be one size, used consistently throughout the thesis/dissertation.** The only font size exceptions will be for figures and tables and only with the prior approval of the Graduate Dean's Office. To determine the CPI, put a ruler under a line of text and count the average number of characters in an inch. The number may vary with the use of

right justification or a printer that gives proportional spacing. Matrix printing or non-standard print styles must receive prior approval from the Dean of Graduate Studies. The finished thesis/dissertation reflects the ability and character of its author. The final copy must be a professional quality manuscript, correct in spelling and punctuation, and neat in form.

SPACING

The thesis/dissertation must be double-spaced or single-and-a-half spaced throughout, with the exception of block quotations, footnotes, and bibliography. The bibliography should be single spaced *within* each entry while maintaining a double space *between* each entry. This also holds true for Table of Contents entries, List of Tables/Figures entries, and table/figure captions that are more than one line in length.

“**Widows**” (a short line ending a paragraph at the top of a page) and “**orphans**” (a heading or subheading at the bottom of a page that is not followed by text) will not be accepted.

MARGINS

Thesis/dissertation margins must be set and measure to the following specifications. These margins must conform throughout the manuscript, including pages containing tables, figures, or other illustrative materials. If in doubt about the acceptability of spacing or margins, the student should consult the Assistant Graduate Dean.

- Top margin of title pages- 2”
- Top margin of non-title pages- 1.25”
- All left margins- 1.25”
- All right margins- .75”
- All bottom margins- 1.25”

ARRANGEMENT AND PAGINATION

PRELIMINARY PAGES:

Preliminary pages include all sections that precede the text and should be arranged and numbered as follows:

1. Fly page- not counted, not saved in PDF file
2. Signature page- counted, number *not* typed/printed on page
3. Copyright (if any)- counted, number *not* typed/printed on page
4. Dedication (if any)- counted, number *not* typed/printed on page
5. Title page- counted, number *not* typed/printed on page
6. Preface or Acknowledgments- counted, number typed
(*This is the first page on which a number will appear.*)
7. Abstract- counted, number typed
8. Table of Contents- counted, number typed
9. Lists of Tables, List of Figures- counted, number typed

Lowercase Roman numerals, centered at the bottom of the page, should be used to number preliminary pages, beginning with the preface and/or acknowledgments. Example: If a dissertation contains a copyright page and a one-page dedication is used, the acknowledgments

page should be numbered “v.” *If neither a copyright nor dedication is used*, the beginning of the acknowledgments should be “iii” and arranged according to the order listed above.

TEXT AND REMAINING ELEMENTS:

10. Text
11. Endnotes (if any)
12. Appendices (if any)
13. Bibliography/Reference/Works Cited
14. Vita- not counted, no number typed/printed on page

The first page of the text is always number “1” regardless of the number of preliminary pages which precede it. All remaining pages of the thesis/dissertation are numbered consecutively with Arabic numerals **with the exception of the vita page, on which no number appears.**

- **On pages carrying major headings, such as the first page of a chapter and the first page of the endnotes, appendices, and bibliography, the page number is centered .75” from the bottom of the page.**
- **On all other pages, the numbers appear in the top right corners, .75” from the top of the page and .75” from the right side of the page.**

Pages carrying illustrative materials must be given page numbers appropriate to their place in the thesis or dissertation. They may not be inserted after the text has been numbered and given numbers, such as 15a, etc. If a separate page is used to give titles or legends for figures or other illustrative materials, this page must face the figure or illustration and bear no number, but the page is counted.

ELEMENTS OF THE THESIS/DISSERTATION

There are certain format requirements associated with some individual elements of the thesis/dissertation.

Fly Page

This is a blank page used for protection in binding. It is not included in your PDF file and will be furnished by the Copy Center upon printing.

Signature Page

This page contains the approval signatures of the student’s supervising committee members. Each of the required copies of the thesis/dissertation must include a signature page with original signatures.

Copyright

Copyright protection automatically subsists from the time the work is created in fixed form and immediately becomes the property of the author who created it. To take advantage of this protection accorded by the Copyright Act of 1976, the author must include the notice of copyright. The student’s name must appear as it is on file in the Registrar’s Office, as it appears on the title page and the abstract.

If the copyright notice is not included, the work goes into the public domain, meaning that it is available for unrestricted use because it is unprotected by copyright. For further information about copyright protection, write to:

Information and Publications Section LM-455
Copyright Office
Library of Congress
Washington, DC 20559

Registration with the US Copyright Office is not required to secure a copyright; it is a legal formality to place on public record the basic factors of a particular copyright. Copyright of a dissertation may be registered through University Microfilms International (UMI) for this service. Those who wish to have the thesis/dissertation copyright registered should refer to the information on page 7 of the microfilm agreement form, "Copyright Registration Form- Optional"; or to John Charles Hogan and Saul Cohen's *An Author's Guide to Scholarly Publishing and the Law*, available in the library. Procedures and forms for registering the copyright of both theses and dissertations may also be obtained from the Copyright Office at the address given above.

Title Page

The student's name must appear here as it does on the copyright page and on the abstract. The date on this page is the date of the conferral of the degree, not the date of the original submission of the thesis/dissertation.

If the thesis or dissertation has a main title and a subtitle, put the main title on a single line, followed by a colon, and organize the subtitle in inverted pyramid form below the main title. If the main title is too long to fit on a single line, also organize the main title in inverted pyramid form.

Preface (if necessary)

If you use previously published material in your dissertation, you must include a preface section. See p. 21 for additional information.

Acknowledgements

At the end of the acknowledgments page, come down two single line spaces below the last line of text and add the "Month, Year" in which you first gave your thesis/dissertation to your committee for review.

Abstract: General

The abstract should be a concise statement of the nature and content of the thesis/dissertation, indicating its significance as a piece of research. It should be a continuous summary, not disconnected notes or an outline. Doctoral dissertations should not exceed 350 words and master's theses should not exceed 150 words.

Abstract: Dissertation/Thesis

Special care must be taken in the preparation of the dissertation/thesis abstracts since they will be published in the "Dissertation Abstracts International" and "Master's Abstracts International" without further editing or revision. Copies of this publication are available in the library and may be consulted in relation to abstract preparation.

The candidate must make certain that the name appearing on the abstract is the same as that on the signature, copyright, and title pages. The title of the abstract must be the same as the title on the finished dissertation. Mathematical formulas and words in foreign languages should be set down clearly and accurately so that they may be printed in "Dissertation Abstracts International" and "Master's Abstracts International" without error; otherwise, the abstract may be withheld temporarily from publication until the author can be queried. Abstracts must adhere to the style standards used for the dissertation and set forth in this guide.

Table of Contents

It is important that the Table of Contents accurately reflects the outline and organization of the manuscript. It should include the Abstract, List of Tables (if any), List of Figures (if any), chapter titles of the text (and any sections/subsections you choose to include), Appendices (if any), Bibliography/References, and Vita (the Vita is listed in the Table of Contents but is not assigned a page number). There is no required format for the Table of Contents, other than page margin specifications.

Appendices

Materials which are peripheral but relevant to the main text of the thesis/dissertation should be placed in appendices. In a chemistry dissertation, any previous practica that must be included should be done so as an appendix. These may include such things as survey instruments, additional data, computer printouts and programs, and details of a procedure of analysis.

Appendix material must meet the same requirements of margins, pagination, and paper quality as the text itself. Reduction of materials to meet margin requirements is acceptable only if the print remains clear and legible.

Bibliography

The bibliography should indicate materials actually used (and the edition, if that used is not the first); by this means, the accuracy of quotation and citation may be readily verified. Reference materials should be listed according to the alphabetical order of the authors' names. Primary sources (books, manuscripts, periodicals, etc., which are the factual basis of the investigation) should be listed separately from secondary sources.

The first line of each bibliographic entry will be flush against the left margin. Each subsequent line of the entry will be indented under the first line. Single space the lines *within* each entry; maintain a double space (or single-and-a-half space, depending on the spacing of the rest of your document) *between* each entry.

Vita

At the end of each thesis/dissertation, there should be a brief biographical sketch of the author, including schools and colleges attended, degrees awarded, publications, and any teaching, business, industry, or military experience the author may have. The Vita should be double-spaced (or space-and-a-half) like the rest of the document and written in third person. This page is NOT numbered.

TABLES, FIGURES, AND OTHER ILLUSTRATIVE MATERIALS

Tables, figures, maps, and illustrations should be prepared to facilitate binding and preservation and to avoid awkwardness or unnecessary bulk. Oversized charts and graphs may be utilized by the use of reduced poststats and photographs; however, this reduction must not seriously degrade their readability or usefulness.

Folded material must be carefully prepared and placed so that it will not be cut by the trimming at the bindery. Large tables or maps may also, at the discretion of the supervising professor, be neatly folded and inserted in a pocket or envelope and placed after all other materials, including the vita.

When the thesis or dissertation is bound, the envelope or pocket is mounted on the inside back cover. (There is an extra binding charge for this mounting.) Reference should be made in the List of Tables, Figures, Maps, etc. to such material and the words “following vita” or “pocket” should be given in lieu of a page number. Students using microscopic slides to illustrate their manuscripts should be aware that such slides are difficult to reproduce legibly. Therefore, high quality prints of the slides should be provided.

FIGURE AND TABLE CAPTIONS

Figures and tables should bear their identifying numbers of the pages upon which they appear. A figure’s caption should be placed *below* the figure. A table’s caption should be placed *above* the table. **When numbering a table/figure, the number should coincide with the chapter in which the table/figure appears.** For example, the first figure in Chapter 1 would be labeled Figure 1.1; likewise, the second figure in Chapter 2 would be labeled Figure 2.2; etc.

Figure and table titles/captions should be written in this manner: “**Figure 2.1. Figure caption.**” If a table requires more than one page, the second page should be labeled, in italic letters, “*Table 2.1 continued*” at the top of the second page. Pages containing illustrative materials should always bear a page number as well. Figure and table captions are not to be placed in bold text.

HORIZONTAL (LANDSCAPE) FIGURES AND TABLES

Horizontal figures and tables must be positioned correctly within the dissertation. They will be bound at the top (i.e., the top of the figure or table will be the left margin). Figure captions and table headings should be placed in the same horizontal direction as the figure or table.

DOCUMENTATION OF SOURCES

Sources of direct quotations and authorities for statements of fact or opinion must be cited clearly and concisely. Reference of those sources is usually made by means of footnotes placed at the bottom of the page of text or endnotes which may follow each chapter or be placed at the end of the text. References should be numbered continuously either throughout each chapter or throughout the manuscript.

PLAGIARISM

Plagiarism will not be tolerated. **The Graduate Dean's Office will run the dissertation/thesis through the TurnItIn program to check for any plagiarism.**

NON-PRINT THESES/DISSERTATIONS

Specific format requirements for videotapes, paintings, and so forth should be obtained from the Graduate Dean's Office prior to the start of the creative project.

STYLE MANUAL

In addition to adhering to the requirements explained in this guide, each student **must** consult the current edition of *A Manual for Writers of Research Papers, Theses, and Dissertations* by **Kate Turabian** concerning questions of format. Studying the practice of one of the major academic journals or texts in your field may also prove helpful. Having decided upon the methods of research presentation and the mechanics of form, the student should remember that accuracy and consistency are all-important matters. These qualities make the thesis or dissertation report a usable research tool for other readers.