

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 FA3.104 or at phone 972 883 2034 - FAX 972 883 4308 for advice on standards and requirements. **Students must bring the final draft to the Office of Graduate Studies 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 as listed:

1. Fly-page
2. Signature Page
- *3. Copyright
- *4. Dedication
5. Title Page
6. A Preface or Acknowledgements
7. Abstract: counted, number typed (150 words-Master's thesis 350 words-Doctoral Dissertation)
8. Table of Contents: counted, number typed
- *9. List(s) of Tables, Figures (if any), and all others: counted, number(s) typed
10. Text -- The text should be divided into as many books, chapters, 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 this order.**

PAPER

Quality bond paper of 100% cotton content, 16 to 20 pound weight, or acid-free archival paper (available at the Bookstore and the UT Dallas Copy Center, located in the Bookstore Building, Room 1.5) must be used in all copies of the thesis/dissertation for the Graduate Dean's Office. It is advisable to check the watermark that will appear on all quality paper to determine the fiber content of the paper. The standard sheet size is 8 1/2 by 11 inches. **(NOTE: Copies produced at the UT Dallas Print Shop or Copy Center will be made ONLY on acid-free archival paper.)**

We strongly suggest using the UT Dallas Copy Center as the price is competitive and the person copying is familiar with UT Dallas' thesis/dissertation guidelines.

Please notify the Copy Center if there is any heat-sensitive material in your thesis/dissertation.

STYLE

The thesis or 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** or typeface (with the exception of tables and figures produced by different technology or by a graphic artist).

Conventional type styles are acceptable, using **either** 10 or 12 characters per inch (CPI) - 12 or 14 font sizes in Word. The size font must be one size consistently throughout the thesis or 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 space-and-a-half throughout with the exception of quotations, footnotes, and bibliography. These should be single-spaced within each entry, but must be double-spaced **between** entries. The table of contents, list of tables, list of figures, and lengthy tables may also be single-spaced.

“**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) should be avoided. Widows and orphans will not be accepted.

MARGINS

After photocopying, the left (binder's) margin and the top margin must be at least 1 1/4 inches, the right and bottom margins 3/4 inch. The page number in the upper right-hand corner should be 3/4 inch from the top of the page and 3/4 inch from the right edge of the paper - when centered on the bottom, the page number should be 1/2 inch from the bottom of the page. **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.

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 on page
3. Copyright (if any): counted, number not typed on page
4. Dedication (if any): counted, number not typed on page
5. Title page: counted, number not typed on page
6. Preface or Acknowledgments: counted, number typed
(This is the first page on which a number should appear.)
7. Abstract: counted, number typed
8. Table of Contents: counted, number typed
9. List(s) of Tables, Figures (if any): counted, number(s) typed

Lower case Roman numerals, centered at the bottom of the page, should be used to number preliminary pages, beginning with the preface or acknowledgments. Example: if a dissertation contains a copyright page and a one-page dedication is used, the acknowledgment page should be numbered “v”. If *neither copyright nor dedication is used*, the beginning of the acknowledgments should be “iii” and arranged and numbered as follows:

1. Fly page: not counted, not saved in PDF file
2. Signature page: counted, number not typed on page
3. Title page: counted, number not typed on page
4. Preface or Acknowledgements: counted, number typed
(This is the first page on which a number should appear)

5. Abstract: counted, number typed
6. Table of Contents: counted, number typed
7. List(s) of Tables, Figures (if any): counted, number(s) typed

Text and Remaining Elements

Following the text, the other sections of the thesis/dissertation are arranged as follows:

10. Text
11. Endnotes (if any)
12. Appendices (if any)
13. Bibliography/References/Works Cited
14. Vita: no page number listed on this page

The first page of the text is 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 at the bottom of the page at least one-half inch from the bottom.**
- On all other pages the number appears at the right margin of the page $\frac{3}{4}$ inch from the top 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.

Signature Page

This sheet contains the approval signatures of the student's supervising committee members. Each of the required copies of the thesis/dissertation must include a signature sheet with original signatures. (See example pg. 17.)

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: it is available for unrestricted use because unprotected by copyright.

For further information about copyright protection, write:
 Information and Publications Section LM-455
 Copyright Office
 Library of Congress
 Washington, DC 20559

Registration with the U.S. 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 if the student so desires. An additional fee will be charged by University Microfilms International for this service. Those who wish to have the 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 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.¹ (See example pg. 19.)

Preface or Acknowledgments

AT THE END OF THIS PAGE JUST THE MONTH AND YEAR THE THESIS/DISSERTATION IS SUBMITTED TO THE SUPERVISING COMMITTEE SHOULD APPEAR. COME DOWN TWO SPACES BELOW THE LAST LINE TYPED AND PUT THE MONTH AND YEAR. THIS IS THE FIRST PAGE ON WHICH ROMAN NUMERALS SHOULD APPEAR.

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 nor an outline.

Doctoral dissertations should not exceed 350 words and Master's theses should not exceed 150 words (To determine this number, count the number of characters [including spaced and punctuation] in a line of average length and multiply by the number of lines.)

In an average abstract, there will be about 70 characters per line. Abstracts must follow the form of the example within this guideline.

¹ Turabian, Kate L., *A Manual for Writers of Research Papers, Theses, and Dissertations* (Chicago: University of Chicago Press, 2007), pp. 378 and 386.

Abstract: Dissertation/Thesis

Special care must be taken in the preparation of the dissertation/thesis abstracts since they will be published in 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 submit one copy of the dissertation abstract and one copy of the title page to the Office of the Dean of Graduate Studies when submitting the final copies for binding. Abstracts must be on the same kind of paper and adhere to the style standards used for the dissertation.

The candidate must make certain that the name appearing on the abstract is the same as that on the copyright page and title page. 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.

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, list of figures, chapters of the text, appendices, references, and vita. (The vita is listed in the table without page number.) There is no required format for the table of contents; sample tables are included in this guideline.

Appendices

Materials which are peripheral but relevant to the main text of the thesis/dissertation should be placed in appendices. In the Chemistry dissertations 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, 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

Vita

Vita should be double-spaced and written in third person. At the end of each thesis/dissertation there should be a brief biographical sketch of the writer including: date and place of birth; names of parents; schools and colleges attended; degrees awarded; publications; and any experience in teaching, business, industry, or military service the writer may have. This page is not numbered. (See example pg. 27.)

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 photostats 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 page numbers. Pictures should be mounted on the specified paper with a permanent type cement (to be dried under weight), a mounting cement, or dry mounting tissue. Rubber cement, white glue, or mucilage is not acceptable. When a number of pictures are used throughout the manuscript, it would be well to mount part of them at the top of the page and part at the bottom to distribute the bulk. These should be included in the PDF file with rest of the dissertation/thesis.

Students using microscopic slides to illustrate their manuscripts should be aware that such slides are difficult to reproduce legibly. High quality prints of the slides should, therefore, be provided.

Horizontal figures and tables must be positioned correctly: 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. See example of a horizontal table in Kate Turabian.

Tables, plates and figures should bear their identifying numbers on the pages upon which they appear. A figure's number is generally placed below it; tables and plates are numbered above. **If a table or figure requires more than one page, the second page should be labeled in italic letters “*Table __ continued*” or “*Figure __ continued*” at the top.**

Pages containing illustrative materials should always bear a page number as well. Refer to the “Arrangement and Pagination” section of this guide for instructions on numbering these pages.

DOCUMENTATION OF SOURCES

Sources of direct quotations and authorities for statements of fact or opinion must be cited clearly and concisely. Reference to these 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 program Turnitin to check for any plagiarism.**

NON-PRINT THESES/DISSERTATIONS

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

STYLE MANUALS

In addition to adhering to the requirements explained in this guide, each student **must** consult the current edition of Turabian, Kate L. A Manual for Writers of Research Papers, Theses and Dissertations concerning questions of format. Studying the practice of one of the major academic journals or texts in his/her 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.