

GUIDELINES FOR PREPARATION OF DISSERTATION AND MASTER'S THESIS

**Office of Graduate Studies
The University of Texas at Tyler**

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STUDENT RESPONSIBILITIES

All theses and dissertations must conform to the policies and procedures as set forth in these *Guidelines* and the most current *University Catalog*. If at any time you have a question regarding these policies and procedures, contact the Office of Graduate Studies.

In addition to the policies and procedures specified in the *University Catalog*, please note the following:

Deadlines It is the student's responsibility to meet all deadlines established and posted by your College, Office of Graduate Studies, and Registrar's Office. Work with the chair of your thesis/dissertation committee as you near these deadlines to ensure their availability for reviewing and approving your manuscript.

Final Copy Submission**

After the thesis/dissertation has been accepted by the thesis committee and the manuscript is ready for binding with all signature pages complete, please follow these steps:

****Doctoral Students**—please refer to the *UT Tyler Graduate Handbook*, Section III <http://www.uttyler.edu/graduate/gradhbk.pdf> for specific forms and procedures for submission of your dissertation.

1. Submit a final copy of thesis/dissertation to the Coordinator of Graduate Student Services for format review (include title and signed signature page—don't leave out anything) at least two weeks before the last day of final exams.
2. After you have picked up the thesis/dissertation from the Coordinator of Graduate Student Services, make any changes noted on the Change Form. If no Change Form is attached, no changes are required. Attached to the thesis/dissertation will be a signed Thesis/Dissertation Binding Approval Form and these instructions. The form must be signed by the Coordinator of Graduate Student Services.
3. Create a .pdf of the entire thesis (including a scan of any signature pages) and copy onto a CD. Deliver the CD to the Coordinator of Graduate Student Services.
3. Print off a minimum of 3 official copies on **8 1/2" x 11"; white; 25%-50% cotton, rag or fiber; 20- to 25-pound bond paper** (acid-free paper is preferred, but optional) for the Library. Print off any additional copies that you want to have bound for yourself, advisor, etc.
4. On the bottom of the Thesis/Dissertation Binding Approval form, write in the number of copies (min. 3) that you want to have bound.
5. Take the signed Binding Form to the Cashier's Office, ADM 120, and pay the binding fee.
6. Take the three official copies of the thesis/dissertation (along with the any extra copies you want to have bound) plus the binding fee receipt to the Library, Acquisitions Office, LIB 104.
7. The Library will contact you when the binding is completed.

STYLE AND FORMAT

As researcher and author, the graduate student has **full responsibility** for the form and substance of the thesis.

Projects

If you are completing a master's project in lieu of a thesis/dissertation, check with your advisor concerning the appropriate format. If the department or college does not specify a format for the project, then you must follow the thesis/dissertation format guidelines.

Choice of Style Manual

The Office of Graduate Studies does not prescribe any single style for theses as formats differ across disciplines. Select a style manual or journal format established by your department or committee and consistently follow that style throughout the manuscript except where these guidelines direct otherwise. The following is a list of the more common format/style manuals.

American Anthropological Association. *AAA Handbook*.

American Chemical Society. *ACS Style Guide*.

American Mathematical Society. *A Manual for Authors of Mathematical Papers*.

American Psychological Association. *Publication Manual of the American Psychological Association*.

American Society of Civil Engineers. *ASCE Authors' Guide to Journals, Books, and Reference Publications*.

Council of Biology Editors. *CBE Manual*.

Editorial Staff of the University of Chicago Press. *The Chicago Manual of Style*.

Gibaldi, Joseph and Achtert, Walter S. *MLA Handbook for Writers of Research Papers*.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*.

MANUSCRIPT PREPARATION

The following guidelines must be followed regardless of the style guideline/manual that you choose. These guidelines ensure that all master's theses prepared at The University of Texas at Tyler have a uniform and professional look.

Margins: Set your margins as indicated below for the entire manuscript. For examples of specific pages, please consult the "Sample Pages" for page setup instructions.

Top: 1 inch Right: 1 inch
Bottom: 1 inch Left: 1½ (one and one-half) inch

Margins should be justified left only to give a professional appearance

Fonts: Times-Roman, Helvetica, Arial

Font Size: 10-12 point regular
Exception: Footnotes and entries within a table/figure may be as small as 8 point. 14 pt. is acceptable for major headings. Consistency in use of font size is essential.

Font Style: Use *italics* in place of underlining throughout the manuscript. Do not use **bold** fonts except for headings and when required as part of a formula. If fonts are not available for unusual symbols, equations, signs, and characters, clear and neat hand lettering with permanent black ink using a lettering guide is acceptable. Match size of the symbol, sign or character to the font size used in the text.

Corrections: Only a clear print copy is acceptable. Corrections made by hand or using correction fluid or correction tape are unacceptable.

Spacing: Text may 1.5 spaced or double-spaced. Single space and indent block quotes and numbered lists. Preferred paragraph indentation is one-half inch (5 to 7 spaces).

Headings: Center chapter titles.

Subheadings: Space subheadings according to your chosen style manual or journal standard.

Pagination: Center page numbers at the bottom of the page. Use the same font and size as the text (check auto-numbering to ensure proper sizing). Page numbers should appear one-half to one inch from the edge of the paper. **Do not use** sub-numbers or alpha-numeric such as 34-A or 76.1 to indicate manuscript pages.

Preliminary Pages:

Number the Table of Contents, List of Tables, List of Figures, and Abstract Pages in lower case Roman numerals (i, ii, iii, etc.) in the same font and size as the rest of the text. The first numbered page (i) is the Table of Contents. **Do not** place page numbers on the Signature Page, Title Page, Copyright Page, or Acknowledgments Page.

Pagination (cont'd.)

Text: Beginning with the first page of the text (usually the Introduction or Chapter 1), number pages consecutively with Arabic numerals (starting with the number "1") through the last page of the Appendix, including full-page tables, figures, and all other illustrations.

Illustrations: Colored drawings, photographs, charts, maps, graphs, and pictures are acceptable. **Photographs** must either be dry-mounted or printed on the same quality paper. Do not use glue, adhesives, tape or other fixatives except photo dry mount tissue.

Oversized maps, musical scores, graphs, illustrations, etc. may be folded. Once folded, the top, right and bottom edges of the piece should be at least one half inch smaller than text pages to avoid being cut in the binding process.

Computer diskettes, CD-ROMs, slides*, audio and videotapes, microfiche, transparent overlays, etc., should be placed in a manila envelope. Submit **two sets** for permanent retention in the Library.

***Slides** should be placed in a plastic sleeve, measuring three slides across and four slides down and then placed in the manila envelope.

Final Copies: For archival permanence, **print final copies on 8 1/2" x 11"; white; 25%-50% cotton, rag or fiber; 20- to 25-pound bond paper** (acid-free paper is preferred, but optional).

The final manuscript must be prepared on a computer. Do not use a typewriter. Printers used should be laser or inkjet quality and produce dark, crisp letters. Do not use a dot matrix printer; do not use continuous feed paper.

Duplication: The complete manuscript should be reproduced by photocopying, offset printing, inkjet or laser printing.

SEQUENCE OF SECTIONS

		<u>page numbering</u>
Front flyleaf (blank page)	<i>(Required)</i>	<i>no number</i>
Title Page	<i>(Required)</i>	<i>no number</i>
Signature Page	<i>(Required)</i>	<i>no number</i>
Copyright	<i>(Optional)</i>	<i>no number</i>
Acknowledgments	<i>(Optional)</i>	<i>no number</i>
Table of Contents	<i>(Required)</i>	<i>Begin Roman numerals</i>
List of Tables	<i>(if document includes)</i>	<i>Roman numerals</i>
List of Figures	<i>(if document includes)</i>	<i>Roman numerals</i>
Abstract	<i>(Required)</i>	<i>Roman numerals</i>
Text	<i>(Required)</i>	<i>Begin Arabic numerals</i>
References	<i>(Required)</i>	<i>Arabic numerals</i>
Bibliography	<i>(Optional)</i>	<i>Arabic numerals</i>
Appendices	<i>(if document includes)</i>	<i>Arabic numerals</i>

EXPLANATION OF SECTIONS (sample pages follow this section)

Very Important: Make sure the 1½” left margin is maintained throughout the manuscript as it is bound on the left and requires an extra half inch to ensure readability.
When required to center, do so within the 1½” (left) and 1” (right) margins

Title Page *(Required)*
Description: Includes Academic Information on College, Department, type of degree, Date of Conferral, and Major Professor.
Format: Center contents of page so that the top margin and bottom margin are equal. No page number. Check with your program for specific information. The month and year of graduation are typed with no comma. Use committee chair’s full name, followed by his or her highest academic degree.

Signature Page *(Required)*
Description: This approval indicates that the committee members are satisfied with the substance of your written research as well as with the format of the document.
Format: Center contents of page so that the top margin and bottom margins are equal. No page number.

Copyright *(Optional)*
Description: This page is included only if you plan to claim copyright. Copyrights are registered with the Library of Congress. For more information on copyrights, contact the Copyright Public Information Office, Library of Congress, Washington, D.C.; or call 202.707.3000; or see their web site: <http://www.loc.gov/copyright>.

Copyright (cont'd.)

© Copyright by John Smith 2000
All rights reserved

- Format:* The copyright notation is centered in the middle of the page. No page number.
- Acknowledgments** (*Optional*)
Description: This is a brief paragraph expressing recognition of, and appreciation for, special professional assistance extended to you by academic personnel, agencies, and institutions. One page maximum. Include at the top of the page the word “Acknowledgments.”
- Format:* 2” top margin. No page number. The Acknowledgments page should be spaced as the rest of the text.
- Table of Contents** (*Required*)
Description: The Table of Contents is a guide to the contents of the text.
- Format:* 2” top margin
The first item listed is the first item appearing after the Table of Contents. Every heading and subheading within the text should be listed **verbatim** in the Table of Contents. Indent the headings on this page in any consistent style. Page numbers are aligned with the appropriate heading or with the last line of a multi-line heading. **Begin lowercase Roman numerals with this page (i).**
- Lists of Tables** (*Required if document includes tables*)
List of Figures (*Required if document includes figures*)
Description: The List of Tables and List of Figures (including those in appendices) are similar to the Table of Contents, but only lists titles of the Tables and Figures that appear within the manuscript. Reproduce verbatim only the **first sentence of the title**.
- Format:* 2” top margin for the first page of the List of Tables and List of Figures. Subsequent pages should have a 1” top margin. Titles are listed and numbered (Arabic numerals) in the order of appearance in the manuscript. Even if there is only one table and/or figure, include it on a List of Tables and/or a List of Figures.
- Abstract** (*Required*)
Description: The Abstract is a concise summary of the entire research project; it states the purpose of the study, delineates the basic method of research, and summarizes the conclusions. The Abstract **should not exceed 250 words** (about one and a half double-spaced pages).

Abstract (*cont'd.*)

Format: 2" top margin. Roman numeral page number.

Text

(*Required*)

Description: This is the main body of your manuscript. (See Sample Pages)

Format: Begin each major section (chapter) on a new page, using a 2" top margin. Avoid "widows and orphans," or one line of text at the top of any new page. Use left margin justification, do not "center justify" main body of text.

Tables and Figures: Use either all caps or upper and lowercase—be consistent. Number tables and figures consecutively (Table 1, Table 2).

Tables: Center number and title above the table:

Table 1
Issue Type Breakdowns for Broadcast Policy Decisions

Figures: Center number and title below the figure/illustration

Figure 1. Block Diagram of Lake

Oversized tables and figures should be electronically reduced or scaled to fit on one page. If continuation is necessary, use appropriate notation:

Figure 2. (Continued)

"Landscape" tables and figures should have page numbers in the same place and orientation as other pages, with the title toward binding.

References

(*Required*)

Description: All manuscripts must have references. The "References" section contains a list of texts **explicitly cited in your manuscript**. Follow your chosen style manual or journal standard. Entries are alphabetized by authors, editors, agencies, or institutions.

Types: Footnotes, Endnotes, In-Text References
Depending on your chosen style, you may use footnotes, endnotes, or in-text parenthetical references, e.g., (Miller, 1967, 22-26) that correspond to a reference list at the back of your manuscript. Endnotes and footnotes may be numbered either sequentially from the beginning to the end of the text, or within each chapter.

Format: 2" top margin. Hanging indent is suggested. Single space within entries. Double space between references. Do not split references between pages.

Bibliography*(Optional)*

Description: Any background materials not explicitly cited in the manuscript should be listed in a separate “Bibliography,” following the same style manual used for the References.

Format: 2” top margin. Hanging indentation is suggested. Single space within entries. Double space between references. Do not split references between pages.

Appendices*(Required if document includes Appendices)*

Description: Appendices consist of supplementary, informational, and/or illustrative material too lengthy for inclusion in the text.

Format: Appendices must be labeled on the top margin (at left or centered-1” margin) sequentially using capital letters, Roman or Arabic numerals (check your style manual. Examples: Appendix A, Appendix 1, or Appendix I). Subsequent pages of multi-paged Appendices are titled: Appendix A (Continued). Tables and figures within appendices should be numbered consecutively from the text, or separately as “A-1,” “A-2,” etc.

Master's Thesis/Dissertation Sample Pages

Title Page

- *Center contents top to bottom*
- *Center within margins: left=1½", right= 1"*
- *No page number*

ROCK CLIMBING PRACTICES OF INDIGENIOUS PEOPLES IN THE SOUTHWEST
(double space the title, all capital letters)
UNITED STATES: AN ETHNOGRAPHIC CASE STUDY
(four hard returns)

by
(four hard returns)

JOHN DOE *(all capital letters)*
(six hard returns)

A thesis/dissertation submitted in partial fulfillment
of the requirements for the degree of
(your degree)
Department of *(your department)*

Victor Turner, Ph.D., Committee Chair

College of *(your College)*
(eight hard returns)

The University of Texas at Tyler *(single-space all of this)*
May 2002
(month & year of degree conferral, no comma)
(six hard returns)

Signature Page

- *Center contents of page top to bottom*
- *No page number*

The University of Texas at Tyler
Tyler, Texas

This is to certify that the Master's Thesis/Doctoral Dissertation of
(two hard returns)
JOHN DOE *(All Capital Letters)*
(two hard returns)
has been approved for the thesis/dissertation requirement on
(your defense date)
for the *(your degree)* degree

Approvals:

Thesis/Dissertation Chair: Victor Turner, Ph.D.
(triple space between text and lines)

Member: Simone de Beauvoir, Ph.D.

Member: Carlos Casteneda, Ph.D.

Chair, Department of (name of Department)

Dean, College of (name of College)

Copyright (Optional)

- *Center contents of page top to bottom*
- *No page number*

© Copyright by John Doe 2002
All rights reserved

Table of Contents

- 2" top margin
- First item listed is the first item appearing after the Table of Contents.
- Every heading/subheading within the text should be listed verbatim
- Use ellipses to connect heading with the page number
- Begin page numbering with lowercase Roman numeral "i" centered.

Table of Contents

List of Tables (<i>pg. # listed corresponds with first page of the List of Tables</i>)	i
List of Figures (<i>pg. # listed corresponds with first page of the List of Figures</i>).....	iv
Abstract (<i>pg. # listed corresponds with the Abstract Title Page</i>).....	vi
Chapter One (<i>level 1</i>).....	1
Subheading (<i>level 2</i>).....	3
Subheading (<i>level 3</i>).....	8
Subheading (<i>level 4</i>) (<i>When a subheading is very very very very very very long and wraps around to the next line</i>).....	12
Chapter Two	
Subheading	
Subheading	
Subheading	
References	
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Appendices	
Appendix A: Title	
Appendix B: Title	
Appendix C: Title	

List of Tables (Required if document includes tables)

- *2" top margin*
- *Reproduce first sentence of titles verbatim*
- *Roman numeral page number*

List of Tables

Table 1	Issue Type Breakdowns for Broadcast Policy Decisions	38
Table 2	The Anatomy of a Rock	49

List of Figures (Required if document includes figures)

- *2" top margin*
- *Reproduce first sentence of titles verbatim*
- *Page number is lowercase Roman numeral centered at 1" bottom margin*

List of Figures

Figure 1.	Volcanic Pottery	39
Figure 2.	Detailed Representation of Rock	58

Abstract:

- *2 inch top margin*
- *Roman numeral page number*

Abstract
(three hard returns)

ROCK CLIMBING PRACTICES OF INDIGENIOUS PEOPLES IN THE SOUTHWEST
UNITED STATES: AN ETHNOGRAPHIC CASE STUDY

John Doe

Thesis/dissertation Chair: Victor Turner, Ph.D.

The University of Texas at Tyler
May 2002

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References

- *Includes texts explicitly cited in your manuscript*
- *Follow your chosen style manual or journal standard*
- *2" top margin*
- *Do not split references between pages*

References

Behar, R. & Gordon, D. A. (Eds.). (1995). *Women writing culture*. Berkeley: University of California Press.

Emerson, R. M., Fretz, R., & Shaw, L. L. (1995). *Writing ethnographic fieldnotes*. Chicago: University of Chicago Press.

Jones, S. G. (1997). The internet and its social landscape. In S. G. Jones (Ed.), *Virtual culture: Identity and communication in cybersociety*. London: Sage.

Bibliography (Optional)

- *Includes background material **not** explicitly cited in your manuscript*
- *Follow your chosen style manual or journal standard*
- *2" top margin*
- *Use same font style and size as text*
- *Do not split citations between pages*

Bibliography

Behar, R. & Gordon, D. A. (Eds.). (1995). *Women writing culture*. Berkeley: University of California Press.

Emerson, R. M., Fretz, R., & Shaw, L. L. (1995). *Writing ethnographic fieldnotes*. Chicago: University of Chicago Press.

Jones, S. G. (1997). The internet and its social landscape. In S. G. Jones (Ed.), *Virtual culture: Identity and communication in cybersociety*. London: Sage.

CHECKLIST OF COMMON ERRORS

(Compare to your manuscript draft.)

1. Table of Contents. Be sure that:
 - ALL subheadings are included, and they appear **verbatim** inside the document's text.
 - Different levels of headings are indented by ½ inch to show hierarchy.
 - Page #s are lined up at the 1" right margin across from the last line of multi-line headings.
2. Abstract. Be sure that:
 - The Abstract text is limited to 250 words.
3. Text. Be sure that:
 - No **BOLD** type is used except for headings, or when required as part of a formula.
 - No "1-liners" (also known as widows or orphans) appear at the **top** of pages.
 - No sub-heading is left hanging by itself at the end of a page.
4. Tables, Figures & Other Illustrations. Be sure that:
 - All terms "Table" or "Figure" are consistently in either all capital letters or upper & lowercase.
 - Any table/figure that is continued contains the phrase "Continued on next page" at the bottom of the item. On the top of the next page, the rest of the table/ figure says

Table X (Continued)

5. References. Be sure that:
 - Materials actually used are your REFERENCES. Background material is in a BIBLIOGRAPHY.
 - You have followed your chosen citation style exactly.
 - There are no "split" citations from one page to the next.
 - You replace all underlined materials with italics.
6. Appendices. Be sure that:
 - If you only have one appendix, it is still labeled "Appendix 1 (or I)" or "Appendix A"
 - Appendix documents meet margin requirements.
 - Use a 1-inch margin at top of page for each new appendix.
 - Appendix pages with tables or figures have table or figure titles as well as Appendix headings.