



## Guidelines for Preparation of Thesis or Dissertation

Revised October 2021

### **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. All forms and step-by-step instructions can be found online at [The Thesis and Dissertation Center](#). Contact [gradmanuscripts@uttyler.edu](mailto:gradmanuscripts@uttyler.edu) with any questions regarding these policies and procedures. In addition to the policies and procedures specified in the University Catalog, please note the following:

### **SUBMISSION AND REVIEW REQUIREMENTS**

You must indicate which citation style you are using when you submit your manuscript for review. You must include the reviewer's embedded comments when you submit your revisions.

### **DEADLINES**

It is the student's responsibility to meet all deadlines established and posted by your College, The Graduate School, and Registrar's Office. Students should work with their thesis/dissertation committee chair as deadlines near to ensure their availability for reviewing and approving the manuscript. To view Thesis and Dissertation deadline dates please refer to [The Graduate School Calendar](#).

### **PROJECTS**

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

### **MANUSCRIPT PREPARATION**

The following guidelines must be followed regardless of the style guideline/manual chosen. These guidelines ensure that all manuscripts prepared at The University of Texas at Tyler have a uniform and professional look.

The [Multi-Paper/Portfolio Format](#) may only be used with academic department permission. While the Graduate School strongly encourages publication of research results, students are reminded that preparation of a thesis/dissertation and preparation of a manuscript for publication are two separate operations. Certain mechanical stipulations for submitting manuscript copy to a publisher may differ from those specified by the Graduate School and may not be acceptable. The Graduate School requires that formatting must remain consistent in all chapters, since the manuscript submitted to The Graduate School is considered one manuscript. (even for multiple article theses/dissertations).

## **STYLE AND FORMAT**

Select a style manual or journal format established by your department or committee and consistently follow that style throughout the manuscript except where the UT Tyler guidelines state otherwise. As researcher and author, the graduate student has **full responsibility** for the form and substance of the manuscript. Templates are available online at [The Thesis and Dissertation Center](#).

The following guidelines for the title page, signature page, copyright page, and acknowledgement page must be followed regardless of the style guideline/manual chosen.

## **PAGINATION**

Do not place page numbers on the Title Page, Signature Page, Copyright Page, or Acknowledgments Page.

Beginning with the first numbered page (the Table of Contents) follow the guidelines of your chosen style manual.

**FINAL COPIES:** No printed copies are required by The Graduate School. Check with your committee chair for departmental requirements regarding printed copies.

***Title Page***

- *Center contents top to bottom*
- *Center within margins*
- *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 2021  
*(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)*  
JANE 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:

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

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Member: Simone de Beauvoir, Ph.D.

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Member: Carlos Casteneda, Ph.D.

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Chair, Department of (name of Department)

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Dean, College of (name of College)

*Copyright (Optional)*

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

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