



## Guidelines for Preparation of Thesis or Dissertation

### **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:

### **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](#).

### **STYLE AND FORMAT**

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](#).

### **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 dissertation submitted to The Graduate School is considered one manuscript. (even for multiple article theses/dissertations).

## **MARGINS**

Margins should be justified left only to give a professional appearance

## **FONTS**

Times-New Roman, 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.

## **SPACING**

Text may be single, 1.5, 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 alphanumerics 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.

**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.

**FINAL COPIES:** No printed copies are required by The Graduate School.

***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:

\_\_\_\_\_  
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*

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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 (*pg. # listed corresponds with first page of the List of Tables*).....ii

List of Figures (*pg. # listed corresponds with first page of the List of Figures*).....iii

Abstract (*pg. # listed corresponds with the Abstract Title Page*).....iv

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        Subheading (*level 3*) .....8

            Subheading (*level 4*) (*When a subheading is very very very very very very long and wraps around to the next line*).....12

Chapter Two

    Subheading

        Subheading

            Subheading

References

Bibliography

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

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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

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Figure 2.	Detailed Representation of Rock .....	58















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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.

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