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THESIS (or DISSERTATION)

Presented to the Graduate Faculty of

The University of Texas at San Antonio

in Partial Fulfillment

of the Requirements

for the Degree of

by

STUDENT’S NAME, B.A./MA/ETC.

(insert the name that appears on record with the Registrar in all capital letters,

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Zokaie, T., Osterkamp, T.A., and Imbsen, R.A. 1991. “Distribution of Wheel Loads on Highway Bridges,” A report prepared for N.C.H.R.P., Transportation Research Board.

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**VITA**

Jane Doe is from San Antonio, TX. She studied higher education administration and earned both a Bachelor’s and Master’s degree in Education from The University of Texas at San Antonio. Her future plans include attending a Ph.D. program.

**Vita Instructions:**

* The Vita is ***required.***
* Indent the first line of each paragraph.
* The Vita is a short biographical summary. Students typically include information such as where they are from, what they have studied in the past, degrees they have earned, and future endeavors.
* **Do** **not** include contact information, such as addresses, emails, phone numbers, etc.
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1. Doesn’t have to be called “Essay”—can be “Paper”, “Chapter”, etc. The physical formatting is what matters—the “essay” needs a title page and to itself be broken up into “chapters” (see † note below on chapters). You can also have introductory or concluding “essays” called, for example, “Introduction”. Such essays will also need to have a title page (in this case it would just say “INTRODUCTION”) [↑](#footnote-ref-1)
2. Entries **at this tier of the ToC** are the “chapters” of your essays, although they might not be **called** “Chapters.” They are the primary sections (the first level of subsections) of your essay—Abstract, Introduction, First-Level Body Sections, Conclusion, etc.

Essentially, **the first level of subsections in your essays are treated, formatting-wise, like chapters**. This means they will each **begin on a new page** and will have their **titles in bold+caps+centered** on the first line of this new page (this requirement will likely override your chosen style guidelines).

Sub-subsections and beyond can be treated, formatting-wise, per your chosen style guidelines. Appendices and Reference sections of your essays are also treated, formatting-wise, like chapters. [↑](#footnote-ref-2)