Thesis & Dissertation

Frequently Asked Questions
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Q. Does The Graduate School offer a template or any other formatting information?
A. Yes, we offer a template, formatting workshops, preliminary draft review, and more. Visit the Thesis/Dissertation section of The Graduate School’s website. Read over the material provided and download the Formatting Template and the Preparation Guidelines. You are strongly encouraged to attend a formatting workshop. All information can be found here: http://graduateschool.utsa.edu/current-students/category/thesis-dissertation/

Q. What is a direct link to the template and guidelines?
A. You can locate the template and preparation guidelines on this page: http://graduateschool.utsa.edu/current-students/formatting-requirements/
We strongly recommend you familiarize yourself with all available information posted on the Thesis/Dissertation section of the website.

Q. Is there a LaTeX template on the graduate school website?
A. Yes! As of Summer 2012, a LaTeX template is available to download. We recommend you read over the Word template as well for extra notes and explanations.

Q. What are the deadlines for the preliminary draft and final submission?
A. You can find deadlines on our website: http://graduateschool.utsa.edu/current-students/deadlines/

Formatting Your Document

Q. What is the correct order for my document?
A. Your document should follow the order below, regardless of your writing style.

1. Fly page
2. Signature page
3. Copyright (optional)
4. Dedication (optional)
5. Title page
6. Acknowledgements
7. Abstract
8. Table of Contents
9. List of Tables (if tables are present in document)
10. List of Figures (if figures are present in document)
Q. Should my appendices come before or after my references?
   A. Appendices should come before the references section, regardless of writing style.

Q. What are the correct margins for my document?
   A. The margins for the entire document should be as follows:

<table>
<thead>
<tr>
<th>Top</th>
<th>Bottom</th>
<th>Page Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.25”</td>
<td>0.75”</td>
<td>0.5” from bottom</td>
</tr>
<tr>
<td>Left: 1.25”</td>
<td>Right: 0.75”</td>
<td></td>
</tr>
</tbody>
</table>

Q. How should I number my pages?
   A. The best way to make sure your page numbers are correct is to download and use the formatting template provided on our website: http://graduateschool.utsa.edu/current-students/formatting-requirements/

Remember that page numbers should follow these guidelines:

- Page numbers are located in the bottom center of the page, regardless of which writing style you are using.
- There are NO page numbers until the Acknowledgements page.
- The Acknowledgements page is the first page with a page number. It will be lower case roman numerals and typically starts on page iv.
- Page numbers will be in lower case roman numerals from the Acknowledgements page through the List of Figures.
- The first page of your text begins with Arabic numerals, whether it is Chapter One or an Introduction. This will always be page 1.
- Arabic numerals continue from page 1 through your last chapter, any end notes, appendices, and your references.
- The Vita page has NO page number.

If you continue to have trouble with correctly numbering your pages, please contact the Thesis/Dissertation Officer for assistance.

Q. How do I remove the page number from my Vita?
   A. Follow these instructions for Microsoft Word:

   1. Click on the bottom of the page that precedes the Vita.
   2. Click on the Page Layout menu.
3. Click Breaks.
4. Under Section Breaks, click Next Page.
5. Double-click on the footer of the Vita.
6. In the Header/Footer tools menu, turn off the button that says “Link to Previous.”
7. Delete the page number on the Vita.

You can use this same process to set up all page numbers (roman numerals, Arabic numerals, etc). The key is to remember to unlink the sections before you begin formatting or deleting page numbers.

Q. What font sizes are acceptable?
A. The body of your text should be 12pt. While the easiest thing to do is set all text in your document to 12pt, you may make exceptions for the following items:

- If you wish, you may set chapter titles and other main headings at either 12pt or 14pt. If you choose to do this, be consistent: if one title is 14pt, all titles must be 14pt.
- You may set your text at 10pt for endnotes, footnotes, and Table/Figure titles and descriptions. Again, be consistent if you choose to do this.

Q. What type of spacing is required through the document?
A. You may use double spacing or 1.5 spacing throughout the manuscript. Lengthy tables/figures and footnotes may be single-spaced.

Q. How do I label my tables and figures?
A. Labels should include the word Table or Figure, the number of the table/figure, and the title. Tables are labeled above, while figures are labeled below. The actual title and number of your table/figure will be according to your writing style.

Examples:

Table 1: Title Typed Here

<table>
<thead>
<tr>
<th>example</th>
<th>example</th>
<th>example</th>
</tr>
</thead>
<tbody>
<tr>
<td>example</td>
<td>example</td>
<td>example</td>
</tr>
</tbody>
</table>

Figure Example

Figure 1: Title Typed Here
Q. How do I label tables/figures that continue onto more than one page?
A. When a table or figure continues onto more than one page, the first page should have the main table/figure heading. The second page (and all subsequent pages that the table/figure continues on) should have a “Table X Continued” or “Figure X Continued” label. See below for examples

*Continuing table example:*

![Continuing table example](image)

*Continuing figure example:*

![Continuing figure example](image)
Q. Should my document be printed in color?
   A. If your document includes color tables, figures, etc, you must print your document in color.

Q. I need to include landscape pages in my document. Am I allowed to do this?
   A. Yes, you are allowed to include landscape pages in your document; however, the pagination must stay the same. Landscape page numbers must be placed in the portrait page number position. This must be done manually. In Word, follow these instructions:

1. Inserting a landscape page should automatically create a section break.
2. Double-click on the footer of the first landscape page. In the header/footer tools menu, turn off the button that says “Link to Previous.”
3. Double-click on the footer of the first portrait-style page that follows your landscape page(s). Turn off the “Link to Previous” button for this page as well.
4. Your sections are now unlinked.
5. Delete the page number from your landscape page(s).
6. Insert a text box and type in the correct page number.
7. In the Text Box Tools menu:
   a. Make sure the text box has no fill color or border.
   b. Click the Text Direction button until your page number is facing the correct direction.
8. Drag the text box to the correct side of the page. Your landscape page number should now look like this:
Q. I have an approval letter from the IRB for my research. Does this need to be included in my document?

A. Yes. The IRB approval letter should be included in the appendices section. The IRB letter must follow all required formatting guidelines, including a page number at the bottom center and the appropriate margins. The easiest way to include the IRB letter is to insert it into your Word document as an image (either scan the hard copy of the letter or save the PDF as an image file).

Signature Page

Q. How do I format my signature page?

A. Your title should be bold, all capital letters, and centered. If more than one line long, it will be in an inverted pyramid format.

Your committee members’ names should be typed under the signature lines in the following format: First Name Last Name, Ph.D.

DO NOT add a name to the last line or in any way alter it – it should read Dean, Graduate School just as it appears on the template.

An example of a correctly formatted signature page is below:
Q. I have a different number of committee members than what is shown on the template. What do I do?
   A. You may add or delete signature lines as needed.

Q. Should I add the Dean’s name to the bottom line?
   A. NO – do not add the Dean’s name to the bottom signature line. This should read “Dean, Graduate School” only.

Q. Is the top line for the chair of my committee or the chair of my department?
   A. The chair of your committee.

Q. On the template, it says “First Name Last Name, Ph.D.” under each line. What does this mean?
   A. This is the format in which you should type your committee members’ names. For example, “Dr. John Smith” is not acceptable; it should be written as “John Smith, Ph.D.”

   Committee members’ names must be typed under the signature lines. See the above signature page as an example.

Q. I have already had my committee members sign my signature page, but it is not formatted correctly. Will you accept it anyway?
   A. No. Your signature page must be formatted correctly with original signatures. If you have formatting errors on the signature page, you will need to correct it and contact your committee members to obtain their signatures. You are strongly encouraged to turn in your preliminary draft before your defense so that the Thesis/Dissertation Officer can check your signature page before you get signatures.

Q. What paper should I print my final signature pages on?
   A. Your signature pages must be printed on the required final copy paper. More information on the required paper can be found in the “Final Submission Requirements” section of this document. Please note that signature pages not printed on the required final paper will not be accepted.
**Preliminary Draft**

**Q. What is a preliminary draft?**

**A.** A preliminary draft is a rough draft of your thesis or dissertation. Submitting a preliminary draft to The Graduate School for a formatting check is strongly recommended. This draft may or may not be 100% complete. Preliminary drafts are typically submitted prior to your defense so that the Thesis/Dissertation Officer can check your signature page before you obtain your committee members' signatures.

**Q. What is the process for submitting a preliminary draft of my thesis or dissertation to The Graduate School?**

**A.** The Preliminary Draft Process is as follows:

1. Submit a printed copy of your preliminary draft to The Graduate School on or before the preliminary draft deadline. Please keep the following in mind when preparing your draft:
   - Print on regular paper
   - Print single-sided
   - Signatures are not required on the draft signature page
   - **Emailed drafts are not accepted!** Preliminary drafts must be submitted as hard (printed) copies

2. The Thesis/Dissertation Officer will review your document for formatting.

3. Within 1-3 days, the Thesis/Dissertation Officer will contact you to schedule an appointment.

4. At your appointment, the Thesis/Dissertation Officer will go over your revisions, the final submission requirements and process, and any additional questions you have.

More information on the Preliminary Draft Process can be found here: [http://graduateschool.utsa.edu/current-students/preliminary-draft/](http://graduateschool.utsa.edu/current-students/preliminary-draft/)

**Q. Can I submit a preliminary draft after the preliminary draft deadline?**

**A.** The Graduate School will accept a preliminary draft after the deadline – please contact the Thesis/Dissertation Officer before turning in a late draft. Keep in mind that the Graduate School only guarantees that drafts submitted by the deadline will be reviewed and have an appointment set up in a timely fashion. Appointments are scheduled in the order drafts are submitted, with priority given to drafts submitted on the deadline.

**Q. Can I submit more than one preliminary draft?**

**A.** Many students require more than one formatting review. This option will be discussed at your preliminary draft appointment, and the Thesis/Dissertation Officer will provide you with instruction.
Q. Can someone else turn in my preliminary draft to the Graduate School?
   A. Yes, you may have a friend or colleague turn in a preliminary draft to the Graduate School. They will need to complete the drop-off form with your information when they turn it in and sign their name at the bottom.

Q. When submitting a preliminary draft, may I print double sided?
   A. No – **DO NOT** print your preliminary draft on both sides of the paper. The preliminary draft should be printed single-sided only.

Q. When submitting a preliminary draft, do I need to print it on a specific type of paper?
   A. No, you may submit your preliminary draft on regular paper.

Q. I need to submit my preliminary draft but live in another state. Can I email you the draft?
   A. First, please email the Thesis/Dissertation Officer to discuss handling your preliminary draft as an out-of-state student. We do not accept preliminary drafts through email. You may mail your draft to the Graduate School at the address below. Please include your name, phone number, and email address so that the Thesis/Dissertation Officer can contact you.

   The University of Texas at San Antonio
   Attn: The Graduate School, Lauren Beaver
   One UTSA Circle
   San Antonio, TX 78249

Q. Do I set up a formatting appointment with the Thesis/Dissertation Officer before I bring in my preliminary draft?
   A. No. Please submit your draft first. Once the Thesis/Dissertation Officer has reviewed your document, you will be contacted to set up an appointment. It typically takes one to three days for the Thesis/Dissertation Officer to contact you.
Final Submission Requirements

Q. What are my final submission requirements?
   A. The Graduate School has the following requirements:

   1. Submit two printed, unbound copies of your thesis/dissertation to The Graduate School. Each copy must include a signed signature page. Final copies, including the signature page, must be printed on the required final copy paper. More information on this paper can be found here: [http://graduateschool.utsa.edu/images/uploads/Paper_Sources.pdf](http://graduateschool.utsa.edu/images/uploads/Paper_Sources.pdf)


   3. *Doctoral candidates only:* Complete the online Survey of Earned Doctorates. More information can be found here: [http://graduateschool.utsa.edu/current-students/doctoral-requirements/](http://graduateschool.utsa.edu/current-students/doctoral-requirements/)

   All requirements must be completed by 5:00 p.m. on the posted final deadline. If you have questions about the deadlines, you are encouraged to contact the Thesis/Dissertation Officer.

Final Copies:

Q. Where do I turn in the two final printed copies of my thesis or dissertation?
   A. Bring your thesis or dissertation to The Graduate School. When you turn it in, you will need to complete a Drop-Off Form and a short survey for the Alumni Programs Office.

   The Graduate School is located in the **North Paseo Building (Suite 2.210)**. The North Paseo Building is located behind the University Center, between the McKinney Humanities building and the Tobin Avenue Garage.

Q. Can someone else turn in my final submission requirements to the Graduate School?
   A. Yes, you may have a friend or colleague turn in your final submission requirements to the Graduate School. They will need to complete the drop-off form with your information when they turn it in and sign their name at the bottom. The Thesis/Dissertation Officer will email a short alumni survey to you that is normally completed when the final copies are submitted.
Q. What type of paper should I use when turning in my final hard copies?
   A. You must use 100% cotton, acid-free, plain white, 20 lb or 24 lb paper. For more information on paper, including where to find it, click here: http://graduateschool.utsa.edu/images/uploads/Paper_Sources.pdf

Q. What if my final copy paper has a watermark?
   A. Watermarks are fine. When you print, make sure the watermark is facing the right direction (not upside down or backwards).

Q. When submitting my final copies, may I print double sided?
   A. No – DO NOT print your final copies on both sides of the paper. Final copies must be printed single-sided.

Q. Do my final drafts need to be bound when I turn them in on the deadline?
   A. No, DO NOT bind your two printed copies. You can turn them in using a folder, box, or binder clips on the final draft deadline day. Hole punching, stapling, or other permanent binding will require the final drafts to be reprinted.

Q. What happens to the two copies I submit to The Graduate School?
   A. These copies belong to the University. After the semester ends, they are taken to the Library where they are bound. One copy is placed in the archives and one copy is available for check-out.

Q. How many copies of my signature page do I need to submit with my final hard copies?
   A. You will need to submit two signed signature pages, one with each final copy of your thesis/dissertation. The signature page for each copy must contain original signatures (no scans, photocopies, etc). We will take care of the last signature, the Dean of the Graduate School, on the signature page.

   If you would like to have additional signature pages for personal use, you may submit them with your final copies. After your document is accepted, we will get the Dean’s signature on any additional signature pages. These can be picked up after the semester ends.
ProQuest Electronic Submission:

Q. Is ProQuest required?
   A. Yes. ProQuest is mandatory for all students submitting a final thesis or dissertation.

Q. Does it cost anything to submit electronically through ProQuest?
   A. There is no fee to submit your document to ProQuest. Any charges are associated with optional add-ons offered through ProQuest. These include the copyright ($55.00), optional Open Access publishing ($95.00), and bound copies (prices vary). All three of these items are optional.

Q. Should my ProQuest signature page be signed? In other words, do I need to scan my signature page for ProQuest?
   A. No. When you upload electronically through ProQuest, you will have no signatures on the signature page—it will be unsigned, just as it appears on your computer. **DO NOT** include scanned signatures. You will be asked to remove the signatures and re-upload your document.

Q. Can I purchase personal bound copies through the Graduate School or UTSA?
   A. No. The University does not offer personal binding services. If you would like to purchase a bound copy for personal use, they are available through ProQuest.

Q. I have color figures in my document. Will ProQuest print my personal bound copies in color or black and white?
   A. ProQuest automatically prints your documents in color.

Q. ProQuest offers me a copyright. Is this mandatory?
   A. Purchasing a copyright is optional. Copyright is offered through ProQuest when you submit your electronic copy. You must decide if you are purchasing the copyright **prior** to submitting your final copies to the Graduate School. If you do purchase the copyright, the fee through ProQuest is $55.00 and the copyright page from the template must be included in your document. If you choose not to purchase the copyright, please delete the copyright page from your final copies.

For more information on the copyright, please visit ProQuest’s resources page: http://www.etdadmin.com/cgi-bin/main/resources
Doctoral Requirements:

Q. I’m a doctoral student. Are there any additional requirements for me besides the two printed copies and ProQuset?
   A. As a doctoral student, you must complete the online Survey of Earned Doctorates. This must be completed by the final deadline. This pertains to doctoral students only. This is not the survey you complete when you apply for graduation. The survey can be found on our website at the following link: http://graduateschool.utsa.edu/current-students/doctoral-requirements/

Q. Do you have all of my doctoral forms?
   A. In order to clear you to graduate, we must have all completed doctoral forms on file. You may ask to review your file with the Thesis/Dissertation Officer during your preliminary draft meeting.

   Your department is responsible for routing the completed forms through your College and to The Graduate School for the Dean’s signature. If you have questions about which forms we collect, more information can be found here: http://graduateschool.utsa.edu/faculty-staff/doctoral-forms/

General Questions

Registration

Q. Do I need to be enrolled in thesis/dissertation hours the semester I wish to submit my document?
   A. Yes, you are required to be enrolled in thesis/dissertation hours during the semester you submit your document to The Graduate School.

   From the Graduate Catalog:

   **Thesis Hours**
   Students receiving advice and assistance from a faculty member in the preparation of a thesis must enroll in the appropriate thesis course (if necessary, for multiple semesters) until final approval of the completed thesis has been given and three copies have been filed with the Dean of the Graduate School.

   **Dissertation Hours**
   During each semester or term that a student receives advice and/or assistance from a faculty member or supervision by the Dissertation Committee or uses University resources, they are required to enroll in the appropriate dissertation course.
Common Problems

Q. One of my committee members is out of state; how do I obtain their signature?
   A. You must make arrangements to obtain their signature ahead of time by mailing two copies of your correctly formatted signature page. Your signature page must be printed on the required final copy paper (plain white, 100% cotton, acid free, 20 lb or 24 lb). We cannot accept emailed/faxed/photocopied signatures. Your final copies cannot be submitted without the signed signature pages.

Q. I’m not able to defend prior to the final draft deadline. Will you accept my final draft on the deadline day without a defense?
   A. No, we will not accept a thesis or dissertation without a defense. You must defend before you can submit a final draft of your thesis or dissertation to The Graduate School.

Q. I need to graduate this semester, but I also need additional time to complete my final draft. I won’t be able to meet this deadline. What can I do about this?
   A. If you need to discuss the deadline, please make an appointment before the final deadline to speak with the Thesis/Dissertation Officer: lauren.beaver@utsa.edu or (210) 458-6409.

Q. I will not have all of my signatures before the deadline date. Can I get an extension?
   A. The Graduate School has a policy of no extensions. We advise you to obtain signatures from all of your committee members during your defense. Please refer to the first question in this section for information on obtaining signatures from committee members who are out of state.

Prior to your defense, you should submit a preliminary draft of your thesis/dissertation to The Graduate School so the formatting on your signature page can be checked. If you are unable to submit a preliminary draft for any reason, please contact the Thesis/Dissertation Officer to have your signature page reviewed.

Don’t forget, you need two copies of your signature page with original signatures on 100% cotton, acid-free, white, 20 lb or 24 lb paper to turn in with your final copies.

Q. Can you help me distribute personal bound copies since I live out of state?
   A. No, we cannot help you distribute personal bound copies. Please have arrangements already made for your personal bound copies.
General Information

Q. Is the content checked by the thesis/dissertation officer?
   A. The content is not checked by the thesis/dissertation officer. They will check the formatting of your document only.

Q. When should I defend my thesis or dissertation?
   A. The Graduate School recommends that you defend two to three weeks before the final deadline in order to allow adequate time to make revisions. Please work with your committee to schedule your defense.

Q. I cannot make it to your office during business hours. How can I meet with the thesis/dissertation officer?
   A. Please contact the thesis/dissertation officer to discuss options for reviewing your document.

Q. Where can I find the deadline to apply for graduation?
   A. You can find this deadline on the Graduation Coordination website at: http://www.utsa.edu/registrar/graduation.cfm. This information is not given by the Graduate School.

Q. I submitted my thesis/dissertation to The Graduate School, but my grade is still RP. When will my official grades show?
   A. The Graduate School does not assign grades for your thesis or dissertation. For questions regarding grades, you should contact your advisor or supervising professor. You may also contact the Registrar’s Office at 210.458.7070.