Thesis & Dissertation Formatting Services

**Formatting Template**

Templates are available in Microsoft Word and LaTeX formats. Students can download formatting templates and other supporting materials here:

http://graduateschool.utsa.edu/current-students/formatting-requirements/

**Formatting Workshops**

Thesis/Dissertation Formatting Workshops cover the following information:

- The Graduate School's required formatting and template
- Preliminary and final deadlines
- Preliminary draft process
- Final submission requirements (including printed copies, ProQuest, and doctoral survey)

**Who should attend?**

All students whose program requires a thesis or dissertation are **strongly encouraged** to attend. Students typically attend a workshop in their graduating semester to ensure they receive the most current formatting requirements.

**When are workshops offered?**

Workshops are offered every semester. The workshop schedule and registration links are available here:

http://graduateschool.utsa.edu/current-students/formatting-workshops/

**Preliminary Draft Formatting Review**

The preliminary draft is a rough draft of a student’s thesis/dissertation submitted to The Graduate School for a formatting review. The preliminary draft...

- May or may not be 100% complete.
- Should be submitted in the student’s graduating semester.
- Is typically submitted *prior* to the defense, if possible, to allow the signature page to be checked before the student obtains committee signatures.

**Who should submit a preliminary draft and when?**

*All students* who are required to complete a master’s thesis or doctoral dissertation are **very strongly encouraged** to submit a preliminary draft for a formatting review in their graduating semester.

Drafts should be submitted no later than 5:00 p.m. on the Preliminary Draft Deadline. Deadlines are posted here:

http://graduateschool.utsa.edu/current-students/deadlines/

**What is included in the formatting review?**

The Thesis/Dissertation Officer checks the student’s document for all required formatting. This includes a review of required pages, margins, fonts, tables, figures, page numbers, and all other formatting displayed in the formatting template. The Thesis/Dissertation Officer then schedules a **formatting appointment** with the student to discuss all necessary formatting revisions, as well as the final submission requirements and deadline.

**What is the process to submit a preliminary draft?**

The process to submit a preliminary draft is here:

http://graduateschool.utsa.edu/current-students/preliminary-draft/
**Final Submission Requirements & Deadlines**

In order to graduate, students whose program requires a master’s thesis or doctoral dissertation must submit all final requirements to The Graduate School by 5:00 p.m. on the final deadline. Deadlines are posted here:  
http://graduateschool.utsa.edu/current-students/deadlines/

Final requirements:

1. Submit **two printed copies** (on the required final copy paper) of the thesis/dissertation to The Graduate School.
2. Submit **one electronic copy** of the thesis/dissertation to the ProQuest website.
3. (For Doctoral students only) Complete the online **Survey of Earned Doctorates**.

Full information on the final requirements is available here:  
http://graduateschool.utsa.edu/current-students/final-submission-requirements/

**Remember:** Incorrectly formatted final copies cannot be accepted!

**Contact Information**

**Thesis/Dissertation Officer:** Lauren Beaver  
- **Phone:** 458-6409  
- **Email:** lauren.beaver@utsa.edu  
- **Location:** Plaza Norte Building, Suite 2.210

*Students are encouraged to make an appointment in advance.*