

Thesis & Dissertation

Final Requirements for Doctoral Candidates

The following items must be completed no later than the final deadline:

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► Survey of Earned Doctorates (SED)

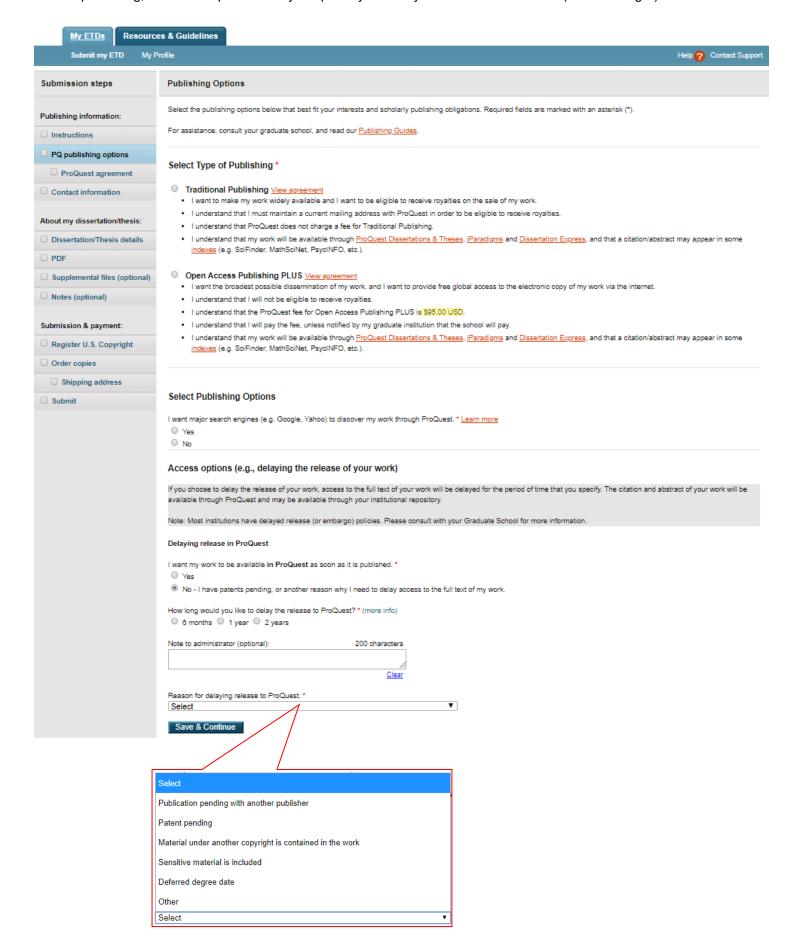
- Completed online
- Not the survey you complete when you apply for graduation
- SED is located on the Thesis/Dissertation webpage under "Doctoral Requirements"

Final Deadline for Fall 2020: Monday, December 7th by 3:00 p.m.

All final requirements are due to The Graduate School by the above deadline.

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Before you submit...

Thesis & Dissertation Final Draft Formatting Checklist

Page Numbers	Dates		
Title, copyright, dedication: No page numbers	For Fall 2020 graduation:		
First numbered page: Acknowledgements	Title Page: December 2020		
Roman numeral ii, iii, or iv (count previous pages, change "Start at" page if needed)	Copyright Page: 2020 Acknowledgments: December 2020		
First page of manuscript: Arabic numeral 1	Abstract Page: 2020		
Landscape pages: Page number located on left short edge of page when viewed in landscape orientation (not Word default placement)	Spacing		
☐ Vita page: No page number	Spacing ————		
Tables and Figures	Precisely match template spacing for special pages (title, copyright, dedication, acknowledgements, abstract)		
Tables: Titles are placed above tables Figures: Captions are placed below figures	Headings: All major headings (chapter-level) fall on first line of page , are double-spaced,		
List of Tables/Figures: Verify title text on these pages precisely matches text in document	 bold+caps+centered Double-space between entries in Table of Contents, Lists of Tables/Figures, References 		
Verify all are consistent in:	→ You may single-space within entries		
 → Placement (left justified or centered) → Title/caption text size (10 pt. or 12 pt.) Copyright permissions have been secured for published tables/figures (yours or others') 	Tip: Trouble matching template? Verify that there is no extra space added before/after paragraphs in your paragraph settings		
Margins	Misc./Final Check		
1" margins on all sides of all pages of document	All hyperlinks deactivated (must appear as regular text, no color/underline)		
→ Oversized material? Shrink/make landscape	Final review that page numbers in Table of Contents, List of Tables/Figures are accurate		
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Not a copy of CV. Should be a brief (50-300 words), professionally-focused biographical summary in paragraph form (see template)	Orphaned subheadings (those falling at bottom of page) may be moved to next page with their content		
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Questions? Contact elyse.brown@utsa.edu with any questions about the thesis and dissertation formatting and submission process!