

Thesis & Dissertation

Final Requirements for Master's Students

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

- ▶ **ProQuest:** Submit one electronic copy of your thesis to the ProQuest website.
 - PDF format

How to access ProQuest:

- Visit the Graduate School website: <http://www.graduateschool.utsa.edu/>
- In the menu, click on “Current Students”
- Click on “Thesis/Dissertation”
- Click on “Final Submission Requirements”
- Click on “ProQuest Electronic Submission Website”
- Follow the on-screen instructions from ProQuest to create an account and walk through the submission process.

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.

Digital Distribution Options Available Through ProQuest

During the submission process, you will encounter this screen. You'll be able to choose between traditional and open access publishing, as well as opt for a delay of up to 2 years for your document's release (aka "embargo").

My ETDs | **Resources & Guidelines**

Submit my ETD | My Profile | Help ? | Contact Support

Submission steps

- Instructions
- PQ publishing options**
- ProQuest agreement
- Contact information

About my dissertation/thesis:

- Dissertation/Thesis details
- PDF
- Supplemental files (optional)
- Notes (optional)

Submission & payment:

- Register U.S. Copyright
- Order copies
- Shipping address
- Submit

Publishing Options

Select the publishing options below that best fit your interests and scholarly publishing obligations. Required fields are marked with an asterisk (*).

For assistance, consult your graduate school, and read our [Publishing Guides](#).

Select Type of Publishing *

- Traditional Publishing** [View agreement](#)
 - I want to make my work widely available and I want to be eligible to receive royalties on the sale of my work.
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- Open Access Publishing PLUS** [View agreement](#)
 - I want the broadest possible dissemination of my work, and I want to provide free global access to the electronic copy of my work via the internet.
 - I understand that I will not be eligible to receive royalties.
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Select Publishing Options

I want major search engines (e.g. Google, Yahoo) to discover my work through ProQuest. * [Learn more](#)

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- No

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Note: Most institutions have delayed release (or embargo) policies. Please consult with your Graduate School for more information.

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I want my work to be available in ProQuest as soon as it is published. *

- Yes
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Note to administrator (optional): 200 characters

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 - Publication pending with another publisher
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 - Sensitive material is included
 - Deferred degree date
 - Other
 - Select ▼

Fee for Copyright Registration through ProQuest: \$75.00

Why copyright®?

Even though copyright protection is secured automatically upon creation, there are certain definite advantages to copyright registration.

- Registration establishes a public record of the copyright claim.
- Before an infringement suit may be filed in court, registration is necessary for works of U.S. origin. If made before or within five years of publication, registration establishes prima facie evidence in court of the validity of the copyright and of the facts stated in the certificate.
- Registering for copyright allows for the claimant to receive statutory damages set out in Title 17, Section 504 of the U.S. Code, which range from \$750 – \$150,000, plus attorney fees, per copyright infraction
- If registration is made within three months after publication of the work or prior to an infringement of the work, statutory damages and attorney's fees will be available to the copyright owner in court actions.
- Also, registration allows the owner of the copyright to record the registration with the U.S. Customs Service for protection against importation of infringing copies.

Source: United States Copyright Office website
http://www.copyright.gov/help/faq/mandatory_deposit.html
<http://www.copyright.gov/title17/92chap5.html#504>



Previously Published Materials:

1. **Acknowledgements:** Include the two italicized paragraphs from the Preparation Guidelines document on the bottom of your acknowledgements page. These come after your acknowledgements text and before the date that is centered over the page number. Preparation Guidelines: <http://graduateschool.utsa.edu/current-students/formatting-requirements/>
2. **When a chapter is previously published:** Beneath the chapter title, include a short statement indicating that the chapter was previously published, where, when, and the names of any co-authors.
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 - a. If you need copyright permission: Include a copy of the permissions granted in an appendix.
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4. **When a chapter has been submitted for publication:** Beneath the chapter title, include a short statement indicating that at the time the thesis/dissertation was published, the chapter has been submitted for publication. Include where it has been submitted and the names of any co-authors.

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- Please inform ProQuest of any address change
- All prices are subject to change
- Manuscript copies are shipped approximately **8 to 12 weeks** after the end of the semester

Pricing:

Format	Description	Quantity	Pricing
Author Milestone Edition Hardbound 8 ½ x 11	8 ½ x 11; hardbound library bind; black linen cover; embossed gold title; white 24-lb acid-free archival-grade paper; double-sided color printing. Replicates Library of Congress holdings.	1-2 3-4 5 or more	\$62.00 \$56.00 \$50.00
Hardbound 6 x 9	6 x 9 Hardbound library bind; black linen cover; embossed gold title; 24-lb acid-free archival-grade paper; double-sided color printing.	1-2 3-4 5 or more	\$51.00 \$46.00 \$41.00
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Softbound 6 x 9	6 x 9 Softbound; blue cover; stamped black title; 24-lb acid-free archival-grade paper; double-sided color printing.	1-2 3-4 5 or more	\$38.00 \$34.00 \$31.00

**Tax will be added to the total based on your shipping address.*

Before you submit...

Thesis & Dissertation Final Draft Formatting Checklist

Page Numbers

- Title, copyright, dedication: No page numbers
- First numbered page: Acknowledgements
 - Roman numeral ii, iii, or iv (count previous pages, **change "Start at..." page if needed**)
- First page of manuscript: Arabic numeral 1
- Landscape pages: Page number located **on left short edge** of page when viewed in landscape orientation (not Word default placement)
- Vita page: No page number

Tables and Figures

- Tables: Titles are placed **above tables**
- Figures: Captions are placed **below figures**
- List of Tables/Figures: Verify title text on these pages **precisely matches** text in document
- Verify all are **consistent** in:
 - 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')

Margins

- 1" margins on all sides of **all pages** of document
 - Oversized material? Shrink/make landscape

Vita

- Not a copy of CV.** Should be a brief (50-300 words), professionally-focused biographical summary in paragraph form (see template)
- No page number on Vita page

Dates

For Fall 2020 graduation:

- Title Page: December 2020
- Copyright Page: 2020
- Acknowledgments: December 2020
- Abstract Page: 2020

Spacing

- Precisely** match template spacing for special pages (title, copyright, dedication, acknowledgements, abstract)
- Headings: All major headings (chapter-level) fall on **first line of page**, are double-spaced, bold+caps+centered
- Double-space between entries in Table of Contents, Lists of Tables/Figures, References
 - You may single-space **within entries**
- Tip: Trouble matching template? Verify that there is no extra space added before/after paragraphs in your paragraph settings

Misc./Final Check

- All **hyperlinks deactivated** (must appear as regular text, no color/underline)
- Final review that page numbers in Table of Contents, List of Tables/Figures are accurate
- All Previously Published Materials guidelines have been followed
- Orphaned subheadings (those falling at bottom of page) may be moved to next page with their content

Questions? Contact elyse.brown@utsa.edu with any questions about the thesis and dissertation formatting and submission process!