Thesis & Dissertation Formatting
Presented by: The Graduate School
This Presentation will Cover:

1. First Steps
   - Deadlines
   - Registration
   - Writing Style

2. Formatting
   - Template
   - Fonts, margins, etc.

3. Preliminary Draft
   - Process
   - Review

4. Final Submission
   - Requirements
   - Process
   - Graduation
Visit [http://graduateschool.utsa.edu/](http://graduateschool.utsa.edu/)
Click on “Thesis/Dissertation” in the right-hand menu.

- **Template**
- **Preparation Guidelines**
- **FAQs**
- **Deadlines**
- **Preliminary Draft Process**
- **Final Requirements**
Spring 2016 Deadlines

• **March 28 (Monday): Preliminary Draft Deadline**
  Deadline to submit a preliminary draft to The Graduate School for a formatting review.

• **May 2 (Monday): Final Deadline**
  All final requirements due to The Graduate School **by 5:00 p.m.**
Thesis/Dissertation Hours

(From the Graduate Catalog)

Enrollment in 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.

Enrollment in 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.

You must be enrolled in thesis/dissertation hours in any semester you work on your document or receive assistance. This includes the semester you submit your final document to The Graduate School.
Writing Style

APA  MLA  AAA

Chicago  CSE

Not sure?  Ask your supervising professor or visit the UTSA Libraries.
Required Formatting

Download The Graduate School’s formatting template:
http://graduateschool.utsa.edu/current-students/category/thesis-dissertation/
Formatting: Required Sequence

- Signature Page
- Copyright (optional)
- Dedication (optional)
- Title Page
- Acknowledgements
- Abstract
- Table of Contents
- List of Tables (if present in document)
- List of Figures (if present in document)
- Body of Manuscript
  - If you include end notes, they will appear after your last chapter.
- Appendices (if present in document)
- References
- Vita

This is the mandatory order of pages.

*Do not change the order in which your pages appear.*
Signature Page / Cover Page

- Title is centered, bold, all capital letters, double-spaced. Inverted pyramid if more than one line long.

- Names: John Smith, Ph.D. (NOT Dr. John Smith)

- First line is for chair of your committee, not chair of your department.

- Do not add a name to the “Dean, Graduate School” line.

- NO PAGE NUMBER.

- AS OF SPRING 2014: This page will not be signed.
Copyright

- Optional.
- Purchased through ProQuest.
- Page is counted, but **no page number is typed on page**.
- If you do not purchase the copyright, **delete this page**.

Copyright 2014 Jane C. Doe
All Rights Reserved

This is **optional**: please see the Graduate School website for information on purchasing a copyright through ProQuest: [http://graduateschool.utsa.edu/current-students/proquest/](http://graduateschool.utsa.edu/current-students/proquest/)

The copyright page is counted but the page number is **not** typed on the page.

If you do not purchase the copyright, delete this page from your document.
Dedication

- Optional.
- Single-spaced and italicized.
- No more than 7-10 lines.
- Page is counted, but **no page number is typed on page**.
- If you choose not to include a dedication, *delete this page.*
Title Page

- Use template for correct spacing.
- Previous degree after your name.
  - Only abbreviation (B.A., M.S., etc.)
- Name of degree, department as worded in the catalog.
- Month and year degree awarded is the month and year of your graduation:
  - May
  - August
  - December
Acknowledgements

- Recognition and acknowledgement of professional or financial assistance.
- Length limit: 3 pages.
- Month and year of graduation centered over page number on final page of acknowledgements.

**FIRST PAGE WITH A PAGE NUMBER:**
- Lower case roman numeral.
- Depending on inclusion of copyright and dedication, this will be page ii, iii, or iv.

- Do you have material or chapters in your doc. that have been previously published? See Preparation Guidelines for required statement on this page.
Abstract

• Title centered in bold, all capital letters. Inverted pyramid if more than one line long.

• Degree you are currently working on listed after your name.
  – Abbreviation only (B.A., M.S., etc.)

• Supervising professor: John Smith, Ph.D.
  (NOT Dr. John Smith)

• Abstract text: Concise summary of your research.
  o No more than 250 words or 1 ½ pages double-spaced.
Table of Contents

- Do not single-space.

- Titles must appear exactly as they do in the text.

- Leader dots between titles and page numbers.
  - **No** leader dots or page number after Vita entry.

- Including subtitles? All or nothing.
  - If you include subtitles for one chapter, include them for all chapters.
  - Not sure if you should include your subtitles? Discuss with your supervising professor. The Graduate School accepts this page with or without subtitles listed.
List of Tables

• **Required** if tables appear in your document.

• Tables will be numbered/titled according to your writing style.

• Long titles that extend onto more than one line may be either single- or double-spaced and should be indented.
List of Figures

- **Required** if figures appear in your document.

- Figures will be numbered/titled according to your writing style.

- Long titles that extend onto more than one line may be either single- or double-spaced and should be indented.
Body of Text

- Every chapter **must** begin on a new page.
- All titles must be centered, bold, all capital letters.
- *The first page of your text begins on page 1.*
Body of Text

- Format subtitles according to your writing style.
• Tables are labeled *above* the table, regardless of writing style.

• For appearance of tables, numbering, etc, refer to your writing style.
Body of Text

- Chapters always begin on a new page.

- Figures are labeled *below*, regardless of writing style.

- For appearance of figures, numbering, etc, refer to your writing style.
Appendix

• Appendix (or Appendices) appears immediately after your text, regardless of writing style.

• Materials peripheral but relevant to the main text.

• Approval from the IRB? Approval memo/letter must appear in an appendix.
  - More information on IRB approval can be found in the Preparation Guidelines.
References

- Alternately Works Cited or Bibliography.

- Format according to your writing style.

- Spacing: two options. Check your writing style.
  1. Double space.
  2. Single-spaced with a space placed manually between each entry.
Vita

- Short biographical summary of yourself.
  - Not a curriculum vitae.

- Third person (he studied, she researched - not I studied, I researched).

- Do not include contact information (phone numbers, addresses, emails), resumes, or list of publications.

- NO PAGE NUMBER.
Margins

- Top: 1.25”
- Left: 1.25”
- Bottom: 0.75”
- Right: 0.75”

Always double-check your margins!
Spacing

• Signature and Title pages: refer to template.

• Manuscript: must be double-spaced OR one-and-a-half spaced throughout the document.

This text is double-spaced. This spacing is acceptable for your entire document.

This text is 1.5-spaced. This spacing is acceptable for your entire document.

This text is single-spaced. This spacing is only acceptable in certain parts of your document.
Spacing

- Pages/Items that may optionally be single-spaced:
  - Quotations
  - Footnotes
  - Lengthy tables

- The following entries may be single-spaced WITH a space between each entry (see template):
  - Bibliography/References
  - Table of contents
  - List of tables
  - List of figures
**Typeface**

**Font:**
- Times New Roman *or* Arial
- *Decorative fonts are not acceptable!* 😊

**Text Size:**
- Font size: 12

**Footnotes:**
- Font size: 10

**Optional:**
- 14 text is acceptable for main headings/titles.
  - Be consistent!
- Table and figure labels may be 10 pt.
  - Be consistent!
Tables and Figures

Tables and figures are two distinct items.

Labeling tables and figures within the manuscript:

↑ TABLES: Numbered & labeled above
↓ FIGURES: Numbered & labeled below

Table 1: Table Title Typed Here

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 1: Figure Title Typed Here
Tables and Figures

If a table or figure continues onto more than one page, the second (and third, fourth, etc.) page should be labeled:

“Table 1: Continued” or “Figure 1: Continued”
Page Numbers

No Page Number:
- Signature page (not counted)
- Copyright (counted if included)
- Dedication (counted if included)
- Title Page (counted)

Lowercase Roman Numerals:
- Acknowledgements (ii, iii, or iv)
- Abstract
- Table of Contents
- List of Tables & List of Figures

Arabic Numerals:
- First page of text begins on page 1.
- End Notes (if included)
- Appendices (if included)
- References

No Page Number:
- Vita

All page numbers are placed at the bottom center of the page, regardless of writing style.
Landscape Pages

Word places landscape page numbers incorrectly.

<table>
<thead>
<tr>
<th>Table 1 - Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>101</td>
</tr>
<tr>
<td>102</td>
</tr>
<tr>
<td>103</td>
</tr>
<tr>
<td>104</td>
</tr>
<tr>
<td>105</td>
</tr>
<tr>
<td>106</td>
</tr>
<tr>
<td>107</td>
</tr>
<tr>
<td>108</td>
</tr>
</tbody>
</table>
Landscape Pages

Word places landscape page numbers incorrectly.

This creates a problem when you print your document.

To fix, move page numbers by hand.
Landscape Pages

1. Create a section break
2. Unlink your new section from the previous.
3. Delete page number.
   
   (Detailed instructions can be found in the FAQs)

Use a text box:
- NO border
- NO fill color
- Text direction = Vertical
- Page number completely visible.
- Drag and drop.
Landscape Pages

1. Create a section break
2. Unlink your new section from the previous.
3. Delete page number.
   *(Detailed instructions can be found in the FAQs)*

Use a text box:
- NO border
- NO fill color
- Text direction = Vertical
- Page number completely visible.
- Drag and drop.
Preliminary Draft

• Submit a preliminary draft of your thesis/dissertation to The Graduate School for a formatting check.

• *Strongly recommended!*

• Submit as a **printed copy** to The Graduate School (PNB 2.210).
  – Does not need to be 100% complete.
  – Typically submitted *prior* to the defense.

• **Print single-sided.**

• Regular paper.

• Submit by the Preliminary Draft Deadline.

*Monday, March 28th
By 5:00 pm*
Preliminary Draft - Process

   • PNB 2.210
   • On or before the Preliminary Draft Deadline

2. Thesis/Dissertation Officer will review document formatting.

3. Within 2-4 days, the Thesis/Dissertation Officer will contact you to schedule a formatting appointment.

4. At appointment, Thesis/Dissertation Officer will review the following:
   • Formatting revisions
   • Final submission requirements and process
   • Any additional questions
   • Note: More than one review okay!

You do NOT need to schedule an appointment to submit your draft. The Thesis/Dissertation Officer will schedule your appointment after reviewing your document.
Preliminary Draft

Out of town on the preliminary draft deadline?

- **Contact Thesis/Dissertation Officer.**
- Thesis/Dissertation Officer will discuss your situation with you and provide instructions for submitting your preliminary draft.

John.Shaffer@utsa.edu

Front Desk: (210) 458-4331
Final Submission Requirements

• Submit one electronic copy of your manuscript to the ProQuest website.

• Doctoral Candidates: Complete Survey of Earned Doctorates (SED) online at The Graduate School’s website.

Monday, May 2nd
By 5:00 pm
Printed Copies: NOT REQUIRED

Printed copies are no longer a final submission requirement (as of January 2014).

• Your ProQuest submission serves as the UTSA archival copy. The Library does not accept printed copies.

• Signature page: Will not be signed. Included unsigned in your upload to ProQuest.
Certification of Completion

Since the signature page is not signed, what shows approval of your document?

- **Doctoral students:** Certification of Completion of Doctoral Dissertation Requirements
- **Master’s students:** Certification of Completion of Master’s Thesis Requirements

*Handled by department.*
When do I submit?

- Submissions to ProQuest must be completed after your defense and in your *graduating semester*.
  - If you are defer your graduation to a later semester, please do not submit your thesis/dissertation to ProQuest until you reach your graduating semester.
• **Required.**

• No fee to upload your thesis or dissertation.
  – Some optional add-ons have fees.

• Create account, log in.

• Follow on-screen instructions.
ProQuest Electronic Submission

• Upload your document – PDF

• How to convert your document:
  – Word
  – LaTeX
  – ProQuest conversion tool

• Size limit: 1000MB. Documents larger than this cannot be uploaded to ProQuest.
ProQuest Electronic Submission

- Copyright Registration
  - Optional
  - ProQuest fee for copyright is $55.00
ProQuest Electronic Submission

Ordering Bound Copies for Personal Use:

• Author discount
• Copies available 8-12 weeks after the end of the semester.

Other options?

• FedEx
• Staples
• Google search
Survey of Earned Doctorates

Required for Doctoral students only.

- Link available on the Thesis/Dissertation webpage under “Doctoral Requirements”
  - Complete online by the final deadline.
  - The Graduate School tracks who has completed the survey.
Common Questions

Q: Is the final deadline firm, or can I turn in my document late?

A: The final deadline is firm. All final requirements must be received by 5:00 p.m. on the deadline.
Q: When should I defend my thesis/dissertation?

A: The Graduate School does not set a deadline for your defense; however, because many students make revisions to their document after the defense, we recommend that you defend no later than two weeks before the final deadline.
Graduation

- **Handled by Graduation Coordination**
  
  [http://www.utsa.edu/registrar/graduation.cfm](http://www.utsa.edu/registrar/graduation.cfm)
  
  - Registrar’s Office: 210-458-8000

- Questions on final grades?
  
  o Advisor, department, Registrar’s Office.

  ***The Graduate School *does not assign* your final grade.***
Questions?

Contact Information:

John Shaffer
Assistant Director

(210) 458-4111
John.Shaffer@utsa.edu

Plaza Norte Building – Room 2.210