The University of Texas at El Paso
Graduate School
Thesis &
Dissertation
Formatting Guidelines
http://graduate.utep.edu

Current Students

Forms

Doctoral Forms

or

Master’s Forms

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Graduate School
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Order of Thesis or Dissertation

- **Signature Page**
  Copyright Notice
  Dedication and/or Epigraph
- **Title Page**
  Acknowledgments and/or Preface
- **Abstract**
- **Table of Contents**
  List of Tables
  List of Figures
  List of Illustrations / Maps /Slides
- **Text**
- **References**
  Glossary
  Appendix
- **Curriculum Vita**
1. Signature Page
2. Abstract (Dissertation Only)
3. Title Page
4. Table of Contents
5. List of Figures*
6. List of Tables*
7. Text
8. Bibliography
9. Curriculum Vita

*A separate List of Figures & Tables required if there are 3 or more figures or tables.

All other Pages are Optional unless your committee requires the submission of optional pages.
SAMPLE OF REQUIRED PAGES
Signature Page
TITLE OF THESIS or DISSERTATION

STUDENT’S FULL OFFICIAL NAME

Master's Program in (Insert name of program)
OR
Doctoral Program in (insert name of program)

APPROVED:
____________________________
Art Johnson, Ph.D., Chair
____________________________
Maryann Smith, Ph.D.
____________________________
George Lopez, Ph.D.

Charles H. Ambler, Ph.D.
Dean of the Graduate School
Title Page
TITLE OF THESIS or DISSERTATION

By

STUDENT’S FULL OFFICIAL NAME, DEGREES

THESIS or DISSERTATION

Presented to the Faculty of the Graduate School of

The University of Texas at El Paso

in Partial Fulfillment

of the Requirements

for the Degree of

NAME OF DEGREE

Title of the academic department or program

THE UNIVERSITY OF TEXAS AT EL PASO

Month Year

(May, August, or December)
Table of Contents

Sample pages using

- Chapters
- Sections
The format of all Major Headings must remain consistent so if all Major Headings are written using Only Upper Case Letters as shown in the sample on the previous page, then Major Headings as listed in the Table of Contents should also be written using only Upper Case Letters as shown in the sample Table of Contents on the next page.

This only applies to major headings – not subchapter headings.
# TABLE OF CONTENTS

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Major headings using initial capital letters only.
The format of all Major Headings must remain consistent so if Major Headings are written Capitalizing the First Letter Only as shown in the sample on the previous page, then Major Headings as listed in the Table of Contents should also be written Capitalizing the First Letter Only as shown in the sample Table of Contents on the next page.

This only applies to major headings – not subchapter headings.
# Table of Contents

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Sample of Table of Contents using Sections instead of Chapters
The vita is a brief biographical sketch of the writer written in paragraph format which provides information for future readers. The Vita includes the author’s full name, degrees awarded; publications and experience in teaching, business, and industry; military service, if any. The Vita should also include a contact email address and the name of the typist.

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1. One Inch Margins – 4 sides
2. Margins apply to the entire document
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4. Smaller font may be used for table and/or figure/graphic captions.

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7. Double space the entire document.

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9. Captions for Tables are placed above the Table.

Table 1

10. Captions for figures/graphics are placed below the figure/graphic.

Figure 1

Separate List of Figures, Tables, graphics, etc. needed if there are more than three tables, figures, etc.
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1. Page Numbers are centered, one inch from the bottom of page (*footer margins*).

*Margins on the Template are set at .7
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3. All pages are included in the Total Count even though they are not numbered.

4. Preliminary pages are numbered using lowercase roman numerals.

5. The first page of the actual body of the text is always Arabic Numeral “1”.

6. Subsequent pages are numbered consecutively through the last page, the CV.
# Major Headings

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<td>Arabic (1, 2, 3, 4, etc.)</td>
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</table>
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