

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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**University of Texas
at El Paso
Graduate School
Formatting
Guidelines**



**House-rules
specific to the
UTEP Graduate
School**



**UTEP Graduate
School house-rules
ensure the
consistency and
uniformity of UTEP
theses and
dissertations.**

**Formatting
guidelines refer to
the
page layout
not the writing or
citation style**



**Consult your
committee for
discipline specific
writing or citation
style**

**The Graduate School
does not require the
submission of
Non-Theses**



**Consult with your
program for
instructions on format
and final presentation
of the non-thesis
document.**

**Submit thesis or
dissertation for
format check
at least one day
PRIOR
to your scheduled
defense date**



Email the file

ocaudillo2@utep.edu

Paper copy not necessary!

Thesis & Dissertation Word Template

**Template is made available for
the convenience and use of
UTEP's graduate students.**

**Students are not obligated to
use the template.**

**Use only the pages/sections
that are applicable or required
by your committee.**

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**

Required Pages

- 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.

Align "APPROVED" and
committee member
names with signature line

Dean of the Graduate School

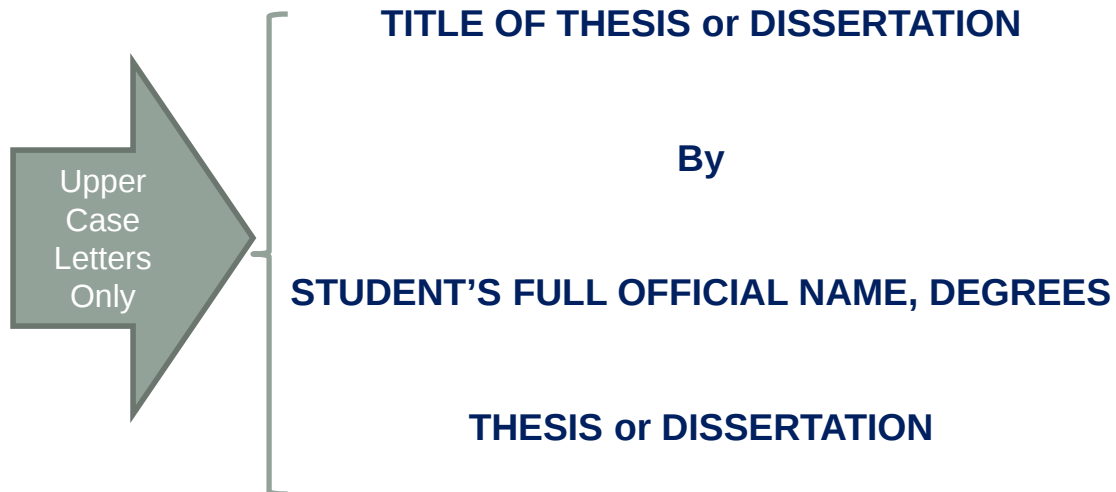


Charles Ambler, Ph.D.
Dean of the Graduate School
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(915) 747-5491
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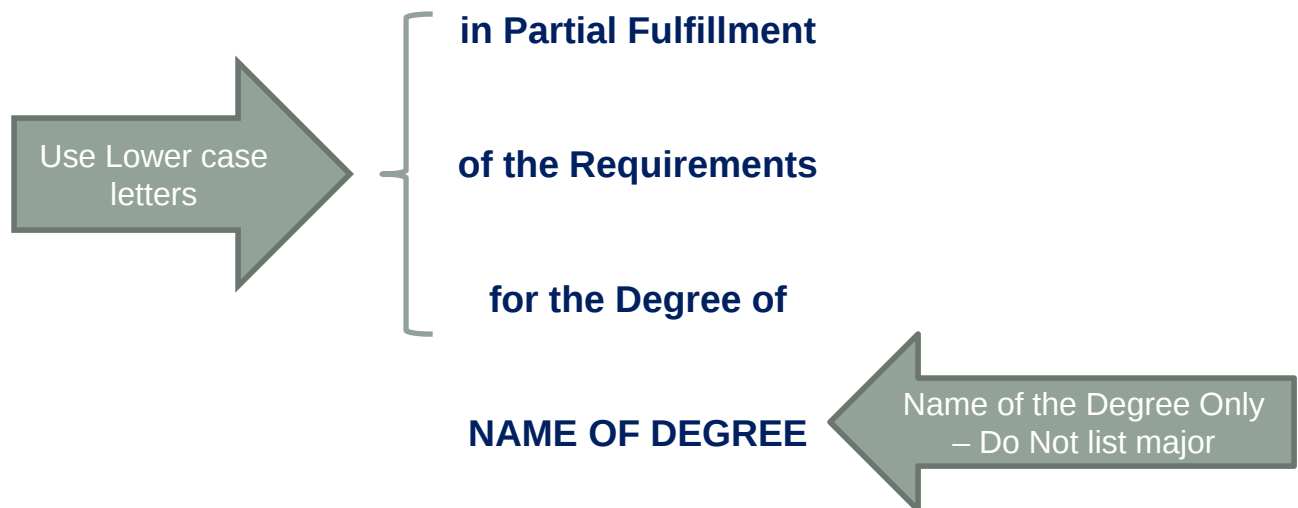
Correct Name and Title of Dean

Title Page



Presented to the Faculty of the Graduate School of

The University of Texas at El Paso



Title of the academic department or program



Table of Contents

Sample pages using

➤ Chapters

➤ Sections

MAJOR HEADINGS USING ONLY UPPER CASE LETTERS

ACKNOWLEDGEMENTS

ABSTRACT

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

CHAPTER 1
INTRODUCTION

CHAPTER 2
PROBLEM

CHAPTER 3
SOLUTION
ALTERNATIVES

CHAPTER 4
SUMMARY AND
CONCLUSIONS

LIST OF REFERENCES

APPENDIX

CURRICULUM VITA



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

	Page
ACKNOWLEDGEMENTS.....	iii
ABSTRACT.....	v
TABLE OF CONTENTS.....	vi
LIST OF TABLES.....	vii
LIST OF FIGURES.....	ix
Chapter	
1. INTRODUCTION	1
2. PROBLEM	4
2.1 Mechanics	7
2.2 Thermodynamics	8
3. SOLUTION ALTERNATIVES	12
3.1 What Is a Solution?	13
3.2 How Do You Apply a Solution?	15
3.3 Why Use Our Solution?	17
4. SUMMARY AND CONCLUSIONS	20
4.1 Summary	20
4.2 Conclusions	22
LIST OF REFERENCES	24
TITLE OF APPENDIX	27
CURRICULUM VITA.....	28

Major headings using initial capital letters only.

Acknowledgements

Abstract

Table of Contents

List of Tables

Introduction

Problem

Solution Alternatives

Conclusions

Works Cited

Curriculum Vita



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

	Page
Acknowledgements.....	iii
Abstract	v
Table of Contents	vi
List of Tables	viii
Introduction	1
Problem	6
Solution Alternatives	11
Conclusions	18
Works Cited	22
Curriculum Vita	25

*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.

The vita should ideally be one page. Because your electronic thesis or dissertation will be electronically published, be aware that certain personal information could be used to steal your identity. For this reason, you are advised not to include your date of birth, physical address, parents' names, or children's names.

The Vita is not an optional page. All theses and dissertation must include a Vita as the last entry in the Table of Contents and as the last page of the thesis or dissertation.

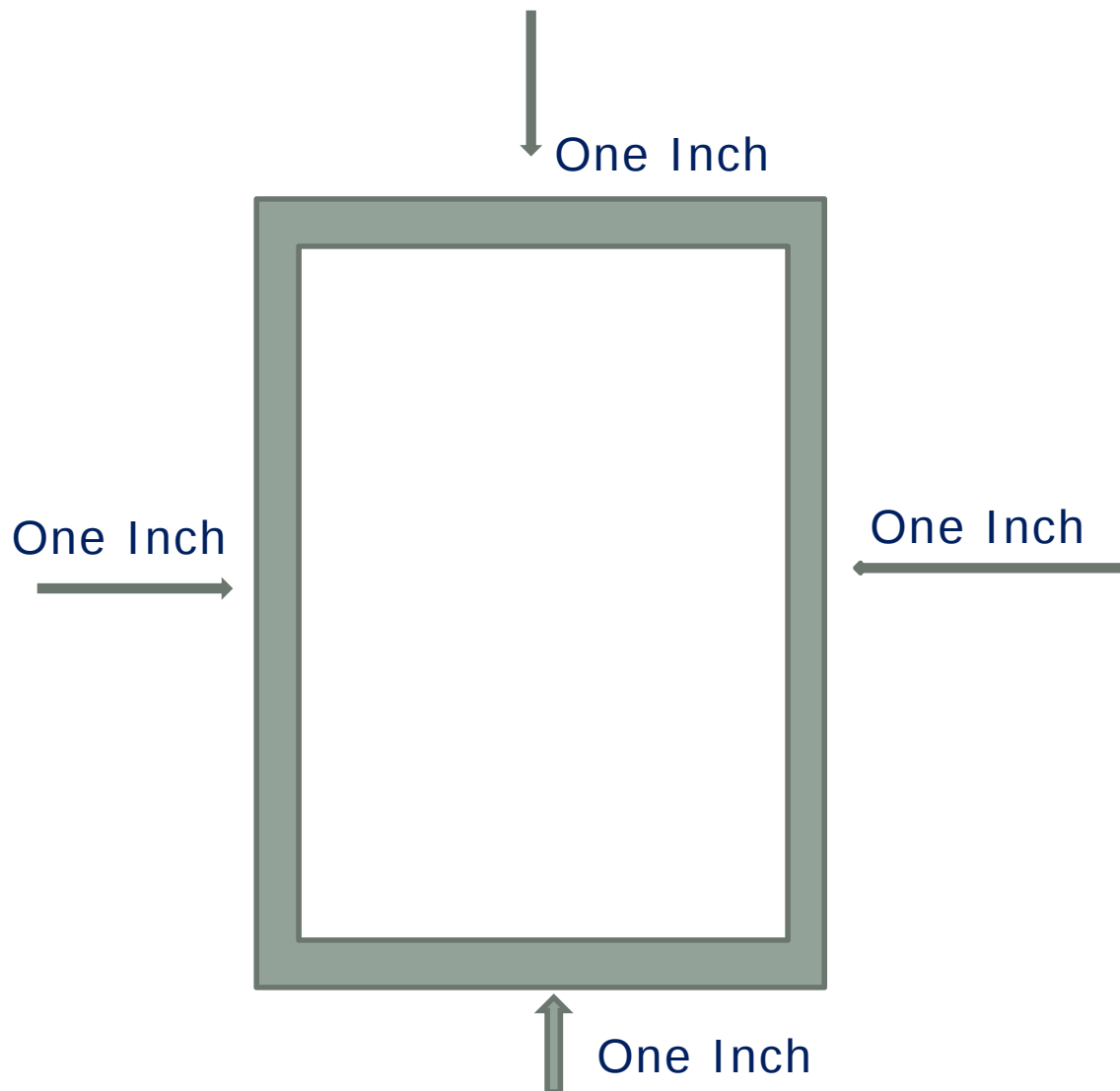
Contact Information: <email address>

This thesis/dissertation was typed by <the author or the typist's name>

FORMATTING SUMMARY

Margins

1. One Inch Margins – 4 sides
2. Margins apply to the entire document



Important Notes:

1. First page of every new section or chapter begins on a new page but page numbering is continuous.
2. Use a Standard Font, Style and Size – 12.
3. Largest Font size allowed – 14.
4. Smaller font may be used for table and/or figure/graphic captions.
5. Use the same font style throughout the document.

6. Use the same standard font style and size for page numbers.

7. Double space the entire document.

8. Keep the format of all major headings consistent.

Major headings are the titles of your chapters or sections.

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.

Page Numbers

1. Page Numbers are centered, one inch from the bottom of page (*footer margins*).

**Margins on the Template are set at .7
Please do not adjust the margins on the
template.*

2. The page AFTER the title page is the first page to appear with a number.

3. All pages are included in the Total Count even though they are not numbered.

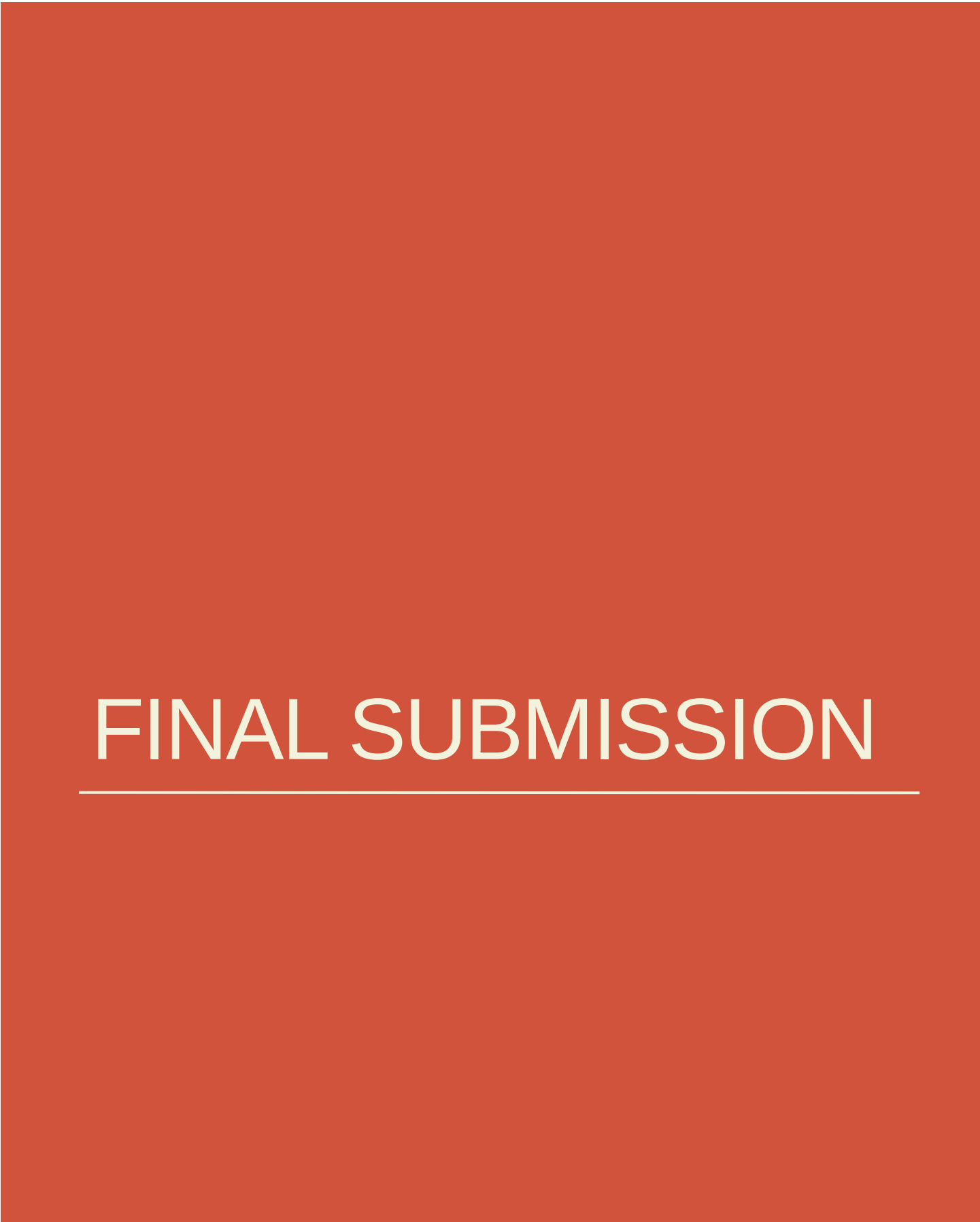
4. Preliminary pages are numbered using lowercase roman numerals.

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

Section		Page NUMBER Type	Page NUMBER Location	
1	1. Signature Page 2. Copyright Page* 3. Dedication Page* 4. Title Page	None	None Pages not numbered but included in total page count	
2	5. Acknowledgements* 6. Abstract* 7. Table of Contents 8. List of Tables* 9. List of Figures*	lowercase Roman (iii, iv, v, vi, etc.)	Bottom centered on every page	 Preliminary Pages
3	10. Chapters 11. Bibliography 12. Appendices* 13. Curriculum Vita	Arabic (1, 2, 3, 4, etc.)	Bottom centered on every page	
				 Text Pages



FINAL SUBMISSION

Final Submission

Only after you obtain Approval from
the Graduate School!!

**1. Please conduct a SPELL
CHECK before final
submission!!!**

2. Submit the thesis or dissertation
in PDF format on a CD in a case –
do not include any WORD files
(preferably a rewritable CD).

3. Keep the title of the PDF thesis or
dissertation file simple. Remember it
will be available to the public.

Mbarraza_Thesis

4. Submit a **hard copy of the signature page and the defense form** along with the CD.

Signature Page in Thesis
or Dissertation PDF file is
Blank. Do not scan the signature
page and insert it in the final file.

5. Label the CD with your name,
semester and year. Indicate if it is a
thesis or dissertation.

M. Flores
Thesis
Spring 2013

6. The CD copy submitted to the Graduate School is catalogued at the UTEP Library.

7. Submit the thesis or dissertation PDF file at the UMI website for on-line publication –

<http://dissertations.umi.com/utep>

8. The UMI/ProQuest website will ask you for a user ID and password that you create.

9. The Thesis/Dissertation On-Line Publication fee paid at UTEP is for Traditional Publication. You are not obligated to purchase additional services from UMI/ProQuest but if you choose to make a purchase, you are responsible for any additional charges incurred.

10. Theses and Dissertations are regarded as publications once they are approved and submitted to the Graduate School and will be available to the public.

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12. If portions of the thesis or dissertation have been published, you must include written permission from the publisher to include those sections in your thesis or dissertation.

13. Please notify the Graduate School if your thesis or dissertation research has patent or discovery paperwork pending.

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This applies to works authored by students, professionals, faculty, and non-faculty researchers. The Board retains certain rights in these works as set forth in the Policy and Guidelines for Management and Marketing of Copyrighted Works.

<http://research.utep.edu/Default.aspx?tabid=72170>

The University encourages authors to manage their copyrights carefully.

For more information about copyrightable materials and use, go to the Copyright Crash Course at:

<http://www.utsystem.edu/ogc/IntellectualProperty/>

Inclusion of Previous Publications

The verbatim inclusion of previously published papers or articles by the student in a thesis or dissertation is the prerogative of the major department, but copyright laws must be followed. Even in fields where collaborative research has become the norm, the student must be the sole author of the manuscript being submitted to meet degree requirements and therefore must specify his or her contribution to the overall research program and delineate contributions of colleagues. Where published papers, books, or ready-for-publication papers are included, the following guidelines should be followed:

1. Multiple Authorship

Multiple authorship of a published paper should be addressed by clearly designating in an introduction the role that the thesis or dissertation author had in the research and the production of the published paper. The student must have made a major contribution to the research and writing of papers included in the thesis or dissertation. This applies only to the verbatim inclusion of a previously published paper. The inclusion of short passages from a paper previously published by the student is cited in the same manner as a work by any other author.

2. Referencing

There must be a full citation of where individual papers have been published.

3. Permission for Copyrighted Materials

Written permission must be obtained for all copyrighted materials used in the thesis or dissertation, including manuscripts submitted for publication but not yet published, and these permissions must be submitted with the final manuscript.

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dissertation for
format check
at least one day
PRIOR
to your scheduled
defense date**



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on a flash drive to**

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Paper copy not necessary!



Remember that accuracy and consistency are the all-important matters. These qualities make the thesis or dissertation a usable research tool for other readers.

Perform a spell check before final submission to the Graduate School. Your document will reside in the UTEP Library for all time and will be accessible electronically to millions of researchers in and out of your field.

Please give your thesis or dissertation the care and attention that it deserves.



Questions, comments or concerns:

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