The UTEP Graduate School accepts theses, dissertations and reports in digital format only.

When submitting in digital format, a PDF file (no Word or other type of file) must be copied to a CD.

- Signatures do not appear on the actual PDF file, but they must appear on the printed signature page.
- Fly page (blank page) is not required on the PDF file.
- Margins are one inch for all four sides of the paper.
- Page numbers are placed on the bottom of the page, center aligned, and one inch from the edge of the paper.

It is highly recommended that a format check be completed on the thesis, dissertation or report prior to the defense date.

After final approval by the Graduate School, the thesis, dissertation or report must be submitted electronically at the UMI website: http://dissertations.umi.com/utep.

UMI submission fees can be paid at the Graduate School or at the Bursar’s Office.
  TDMF Submission fee for a thesis or report is $45.00
  TDMF Submission fee for a dissertation is $55.00

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

This guide is published to assist UTEP graduate students in preparing a finished manuscript to meet requirements for an advanced degree. This finished paper will usually be a “thesis” for master’s degree candidates or a “dissertation” for doctoral degree candidates, but may include a professional report, project paper or seminar paper. The guide provides specific information on standards for final presentation and submission of your work for approval by the Graduate School.

Students preparing manuscripts for submission to the Graduate School should follow these instructions closely in all matters except where a particular discipline may have specific requirements such as in the matter of bibliographic conventions. Students must adhere to the style required by the academic program.

We encourage you to review this guide before you begin work on your manuscript and consult with the Graduate School and your graduate advisor about questions or concerns, so that errors and last-minute delays will not interfere with your timely graduation.
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Chapter 1

GENERAL REQUIREMENTS

1.1 Content and Organization

A thesis, dissertation or professional report submitted to meet degree candidacy requirements represents the individual candidate's research, writing and intellectual property. Its completion is one of the most significant aspects of graduate work. The manuscript is considered a reflection of the ability and character of its author and of the quality of the institution granting the degree. Therefore, the final manuscript must be correct, well organized, and presented in standard English grammar, syntax, spelling, and punctuation, as well as neat in form.

The finished manuscript should reflect a comprehensive understanding of the relevant literature (properly cited) and express in clear and legible English the method, significance, and results of the candidate's research. An introductory chapter should clearly state the general theme and objectives of the research and provide an overview of the chapters to follow.

Occasionally special program requirements or research objectives require divergence from the standard format. For example, a manuscript in Spanish may be acceptable in some specific academic programs at UTEP. Whenever the traditional format is to be replaced due to special requirements of the academic program, the student should request approval from the Graduate Office before the manuscript is prepared.

1.2 Submission Deadlines

Before a student can graduate, the thesis, dissertation or report must be approved by the Graduate School. Important deadlines for Master’s and Doctoral students may be found at the
1.3 Inclusion of Previous Publications

The verbatim inclusion of previously published papers or articles by the student in a thesis, dissertation or report is the prerogative of the major department. 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 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, dissertation, or report 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, dissertation or report. 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, dissertation or report, and these permissions must be submitted with the final manuscript.

1.4 Specific Requirements for Theses

1. Theses must be approved by your Thesis Committee, consisting of three or more members of the Graduate Faculty, one of whom must be from outside your graduate discipline.

2. Each document must be submitted to the Graduate School prior to the deadline date for a format review. Documents for review may be submitted in printed form, floppy disk, CD or through e-mail in Word or PDF format. Include your name, title of document and contact information. Expect reviews to take at least three (3) days.

3. The final version of the thesis must be submitted in PDF format on a CD (one copy in a case) for approval to the Dean of the Graduate School by the deadline date for the semester you plan to graduate. This copy will be retained by the UTEP Library.

4. Along with a copy of the title page, the defense form and signature page with original signatures of committee members must also be submitted.

5. Master’s students are required to go to the ProQuest website (http://dissertations.umi.com/utep) for submission of the thesis. The submission fee is $45.00. If an abstract is included, ProQuest requires that theses limit abstracts to 150 words.
1.5 Specific Requirements for Dissertations

1. Dissertations must be approved by your Dissertation Committee.

2. Dissertations must be submitted to the Graduate School prior to the deadline date for a format review. Documents for review may be submitted in printed form, floppy disk, CD or through e-mail in Word or PDF format. Include your name, title of document and contact information. Expect reviews to take at least three (3) days.

3. The defense form and signature page with original signatures and a copy of the title page must be submitted the semester you plan to graduate.

4. Each student must submit one copy of the dissertation in PDF electronic format, on a CD to the Graduate School for approval by the Dean of the Graduate School. This copy will be retained by the UTEP library.

5. Doctoral candidates are required to go to the ProQuest website (http://dissertations.umi.com/utep) for submission of the dissertation. The submission fee is $55.00. If an abstract is included, ProQuest requires that dissertations limit abstracts to 350 words.

6. Complete the Survey of Earned Doctorates and submit to the Graduate School.

1.6 Specific Requirements for Professional Reports or Other Papers

Professional reports, projects and seminar papers, and other reports may be required to be submitted to the academic graduate departments rather than to the Graduate School. Students are responsible for adhering to the policies and procedures of their departments. When the department specifies that papers be submitted, as degree requirements, to the Graduate School, they should generally conform to the same guidelines and procedures as for a thesis. The
Graduate School requires the submission of a defense form or a completion form with original signatures for reports, projects or seminar papers.
Chapter 2

ARRANGEMENT OF THESIS, DISSERTATION OR REPORT

Bulleted items (►) are required. All other items are optional. Each thesis, dissertation or report must be arranged as follows:

► Signature Page

Dedication and/or Epigraph

► Title Page

Acknowledgments and/or Preface
Begin placing lowercase Roman numerals on this page (if used) and subsequent preliminary pages. The actual number will depend upon how many pages precede the Preface or Acknowledgments.

Abstract

► Table of Contents
Listing all subsequent major sections.

List of Tables
This list and following “Lists” are not required if the thesis, dissertation or report contains less than three tables, figures, etc.

List of Figures

List of Illustrations / Maps / Slides

► Text
Begins with page 1.

► References
This section by may also be titled “References,” “Works Cited,” or “Bibliography.” This section always precedes the Curriculum Vita.

Glossary
The Glossary may also be placed after the Table of Contents (and after any lists).

Appendix
The entire thesis, dissertation or report is numbered consecutively through the last page (the Curriculum Vita). The appendix may not be numbered differently.

► Curriculum Vita
Must be included as the last page of the thesis, dissertation or report, and included in the Table of Contents.
Chapter 3

METHODS OF PRODUCTION

3.1 Word Processing

Theses, dissertations or reports must be written using a standard font and size. Use one font style throughout the paper. The only exceptions are in tables, figures, graphs and appendices. Drop caps, running header columns and other creative options are not acceptable. Major headings may be bolded and up to 2 points larger than the text.

3.2 Number of Copies

Submit one copy of the thesis, dissertation or report to the Graduate School in PDF format on a CD in a case. Label the disk with your name, title of work, major, semester and year of graduation, and indicate if it is a thesis, dissertation or report. In addition, submit a paper copy of the title page, signature page and defense form with original signatures. The CD copy submitted to the Graduate School is retained by the UTEP Library. After final approval by the Graduate School, the thesis or dissertation must be submitted electronically at http://dissertations.umi.com/utep.
Chapter 4

FORMAT

4.1 Margins

One inch margins are required on all sides.

4.2 Spacing

The thesis, dissertation or report must be double-spaced. Exceptions for which you may use single spacing are the footnotes and endnotes, charts, graphs, tables, quotations, captions, glossary, appendices and bibliography. Prose quotations over three lines should be in block quote (double or singled spaced, indented on the left). Do not use quotation marks in the block quote except for quotations nestled within the block.

4.3 Numbering of Pages

ALL page numbers in your thesis, dissertation or report should be placed in the same location on each page: centered, one inch from the bottom of the page. The first page of every major section (bibliography, appendices, chapters, vita, etc.) must begin on a new page. Lowercase Roman numerals must be used for all preliminary pages preceding the actual text of the thesis, dissertation or report. The page after the title page is usually numbered iii or iv depending on whether or not optional pages have been included. Page numbers do not appear on either the signature page, dedication page or the title page, but they should be included in the
total page count. The first page of the text is always Arabic numeral “1”. Subsequent pages are numbered following the same procedure.

4.4 Illustrative Materials

Tables, maps and illustrations must fit within the required page margins. It is possible to reduce them or use landscape orientation to fit the margins, in which case the page number should be added after the reduction is done. Remember that captions for tables are placed above the table. For all other material, the caption is placed below the illustration.

Examples

Table 1. This is an example of a table.

<table>
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<tr>
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<th>1234</th>
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<tr>
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</table>

or

Figure 1. This is an example of a figure.

4.5 Numbering of Tables, Figures, etc.

Pages carrying illustrative material must be given page numbers appropriate to their place in the thesis, dissertation or report. They may not be inserted after the text has been numbered and given numbers such as 10a. Page numbers remain in the same position even though the illustrations, graphs, charts, etc. are landscape-oriented. There should be no duplication of labels,
i.e., no two tables should be assigned the same number. Numeration of these elements normally is consecutive throughout the document: Table 1, Table 2, Table 3, etc. However, one acceptable alternative for numbering figures and tables is double-numbering. In this method, the figures, tables, and illustrations are given double numbers reflecting their locations in the document. For example: Figure 9.3 is the third figure in chapter nine. Figure A2 is the second figure in Appendix A.

4.6 Signature Page

The title must be uppercase, double-spaced, and should be in inverted pyramid form if more than one line long. The author’s name in uppercase and the academic department in initial capitals should follow the title. Both should be double spaced. The top line is for the signature of the chair of your supervising committee. The committee chair’s name and “Chair” should immediately follow the first signature line. There should be one signature line for each member of your committee. Under each signature line, type each member’s name with their appropriate title. Names should be single spaced and in initial capital letters. Triple space between each signature line and preceding name. Neither signature lines nor the names of the committee members may extend past the one inch right margin. The signature page must meet the same margin requirements as the rest of the thesis, dissertation or report. You must have the original signatures of your approved committee members on the loose signature page. Take your committee members’ travel plans into account when trying to get their approval and signature. Extensions cannot be granted because your committee members are out of town.
4.7 Title Page

The title must be in uppercase, double spaced, and in inverted pyramid form if more than one line long. The student’s name as it appears on the UTEP transcript should be in uppercase, first name first, followed by a comma and then the letters of any previous degree awarded. The type of manuscript (THESIS, DISSERTATION, RESEARCH PAPER, PRACTICUM PAPER, and GRADUATE PROJECT OR EXHIBITION REPORT) should be typed in upper case. The entire section should be double-spaced. The name of the degree sought must be worded in the form given in the catalog, such as MASTER OF SCIENCE, MASTER OF EDUCATION, or DOCTOR OF PHILOSOPHY, and typed in upper case. The name of the academic department should be typed in initial capitals. “THE UNIVERSITY OF TEXAS AT EL PASO” should be typed in uppercase. The month (May, July or December only) and year the degree is awarded should be typed in initial capitals and should not be abbreviated. The entire section should be double spaced.

4.8 Table of Contents

The Table of Contents is placed just before the text (and any list of table, figures, etc.). It consists of section titles, chapter titles and as many subheadings as you feel are necessary. These major headings should match the headings on the actual pages within the text. Maintain the same format on major headings within the text as on the Table of Contents. Also listed are the beginning page numbers for each section or chapter. Include a Bibliography (or References or Works Cited) and Curriculum Vita in your Table of Contents. Generally, page numbers for chapter titles (and subheadings) are right-justified and preceded by leader dots. Consistency
between how each section or element of the thesis, dissertation or report is shown on the Table of Contents and within the volume is most essential. For example, do not label your chapters with Arabic numbers on the Table of Contents and with Roman numerals in the text. Chapter titles or subheadings, when more than one line long, have a better appearance when indented at the second line and single spaced. The entire table should remain consistent with all margin requirements. For further detailed information on the format of the Table of Contents, refer to the *Chicago Manual of Style* (13 ed., University of Chicago Press: 1982).

- No bold fonts on this page.
- Word “Page” should be above page number column.
- Leader dots are needed between listings and page numbers.
- Double space major headings.

It is acceptable to have a minimal Table of Contents, consisting only of the sections “Text”, “Bibliography,” and “Curriculum Vita” and their respective page numbers if the text itself has no divisible chapters or major sections. Keep in mind that major sections always start on a fresh page and must be designated in your Table of Contents by left justified headings (not indented). Sub-sections, which do not need to begin on a fresh page, are designated in the Table of Contents by indenting the headings.

### 4.9 Footnotes and Bibliography

There must be a reference/bibliography section included in your thesis, dissertation or report even if you have also used chapter end notes. The bibliography must indicate materials actually used (and the edition, if that used is not the first); by this means, accuracy of quotation and
citation may be readily verified. The only time a bibliography may be omitted is if the thesis, dissertation or report is a wholly original work such as a novel, poetry or musical composition. Footnote citations should be sufficiently exact to enable the reader to find the source with ease. Keep in mind that footnotes must also fall within margin requirements.

Given the many formats of footnotes and bibliographies, no satisfactory rule can be laid down in this brief space. Any standardized form for footnotes and bibliography approved by your supervisor is acceptable as long as you follow it consistently. Therefore, consult with your supervisor.
Chapter 5

SAMPLE FORMS

The following pages provide samples for pages which must be standard throughout all theses, dissertations or reports.
TITLE OF THESIS, DISSERTATION

OR REPORT

by

STUDENT’S FULL OFFICIAL NAME, DEGREES

THESIS, DISSERTATION or REPORT

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

Department of (title of the academic department or program)

THE UNIVERSITY OF TEXAS AT EL PASO

Month (May, July, or December) Year
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<tr>
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<td>4.1</td>
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CURRICULUM VITA

Maria Ornelas was born on October 11, 1962 in Tucson, Arizona. The second daughter of Edmundo Ornelas and Alicia Avila Ornelas, she graduated from Burges High School, El Paso, Texas, in the spring of 1980 and entered The University of Texas at El Paso in the fall with the Stevens Scholarship. While pursuing a bachelor’s degree in computer science, she worked with Spartan Software, a software development company in Austin, Texas, during the summers of 1983 and 1984, and later worked with the company full-time after receiving her bachelor’s of science degree from The University of Texas at El Paso in 1985. She was a guest speaker during the Conference in Natural Language Processing in 1985 in San Jose, California and published Techniques in Natural Language Parsing in 1988 in the ACM Journal of Artificial Intelligence. In the fall of 1989, she entered the Graduate School at The University of Texas at El Paso.

Permanent Address: 1967 Alan Turing
El Paso, Texas 79924

The vita is a brief biographical sketch of the writer which provides information for future readers and researchers of unpublished works. It should include the date and place of birth, names of parents, school, and colleges attended, and degrees awarded. The vita should ideally be one page. The permanent address and name of the author should appear at the end of the page.

This thesis was typed by the author.

Arabic number

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