



**THESIS AND DISSERTATION
FORMATTING GUIDELINES**



GRADUATE SCHOOL





<https://www.utep.edu/graduate/>



<https://www.utep.edu/graduate/graduation/how-to-graduate.html>

Master's Forms **Doctoral Forms**



Thesis/Dissertation Tools

Thesis/Dissertation Template Instructions
Thesis/Dissertation Word Template (docx)
Thesis/Dissertation Word Template (doc)

Graduate School Formatting Guidelines

UTEP Graduate School formatting guidelines 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.

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

Send it by email to:
gradschoolgraduation@utep.edu

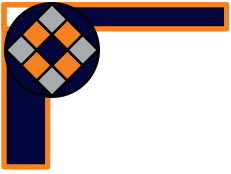
Thesis & Dissertation Word Template

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

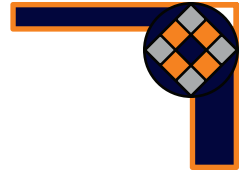
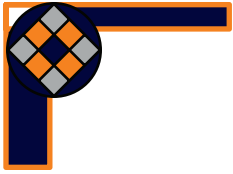
Appendix

Curriculum Vita (or Vita)

All non-bolded pages are optional unless your committee requires the submission of optional pages.

 Abstract is required in dissertations and should be no more than 300 words.





Signature Page

1-inch margin

AN EXAMPLE OF THE TITLE OF A THESIS FOR THE PURPOSES OF ILLUSTRATING
HOW THE TITLE IS SUPPOSED TO LOOK LIKE AN INVERTED TRIANGLE IN
ALL CAPITAL LETTERS AND DOUBLE SPACED

Upper case
letters only

PAYDIRT PETE

Master's Program in Underwater Basketweaving

or

Doctoral Program in Underwater Basketweaving

Align "APPROVED" and
committee member
names with signature
line

APPROVED:

Jane Sample, Ph.D., Chair

Fred Public, Ph.D.

Another Example, Ph.D.

Yet Another Example, Ph.D.

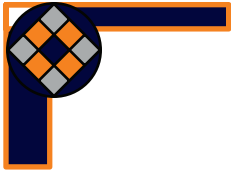
One Last Example, M.P.A.

Correct Name and Title of Dean

Stephen Crites, Ph.D.
Dean of the Graduate School

1-inch margin





Title Page

1-inch margin

AN EXAMPLE OF THE TITLE OF A THESIS FOR THE PURPOSES OF ILLUSTRATING
HOW THE TITLE IS SUPPOSED TO LOOK LIKE AN INVERTED TRIANGLE IN
ALL CAPITAL LETTERS AND DOUBLE SPACED

Upper case
letters only

by

PAYDIRT PETE, B.A.

FULL NAME, ABBREVIATED CREDENTIALS

THESIS

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 only.
No majors or
concentrations.**

MASTER OF ARTS

Department of Underwater Basketweaving
THE UNIVERSITY OF TEXAS AT EL PASO

December 2019

1-inch margin

**Month and Year of conferral only –
No comma between month & year.**



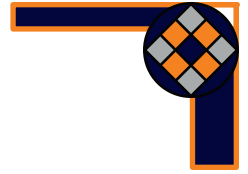


Table of Contents

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

REFERENCES

APPENDIX

CURRICULUM VITA



Table of Contents

TABLE OF CONTENTS

| | Page |
|---------------------------------------|------|
| ACKNOWLEDGEMENTS..... | iii |
| ABSTRACT..... | v |
| TABLE OF CONTENTS..... | vi |
| LIST OF TABLES..... | vii |
| LIST OF FIGURES..... | ix |
| 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 |
| REFERENCES..... | 24 |
| APPENDIX..... | 27 |
| CURRICULUM VITA..... | 28 |

The format of all Major Headings must remain consistent. If all Major Headings are written using only Upper Case Letters, then Major Headings in the Table of Contents should also be written using only Upper Case Letters. This only applies to major headings not subchapter headings.



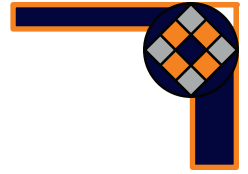


Table of Contents

Major Headings Using Title Case

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

References

Appendix

Curriculum Vita



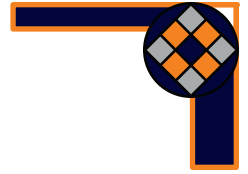
Table of Contents

Table of Contents

| | Page |
|---------------------------------------|------|
| Acknowledgements..... | iii |
| Abstract..... | v |
| Table of Contents..... | vi |
| List of Tables..... | vii |
| List of Figures..... | ix |
| 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 |
| References..... | 24 |
| Appendix..... | 27 |
| Curriculum Vita..... | 28 |

The format of all Major Headings must remain consistent. If all Major Headings are written using only Title Case Letters, then Major Headings in the Table of Contents should also be written using only Title Case Letters. This only applies to major headings not subchapter headings.





Curriculum Vita (or Vita)

Vita

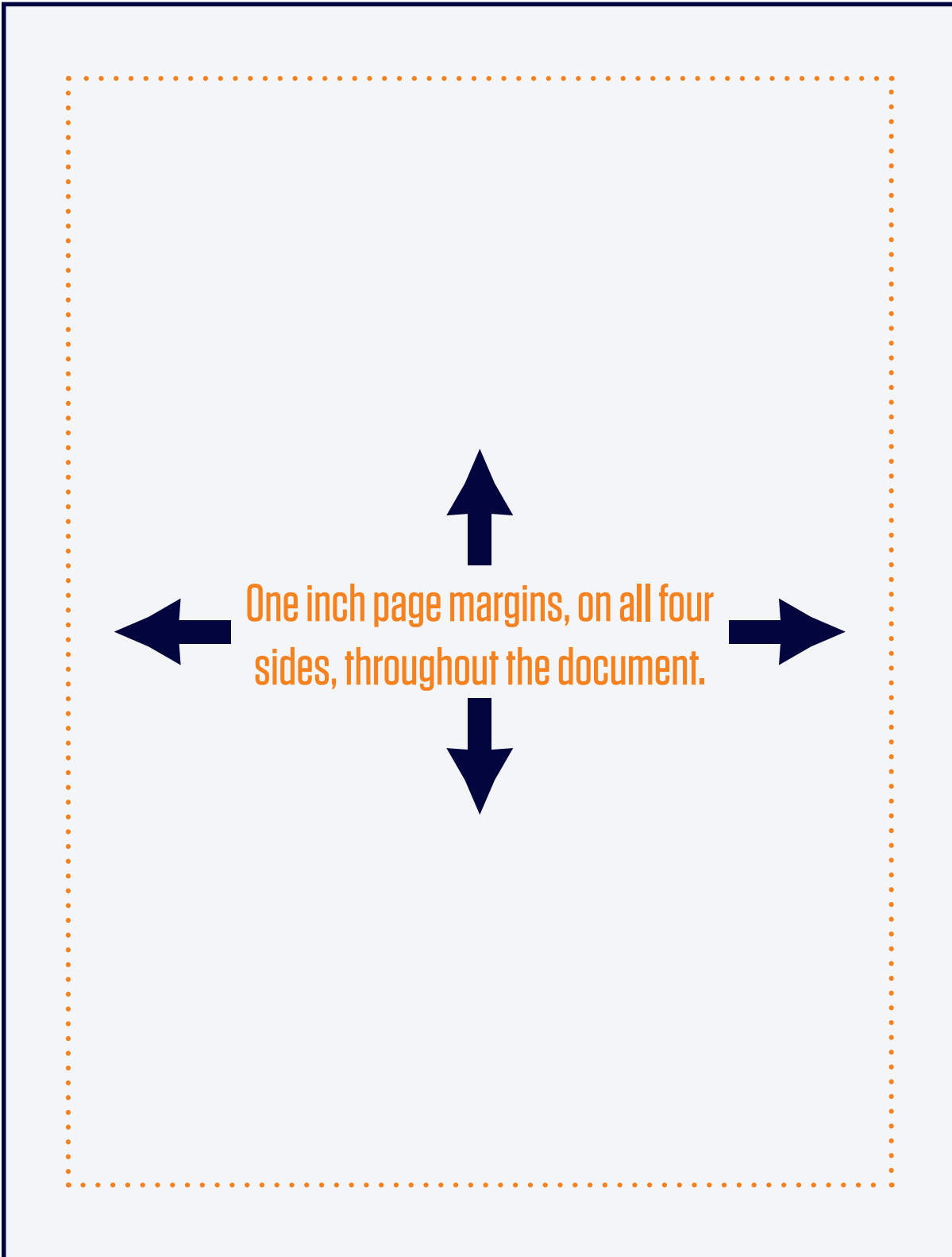
The vita is a brief biographical sketch of the writer written in paragraph format which provides information for future readers. The Vita includes the author's full name, degrees awarded; publications; and experience in teaching, business, and industry; military service, if any. The Vita should also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

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 dissertations must include a Vita as the last entry in the Table of Contents and as the last page of the thesis or dissertation.



Formatting





Formatting

Fonts

We suggest that you use a standard font size and style (like Times New Roman) throughout the document.



Largest font size should be 14 point.

Smaller font may be used for table, figure, illustration, and graphics captions.

Page number font size and style should be identical to the largest size and style.

Spacing



The entire document should be double spaced.

Table, figure, illustration, and graphics content and captions may be single spaced.

Captions



Table captions should be above the table.

Figure/illustration/graphic captions should be below the figure/illustration/graphic.

Chapter/Section Title (Major headings)



Major headings styles should be consistent throughout the document.

A new chapter/section should begin on a new page.

Page Numbers



Centered at the bottom of the page.

Footer margin should be 0.7 from bottom if using Microsoft Word. At 1 inch if editing in other software.

The page after the title page is the first to have a number.

All pages are counted, even if they are not numbered.



Formatting

Page Numbers

Preliminary pages are numbered with lowercase roman numerals (iii, iv, v).

Arabic numerals (1, 2, 3) begin on the first page of chapter/section one.

Subsequent pages are consecutively numbered through to the last page, the CV.



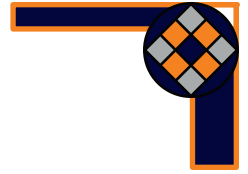
Document Sections, Pagination, and Major Headings

| Section | Page Number Type | Page Number Location | | |
|--|---|--|-------------------|-----------------------|
| 1 | NONE | Pages not numbered but included in total page count. | Preliminary Pages | |
| | | | | 1. Signature Page |
| | | | | 2. Copyright Page* |
| | | | | 3. Dedication Page* |
| ▪Insert 1st NEXT PAGE BREAK for lower case roman numerals▪ | | | | |
| 2 | Lowercase Roman (iii, v, vi, ix, etc.) | Centered at the bottom of every page. | Text Pages | |
| | | | | 5. Acknowledgements* |
| | | | | 6. Abstract* |
| | | | | 7. Table of Contents |
| | | | | 8. List of Tables** |
| ▪Insert 2nd NEXT PAGE BREAK for Arabic numerals▪ | | | | |
| 3 | Arabic Numerals (1, 2, 3, 4, etc.) | Centered at the bottom of every page. | Text Pages | |
| | | | | 10. Chapters/Sections |
| | | | | 11. Bibliography |
| | | | | 12. Appendices* |
| 13. Vita | | | | |

*Optional unless your committee requires the submission of optional pages.

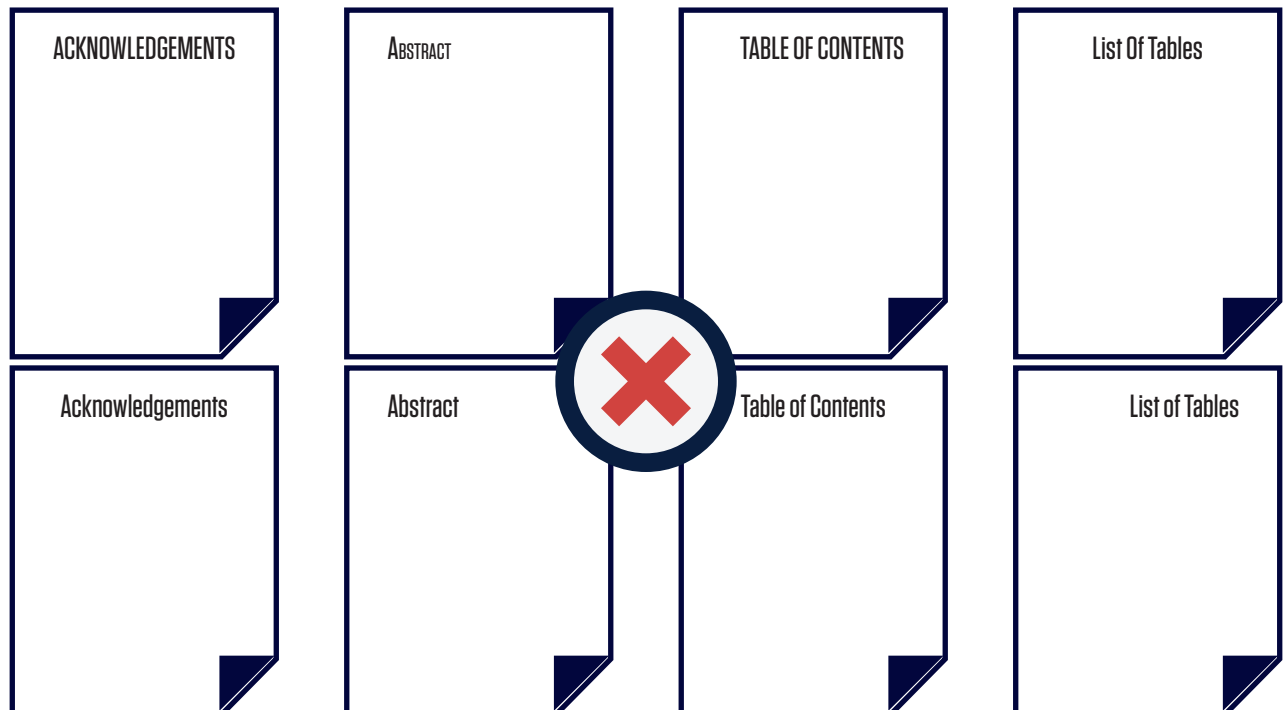
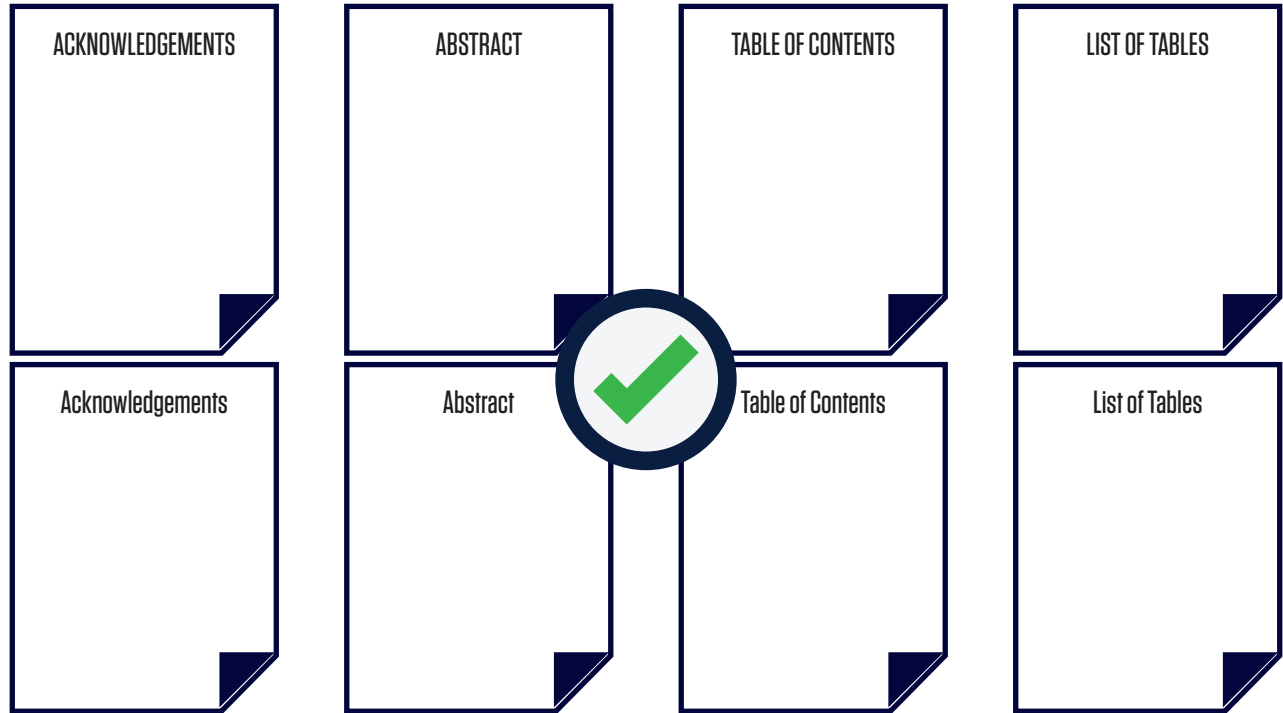
**A separate List of Figures & Tables required if there are 3 or more figures or tables.

▪ Microsoft Word function.



Formatting

Consistent Major Headings





Formatting

Table/Figure/Illustration Captions

Table 1: Example of a Table and Caption

| Example 1 | Example 2 | Example 3 | Total Examples | Examples 1 and 2 | No Example |
|-----------|-----------|-----------|----------------|------------------|------------|
| 1 | 6 | 11 | 18 | 7 | 0 |
| 2 | 7 | 12 | 21 | 9 | 0 |
| 3 | 8 | 13 | 24 | 11 | 0 |
| 4 | 9 | 14 | 27 | 13 | 0 |
| 5 | 10 | 15 | 30 | 15 | 0 |

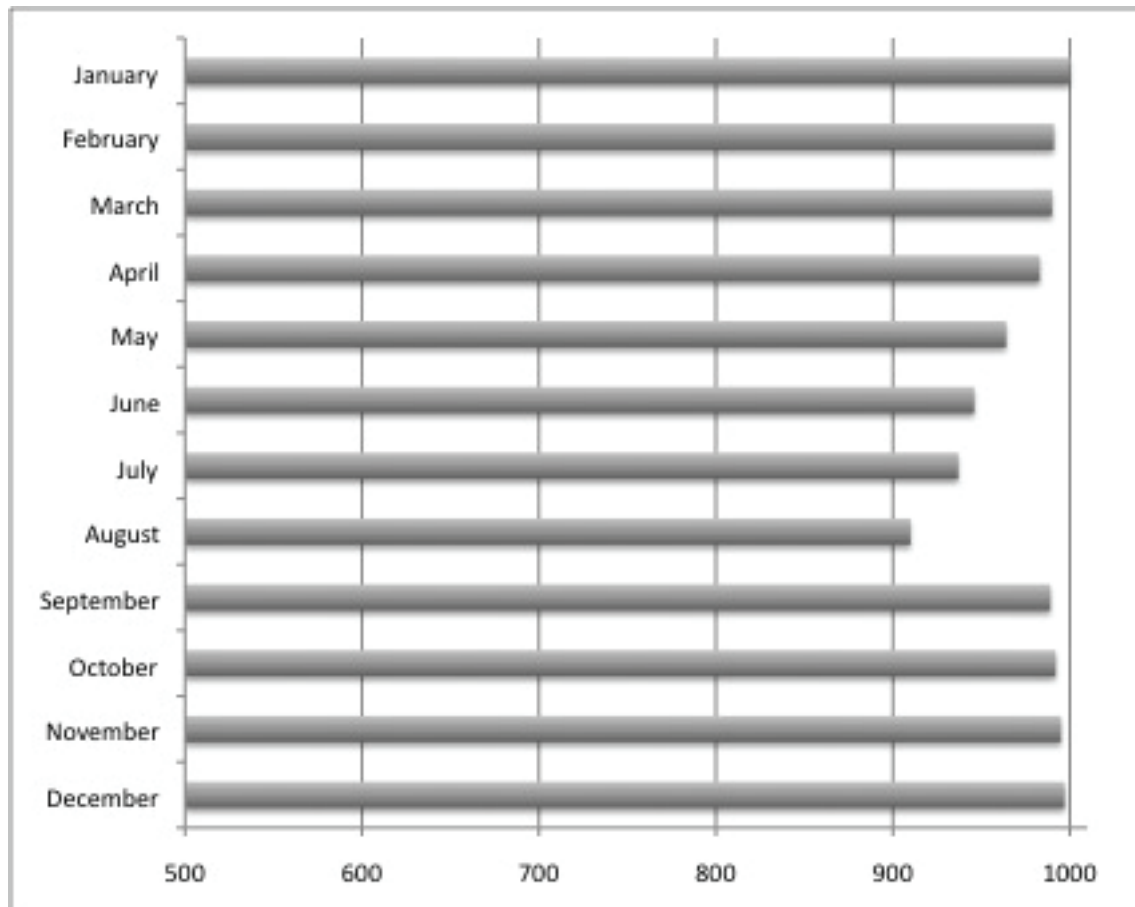


Figure 1: Example of a Figure and Caption





Document Submission Timeline



1

Schedule your defense date.

2

Fill out Application for Graduate Degree.

3

Email your document to gradschoolgraduation@utep.edu at least one day prior to your defense date for preliminary format check.

4

Defend your Thesis/Dissertation.

5

Revise your document as necessary.

6

Submit signed and approved defense form.

7

Email your document to gradschoolgraduation@utep.edu for final format check.

8

Confirm final format approval through email with "Approved Format" subject line.

9

Submit Thesis/Dissertation on ProQuest/UMI

10

Submit signed Signature Page to the Graduate School.





Final Document Submission



1

Please perform a spell check before final submission.

2

Submit the thesis or dissertation PDF file at the UMI website for on-line publication –
<http://dissertations.umi.com/utep>

3

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

4

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.

5

Submit a hard copy of the signature page and the defense form. The Signature Page in the thesis or dissertation PDF file is blank. Do not scan the signature page and insert it in the final file.

6

Theses and Dissertations are regarded as publications once they are approved and submitted to UMI/ProQuest and will be available to the public.

7

The author of the thesis or dissertation holds copyright privileges.

8

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.

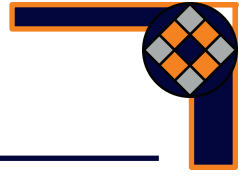
9

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





Final Document Submission



Copyrights

In accordance with the University of Texas System Board of Regents' Rules, the Board (University) does not exert ownership in scholarly works UNLESS it is a scholarly work (i) created by someone who was specifically hired or required to create it or (ii) commissioned by the System or a component institution of System, in either of which cases, Board, not the creator, will own the intellectual property.

Scholarly works include: educational materials, artworks, musical compositions, and dramatic and nondramatic literary works related to the author's academic or professional field, regardless of the medium of expression.

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.

<https://www.utep.edu/vpba/hoop/section-4/intellectual-property.html>

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://guides.lib.utexas.edu/copyright>

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:





Copyrights



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.

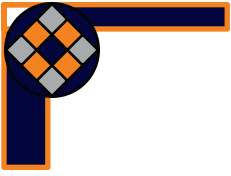
Referencing

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

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.





Things to Remember



Remember that accuracy and consistency are 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 be accessible to other researchers in and out of your field.

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





UTEP Graduate School

MLASB 223

915-747-5491

gradschoolgraduation@utep.edu