

THESIS AND DISSERTATION FORMATTING GUIDELINES



GRADUATE SCHOOL





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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

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List of Tables

List of Figures

List of Illustrations/Maps/Slides

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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

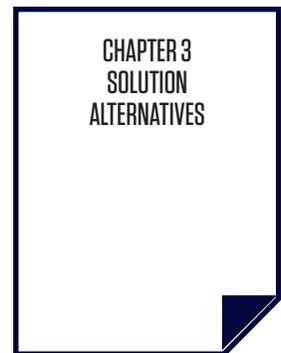
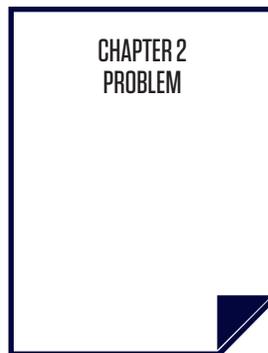
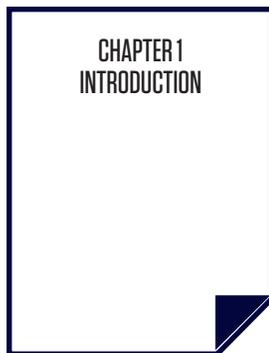
**Month and Year of conferral only –
No comma between month & year.**





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Example of Major Headings Using Heading1, H1 Style - UPPER CASE LETTERS ONLY



Example of Major Headings Using Heading1, H1 Style - UPPER CASE LETTERS

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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.



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Example of Major Headings Using Heading2, H2 Style–Title Case (capitalizing primary words)

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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

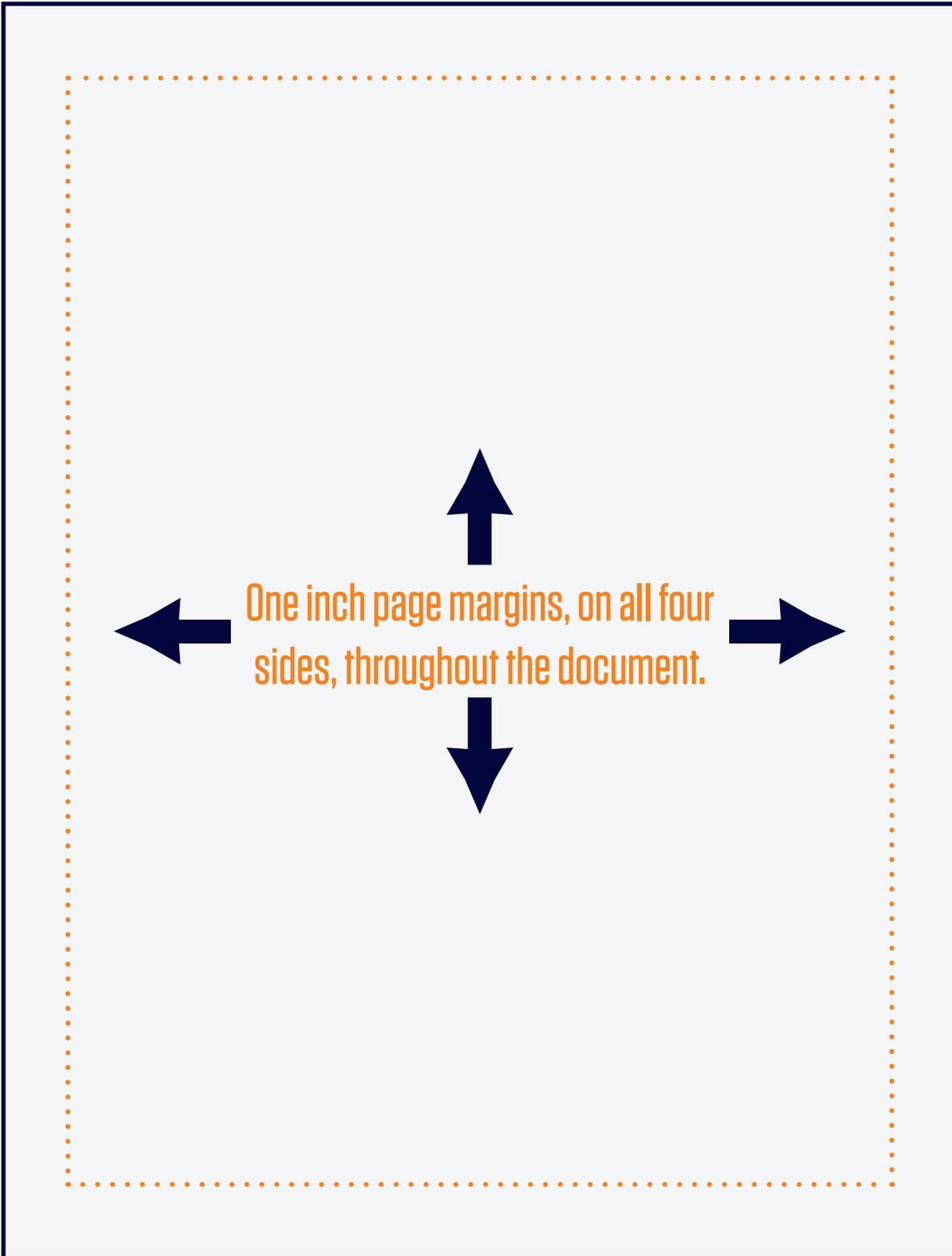
The vita is a brief biographical sketch of the writer written in paragraph format which provides information for future readers. The Vita includes the author's full name, degrees awarded; publications and experience in teaching, business, and industry; military service, if any. The Vita should also include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

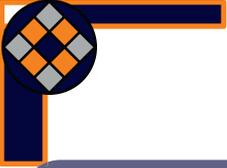
The vita should ideally be one page. Because your electronic thesis or dissertation will be electronically published, be aware that certain personal information could be used to steal your identity. For this reason, you are advised not to include your date of birth, physical address, parents' names,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

Consistent Major Headings

ACKNOWLEDGEMENTS

ABSTRACT

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LIST OF TABLES

Acknowledgements

Abstract

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ACKNOWLEDGEMENTS

ABSTRACT

TABLE OF CONTENTS

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Abstract

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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

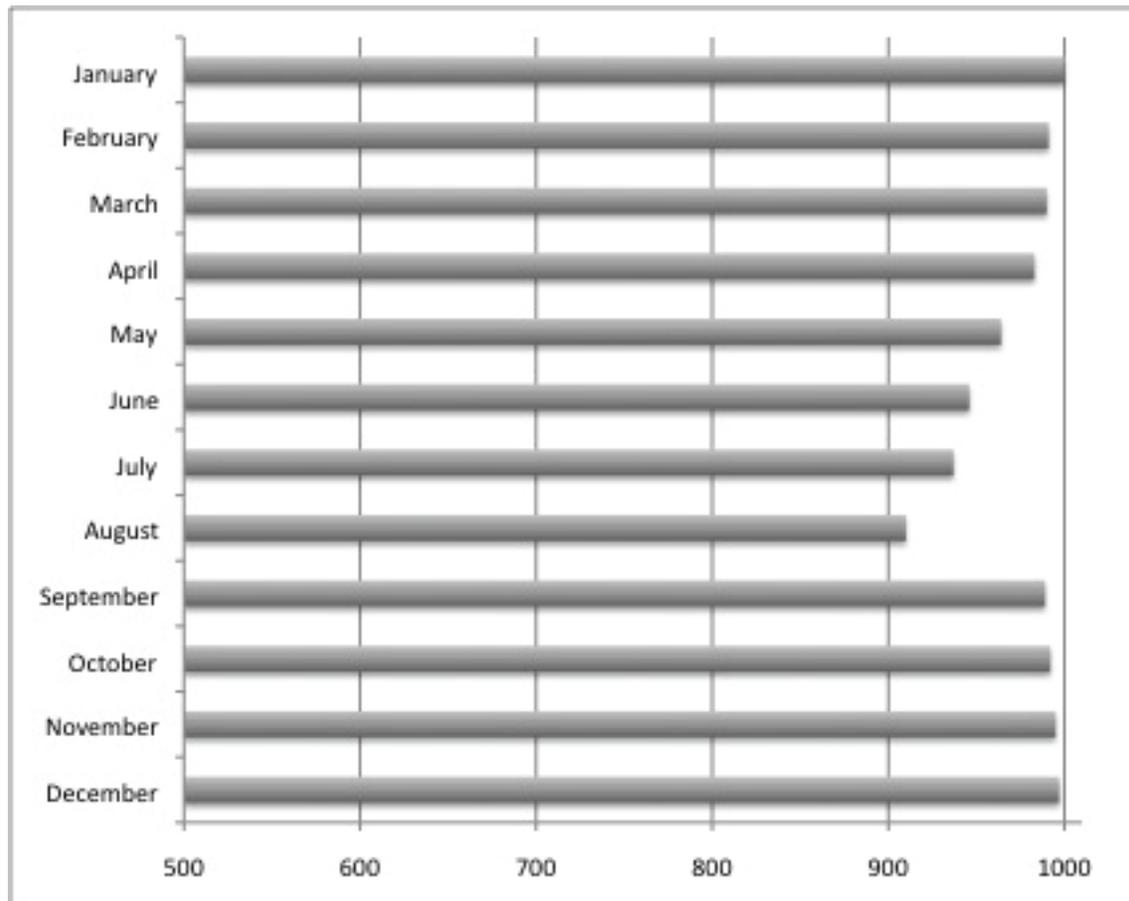


Figure 1: Example of a Figure and Caption





Document Submission Timeline



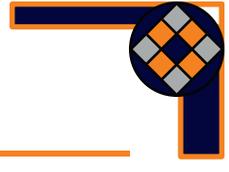
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- 2** Fill out Application for Graduate Degree.
- 3** Email your document to gradschoolgraduation@utep.edu prior to your defense date for preliminary format check.
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- 5** Defend your Thesis/Dissertation and share SafeAssign check results with your committee.
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Final Document Submission



Multiple Articles/Papers Thesis or Dissertation

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Other general formatting requirements remain the same. This includes required pages such as the signature page, title page, abstract, table of contents, list of tables/figures, vita, etc. Please keep in mind that there must be full referencing for published papers and if applicable, written permission should be included for all copyrighted materials used in the thesis or dissertation.

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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.

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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.





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