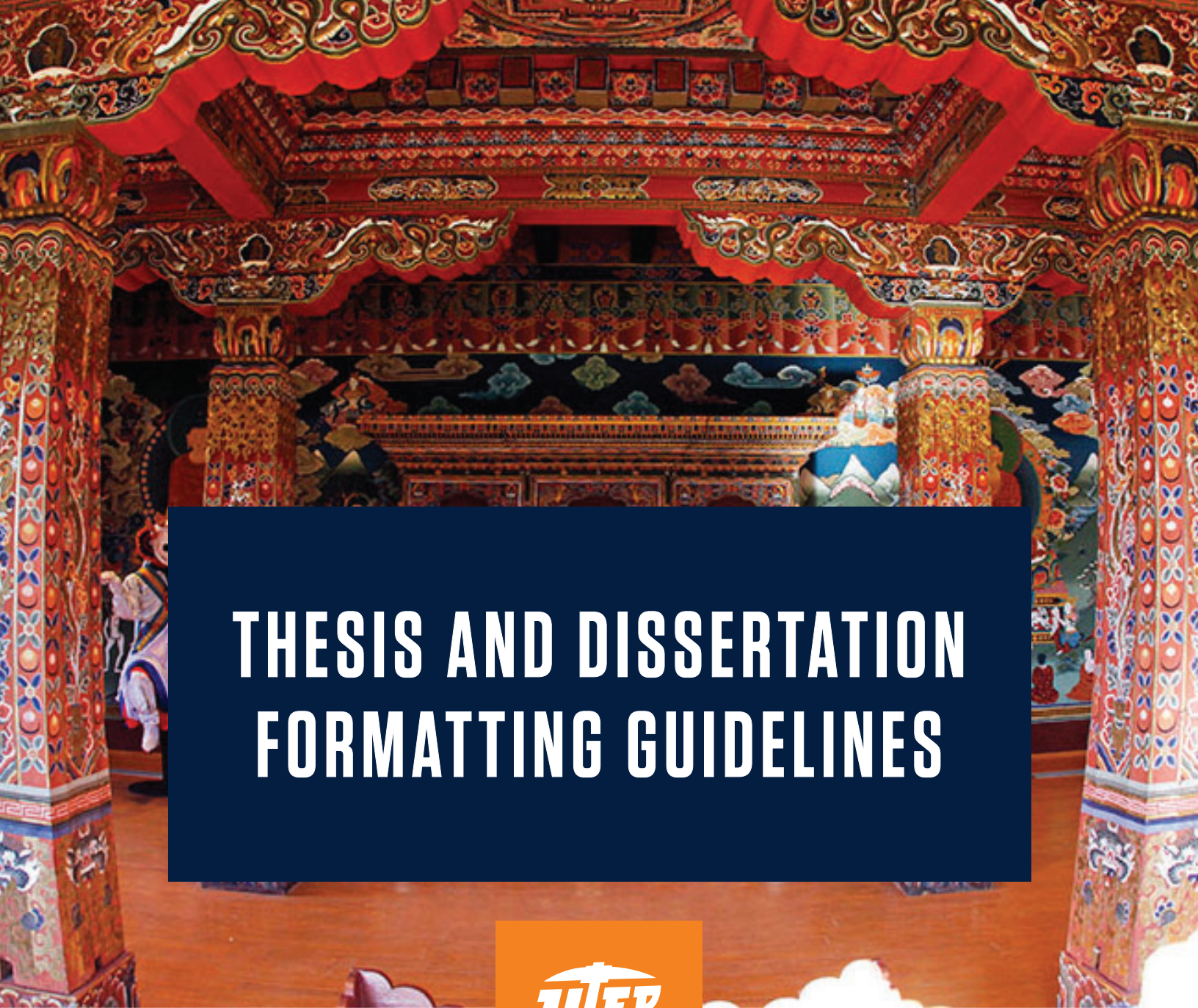
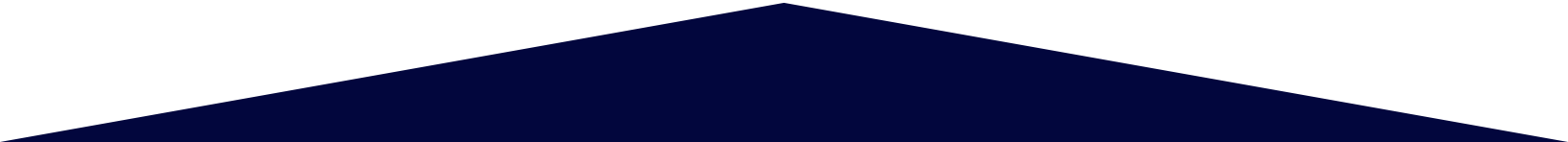




THESIS AND DISSERTATION FORMATTING GUIDELINES



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Thesis/Dissertation Tools

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

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

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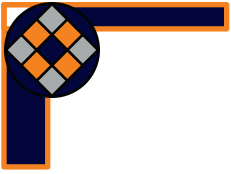
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Order of Thesis or Dissertation



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

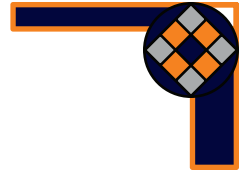
Appendix

Curriculum Vita (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

Upper case
letters only

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

PAYDIRT PETE

Master's Program in Basketweaving or
Doctoral Program in 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

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HOW THE TITLE IS SUPPOSED TO LOOK LIKE AN INVERTED TRIANGLE IN
ALL CAPITAL LETTERS AND DOUBLE SPACED

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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.

MASTER OF SCIENCE

No majors or
concentrations.

Department of Basketweaving

THE UNIVERSITY OF TEXAS AT EL PASO

December 2026

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





Table of Contents

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

ACKNOWLEDGEMENTS

ABSTRACT

TABLE OF CONTENTS

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LIST OF FIGURES

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CHAPTER 2
PROBLEM

CHAPTER 3
SOLUTION
ALTERNATIVES

CHAPTER 4
SUMMARY AND
CONCLUSIONS

REFERENCES

APPENDIX

CURRICULUM VITA



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

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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
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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.

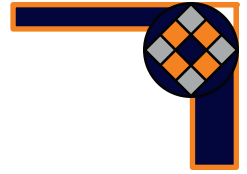


Table of Contents

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

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

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Appendix

Curriculum Vita



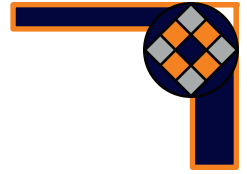
Example of Major Headings Using Heading2, H2 Style–Title Case

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4. Summary and Conclusions.....	20
4.1 Summary.....	20
4.2 Conclusions.....	22
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Curriculum Vita (or Vita)



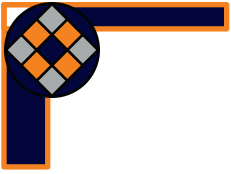
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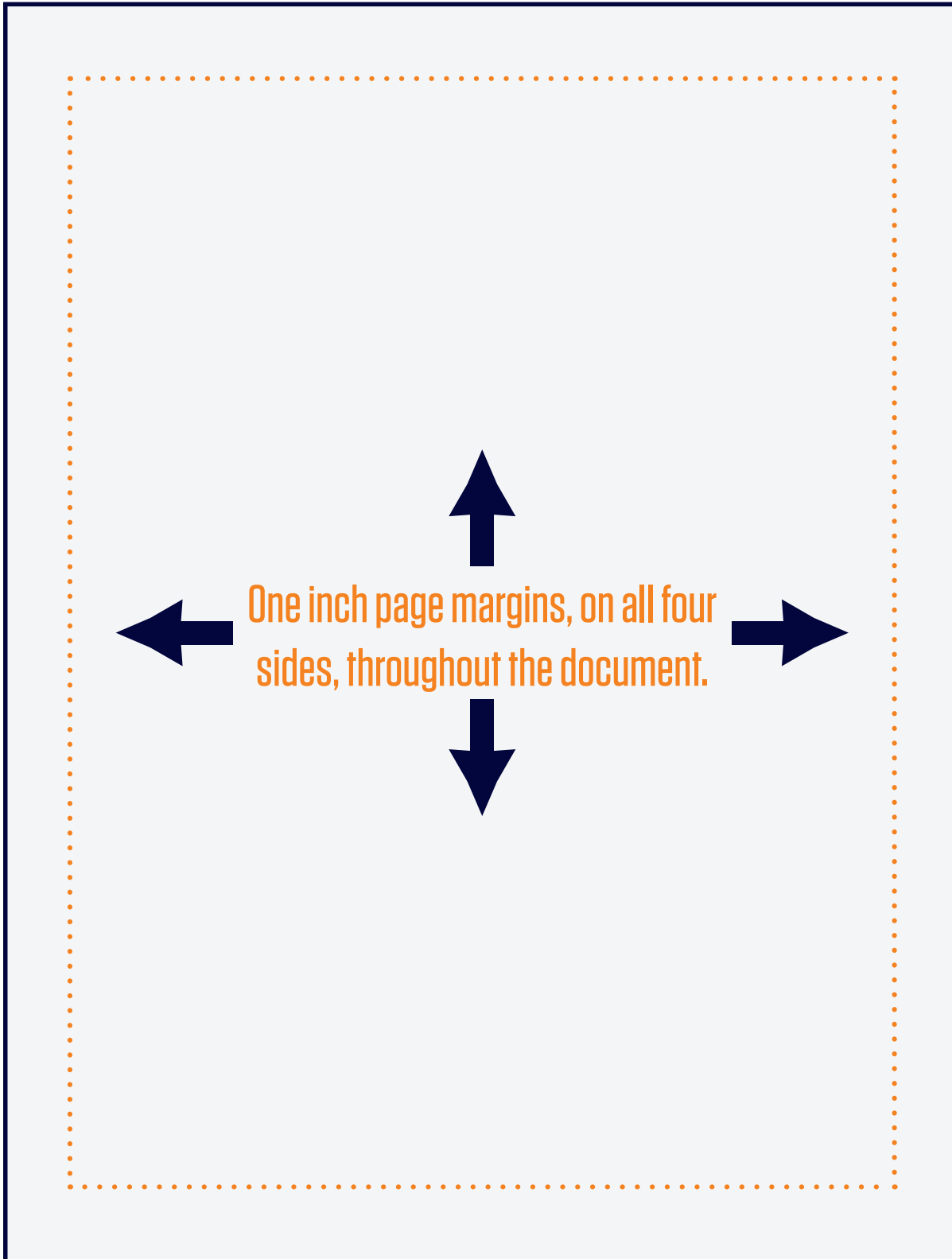
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Formatting





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.

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Table captions should be above the table.

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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).

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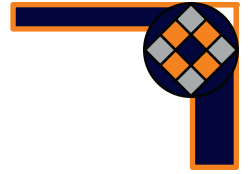
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Section	Page Number Type	Page Number Location	
1 1. Signature Page 2. Copyright Page* 3. Dedication Page* 4. Title Page	NONE	NONE Pages not numbered but included in total page count.	Preliminary Pages
▪Insert 1st NEXT PAGE BREAK for lower case roman numerals▪			
2 5. Acknowledgements* 6. Abstract* 7. Table of Contents 8. List of Tables** 9. List of Figures**	Lowercase Roman (iii, v, vi, ix, etc.)	Centered at the bottom of every page.	
▪Insert 2nd NEXT PAGE BREAK for Arabic numerals▪			Text Pages
3 10. Chapters/Sections 11. Bibliography 12. Appendices* 13. Vita	Arabic Numerals (1, 2, 3, 4, etc.)	Centered at the bottom of every page.	

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

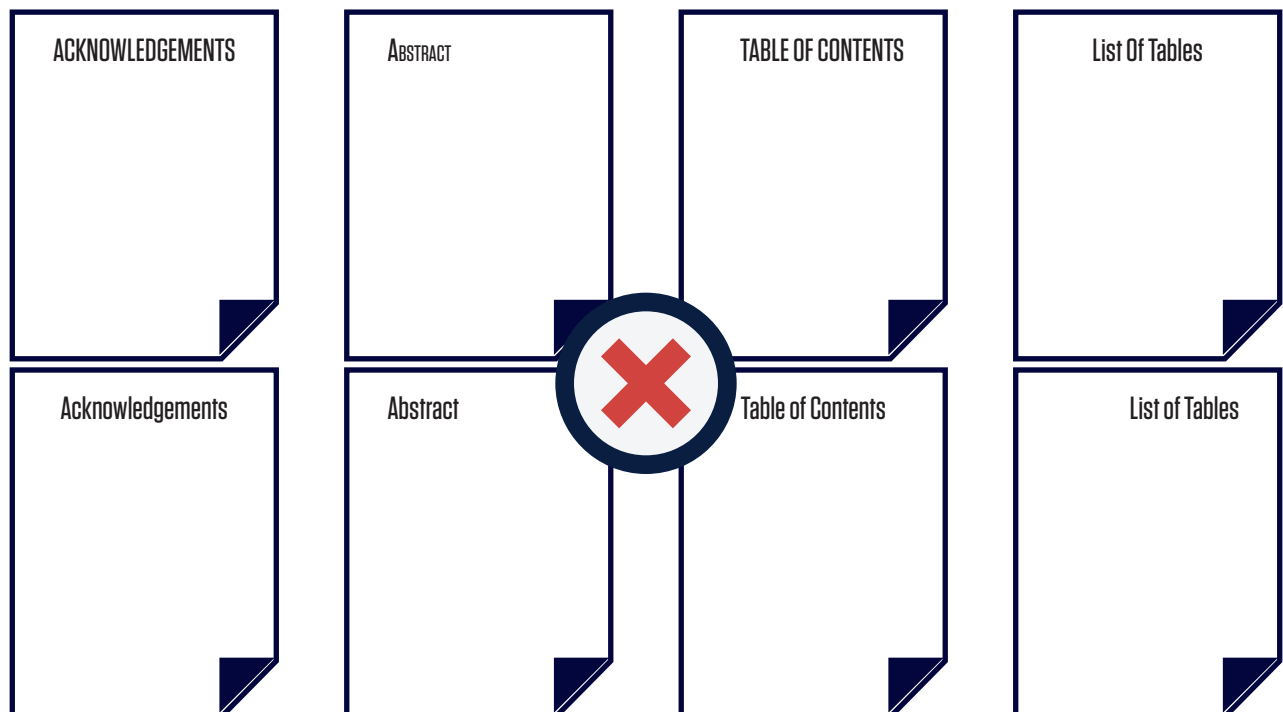
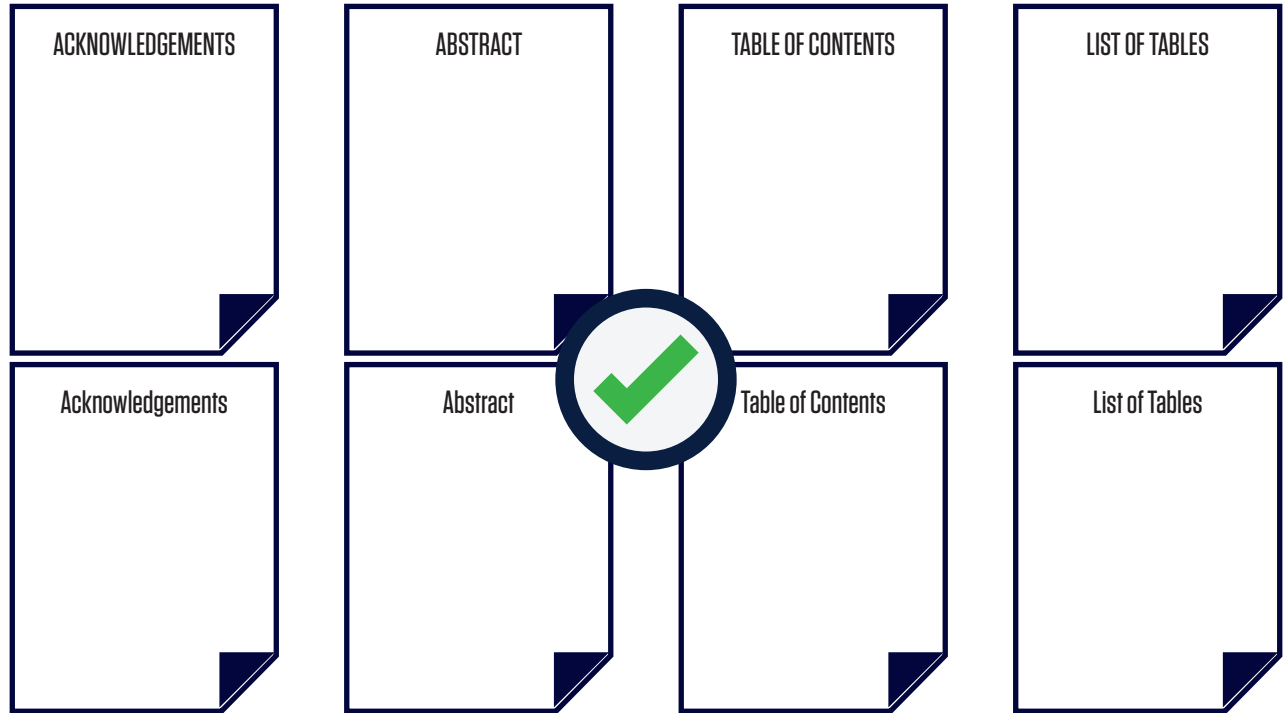
**A separate List of Figures & Tables required if there are 3 or more figures or tables.

▪ 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

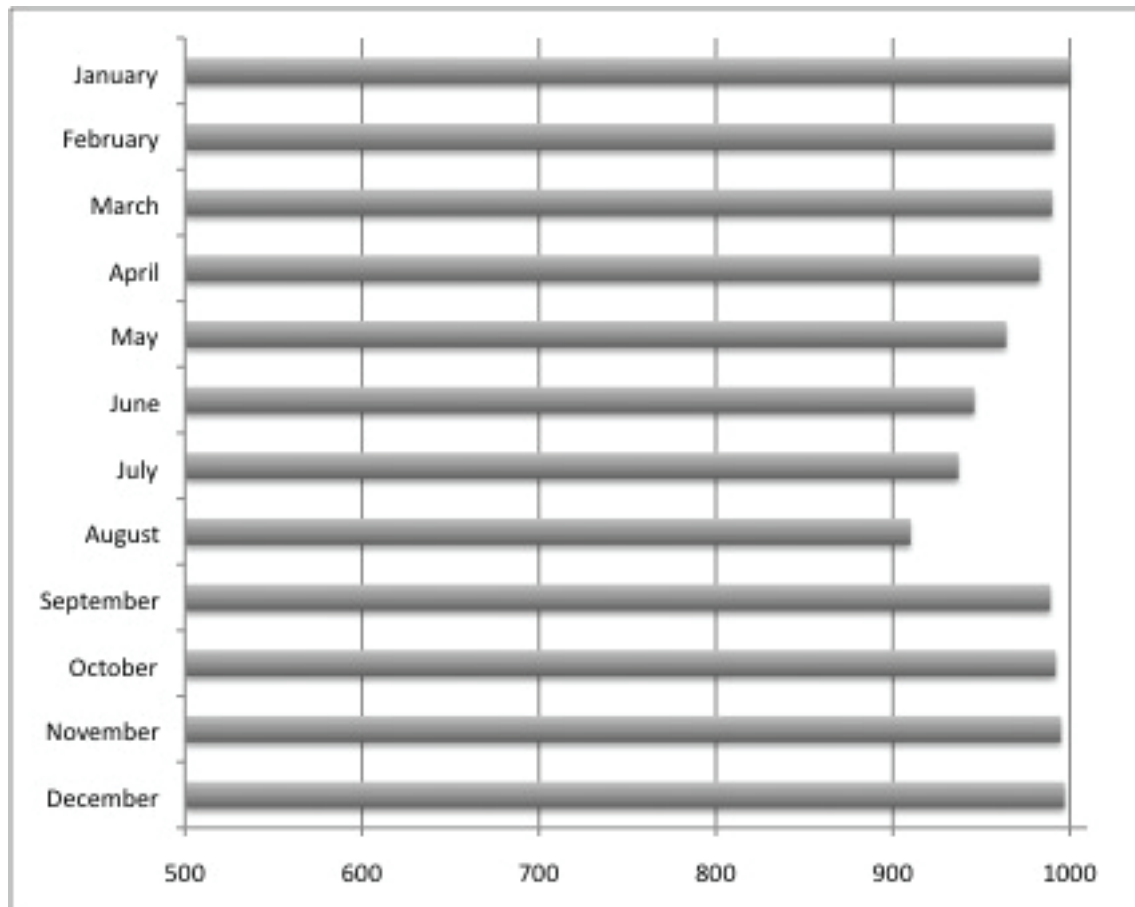


Figure 1: Example of a Figure and Caption





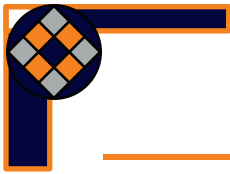
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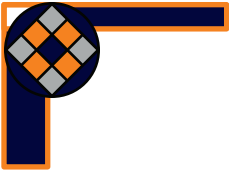
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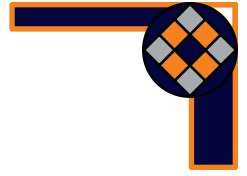
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