

THESIS AND DISSERTATION WRITING

Ensuring Approval Upon Submission to the Graduate School

PURPOSE OF A COMMON OR UNIFORM FORMAT

- ✘ To assist the student in organizing and presenting material in a scholarly manner
- ✘ To ensure a uniform appearance of theses and dissertations across all disciplines
- ✘ To enhance the scholarly and professional appearance of theses and dissertations of UTC students

WHERE TO LOCATE THE STANDARDS

✘ Graduate School web page at:

<http://www.utc.edu/Administration/GraduateSchool/ThesisDissertation/Include/documents/ThesisDissertationStds1stEdFINAL6-2011.pdf>

ENHANCING CHANCES OF APPROVAL

- ✘ Read, read and re-read the *Standards*
- ✘ Follow the guidelines in the *Standards* exactly
- ✘ Check your thesis or dissertation against the *Standards* before submitting it to the Graduate School
- ✘ Proper English grammar and punctuation are required

ENGLISH EDITING

- ✘ The UTC Writing Center (located in 119 Holt Hall) will assist students with writing, the center does not edit or proofread manuscripts.

<http://www.utc.edu/Administration/WritingCenter>

LEGAL, REGULATORY AND ETHICAL ISSUES

- ✘ Plagiarism
- ✘ Copyright
- ✘ Research Protocols and Regulatory Compliance
<http://www.utc.edu/Administration/OfficeOfResearchIntegrity/PAM.php>
- ✘ Ethical Standards (scientific misconduct)

BASIC FORMAT AND APPEARANCE

- ✘ Standards relate to format not style, do not confuse format and style. In certain instances, format will take precedent over style.
- ✘ Font: 11 or 12 point type size. Times New Roman 12 or Arial 11. Always use a TrueFont type to ensure proper conversion to pdf.
- ✘ Margins: left, right, and top margins 1” except where otherwise noted. Bottom margin is 1” of white space below page number.

BASIC FORMAT AND APPEARANCE, CONT.

- ✘ No running headers or footers
- ✘ A table consist of columns of numbers or words, a figure is any type of graphic illustration
- ✘ References are single spaced within, and double spaced between two references

- ✘ You must be consistent throughout the document.

THE DOCUMENT

× Preliminary pages

- × Committee Approval page (**required**)
- × Title page (**required**)
- × Copyright page (optional)
- × Dedication (optional)
- × Acknowledgement (optional)
- × Abstract Page (**required**)
- × Table of Contents (**required**) DO NOT USE A WIZARD
- × List of Tables (if applicable) DO NOT USE A WIZARD
- × List of Figures (if applicable) DO NOT USE A WIZARD
- × List of Abbreviations (if applicable)
- × List of Symbols (if applicable)

PRELIMINARY PAGES – IMP. POINTS

- ✘ All required and applicable preliminary pages must be included & in the proper sequence.
- ✘ Don't create new types of or different formats for preliminary pages. Only those listed are acceptable.
- ✘ Check with all committee members and your academic dean to ensure that you have their names listed as they prefer.

THE DOCUMENT

✘ Body or Text Pages

- + The text is divided into chapters including, at a minimum:
 - ✘ An introduction, which is considered the first chapter
 - ✘ Discussion of the research, which may be presented in one or more chapters
 - ✘ A conclusion, and
 - ✘ A list of references, which may be presented at the end of each chapter or at the end of the document

CHAPTER ARRANGEMENTS

MINIMUM REQUIREMENT

- ✘ Chapter 1 Introduction
- ✘ Chapter 2 Discussion of Results
- ✘ Chapter 3 Conclusions
- ✘ References

ALTERNATIVE

- ❖ Chapter 1 Introduction
- ❖ Chapter 2 Manuscript #1
- ❖ Chapter 3 Manuscript #2
- ❖ Chapter 4 Manuscript #3
- ❖ Chapter 5 Conclusions
- ❖ References

EXAMPLE PAGES (The *Std's* Document)

- × Committee Approval Page
- × Title Page
- × Table of Contents
- × List of Tables
- × First page of Chapter
- × Subheadings
- × Footnote
- × References

TIPS

✘ SPACING

- + To get two inches of white space at the top of a page, the margin should be set at 1", then 5 – 6 blank lines down should be two inches.
- + To get two blank lines after text that is double-spaced and before a subheading, hit enter twice and change the second double space to single space. 2 d.s. ≠ 2 blank lines
- + The same procedure above may be used for two blank lines before or after tables and figures
- + For 1" of white space below page numbers where the margin is set at 1", set the footer to 0.8 – 1.0" in Word.
- + Use section breaks to separate chapters.

TIPS

✘ PAGE NUMBERS

- + Use Roman numerals for preliminary pages
- + Use Arabic numbers for text
- + Inserting a page number for landscape oriented
 - ✘ Insert a text box on the page and size it appropriately
 - ✘ Type the page number in the box
 - ✘ Move the box to the proper location for the page number
 - ✘ In the Format tab, select Shape Outline & choose No Outline
 - ✘ In the Format tab, select Text Direction

TIPS

- ✘ Two blank lines before and after each table and figure
- ✘ TABLES (1 & 2)
 - + Use the “Insert Table” function to make tables.
 - + Use the decimal tab to align numbers in columns
 - + Superscript numbers, letters or symbols are used to footnote material within a table. Don’t use multiple asterisks; use asterisks for significant difference.
- ✘ FIGURES (example)
 - + Check spacing before and after figures
 - + Be consistent with how figure titles are formatted.

COMMON MISTAKES

- ✘ Margins (=1")
- ✘ Spacing on pages starting chapters
- ✘ Spacing after page numbers
- ✘ Spacing before subheadings
- ✘ Improper alignment of numbers in tables
- ✘ Not single spacing quotes 3 lines or longer
- ✘ Including appendices that are not referred to in the text of the document
- ✘ Using a Wizard to make the TOC

WHEN TO SUBMIT

✘ Spring 2012

- + Dissertation – March 23rd
- + Thesis – March 30th

✘ Summer 2012

- + Dissertation – June 21st
- + Thesis – June 21st

WHAT TO SUBMIT THE FIRST TIME

- ✘ Theses and dissertations will not be reviewed without pen & ink signatures on the Graduation Degree Examination Results form.
- ✘ Submit only one copy of the thesis or dissertation
- ✘ Print on regular printer paper (not good cotton)
- ✘ Ensure all committee member signatures are on the Committee Approval Page (this page will ultimately be on acid-free good quality paper, e.g., 25% cotton)
- ✘ Submit on or before the first submission date noted in the Graduate Academic Calendar

YOUR DOCUMENT IS ACCEPTED, NOW WHAT?

- ✘ A pdf copy must be submitted to:
 - + ProQuest
 - + The Graduate School (Jerald-Ainsworth@utc.edu)
- ✘ Your diploma and transcript (indicating degree conferral) will not be released until the pdf copies are submitted.

SUBMITTING TO PROQUEST

All elements of the thesis or dissertation must be contained within one document for submitting.

- ✘ Go to the ProQuest site: <http://www.etsdadmin.com>
- ✘ Bottom left of the page, under Students, select “Submit my dissertation/thesis”
- ✘ From the list of schools select “University of Tennessee at Chattanooga”.
- ✘ Set up your log-in information (write your log-in information down, we cannot retrieve it for you)
- ✘ You now have an account and are ready to submit

START EARLY!

Any questions