

DISSERTATION/THESIS TITLE

(DOUBLE-SPACED, CENTERED, AND **ALL IN CAPS** WITH NO BOLD OR ITALICS)

Mary Smith

A thesis/dissertation submitted in partial fulfillment

of the requirements for the degree of

(your degree)

Department of (your department)

Victor Turner, Ph.D., Committee Chair

College of (your College)

The University of Texas at Tyler
Tyler, Texas

This is to certify that the Master's Thesis/Doctoral Dissertation of

MARY SMITH (ALL CAPS)

has been approved for the thesis/dissertation requirement on
(your defense date)
for the (your degree) degree

Approvals:

Thesis/Dissertation Chair: Victor Turner, Ph.D.
(triple space between text and lines)

Member: Simone de Beauvoir, Ph.D.

Member: Carlos Casteneda, Ph.D.

Chair, Department of (name of Department)

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ACKNOWLEDGEMENT
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Even though this acknowledgement page is optional
I dedicate this page to you.

- No word or page limit.
- Dedications, if any, should appear in this section and not in a separate section.
- Use common numeral system for page numbers (1,2,3,4,5,6,7,8,9 etc.)

Title: (Title must match with title page)

Author: Mary Smith (Your name as it appears on the title page – be consistent)

Dissertation Chair: Dr. Victor Turner

Dissertation Committee Members: Dr. Simone de Beauvoir
Dr. Carlos Casteneda

(SINGLE SPACE COMMITTEE MEMBER NAMES – INCLUDE MIDDLE INITIALS IF THEY APPEAR ON SIGNATURE PAGE)

Abstract (CENTERED AND BOLD)

- No indentation at start of abstract and no endnotes.
- Maximum word count suggestion: 150-250 words.

Contents (leave two blank lines between title and the first item)

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- Chapter titles should be in **ALL CAPS** and be preceded and followed by blank lines.
- Section Headings:
 - Optional on TOC but if you include them for one chapter then you must include them for all chapters.

Tables (leave 2 blank lines between title and first item)

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*Do the same for figures used in your dissertation/thesis.

Title of Thesis

Introduction (Leave two blank lines between title and the first paragraph)

Level 1 Heading (Centered, **Bold**, Headline style Capitalization)

Level 2 Heading (Centered, Regular, Headline style Capitalization)

Level 3 Heading (Flush Left, **Bold**, Lowercase Headline Style Capitalization)

Level 4 heading (Flush Left, Roman Type, Sentence style Capitalization)

Level 5 heading. (Flush Left, **Bold**, Sentence style Capitalization, Terminal Period)

*Begin text after the period.

Chapter 1 (one blank line after)

Title of Chapter (two blank lines after)

Body text

Footnotes & Endnotes

- Footnotes go at the bottom of the page where the reference occurs; endnotes go on a separate page after the body of the paper. Both use the same formatting guidelines.
- Within the essay text: put the note number at the end of the sentence where the reference occurs, even if the cited material is mentioned in the beginning of the sentence.
- The note number goes after all other punctuation.
- Be sure to use Arabic numbers (1,2,3), not Roman (i, ii, iii).
- Put the word Notes at the top of the page with your endnotes. Use Times/ Times New Roman 10 pt font.
- Single space each entry but double space between each entry.
- Indent the first line of each note.
- Never reuse a number – use a new number for each reference, even if you have used that reference previously.
- Be sure to look at shortened form examples for sources you refer to more than once.
- To cite multiple sources in a single note, separate the two citations with a semicolon. Never use two note numbers at the end of a sentence.

Tables and Figures

Position tables and figures as soon as possible after they are first referenced. If necessary, present them after the paragraph in which they are described.

For figures, include a caption, or short explanation of the figure or illustration, directly after the figure number.

Cite the source of the table and figure information with a “credit line” at the bottom of the table or figure and, if applicable, after the caption. The credit line should be distinguished from the caption by being enclosed in parentheses or written in different types.

- Cite a source as you would for parenthetical citation and include full information in an entry on your Bibliography or References page.
- Acknowledge reproduced or adapted sources appropriately (Photo by, Data adapted from, Map by...).
- If a table includes data not acquired by the author of the text, include an unnumbered footnote. Introduce the note by the word *Source(s)* followed by a colon, then include the full source information, and end the note with a period.

Table 2. ANOVA Results for Baseline and Phase for Aversive-Event Rate Measures

Measure	Source	<i>F</i>	<i>p</i>	η^2
Aversive-event rate	Baseline	0.67	.518	.05
	Phase	3.63	.067	.12
	Phase * Baseline	1.29	.291	.09

Source: Catherine McCarthy et al., “Assessment of Child Behavior Change”, *Brown Journal of Psychology*, May 2011.

Appendix (if needed)

- Paper may have more than one Appendix.
- Label them Appendix A and Appendix B etc. according to the order that each item appears in the paper.
- In the main text, you should refer to the Appendices by their label.

Notes

- Center title “Notes” and add two blank lines after.
- For the note numbers, use normal text with a period and space after, or use superscript (to match the corresponding note numbers in the main text) with a space but no period after.
- If note numbers restart with 1 in each chapter, add chapter subheads.
- Leave the right margin “ragged”.
- Indent the first line of each note half an inch like a paragraph in the main text.
- Single-space each note, and add a blank line between notes (and two blank lines before chapter subheads).

Bibliography

- Two blank lines should be left between “Bibliography” and your first entry.
- One blank line should be left between remaining entries, which should be listed in letter-by-letter alphabetical order according to the first word in each entry.
- Use a hanging indent – first line of the citation begins at the margin and subsequent lines are indented.
- Sources that you consulted but did not directly cite may or may not be included (consult your instructor).