

**FORMAT GUIDELINES FOR MASTER'S
THESES AND REPORTS**



**The University of Texas at Austin
Graduate School**

September 2010

Formatting questions not addressed in these guidelines should be directed to a Graduate School Degree Evaluator in person in Main 101, by phone at 512-471-4511, or by email at r.babcock@mail.utexas.edu or williamc@austin.utexas.edu

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I. INTRODUCTION TO FORMAT GUIDELINES

The Graduate School will accept theses and reports in pdf format only. The pdf file of your thesis or report must be uploaded directly to the Texas Digital Library. You are advised, and in some programs required, to request a format check by the Graduate School Degree Evaluators in Main Building, Room 101, prior to uploading your thesis or report. If you do not receive a preliminary format check, one will be performed at the time that you submit your final paperwork to the Graduate School.

Templates to assist you in formatting your thesis or report in MS Word for Windows and Mac OS are available at <http://www.utexas.edu/ogs/pdn>.

Graduate School Thesis and Dissertation Support Specialist Bob Penman is available to assist students who encounter formatting problems or who require assistance using the templates. Bob can be reached at bpenman@austin.utexas.edu or at (512) 475-9365.

Additional information on preparing digital theses and reports is available at <http://www.utexas.edu/ogs/etd/>.

In addition to uploading the pdf version of the thesis or report to the Texas Digital Library, students must submit paper copies of the Title Page, Signature Page (with original signatures of the supervising committee), and the Abstract on single-sided, white paper to the Graduate School in Main 101 on or before the published submission deadline.

NOTE: Committee signatures are not included on the signature page contained within the pdf file that is uploaded to the Texas Digital Library. Committee signatures are required on the loose signature page that is submitted to the Graduate School. (See Section IV-d.)

II. YOUR OFFICIAL NAME AT THE UNIVERSITY OF TEXAS

Master's degree candidates must represent their full name as it is officially recorded at The University of Texas at Austin (first name, middle name, last name). This official name must be used in reports, theses, and all other required graduation forms.

Prior to the end of the semester, the Registrar's Office will mail you a letter verifying the information that will appear on your diploma, including your name as it is currently recorded on your academic record. If your name appears to be incorrect in *any* way, please report the problem to the Records Section of the Registrar's Office. Students are encouraged to initiate formal name changes with Registrar's Office as early as possible.

III. ARRANGEMENT OF THESIS OR REPORT

Each thesis or report must be arranged in the following order. *Italicized pages are optional.*

1. **Copyright Page** (Sample A) Include this page in the pretext page count, but do not place a page number on it.
2. **Signature Page** (Sample C) Include this page in the pretext page count, but do not place a page number on it.
3. **Title Page** (Sample B) Include this page in the pretext page count, but do not place a page number on it.
4. **Dedication and/or Epigraph.** Include this page in the pretext page count, but do not place a page number on it.
5. **Acknowledgements and/or Preface.** Begin placing pretext lowercase Roman numerals at the bottom of this page, counting all preceding pretext material except for the fly page. Page numbers are centered one inch from the bottom of the page.
6. **Abstract** (Sample D) Continue pretext page numbering with lowercase Roman numerals.
7. **Table of Contents.** Continue pretext page numbering with lowercase Roman numerals.
8. **List of Tables.** Continue pretext page numbering with lowercase Roman numerals.
9. **List of Figures.** Continue pretext page numbering with lowercase Roman numerals.
10. **List of Illustrations/Maps/Slides.** Continue pretext page numbering with lowercase Roman numerals.
11. **Text.** All pages from the first page of text through the Vita are numbered consecutively in Arabic numerals, beginning with Arabic numeral "1" on the first page of the thesis or report text.
12. **Appendix.** Continue page numbering with Arabic numerals.
13. **Glossary.** May, instead, be placed after the Table of Contents in the area with the Lists of Tables, List of Figures, etc. Continue page numbering with Arabic numerals.

14. **Bibliography.** Other possible titles are “References” or “Works Cited.” Continue page numbering with Arabic numerals. The bibliography is the last page of the thesis or report and the last page listed on the Table of Contents if the author chooses not to include a Vita page.
15. **Vita** (*Sample E*) *When included, this brief biographical sketch of the author is the last page of the thesis or report and the last page listed on the Table of Contents. Continue page numbering with Arabic numerals.*

IV. PAGE FORMAT AND LAYOUT

a. Font

A single font must be used throughout the thesis or report, the only exceptions being in tables, graphs, and appendices. Headings may be bolded and no more than 2 points larger than the rest of the text.

b. Margins

All theses and reports must have consistent margins of at least 1.25 inches at the top, bottom, left, and right edges of the page. Page numbers must be placed at least one inch from the bottom of the page. Margins which are larger than those required are acceptable, but smaller margins are not.

c. Spacing

The thesis or report must be double-spaced or 1.5-spaced. Single spacing may be used only in the Table of Contents, footnotes and endnotes, charts, graphs, tables, quotations, captions, glossary, appendices, and bibliography.

Prose quotations over three lines long should be in block quote, double or single-spaced, and indented on the left. Do not use quotation marks in the block quote except when indicating quotations within the block quote.

d. Numbering of Pages

Beginning with the first page of the Acknowledgements or Preface, if used, all preliminary pages preceding the actual text must be numbered in lowercase Roman numerals; e.g., iii, iv, v, etc. These numerals must be centered under the text with at least one inch of space between the number and the bottom of the page. If no optional pages are used, the page numbers must begin on the Abstract. Do not number the copyright page, signature page, title page, or dedication, but do include each of them in the pretext page count.

The first page of the text begins at Arabic numeral 1. All pages within the text must contain an Arabic page number, bottom-centered, at least one inch from the bottom edge of the page. The first page of every major section (chapters, appendices, bibliography, Vita, etc.) must begin on a new page.

e. Tables and Illustrations

Pages carrying illustrative material must be given page numbers appropriate to their place in the document. Illustrative material may not be inserted after the document has been numbered and given numbers such as “10a.”

All tables, figures, illustrations, and other types of examples included and referenced in the text of the dissertation should be numbered for identification. There should be no duplication of these numbers; i.e., no two tables should be assigned the same number. Figures may be numbered in one of two ways: consecutively throughout the document (Table 1, Table 2, Table 3, etc.), or double-numbered so that illustrations’ numbers reflect their locations in the document (Figure 9.3 is the third figure in Chapter 9, or Figure A2 is the second figure in Appendix A.)

Captions and legends must be placed on the same page with the figure, graph, table or illustration they describe. In order to fit both figure and caption on the same page, captions may be single-spaced, margins may be decreased to one inch, and figures may be reduced in size to fit. If the figures are reduced from their original size, then the page number must be added after the reduction so as not to alter its size. If there is no other way to manage the amount of material to be shown, the caption and figures should be side-by-side in continuous view. This method should only be used in the rare instance where all of the pertinent material will not fit on the same page. Figures, captions, and page numbers must be easily readable when the electronic document is viewed at 100 percent.

Questions concerning architectural designs, music compositions, oversized theses, or theses and reports oriented in alternate ways should be directed to a Degree Evaluator in the Graduate School.

V. CONTENTS

a. Table of Contents

The Table of Contents must be placed before the text and any lists of tables, figures, etc. It consists of section titles, chapter titles, and as many or few subheadings as the author feels are necessary. The section and chapter titles listed on the Table of Contents must exactly match the titles as they appear within the text. Chapters labeled in the Table of Contents with Arabic numbers (Chapter 3) must not lapse into Roman numerals (Chapter III) when they appear again in the text. Page numbers for chapters and subheadings are right justified on the Table of Contents and preceded by a dot leader.

In the text of the thesis or report, major sections must begin on a fresh page and be designated in the Table of Contents by left justified headings (not indented). Sub-sections, which do not need to begin on fresh pages, must be indented in the Table of Contents. The page numbers listed on the Table of Contents must correlate with the beginning of each section or chapter.

Table of Contents entries are generally double-spaced. However, chapter titles and subheadings, when more than one line long, should be indented at the second line and single-spaced. For example:

Chapter One: Title.....	1
Chapter Two: Title.....	23
Subheading Title.....	24
Subheading Title Extending Over One Or More Lines, at the Author's Discretion.....	38

It is acceptable to have a minimal Table of Contents, consisting only of the sections Text and Bibliography with their respective page numbers if the text itself has no divisible chapters or major sections.

The Table of Contents must conform to the margin requirements set forth in Section III-b. More information about formatting may be found in the *Chicago Manual of Style*.

b. Footnotes and Bibliography

A Bibliography, or Reference, section must always appear at the end of the thesis or report, even in theses where chapter end notes have been used. When an author chooses to include the optional Vita page, the bibliography immediately precedes the Vita, which will be the last page in the thesis or report. The bibliography is the last page in theses and reports that do not include a Vita page. Bibliographies may be omitted only in wholly original theses such as novels or musical compositions. The bibliography must include materials used including the edition, if not the first, so the citation can be readily verified. Footnote citations must be sufficiently exact to enable the reader to find the source with ease. Any standardized form for footnotes and bibliography approved by your supervisor is acceptable if followed consistently. Several useful manuals for selecting a footnote/bibliography format include the *Chicago Manual of Style* and W.G. Campbell's *Form and Style in Thesis Writing*.

c. Signature Page

The final version of the thesis or report that is uploaded to The Texas Digital Library must include an unsigned copy of the signature page. The members' names must be typed under the signature lines, omitting titles such as "Ph.D." and "Dr." Supervisor and co-supervisor status should be noted to the left of the member's name. The original signature page containing committee signatures must be submitted to the Graduate School on white paper and meet the same margin requirements as the rest of the thesis or report. Extensions will not be granted simply because committee members are out of town and cannot sign. For this reason, take committee members' travel plans into account when preparing your thesis or report for submission.

d. Copies Required

Effective fall 2010, report- and thesis-option master's degree candidates at The University of Texas at Austin must upload a pdf file of their thesis or report to The Texas Digital Library. The electronic pdf file serves as the University's archival copy of the document. Students are strongly encouraged to keep a copy of their report or thesis and to provide an additional copy to their supervisor or department/program library, if applicable, so that they can easily provide scholars with a copy of their report or thesis during the time between submission and publication through the Texas Digital Library. A paper copy of the report or thesis is not required by the Graduate School, though one may be required by the student's graduate department or program.

VI. PUBLICATION AND COPYRIGHT INFORMATION

a. **Publication and Archiving of Master's Reports and Theses**

Theses and reports are uploaded directly to The Texas Digital Library and will be archived with the University of Texas Libraries. The full text of these documents will also be made available on the Web unless the Graduate Dean has approved a petition requesting delayed publication.

Delay of Publication: The Graduate Dean will consider petitions to delay publication for a period of one year. These petitions must be submitted to the Graduate School by the student's faculty supervisor at least ten days prior to the student's anticipated graduation date and should state the reason and the time period for the requested embargo.

b. **Copyright Registration**

Basic information regarding copyrights, copyright registration, and permission letters is available at www.utexas.edu/ogs/pdn. Students who wish to officially register their copyright may do so by obtaining and registering the necessary forms with the U.S. Copyright Office. The address is Library of Congress, Copyright Office, Washington, D.C., 20599. Students are strongly encouraged to include a copyright legend in their report or thesis even if they choose not to officially register their copyright (See Sample A.)

c. **Using Materials Copyrighted by Others**

Students must certify that any copyrighted material used in their report or thesis, beyond brief excerpts, is being used with the written permission of the copyright owner and that the student will hold harmless The Texas Digital Library and The University of Texas at Austin from any damages which may arise from copyright violations. The copyright disclaimer and certification are completed as a part of the student's electronic submission to The Texas Digital Library. Additional information about the copyright law is available at <http://www.utexas.edu/ogs/pdn>.

(Sample A: Copyright Page)

Copyright

by

Full Official Name

2010

(No page number on the actual copyright page)

(Sample B: Signature Page)

The Thesis (or Report) committee for (Insert your Official UT Name)

Certifies that this is the approved version of the following thesis

(or report):

**Title of Thesis or Report Centered
and Double-Spaced**

APPROVED BY

SUPERVISING COMMITTEE:

Supervisor: _____

(Name typed under line, omitting Ph.D. or Dr.)

(Name typed under line, omitting Ph.D. or Dr.)

_____ **Do Not Include Information Below This Line on the Signature Page** _____

In the electronic document that is uploaded to The Texas Digital Library, this page should be unsigned, but should include the members' typed names under the blank lines. Supervisor and co-supervisor status should be noted to the left of the member's name. A loose signature page containing original committee signatures must be submitted to the Graduate School by the published submission deadline.

(No page number on the actual signature page)

(Sample C: Title Page)

**Title of Thesis or Report, Centered
and Double-Spaced**

by

**Full Official Name as it Appears on your UT Transcript, Previous Academic
Degrees (B.A.; B.S.; M.A.; etc.)**

Thesis or Report

Presented to the Faculty of the Graduate School
of the University of Texas at Austin
in Partial Fulfillment
of the Requirements
for the Degree of

Name of Degree

(The degree sought must be worded in the form given in the
Graduate Catalog. If dual degree, list both.)

The University of Texas at Austin
Month (May, August, or December only) Year

(No page number on the actual title page)

(Sample D: Abstract)

**Title of Thesis or Report Centered
and Double-Spaced**

by

Full Official Name, (Official Abbreviation of Degree Sought)

The University of Texas at Austin, 2010

SUPERVISOR: (Name of Supervisor, no titles)

Indent and begin abstract here. It should be a concise statement of the nature and content of the thesis or report. The text must be either double-spaced or 1.5-spaced. Abstracts should be limited to 350 words.

_____ **Do Not Include Information Below This Line on the Actual Abstract** _____

The degree sought must be the abbreviation of the degree as listed in the *Graduate Catalog*; e.g., Master of Fine Arts is abbreviated MFA; Master of Science in Engineering is abbreviated MSE, etc. The supervisor's name should not include any academic titles such as "Dr." or "PhD."

(Sample E: Vita)

VITA

Elizabeth Marie Smith was born in Dallas, Texas. After completing her work at Lamar High School, Houston, Texas, in 1977, she entered Southwest Texas State University in San Marcos, Texas. During the summers of 1979 and 1980 she attended Sarah Lawrence College in Bronxville, New York. She received the degree of Bachelor of Science from Sarah Lawrence College in May 1982. During the following years, she was employed as a biology teacher at Austin High School. In September, 1997, she entered the Graduate School at the University of Texas at Austin.

Permanent Address: 1908 Oldham
 Austin, Texas 78723

This thesis was typed by the author.

or

This thesis was typed by John L. Jones.

_____Do Not Include Information Below This Line on the Actual Vita_____

The Vita is a brief biographical sketch of the writer that provides information for future readers. The Vita page is optional and most often includes the author's full name, a permanent address or email where he or she can be reached, and the name of the typist. Because the thesis/report will be available electronically, 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, parents' names, or children's names.

VI. FORMATTING CHECKLIST

1. Is every page of the thesis or report numbered correctly, from the pretext pages through the bibliography or Vita, if included?
2. Did you use your full, official University of Texas name as it appears on your UT transcript on the title page and abstract?
3. Are the titles on the title page, signature page, and abstract identical?
4. Do your margins conform to the margin requirements set forth on page 7?
5. Does your signature page include the original signatures of the supervising committee members listed on your online Master's Application for Graduation?
6. Are all charts, graphs, and other illustrations legible? Are they all labeled and numbered properly?
7. If you are formatting an oversized thesis or report, such as those required for an architectural design thesis or music composition, did you take a sample to Main 101 for a format check well in advance of the deadline?
8. Is your name and thesis/report title exactly the same on your title page, signature page, and Abstract?
9. Have you had a degree evaluator from Main 101 check your format?
10. Do you have one loose copy of the Title Page, Signature Page (with original signatures), and Abstract to submit to the Graduate School after you have uploaded your digital thesis or report to The Texas Digital Library?
11. Have you completed a Statement of Research with Human Subjects Form and attached proof of your IRB approval? This form is required whether your research involved human subjects or not.

If the answer to all of these is "Yes," you may make your final submission to The Graduate School in Main 101.