

**GUIDE
TO THE PREPARATION AND
PROCESSING OF DISSERTATIONS,
THESES, AND PROFESSIONAL PAPERS**

**THE GRADUATE SCHOOL
TEXAS WOMAN'S UNIVERSITY
DENTON, TEXAS 76204**

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CHAPTER I

INTRODUCTION

Each dissertation, thesis, or professional paper should reflect the highest standards of research and scholarship and should make a meaningful contribution to knowledge in the student's area of study. Consequently, each of these works must conform to the most rigorous standards of content, style, and format. The use of this guide should facilitate the student's efforts in achieving these goals.

The purpose of this guide is to provide graduate students and major professors with general guidelines for the preparation, format, and submission of papers. Within this document, the term, "paper," will be used to describe dissertations, theses, and professional papers. These guidelines provide answers to the most frequently asked questions concerning the preparation of a paper at Texas Woman's University. Although this guide minimizes the possibility for misunderstanding or uncertainty concerning final preparation and submission of a paper, it is not designed to answer all questions. The student should consult the particular manual of style required by the department on specific matters of style or format not touched upon here. Before the final draft, the student should resolve any questions with the major professor and, if necessary, with the Graduate School.

This guide supplements information in the *Graduate Catalog*; but, for matters not addressed in either of these sources, the student should consult the manual of style

adopted by the department concerned. **In no instance should the student use another student's paper as a guide for the style and format of a paper.**

A "Calendar of Deadlines," available in the Graduate School and on the website <http://www.twu.edu/o-grad/graduation/index.htm> lists graduation requirements and the final deadline dates by semester for submission of all paperwork due in the Graduate School. Final dates for submitting papers **cannot** be waived for any reason. The Graduate School will automatically delete from the graduation list the names of those persons who do not meet the final deadline. Each candidate, not the faculty advisor, is responsible for meeting Graduate School requirements and deadlines. The Graduate School staff will be happy to answer questions or to clarify policies or procedures.

CHAPTER II

REGISTRATION

The student must be enrolled for dissertation, thesis, or professional paper in order to hold conferences with the major professor or the research committee and to take the final examination. Registration for these hours in one term does not carry over to another term. The student must be regularly enrolled during the semester of graduation, unless all requirements for completion of the degree were met prior to the first day of classes for that semester. (See “Calendar of Deadlines” for these dates.)

Under provisions of the Texas Higher Education Code Section 54.051(e), Texas residents are eligible for a reduced tuition rate when enrolling for professional paper, thesis, or dissertation ONLY, providing those hours are the final credits required for the degree. Students (Texas residents only) who are preparing to register for what they believe to be the final enrollment of professional paper, thesis, or dissertation may file a “Code 3” request at the Graduate School.

CHAPTER III

SUBMISSION PROCEDURES FOR DISSERTATIONS AND THESES

Prospectus

After deciding upon the topic for a dissertation or thesis, in consultation with the research committee, the student submits a prospectus to the Graduate School. Although a longer proposal may be required by the committee, the prospectus filed in the Graduate School must be **no longer than ten pages**; it should briefly identify the tentative title, the purpose, the reason for the study's validity or significance, and the research methodology to be employed. Its cover sheet (see Appendix A) must bear the original signatures of all research committee members. In addition, depending upon the academic component, the signatures of the department chair and academic dean may be required. If appropriate, attachments should include written approvals from the University's Human Subjects Review Committee, the Animal Care and Use Committee, and any outside agencies or institutions where the research will be conducted. **Copies** of all approvals are filed with the prospectus; **originals** are filed with the completed paper. The prospectus filed in the Graduate School does **not** include copies of any instruments or questionnaires that may be used in the final research. The prospectus should be submitted and approved no later than the semester before graduation. The prospectus must be filed and approved in the Graduate School before the research is begun. (**Note:** The prospectus for a professional

paper, if the student prepares one, does not require Graduate School approval; therefore, it need **not** be filed in the Graduate School.)

Human Subjects Review

The research committee chairperson indicates on the prospectus cover sheet whether or not the study involves human subjects (See Appendix A). If the study does involve human subjects, the prospectus submitted to the Graduate School should have attached a copy of the written approval from the Institutional Review Board. The guidelines of the Institutional Review Board are available in each academic component, in the Office of Research and Sponsored Programs (ACT 2), or at website: <http://www.twu.edu/org/irb.html>.

Animal Care and Use

Students whose research involves live vertebrate animals must obtain approval from the Animal Care and Use Committee before the prospectus can be approved. Guidelines and application forms for the process are available in departmental offices and the Office of Research and Sponsored Programs.

Agency Approval

The prospectus must be accompanied by copies of written approval from any agencies or institutions where the student proposes to conduct the research. These approvals should be on the letterhead of the agency and be signed by the appropriate authorities.

Review and Filing of Papers in the Graduate School

Dissertations and theses **only** (not professional papers) will be reviewed in the Graduate School for correctness of form, the use of acceptable paper and font, correct margins and pagination, and other matters of format and style. The Graduate School staff will be happy to answer questions concerning matters of policy, submission procedures, or form; but the Graduate School does **not** serve as an official proofreader of papers submitted. It is the responsibility of the student and the research committee to ensure that each paper, in all respects, adheres to the highest standards of research, style, content, and format. The student must make any corrections required by the committee before submitting final copies to the Graduate School.

In no case will a paper be accepted in the Graduate School until it has been approved and signed by the committee members and other appropriate academic officials. For purposes of appearance and reproduction, all signatures should be in **black ink**.

Copies

The student is responsible for ensuring that duplication is completed on time. Only high-quality, clean copies will be accepted; therefore, the student must exercise care in the selection of commercial duplicating services. The student should refuse to accept work that does not meet the standards spelled out later in this guide. The Graduate School requires two copies of each dissertation or thesis on bond paper: one to be bound for the department, and one to be bound for the University Library. Nursing students must submit four copies on bond paper. In addition, all students must submit a copy on plain paper to be sent to UMI Dissertations Publishing (UMI) for microfilming.

Copies must be submitted in a box or boxes (**8-1/2 by 11 by 2 inches**). Copies should be separated with a blank sheet of colored paper placed **crosswise**.

Binding

The copies of a dissertation or thesis required by the University must be processed for binding through the Graduate School. The Graduate School staff will be glad to check papers before copies are printed. Students may contact the Graduate School for an appointment. The number of copies accepted from a student for binding through the Graduate School will be limited to the number required by the Graduate School and the department. (Students may make individual arrangements with a commercial bindery for personal copies.) On or before the date listed on the “Calendar of Deadlines,” the student must deliver all required copies of the dissertation or thesis to the Graduate School, where binding costs will be calculated.

Microfilming and Copyright

Theses and dissertations are published by UMI. Abstracts are published in *Thesis Abstracts* and *Dissertation Abstracts International*. Microfilm agreements are included in graduation application packages available from the Graduate School. Ordinarily, the Graduate School does not encourage copyright since the expense is seldom justified by the benefits; nevertheless, UMI will secure copyright for theses and dissertations if the student should desire it. Students must complete the appropriate section of the microfilm agreement and pay the copyright fee at the time they submit papers to the Graduate School. Payment should be made to TWU.

The microfilm agreement gives UMI the right to make and sell photocopies of the document as microfilmed, and a small royalty will be paid to the student if the number of photocopies sold exceeds a given number. This agreement does not give UMI, or anyone else, rights to reprint and sell the thesis in any form except photocopy. If the student later revises the paper for publication, legal rights will be protected by a new copyright on the revised text.

Survey of Earned Doctorates

Each candidate for a doctoral degree must complete a “Survey of Earned Doctorates” form, which is available in the Graduate School. The Graduate School forwards the completed forms to the National Opinion Research Center at the University of Chicago. The name of each student who completes the doctoral degree is then included in a national roster of holders of the doctorate. Students should check the date on the cover of the “Survey of Earned Doctorates” to be sure they are completing the current form.

Vita

All doctoral candidates must file two copies of their *curriculum vitae* in the Graduate School. The student chooses the format. The *curriculum vitae* will not be bound with the dissertation, but it will be microfilmed by UMI along with the dissertation.

Final Semester Responsibilities and Deadlines

Prior to the semester of expected graduation, the student should consult the “Calendar of Deadlines” distributed by the Graduate School. It is the student's responsibility to meet not only all the deadlines listed there, but also any deadlines set by the academic component. Individual packets containing the “Calendar of Deadlines” and the

necessary forms to be completed by graduating students are available in the Graduate School (ACT 2 – Denton), by mail request (P. O. Box 425649, Denton, TX 76204), or by e-mail request (gradschool@twu.edu). All items in the packet must be completed.

CHAPTER IV
STYLE AND FORMAT REQUIREMENTS FOR DISSERTATIONS AND THESES

Manual of Style

While the student's department specifies the manual of style to be used, the instructions in this guide supersede all style manuals; and **every student** must follow these guidelines. Under no circumstances should the dissertation or thesis follow a variety of manuals, and the student must be sure to use the edition of the manual approved by the academic component. No manual, however, can answer all questions that arise. The student's major professor and committee can answer most questions, but the student may consult the Dean or Associate Dean of the Graduate School at any stage in the writing of the dissertation or thesis.

Style

The paper should be written in a clear and appropriate style. Particular attention should be given to such matters as grammar, punctuation, and consistency of style.

Format

Order of Presentation

Title Page (See Appendix B for Sample.)

Signature Page (See Appendix C for Sample.)

Copyright Page (optional) (See Appendix D for Sample.)

Acknowledgments Page (optional)

Abstract (See Appendix E for Sample)

Table of Contents

List of Tables, Figures, or Plates (as appropriate)

(The above pages all are numbered with lower case Roman numerals at the bottom of the page above the 1-inch margin. The title page and signature page are counted, but are not numbered. The first page following the signature page to show a printed number should be numbered **iii** [e.g., Copyright Page].)

Body of Text

Bibliography or List of References

Appendixes [as appropriate]

Title Page

The date on the Title Page indicates the month and year the degree is conferred, regardless of when the work was completed. The place on the Title Page is Denton, Texas. This page is counted as page one, but the number does **not** appear on the page (See Appendix B).

Signature Page

The date on the Signature Page is the date of the final examination. This page is counted as page two, but the number does **not** appear on the page. The Signature Page, which in respect to font style, paper, etc., must be the same as the remainder of the document, must be signed in **black ink by** all committee members. Some programs also require the signature of the department chair and dean. **All signature pages must have original signatures and be printed on the appropriate paper.** (See Appendix C).

Copyright Page (optional)

This page is **included only by the student who copyrights** the dissertation or thesis.

On an otherwise blank page, the following information is centered:

Copyright© _____ (name) _____ , (year)
All rights reserved

A dissertation or thesis submitted for December graduation should carry the following year as the copyright date (See Appendix D).

Acknowledgments Page (optional)

It is not necessary to include a statement acknowledging the routine assistance any student receives from a major professor and members of the research committee. Some students, however, may have reason to express formal appreciation for some extraordinary assistance or support that made the completion of the study possible.

Abstract

Each copy of the dissertation or thesis submitted to the Graduate School must include a copy of the abstract. The abstract should include the student's name, the title of the dissertation or thesis, and the date of graduation. The abstract for a thesis must not exceed 150 words; for a dissertation it must not exceed 350 words. The abstract, which will be bound with the dissertation or thesis, must also meet margin and paper requirements (See Appendix E).

These suggestions may be helpful when preparing the abstract:

1. Use the same rules for margins and spacing as for the dissertation or thesis.

2. Center the word, ABSTRACT, at the top of the first page. Double space and center the student's name in all caps. Double space and center the paper's title in all caps. If the title runs to more than one line, the second and subsequent lines are single-spaced and are shorter than the top line (inverted pyramid form). Double space and center the date in all caps.
3. List the author's name as it appears on the Title Page and Signature Page.
4. Use as the date the month and year of graduation, not the month and year the dissertation or thesis is completed.
5. State briefly the problem or purpose of the study.
6. Describe briefly the procedure followed in the study.
7. Identify major sources of data and explain how data have been interpreted.
8. Summarize the conclusions.
9. Remember that the abstract must be equivalent to the dissertation or thesis in meeting the standards for scholarship and presentation of materials.

Table of Contents

The Table of Contents is composed of a list that includes at least the following elements with their page numbers: chapter numbers and titles, bibliography or list of references, and appendix titles. The Table of Contents in this guide serves as a sample.

Body of Text

The Graduate School does not prescribe the exact order of presentation of the text itself, but the book-length document should be divided into three or more chapters with appropriate titles. A preface is optional, as are subheadings within chapters.

Charts, Figures, Graphs, Maps, Questionnaires, Tables, and Photographs

All charts, figures, graphs, maps, questionnaires, tables, photographs, computer-generated images, and other illustrations used in the paper should be designed to comply with the margin rules of 1-1/2 inches on the left and top, and 1 inch on the right and bottom of the page. (It is preferable that India ink be used for any hand-drawn figures.)

These items may be reduced in size if necessary to comply with margins. The tables and figures should be labeled and numbered in accordance with the style manual.

Folded Sheets or Landscaped Pages

The use of folded pages is discouraged; however, if the material cannot be presented through any other means, the paper may include folded pages, with the approval of the major professor. The student should take care to insert folded pages so that during binding the pages are neither cut nor bound together. Pages with information in landscaped format should be positioned with the heading at the binding edge and numbered at the bottom center of the page the same as other pages in the text.

CHAPTER V

PREPARATION AND REPRODUCTION OF DISSERTATIONS AND THESES

The student has final responsibility for the form, accuracy, and completeness of the paper. The student is responsible for proofreading the paper and correcting any errors before submitting the copies to the Graduate School.

Margin Requirements

Margins for each page carrying a major heading in all caps (e.g., ACKNOWLEDGEMENTS, CHAPTER, TABLE OF CONTENTS, and BIBLIOGRAPHY) should have a top margin of two inches:

Left:	1.5 inches
Right:	1 inch
Top:	2 inches
Bottom:	1 inch

Margins in the body of the paper should be:

Left:	1.5 inches
Right:	1 inch
Top:	1.5 inches
Bottom:	1 inch

Spacing

Text must be double-spaced throughout. Paragraphs should be given standard indentation without extra space between paragraphs. Consult the appropriate departmental or disciplinary manual for specific requirements regarding spacing of block quotations, bibliography entries, tables, etc.

Wherever possible, avoid beginning a new paragraph at the bottom of a page or ending a paragraph at the top of a page, unless at least two lines of text can be included in each case. Avoid large expanses of white space within chapters.

Pagination

Introductory pages, such as the Table of Contents, are numbered with lower-case Roman numerals at the bottom and center of each page one inch from the bottom edge. The Title Page and Signature Page are counted as the first two pages although numbers do not appear on them. The first page showing a number will be the page following the Signature page, which will be numbered as page **iii**. The first page of Chapter I should have the Arabic page number 1.

Use the automatic page numbering features of the word processor. Page number position should not vary from page to page. Remember that all numbered pages, whether they bear Roman or Arabic page numbers, are numbered bottom center, 1 inch from the edge of the sheet. Be sure to keep all page numbers, whether Roman or Arabic, in a consistent position throughout the document. **Every page** (with the exception of i and ii, noted above) should be numbered. All pages in appendixes must also be numbered and comply with margin guidelines.

Corrections

Minor corrections are permitted if they do not detract from the appearance or clarity of the paper. No corrections should be noticeable on the copies of the paper submitted to the Graduate School. Corrections can be made by a variety of methods as long as the

corrections are not visible on the submitted copies. Strikeovers or inked-in corrections are never acceptable.

Paper

All copies submitted for binding must be clear, clean copies made on white **20 lb., 25% rag/cotton bond paper, size 8-1/2 by 11 inches**. Paper of greater than 25% rag content is acceptable. If the TWU Duplicating Services (OMB 109) staff prepares the copies, the student must purchase the paper there. If an off-campus service prepares the copies, check with the individual service as to whether they have the required paper. (The copy for microfilming is not required to be on bond paper.)

Font Size and Face

A font size of 10 or 12 is acceptable. The typeface must be standard, and the same typeface must be used consistently throughout the paper (including the Signature Page). Dot matrix print, script type, and other irregular typefaces are unacceptable.

CHAPTER VI
PROFESSIONAL PAPERS

Individual departments, rather than the Graduate School, establish the form and style requirements for professional papers, which do not require Graduate School approval and are not filed in the Graduate School. The candidate submits the signed copies of the completed paper to the department. **The department files the Certification of Final Examination and a copy of the Title Page in the Graduate School no later than the deadline for submission of dissertations and theses.** The student should consult the appropriate departmental officials for specific requirements as to the number of copies. If binding is desired, the student may make the arrangements with a commercial bindery. The Graduate School does not accept professional papers for binding.

CHAPTER VII
PLAGIARISM, DOCUMENTATION, AND USE OF
COPYRIGHTED MATERIAL

Plagiarism

Plagiarism occurs when an author, consciously or unconsciously, adopts another person's ideas or words without adequate acknowledgment. Plagiarism thus constitutes the unacknowledged use of someone else's arguments, terminology, or logic in the development of a paper. The student, therefore, must document and acknowledge credit for any part of the paper borrowed from some other source. For further descriptions and illustrations of plagiarism, see the appropriate style manual for the college/school.

Documentation

Except as stipulated by this Guide, documentation should be prepared in strict accordance with the style manual required.

Use of Copyrighted Material

Limited use of copyrighted material usually does not require permission, but rigorous new laws govern the use of such material. In light of current copyright laws, the student must take every precaution to gain all of the necessary permissions to quote excerpts from copyrighted work or to reproduce copyrighted questionnaires or other research instruments.

CHAPTER VIII

CONCLUSION

These guidelines are intended to answer some of the general questions concerning paper format, style, and submission. More specific questions are answered in the style manuals and through consultation with the major professor. The staff of the Graduate School will also be happy to answer questions concerning any aspect of the preparation and submission of a paper. In the final analysis, however, it is the student's responsibility to meet all requirements. Accordingly, the student must ensure that the paper meets all presentation requirements, that it is reproduced in an acceptable manner, and that all deadlines are met.

APPENDIX A

Cover Page to Accompany Prospectus

TEXAS WOMAN'S UNIVERSITY

Department/College/School of _____

Prospectus for Dissertation Thesis

This prospectus proposed by _____

(Student Name)

(SSN)

and entitled: [Title]

has been read and approved by the members of her/his Research Committee.

This research (Check One)

Involves human subjects or use of animals.

(Involving human subjects at external agencies requires written approval from those agencies.)

Does not involve either human subjects or use of animals.

Research Committee (Original Signatures Required):

Chair [Signature] _____
[Type Name]

Member [Signature] _____
[Type Name]

Member [Signature] _____
[Type Name]

Member [Signature] _____
[if appropriate] [Type Name]

Chair of Department [Signature] _____
[Type Name]

Dean of College/School [Signature] _____
[if appropriate] [Type Name]

For Graduate School Use Only	
PROSPECTUS	
Original Signatures	_____
Unconditional Admission	_____
Approved Degree Program	_____
Admission to Candidacy	_____
Institution/Agency Approval	_____
Human Subjects Approval	_____
Animal Use Approval	_____
Assoc. Dean Approval:	Date:
Letter Sent:	

In accordance with Leg. HB 1922, an individual is entitled to: request to be informed about the information collected about them; receive and review their information; and correct any incorrect information. Disclosure of your social security number is required in order to match the identity of the student with Graduate School records at Texas Woman's University. Your social security number will be used as a unique number to identify you. Any further disclosure of your social security number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

APPENDIX B

Sample Title Page

(THIS PAGE MUST ALSO MEET MARGIN REQUIREMENTS.)

TITLE OF PAPER

A [DISSERTATION, THESIS, OR PROFESSIONAL PAPER]
SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE
DEGREE OF [SPECIFIC DEGREE BEING EARNED]
IN THE GRADUATE SCHOOL OF THE
TEXAS WOMAN'S UNIVERSITY

[NAME OF COLLEGE OR SCHOOL]

BY

[NAME OF STUDENT, DEGREE(S) HELD (e.g., B.A., M.A.)]

DENTON, TEXAS

MONTH [MAY, AUGUST, OR DECEMBER] YEAR

APPENDIX C
Sample Signature Page

TEXAS WOMAN'S UNIVERSITY
DENTON, TEXAS

Date [of Final Defense]

To the Dean of the Graduate School:

I am submitting herewith a [dissertation or thesis] written by [name of candidate] entitled " . " I have examined this [D/T] for form and content and recommend that it be accepted in partial fulfillment of the requirements for the degree of [Degree] with a major in [Major].

[Type name], Major Professor

We have read this [dissertation, thesis, or professional paper] and recommend its acceptance:

(Number of lines to correspond with
number of committee members.)

Department Chair or Administrative
Equivalent (if appropriate)

Dean of College/School (if appropriate)

Accepted:

Dean of the Graduate School

(No page number will appear in dissertation)

APPENDIX D

Sample Copyright Page

Copyright © (Student Name) , (Year)
All rights reserved.

APPENDIX E

Sample Abstract

ABSTRACT
JILL PIONEER
GUIDE TO THE PREPARATION AND PROCESSING OF DISSERTATIONS,
THESES, AND PROFESSIONAL PAPERS
MAY 2003

Each copy of the dissertation or thesis submitted to the Graduate School must include a copy of the abstract. The abstract should include the student's name, the title of the dissertation or thesis, and the date of graduation. The abstract for a thesis must not exceed 150 words; for a dissertation it must not exceed 350 words. The abstract, which will be bound with the dissertation or thesis, must also meet margin and paper requirements.