

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

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

TABLE OF CONTENTS

Chapter	Page
I. INTRODUCTION	1
II. REGISTRATION	3
Prospectus.....	3
Human Subjects Review	4
Animal Care and Use.....	5
Agency Approval	5
III. STYLE AND FORMAT REQUIREMENTS FOR DISSERTATIONS AND THESES	6
Manual of Style.....	6
Style.....	6
Format	6
Order of Presentation.....	6
Title Page	7
Signature Page.....	7
Dedication (Optional)	8
Acknowledgments Page (Optional).....	8
Abstract.....	8
Table of Contents	10
Body of Text	10
Charts, Figures, Graphs, Maps, Questionnaires, Tables, and Photographs.....	10
Landscape Pages.....	10
IV. PREPARATION AND REPRODUCTION OF DISSERTATIONS AND THESES	11
Margin Requirements	11
Spacing	11
Pagination	12
Paper.....	12
Font Size and Face	13

V.	SUBMISSION PROCEDURES FOR DISSERTATIONS AND THESES...	14
	Review and Filing of Papers in the Graduate School	14
	Copies	15
	Binding	15
	Microfilming and Copyright	15
	Survey of Earned Doctorates	16
	Vita	16
	Final Semester Responsibilities and Deadlines	17
VI.	PROFESSIONAL PAPERS	18
VII.	PLAGIARISM, DOCUMENTATION, AND USE OF COPYRIGHTED MATERIAL.....	19
	Plagiarism	19
	Documentation and Use of Copyrighted Material	19
VIII.	CONCLUSION	20
APPENDICES		
A.	Cover Page to Accompany Prospectus.....	21
B.	Sample Title Page.....	23
C.	Sample Signature Page	25
D.	Sample Abstract.....	27

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, which supplement information in the *Graduate Catalog*, 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. **In no instance should the student use another student's paper as a guide for the style and format of a paper.**

The *Graduation Deadlines* on the Graduate School website (<http://www.twu.edu/gradschool/degree-completion.asp>) lists graduation requirements and the final deadline dates by semester for submission of all graduation 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 website includes all forms needed for graduate degree completion. Students are invited to contact the Graduate School for assistance on any matters related to the paper. 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 *Graduation Deadlines* at <http://www.twu.edu/gradschool/degree-completion.asp> for these dates.)

Under provisions of the Texas Higher Education Code Section 54.051(e), **Texas residents** are eligible for a one-time reduced tuition rate when enrolling for dissertation, thesis, or professional paper **ONLY**, providing those hours are the final credits required for the degree. Students (Texas residents for tuition purposes only) who are preparing to register for what they believe to be the final enrollment of dissertation, thesis, or professional paper may file a “Code 3” request at the Graduate School no later than the last date of late registration in the semester for which the reduction is requested.

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 (Appendix A), found at <http://www.twu.edu/gradschool/forms.asp>, must bear the original signatures of all research committee members and department chair. In addition, depending upon the academic component, the signature of the academic dean may be required. If appropriate, attachments should include the student's Responsible Conduct of Research completion certificate, written approvals from the Institutional Review Board (for research involving human subjects), the Animal Care and Use Committee, and/or any outside agencies or institutions where the research will be conducted. **Copies** of all approvals are filed with the prospectus and in 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 (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 at, <http://www.twu.edu/research/irb.asp>.

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 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.

CHAPTER III

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; **every student** must follow these guidelines. The student must be sure to use the most current edition of the manual approved by the academic program. 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 Graduate School at any stage in the writing of the dissertation or thesis for assistance with formatting.

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.

Traditional 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.)

Dedication (optional)

Acknowledgments Page (optional)

Abstract (See Appendix E for Sample.)

Table of Contents

List of Tables (if appropriate)

List of Figures (if appropriate)

(The above pages 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**.)

Body of Text

Bibliography, Works Cited, Reference List, References, or List of References

Appendices [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 student's defense. The date is typed in the position shown in Appendix C. The Signature Page, which in respect to font style, etc., must be the same as the remainder of the document, must be signed by all committee members and the department chair, director, or associate dean.

Dedication Page (Optional)

It is not necessary to include a dedication page some students, however, choose to use this page to dedicate their loved ones.

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 (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. Double space and begin text.

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 the Formatting Navigator serve 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.

Landscaped Pages

Pages with information in landscaped format should be positioned with the heading at the binding edge and numbered at the bottom center of the portrait page the same as other pages in the text.

Multimodal Format

Texas Woman's University now provides opportunity for students to explain non-traditional approaches to dissertation and theses formats. The multimodal design option works best for those students in departments that have gone to ETD submissions.

Students who select the Interactive/Embedded/Multimedia design option, while still adhering to a format outlined by the Graduate School, will be able to submit their dissertation/thesis as an embedded PDF. Embedded PDF's, as well as any supplementary files that the student may include, can contain, for example: Audio and video clips, interactive files, datasets as well as some customized font

formatting. Any student wishing to use this format must meet with the Graduate School after prospectus approval but prior to starting their project as format requirements are currently considered on a case by case basis.

CHAPTER IV

PREPARATION 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.

Font Size and Face

A font size of 10, 11 or 12 is acceptable. The font must be standard (such as Arial, Times New Roman, Calibri, or Cambria), and the same font and font size must be used consistently throughout the paper (including the Signature Page). Other irregular typefaces are unacceptable.

CHAPTER V

SUBMISSION PROCEDURES FOR DISSERTATIONS AND THESES

Final Semester Responsibilities and Deadlines

Prior to the semester of expected graduation, the student should consult the *Graduation Deadlines* on the Graduate School website. It is the student's responsibility to meet not only all the deadlines listed there, but also any deadlines set by the academic program.

Submission and Review of Dissertations and Thesis to the Graduate School

Submission of Forms

Deadline submissions. In order to graduate every student must submit the required forms by the semester deadline:

- 1) Digital copy of defended and committee approved Dissertation/Thesis
- 2) Signed signature page
- 3) PDF copy of your Curriculum Vitae (See Appendix L for example; required for Ph.D. candidates and optional for Masters students).
- 4) The additional forms listed in Chapter IX.

Submission of Dissertations and Theses

The Graduate School at Texas Woman's University has migrated from paper submissions to paperless submissions. Students will now submit their dissertations/theses digitally. Listed below are the requirements for the digital submission.

Once the student has completed any revisions notated by the defense committee and the defense committee has approved the document the student will submit the **defense committee approved** dissertation/thesis and required supplemental and/or administrative files to the following site: <https://twu-etd.tdl.org>.

Submissions will be reviewed in the order in which they are submitted. Students may verify and/or track their submissions by logging into <https://twu-etd.tdl.org> and clicking on the “manage/view your submission(s)” button. When the document is submitted and pending review the “Assigned to” field will read “Unassigned”. When the document is under review the “Assigned to” field will reflect the name of the person reviewing the document.

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 prior to defense. 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 to the Graduate School Reader, by the submission deadline or earlier, who will review it for grammar, spelling, punctuation, and citations. The student is responsible for proofreading the final product and correcting any errors found by the committee and

Graduate Reader before submitting the final copies to the Graduate School for format review. In no case will a dissertation or thesis be accepted in the Graduate School as a final copy until it has been approved and signed by the committee members and other appropriate academic officials, such as the Graduate Reader.

Publishing, Microfilming, and Copyright

Dissertations and theses are published by Texas Digital Library (TDL) and ProQuest/UMI. Abstracts are published in *Dissertation Abstracts International* and *Thesis Abstracts*. The microfilm agreement gives ProQuest/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 ProQuest/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.

Ordinarily, the Graduate School does not encourage copyright; nevertheless, ProQuest/UMI will secure copyright for dissertations and theses if the student should desire it. Students must complete the copyright section of the form and pay the copyright fee at the time they submit papers to the Graduate School.

Survey of Earned Doctorates

Each candidate for a doctoral degree must complete the *Survey of Earned Doctorates*, available at <http://www.twu.edu/gradschool/forms/>. Once completed the student must submit the certification of completion provided by the survey. The name

of each student who completes the doctoral degree is then included in a national roster of holders of the doctorate.

Vitae

All doctoral candidates must submit one copy of their *curriculum vitae* as a supplemental file when they submit all required documents to <https://twu-etd.tdl.org/>. If the department does not have a required format the student may choose the format. The student's *curriculum vitae* will be uploaded as a supplemental file it is not included within the dissertation. Personal information such as address, phone number, student ID, and Social Security number should not be included in the vitae.

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 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 department.

Documentation and Use of Copyrighted Material

Except as stipulated by this *Guide*, documentation should be prepared in strict accordance with the style manual required. Limited use of copyrighted material usually does not require permission, but rigorous 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.

For those students who elected a publication track need to ensure that all parties, publisher and any co-authors, have been notified as to plans to include the pre-peer reviewed article as a chapter in your dissertation/thesis. Further more **the student will need to obtain a release from the journal as well as any applicable co-authors these release forms will not be included in the dissertation itself but will be uploaded with**

the dissertation or thesis as supplemental files. A sample release form can be found in the Formatting Navigator.

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 and is reproduced in an acceptable manner, and that all deadlines are met.

APPENDIX A

Cover Page to Accompany Prospectus

**TEXAS WOMAN'S UNIVERSITY-GRADUATE SCHOOL
PROSPECTUS COVER SHEET**

Department/College/School of _____

Prospectus for Dissertation Thesis

This prospectus proposed by _____

(Student Name)

(ID#)

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.
(Attach IRB or IACUC approval letter and
written approval letters from external
agencies where data will be collected, if applicable.)

Does not involve either human subjects or use of animals.

Research Committee (Original Signatures Required):

Major Professor [Signature]

[Type Name]

[Date]

Member [Signature]

[Type Name]

[Date]

Member [Signature]

[Type Name]

[Date]

Member [Signature]

[if appropriate] [Type Name]

[Date]

Chair/Director/Associate Dean [Signature]

[Type Name]

[Date]

Dean of College/School [Signature]

[if appropriate]

[Type Name]

[Date]

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.

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

APPENDIX B

Sample Title Page

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 DEPARTMENT OR SCHOOL]

[NAME OF COLLEGE]

BY

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

DENTON, TEXAS

MONTH [MAY, AUGUST, OR DECEMBER] YEAR

Copyright © 2017 by Name of the Student

(No page number will appear in dissertation/thesis.)

APPENDIX C

Sample Signature Page

(Font must match dissertation or thesis.)
TEXAS WOMAN'S UNIVERSITY
DENTON, TEXAS

[Type date of final defense flush right]

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] and recommend its acceptance:

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

Department Chair or appropriate title for
Departmental Administrator

Accepted:

Dean of the Graduate School

(No page number and will be uploaded as a separate file.)

APPENDIX D

Sample Abstract

ABSTRACT

JILL PIONEER

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

MONTH [MAY, AUGUST, OR DECEMBER] YEAR

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.