Preparation Guidelines for the
Master’s Thesis/Recital Document
and Doctoral Dissertation

You are **strongly encouraged** to submit a preliminary draft of your manuscript to The Graduate School to ensure that you are complying with the guidelines set in this handbook. Your preliminary draft may be submitted to The Graduate School, located in the Plaza Norte Building, room 2.210.

If you have questions on formatting, please contact the Thesis/Dissertation Officer at
The Graduate School:

**Lauren Beaver**
210.458.6409
lauren.beaver@utsa.edu

**PLEASE NOTE:**

GUIDELINES HAVE CHANGED. PLEASE FOLLOW THE CURRENT GUIDELINES AND TEMPLATE. **DO NOT** USE A FORMER STUDENT’S THESIS OR DISSERTATION AS A GUIDE FOR FORMATTING.
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Introduction

This guide is designed to help students present the results of their graduate studies and research for completion of either the Master’s Thesis/Recital Document or Doctoral Dissertation. The manuscript is intended to demonstrate the student’s ability to conduct, document, and communicate the results of independent research. While the content is left to the discretion of the student and their Supervising Committee, formatting standards are established by The Graduate School.

Research Compliance

RESEARCH PROJECTS CANNOT BEGIN UNTIL ALL APPLICABLE COMPLIANCE APPROVALS HAVE BEEN OBTAINED.

The University of Texas at San Antonio Office of Research Integrity and Compliance (ORIC) reports to the Vice President for Research and provides oversight and support for the responsible conduct of University research. This includes facilitating comprehensive regulatory guidance, providing educational activities, monitoring compliance, and the development, distribution and implementation of written policies, procedures, and standards of conduct that support adherence to institutional policies and applicable federal, state, and local laws and regulations.

ORIC areas of oversight and support include the Institutional Review Board (IRB) and the use of human subjects in research; the Institutional Animal Care and Use Committee (IACUC) and the use of animals in research; the Institutional Biosafety Committees (IBC/rDNA, IBC/Chemicals); the Conflict of Interest Committee; Export Control issues; Time and Effort Reporting; and training in the Responsible Conduct of Research (RCR).

Visit the ORIC online: http://research.utsa.edu/oric/

How it works:

Required Application forms needed for requesting permission to use humans, animals, or any other compliance-related areas in your research must be completed. The completed forms are submitted to the ORIC for review and approval. Please allow two to three weeks for this process. Upon successful review, an official approval letter will be issued to you.

Where to find the Application Forms:

- The Human Subjects application is currently located on the Research Integrity and Compliance website: http://www.utsa.edu/oric/irb/
- The application for use of Animals is currently located on the Research Integrity and Compliance website: http://www.utsa.edu/oric/iacuc/
- The Biosafety application is currently located on the Research Integrity and Compliance website at: http://www.utsa.edu/oric/ibc/
NOTE: These forms and a copy of your approval letter must be included in an appendix to your thesis/dissertation when it is submitted to The Graduate School. If you have questions about how to format these forms within your appendix, please contact the Thesis/Dissertation Officer for help.

If you have questions about completing the forms or other questions on approval for your study, please contact ORIC.

Content

Previously Published Materials

Subject to the approval of the student’s Supervising Committee, the student has the option to include as part of the Master’s Thesis/Recital Document or Doctoral Dissertation the text of an original paper or papers that have been or will be submitted to journals in the field.

The inclusion of manuscripts co-authored by the candidate is acceptable, but the student is required to make an explicit statement on who contributed to such work and to what extent. The Master’s Thesis/Recital Document or Doctoral Dissertation must conform to all requirements explained in this guide.

Any manuscript containing journal papers, prepared in the manuscript format, must include a preface. In addition, the Acknowledgements section of the Thesis or Dissertation must include the full text of the two italicized paragraphs listed below in the “Required Text for Published Material” section.

Contents

The Master’s Thesis/Recital Document or Doctoral Dissertation must be more than a mere collection of manuscripts published or to be published. It must have an overall title; it may also have subtitles. It must include a comprehensive abstract, a full introduction and literature review, and final overall conclusion, which interprets the results of the research and describes the contribution to the field. Where the student is not the sole author of a manuscript, the introductory material to the chapter comprised by the manuscript must explicitly describe the student’s contribution to the work and acknowledge the contributions of the other author(s) of the work. Connecting texts, which provide logical bridges between different manuscripts, are necessary in the interest of cohesion.

Additional material, including procedural and design data as well as descriptions of equipment, must be included in sufficient detail to allow a clear and precise judgment to be made of the importance and originality of the research reported. This material is usually included as an appendix to the document.

Formatting Published Materials

The styles used in manuscripts previously published or submitted for publication may follow the styles required by the journals; thus, styles may differ among parts of the Master’s Thesis/Recital Document or Doctoral Dissertation. The pagination, margins, spacing, and type
size of the parts, however, must follow the guidelines for the traditional Master’s Thesis/Recital Document or Doctoral Dissertation (see Arrangement and Pagination section of this guide). The preliminary pages will be the same as for the traditional Master’s Thesis/Recital Document or Doctoral Dissertation.

In most cases, manuscripts of previously published materials must be retyped to conform to the type size, margin, and legibility requirements of the traditional Master’s Thesis/Recital Document or Doctoral Dissertation. However, in the rare cases in which preprints and reprints of previously published papers meet those standards, they may be included as chapters, duplicated clearly. Pages of those chapters should be numbered consecutively with the rest of the Master’s Thesis/Recital Document or Doctoral Dissertation. The original journal page numbers should be deleted, and the Master’s Thesis/Recital Document or Doctoral Dissertation page numbers placed on the page in accordance with the traditional guidelines. Photographs or other materials which do not duplicate well from reprints must be included in their original form.

Regardless of whether they are retyped or copied directly from the journal print, the first page of the published chapters should have an asterisk (*) next to the title. When copies of papers already published are used as separate chapters, connecting texts are mandatory and supplementary explanatory material is almost always necessary.

If you are unsure whether your document follows the required formatting, please contact the Thesis/Dissertation Officer.

Use of Copyrighted Material

Permission for Use of Previously Published Material

If any of the material in the Master’s Thesis/Recital Document or Doctoral Dissertation has been published, the student must obtain written permission from the copyright holder (typically the publisher) giving the student authorization to use the material in the manuscript. A copy of this permission must be submitted to the Thesis/Dissertation Officer.

In ordinary practice, it is generally assumed that the quotation of a prose passage of approximately 150 words or less in a work of scholarship or criticism does not require written permission of the copyright owner (but must be in quotation marks with the proper citation given). However, the area of “fair use” of copyrighted materials can be defined only by court action, and existing precedents are insufficient to make an exact or strict definition of its limits. Style manuals provide further discussion of “fair use.”

Should the student decide that it is necessary to obtain permission from the copyright holder, the usual procedure is to write the owner and obtain a written reply authorizing use of the material. Ordinarily the only condition for use is that proper acknowledgment be made. If the student has already published any portion of the Master’s Thesis/Recital Document or Doctoral Dissertation material, written authorization from the journal(s) must be obtained before the material is used.
A copy of the permission to use copyrighted material must be submitted to the Thesis/Dissertation Officer. This copy will be kept on file in The Graduate School.

Software owned by company or corporation is protected under U.S. law. It is illegal to use, in whole or in part, any software, design, and/or documentation in any activity, including research, publications, university papers, assignments, or theses without prior written permission from the company or corporation.

Required Text for Previously Published Materials

The following two paragraphs shall be cited on the Acknowledgements page of any Master’s Thesis/Recital Document or Doctoral Dissertation which includes work that has been previously published. These paragraphs should be single-spaced and italicized.

“This Master’s Thesis/Recital Document or Doctoral Dissertation was produced in accordance with guidelines which permit the inclusion as part of the Master’s Thesis/Recital Document or Doctoral Dissertation the text of an original paper, or papers, submitted for publication. The Master’s Thesis/Recital Document or Doctoral Dissertation must still conform to all other requirements explained in the “Guide for the Preparation of a Master’s Thesis/Recital Document or Doctoral Dissertation at The University of Texas at San Antonio.” It must include a comprehensive abstract, a full introduction and literature review, and a final overall conclusion. Additional material (procedural and design data as well as descriptions of equipment) must be provided in sufficient detail to allow a clear and precise judgment to be made of the importance and originality of the research reported.

It is acceptable for this Master’s Thesis/Recital Document or Doctoral Dissertation to include as chapters authentic copies of papers already published, provided these meet type size, margin, and legibility requirements. In such cases, connecting texts, which provide logical bridges between different manuscripts, are mandatory. Where the student is not the sole author of a manuscript, the student is required to make an explicit statement in the introductory material to that manuscript describing the student’s contribution to the work and acknowledging the contribution of the other author(s). The approvals of the Supervising Committee which precede all other material in the Master’s Thesis/Recital Document or Doctoral Dissertation attest to the accuracy of this statement.”

Writing Styles

In addition to adhering to the requirements explained in this guide, each student should consult with the style manual that is normally used in their discipline. Should one not exist, please consult with the most current edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian. A copy of this book is available in the UTSA Library. Having decided upon the methods of research presentation and the mechanics of form, please remember to be accurate and consistent throughout your document.
Document Structure

Below is the required structure and organization for the Master’s Thesis/Recital Document or Doctoral Dissertation. Use the template on our website to show correct formatting and spacing for the following pages: Signature Page, Title Page, and Abstract.

More information on formatting your document can be found in the Thesis/Dissertation FAQs document available for download on our website.

1. **Signature Page**: The signature page for ProQuest will not include signatures—it will be unsigned, exactly as it appears on your computer. No page number. Please refer to the template for correct formatting.

2. **Copyright Page (optional)**: Copyright protection automatically subsists from the time the work is created in fixed form and immediately becomes the property of the author who created it. Registration with the U.S. Copyright Office is not required to secure copyright. It is a legal formality to place on the public record the basic factors of a particular copyright. The notice of copyright appears as the sole item on the page immediately following the signature page. The student’s name must appear as it is on file in the Registrar’s Office. If you choose not to purchase the copyright, please delete the copyright page from your final document. No page number.

3. **Dedication Page (optional)**: The dedication should be single spaced, italicized, and in a 12 pt. font. The dedication should not exceed 7-10 lines. No page number.

4. **Title Page**: The student’s name, as it is on file in the Registrar’s Office, must appear here as it does on the copyright page and on the abstract. The date on this page is the month and year of graduation, NOT the date of the submission of the thesis. No page number. Please refer to the template.

5. **Acknowledgments**: Acknowledgements are double-spaced and should not exceed one page. The month and year of your graduation should appear at the bottom of this page, centered over the page number. This is the first page with a page number; it will appear in lower case roman numerals in the bottom center of the page. Depending on inclusion of the copyright and dedication pages, this page will be either ii, iii, or iv.

6. **Abstract**: The abstract is a concise statement of the nature and content of the manuscript, indicating its significance as a piece of research. It should be a continuous summary, not disconnected notes or an outline. It should be double-spaced and should not exceed 250 words or one and a half pages. Your name should appear on this page exactly as it does on the copyright and title pages (the name must be the same as that on file in the Registrar’s Office). This page will have a lower case roman numeral page number. Please refer to the template.

7. **Table of Contents**: The table of contents should accurately reflect the outline and the organization of the manuscript. It should include the abstract, acknowledgements, list of
tables, list of figures, chapters of the text, appendices (if present in document), references, and vita. This page will have a lower case roman numeral page number.

8. **List of Tables (required if tables are in document):** The List of Tables should include titles and correct page numbers of all tables that appear in your document. This page will have a lower case roman numeral page number.

9. **List of Figures (required if figures are in document):** The List of Figures should include titles and correct page numbers of all figures that appear in your document. This page will have a lower case roman numeral page number.

10. **Manuscript Text:** The text should be divided into as many chapters or sections as necessary. The first page of your text will begin on page 1. This is the first page to be numbered with Arabic numerals. The page number will appear in the bottom center of the page.

11. **End Notes (if present):** If you choose to include End Notes in your document, they will appear after the last page of your text. Continue numbering with Arabic numerals.

12. **Appendices (if present):** Materials which are peripheral but relevant to the main text of the Master’s Thesis/Recital Document or Doctoral Dissertation should be placed in appendices. These may include such things as survey instruments, additional data, computer printouts and programs, and details of a procedure or analysis. Appendix material must meet the same requirements of margins, pagination, and paper quality as the text itself. Reduction of materials to meet margin requirements is acceptable only if the print remains clear and legible. Appendices appear before the references. Continue numbering with Arabic numerals.
   - If you have an approval letter from the IRB, it must be included as an appendix.

13. **References:** Please follow your writing style for correct citation formatting. Full references are required and the format must be approved by your committee. This section may also be called Bibliography or Works Cited. Continue numbering with Arabic numerals.

14. **Vita:** The vita is a brief biographical sketch, written in third person and double-spaced. Please **do not** include the following: contact information (email address, home address, phone number), list of publications, or a résumé. Vita has no page number.

**Page Numbers**

1. **Signature page** - No page number, not counted.
2. **Copyright (optional)** – No page number, but page is counted.
3. **Dedication (optional)** - No page number, but page is counted.
4. **Title page** - No page number, but page is counted.

5. **Acknowledgements** - *FIRST PAGE WITH A PAGE NUMBER.* The number is in lower case Roman numerals (either ii, iii, or iv, depending on inclusion of Copyright and Dedication). Page number appears in the bottom center of the page.

6. **Abstract** – Continue lower case Roman numerals, bottom center.

7. **Table of contents** - Continue lower case Roman numerals, bottom center.

8. **List of Tables and List of Figures** - Continue lower case Roman numerals, bottom center.

9. **Text** - *FIRST PAGE OF TEXT WILL BE PAGE 1.* The body of the manuscript should begin with Arabic numerals and continue this way until the Vita section. Page numbers appear in the bottom center of the page.

10. **Endnotes (if present)** – Continue Arabic numerals, bottom center.

11. **Appendices (if present)** – Continue Arabic numerals, bottom center.

12. **Bibliography/References/Works Cited** - Continue Arabic numerals, bottom center.

13. **Vita** – No page number.

*All page numbers should appear at the bottom center of the page, regardless of writing style.*

**Text, Spacing, Margins**

**Text**

- The manuscript text should be **black**.

- Conventional typefaces such as **Times New Roman** and **Arial** are acceptable. Students are to use **12 point fonts** within the body of the text. Fourteen point fonts are acceptable for headings and titles, if desired. Emphasis in the text may be achieved by using an appropriate italic typeface, boldface, or by underlining.

- **Remove all hyperlinks** that are in the text and in the bibliography. To do this in Word, right-click on the link and select “Remove Hyperlink.” This will convert your link to plain text.
If the student wishes to go beyond the set font sizes, they must consult with the Thesis/Dissertation Officer in The Graduate School.

The final copy must be a professional quality manuscript, correct in spelling and punctuation, and neat in format.

Spacing

The Master’s Thesis/Recital Document or Doctoral Dissertation must be double-spaced or one and a half spaced throughout, with the exception of the dedication, quotations, lengthy tables/figures, and footnotes. Entries in the bibliography, Table of Contents, List of Tables, and List of Figures may be single-spaced within each entry, so long as a space is inserted between each entry (see references section in template for example).

Margins

The margins must be set to the following values throughout the entire document:

- Left margin: 1.25”
- Top margin: 1.25”
- Right margin: 0.75”
- Bottom margin: 0.75”

All page numbers should be centered on the bottom. The page number should be 0.5 inches from the bottom edge of the page.

These margins are required throughout the entire document, including pages containing tables, figures, or other illustrative materials. All tables and figures must sit inside the margins. The Graduate School will measure your margins to be sure your document follows the correct guidelines.

Tables and Figures

Tables and figures should bear their identifying numbers and headings on the pages upon which they appear.

- Tables are labeled above the table.
- Figures are labeled below the figure.
- If a table or figure requires more than one page, the subsequent pages must be labeled as continued. For example: “Table 1 (continued)” or “Figure 1 (continued)”.

Horizontal tables and figures must be positioned correctly: the top of the figure or table will be against the left margin. Figure captions and table headings should be placed in the same horizontal direction as the figure or table. Page numbers in Microsoft Word must be moved by hand to appear in the correct portrait-style position. Please contact the Thesis/Dissertation Officer if you need help with this process.
Tables and figures, including maps and illustrations, should be prepared to facilitate binding and preservation. Oversized charts and graphs may be reduced in size to fit within the appropriate margins; however, this reduction must not seriously degrade the readability or usefulness.

If you need to include oversized material in your document, it must be folded neatly, carefully prepared, and placed so that it will not be cut by trimming during the binding process. At the discretion of the Supervising Professor, large tables or maps may be neatly folded and inserted in a pocket or envelope placed after all other materials, including the Vita. When the Master’s Thesis/Recital Document or Doctoral Dissertation is bound by the Library, the envelope or pocket is mounted on the inside back cover. Reference should be made in the list of tables, figures, maps, etc., to such material, and the words “following vita” or “pocket” should be given in lieu of page numbers. For questions about this process and how to prepare your document, please contact the Thesis/Dissertation Officer.

- This type of material will be submitted electronically to ProQuest as “supplemental material.” Supplemental material will appear in a pocket in the back of the ProQuest bound copies. For more information, please contact the Thesis/Dissertation Officer.

**Documentation of Sources**

**References** - All manuscripts must have references. The “References” section contains a list of texts explicitly cited in your manuscript. Follow your chosen style manual. Your references may also be titled “Bibliography” or “Works Cited” according to your writing style.

**End Notes/Foot Notes** - Depending on your chosen style, you may use footnotes, endnotes, or in-text parenthetical references that correspond to a reference list at the back of your manuscript. Endnotes and footnotes may be numbered either sequentially from the beginning to the end of the text, or within each chapter.

**Preliminary Draft**

A preliminary draft is a rough draft of your thesis or dissertation. Submitting a preliminary draft to The Graduate School for a formatting check is strongly recommended. This draft may or may not be 100% complete. Preliminary drafts are typically submitted prior to your defense.

*Please remember:* The Graduate School checks your document for required formatting; we do not read your content. This means that we do not check your citations, spelling, or grammar, or review your document for plagiarism.

**Preliminary Draft Process**
1. Submit a printed copy of your preliminary draft to The Graduate School on or before the draft deadline. Please keep the following in mind when preparing your draft:
   - Preliminary drafts should be submitted as printed copies.
   - Print on regular copy paper
   - Print single-sided

2. The Thesis/Dissertation Officer will review your document for formatting.

3. Within 1-3 days, the Thesis/Dissertation Officer will contact you to schedule an appointment.

4. At your appointment, the Thesis/Dissertation Officer will go over the following:
   - Revisions
   - Final submission requirements and process
   - Any additional questions

Please keep in mind that The Graduate School does not read the content of your document, but checks the formatting against our required formatting guidelines. If you are unable to submit your preliminary draft by the preliminary draft deadline, or if you have questions about the preliminary draft process, please contact the Thesis/Dissertation Officer.

**Final Requirements**

**ProQuest**

Students are required to submit one electronic copy of their manuscript to the ProQuest website. The ProQuest submission must be completed by 5:00 p.m. on the final deadline. More information on the required ProQuest submission can be found here: [http://graduateschool.utsa.edu/current-students/proquest/](http://graduateschool.utsa.edu/current-students/proquest/)

Students wishing to purchase bound copies for personal use may do so through the ProQuest website. If students choose not to purchase bound copies through ProQuest, locations such as FedEx Office offer binding services. Ordering bound copies is not required by The Graduate School.

**Survey of Earned Doctorates**

This survey is required for doctoral candidates only. The survey must be completed online no later than 5:00 p.m. on the final deadline. More information on the survey can be found here: [http://graduateschool.utsa.edu/current-students/doctoral-requirements/](http://graduateschool.utsa.edu/current-students/doctoral-requirements/)

**Printed Copies**
As of Spring 2014, **printed copies are no longer required.** Please do not submit printed copies to The Graduate School; the UTSA Libraries are no longer accepting hard copies for binding or archival. Your ProQuest submission now serves as the university’s archival copy.

**Contact Information**

If you have any questions regarding the required formatting, preliminary draft process, final draft requirements, or ProQuest submission, please contact the Thesis/Dissertation Officer in The Graduate School:

**Lauren Beaver**
(210) 458-6409  
lauren.beaver@utsa.edu

**Other Resources**

For more information on formatting and requirements, you are strongly encouraged to download the following documents:

1. Formatting template (MS Word): [http://graduateschool.utsa.edu/current-students/formatting-requirements/](http://graduateschool.utsa.edu/current-students/formatting-requirements/)