

Dissertation and Thesis Formatting Session

Office of Graduate Education

Spring 2019



THE UNIVERSITY OF TEXAS AT DALLAS
Office of Graduate Education

Office of Graduate Education

Location: FA 3.104, FA 3.102, FA 2.206 (Founders Annex)

Office Hours: Mon-Fri 8-5pm



Dr. Juan González
Dean of Graduate Education
jgonzal@utdallas.edu

Dr. Elizabeth Rugg
Associate Dean for Graduate Education
erugg@utdallas.edu

Josefine Green
Graduate Reader
josefine.green@utdallas.edu

Alyssa Grimley
Assistant Graduate Reader
alyssa.grimley@utdallas.edu

Lila Foroutan
Special Events Coordinator
lila@utdallas.edu



Important Links

- Website: www.utdallas.edu/ogs/
- Preparation of Dissertation and Thesis:
http://www.utdallas.edu/ogs/current_students/dissertation_and_thesis/
- Forms:
http://www.utdallas.edu/ogs/current_students/forms/
- Deadlines:
http://www.utdallas.edu/ogs/current_students/deadlines/
- Graduating Students:
http://www.utdallas.edu/ogs/current_students/graduating/

See the back of your checklist for more resources!



Doctoral Dissertation Checklist

- Beginning of Final Semester
- Scheduling Final Oral Examination
- Final Oral Examination
- Before the Final Format Check
- Final Format Check and Dissertation Approval



Deadlines

PhD Deadlines

- **Tuesday, March 26th**– Last day to request a final oral exam.
Request must be submitted to the Office of Graduate Education a minimum of 2 weeks prior to the date of examination.
- **Tuesday, April 9th** – Last day to hold a final oral exam.
- **Thursday, April 18th** – Last day to upload dissertation for final review by the Office of Graduate Education.
- **Tuesday, April 23rd (Noon)** – Last day to receive *approval of final version* of dissertation by the Office of Graduate Education.

Master's Thesis Checklist

- Beginning of Final Semester
- Scheduling your Defense
- The Defense
- Before the Final Format Check
- Final Format Check and Thesis Approval



Deadlines

Master's Deadlines

- **Tuesday, April 23rd** – Last day to upload thesis for review by the Office of Graduate Education.
- **Tuesday, April 30th (Noon)** – Last day to receive *approval of final version* of thesis by the Office of Graduate Education.

In Absentia

What does graduating In Absentia mean?

- In Absentia is an option for those Spring 2019 candidates who do not make the deadlines.
- To be considered “In Absentia” the following semester, the candidate does not enroll in any credit hours for Summer 2019 and must finish all requirements to graduate by the In Absentia deadline, June 4th, 2019 (Noon).
- Must apply for August 2019 graduation online by Tuesday, June 11th
- \$100 In Absentia fee
- Link to explanation in the UT Dallas 2018-2019 Graduate Catalog:
<http://catalog.utdallas.edu/2018/graduate/policies/graduation#graduation-under-in-absentia-registration>

Core Formatting Requirements

- Consistency
- Language
- Page Size and Paper Specification
- Margins
- Font
- Spacing
- Tables and Figures
- Headings and Page Numbers
- Use of Previously Published Materials



Formatting of Dissertation/Thesis

■ Guides

- For the guidelines, download and read the “Dissertation and Thesis Submission Guide” and “Formatting Guide” from our website.
- For a visual guide of the layout for the preliminary pages, please see the “Sample Pages” PDF on our website (also included in your packet).

■ Templates

- Microsoft Word
- LaTeX (technical, best for formulas and algorithms)

■ RefWorks

- RefWorks is a citation management service that allows you to import citations from online article indexes and databases, organize and manage these references within folders, automatically format them within papers and create instant bibliographies in a variety of styles.
- <http://www.utdallas.edu/library/services/refworks/index.html>

Formatting Tips

■ Important Tips for using the Word Template

- Turn on paragraph marks ¶
 - Understand:
 - Section breaks
 - Header and Footer
 - Link to previous
 - Single/double spacing
 - For technical help with the LaTeX template please contact Dr. Kevin Hamlen hamlen@utdallas.edu
 - Use the most recent templates (updated February 2018) available on the Office of Graduate Education website.

If you are interested in testing out our new template and providing us with feedback, please contact us after the presentation or email us.

Common Pitfalls

- Do not bold text within the preliminary pages, including headings on title pages.
- Make sure all text is the same font type and size throughout your paper.
- Be sure chapter headings are centered, bold, in all caps.

1.25" top margin

CHAPTER X

(leave one single line space)

CHAPTER TITLE

(leave one single line space)

(leave one single line space)

(Begin text on this line, flushed against left margin)

- Follow our “Sample Pages” available on the Office of Graduate Education website for all preliminary and other important pages.
- Figure captions go below the figure. Table captions go above the table. Refer to guide for numbering of tables and figures.
- When placing figures/tables be sure to close up any white space in your chapters with text.
- Be sure to refer to all tables/figures in text and mention them on or before the page the table/figure appears.

Style Guide Options

- ACS Style (American Chemical Society)
- APA Style (American Psychological Association)
- Chicago Style
- IEEE Editorial Style (Institute of Electrical and Electronics Engineers)
- MLA Style (Modern Language Association)
- Turabian Style

- See the [Sample Pages](#) on our website for examples of pages formatted in these styles.
- Ask your supervising professor about which style is best for you!

Copyright Issues

Requesting Permission to Use Your Own Previously Published Material in Your Dissertation/Thesis

- If your dissertation/thesis includes previously published material, **you must obtain permission from the publisher to use the material in the dissertation/thesis, and upload a copy of the publisher's approval.**
- **If no formal permissions are required, you must upload documentation from the publisher stating permission is not needed.**
- For journals who do not subscribe to the Copyright Clearance Center, please go to the online journal article for information on reusing material from the article.
- Whether you need formal permissions or not, **you must follow instructions from the publisher on how to correctly acknowledge the copyrighted material within the dissertation/thesis.**

Copyright Links

- The following publications may be helpful:
 - Request permission through the **Copyright Clearance Center** at www.copyright.com
 - For general information about copyright in the U.S.: <http://www.copyright.gov/>
 - ProQuest/UMI has a helpful manual, "Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities"
http://media2.proquest.com/documents/copyright_dissthesis_ownership.pdf

Doctoral Hooding Ceremony

Commencement vs. Hooding Ceremony

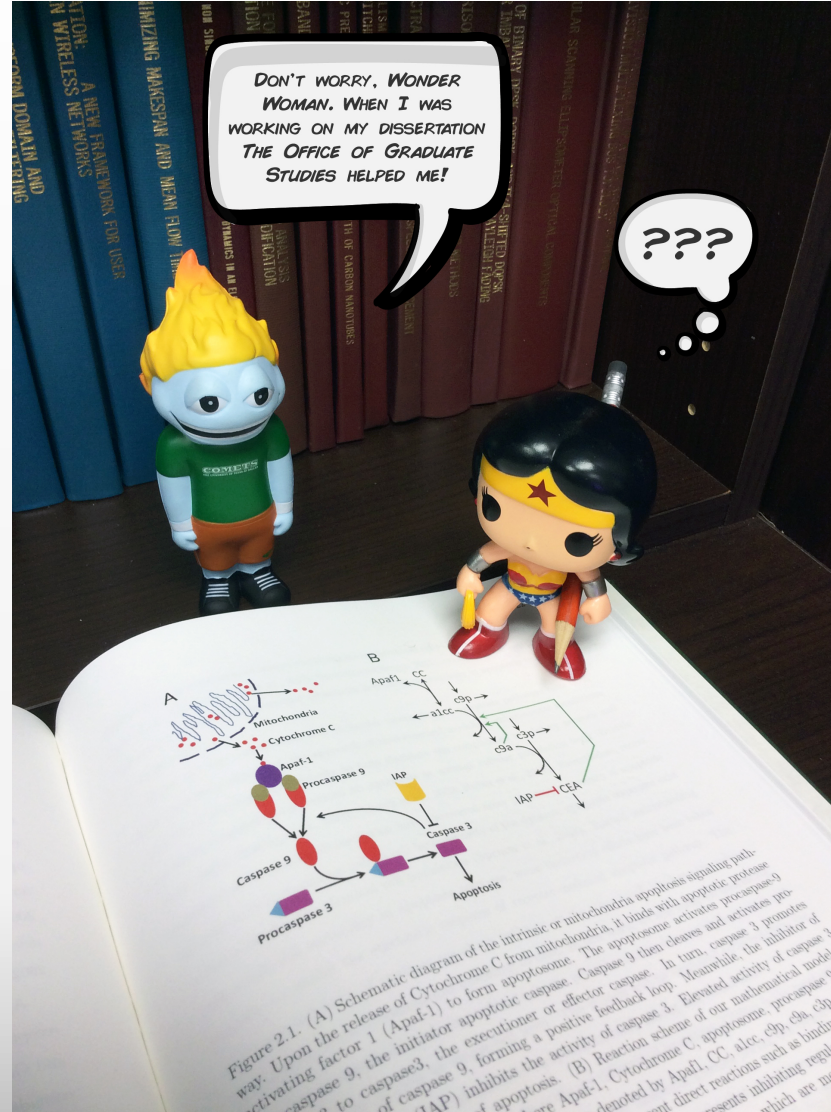
- The *Hooding Ceremony* is a separate event from the Commencement Ceremonies and is held each semester, including the summer, for PhD candidates only. At this event you will be hooded by your Supervising Professor.
- The Doctoral Hooding Ceremony is **tentatively** scheduled for **Monday, May 13th at 1pm** in the **Activity Center**. Reception to follow in the **Visitor Center Atrium**.
- Hooding Website FAQs at: www.utdallas.edu/ogs/current_students/hooding/



Online Resources to Download

- [Dissertation and Thesis Formatting Guide](#)
- [Dissertation and Thesis Submission Guide](#)
- [Checklist for Final Submission of a Doctoral Dissertation](#)
- [Checklist for Final Submission of a Master's Thesis](#)
- [Sample Pages](#)
- [Windows Thesis/Dissertation Template](#)
- [LaTeX Template](#)

Questions?



Get social with the Office of Graduate Education!



@UTDallasGraduateEducation



@UTDOGE



UT Dallas Office of Graduate Education

Private Group – Ask to join!

Relevant Workshops

- **Prepare your Academic CV Now!**

Wednesday, February 6, from 2:30 to 4:00 pm

Please register to attend.

Held in FA 2.206

Contact Info: Rob Pearson, rdp160030@utdallas.edu

- **McDermott Library Graduate Workshop Series:
Copyright Basics for Grad Students**

Wednesday, February 20, from 3:00 to 4:00 pm

Please register to attend.

Held in MC 2.524

Contact Info: Travis Goode, 972-883-2900

