

## Guides and Examples of Elements of Theses and Dissertations

### Title Page

- The title page must appear as shown in the following examples.
- Type the title of the thesis/dissertation using capital letters throughout. If it occupies more than one line, double space between lines.
- Use word substitutes for formulas, symbols, superscripts, Greek letters, and other non-alphabetical symbols in the title of the thesis/dissertation.
- Master's candidates should use "Thesis," and doctoral candidates should use "Dissertation" on the title page (see examples below)
- The author's legal name must be included as it appears on his or her student record in MyMav.
- On the date line, indicate the month and year of degree conferral, *not the date of the defense or the date you submit your thesis/dissertation*. Degrees are conferred only in May, August, and December
- THE TITLE PAGE IS NOT NUMBERED AND IS NOT INCLUDED IN THE TABLE OF CONTENTS!

Matters of style should be based on disciplinary standards such as those described in the various style guides listed in the Style Guide section (above).

TITLE OF THESIS IN CAPITAL LETTERS  
THIS USES SINGLE SPACE STYLE  
FOR MULTI-LINED TITLES

by

YOUR FULL LEGAL NAME

THESIS

Submitted in partial fulfillment of the requirements  
for the degree of Master of Arts\* in (your program) at  
The University of Texas at Arlington  
May\*\*, 20XX

**\*or Master of Science**

**\*\*This date is the month and year of your graduation. The month can only be May, August, or  
December. Do not include day**

Arlington, Texas

Supervising Committee:

Mary A. Todd, Supervising Professor  
Abraham Lincoln  
Edwin M. Stanton  
Salmon P. Chase

TITLE OF DISSERTATION IN CAPITAL LETTERS  
THIS USES SINGLE SPACE STYLE  
FOR MULTI-LINED TITLES

by

YOUR FULL LEGAL NAME

DISSERTATION

Submitted in partial fulfillment of the requirements  
for the degree of Doctor of Philosophy at  
The University of Texas at Arlington  
May\*, 20XX

**\*This date is the month and year of your graduation. The month can only be May, August, or  
December. Do not include day**

Arlington, Texas

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Abraham Lincoln  
Edwin M. Stanton  
Salmon P. Chase

**Abstract Page Rules:**

An example of an acceptably formatted abstract with information about what it should and should not include is included on the following page.

ABSTRACT

Title of Dissertation, Double-Spaced

May be in ALL CAPITALS or

Upper and Lower Case

Your Full Official Name, Ph.D. (or degree sought)

The University of Texas at Arlington, 20XX

Supervising Professor(s): <insert name of Supervisor(s), no titles or degrees>

Begin typing abstract information here. This is the Abstract that is included in the **Front Matter** section of both monograph-style and article-based theses/dissertations. It should be a concise statement of the nature and content of the thesis or dissertation. It is written in complete sentences and paragraphs rather than in note or outline form. Text should be either double or 1.5 spaced, the same spacing as used throughout the thesis/dissertation. The abstract should not exceed 300 words.

## Copyright Page:

The following example provides a model for the copyright page. Note, the author of the thesis or dissertation owns the copyright to the document regardless of whether a copyright notice is included or omitted.

Copyright by  
Full Legal Name of Author  
20XX

The page after the title page of your dissertation may contain the copyright statement shown here. Replace 20XX with the current year. This is not the same thing as the copyright release that you must obtain to use your own or others published/in press work in your thesis or dissertation. The three lines should be centered horizontally and vertically as shown above. You may model your copyright page after this. NOTE: NO PAGE NUMBER IS TYPED ON THIS PAGE! This is not an error. They are omitted commonly.

## ACKNOWLEDGEMENTS

This page is where you acknowledge all those who helped you with your academic research. The lay-out should look like this. Remember to acknowledge sources of funding for the work (if any) in this section. This is **not** where you would recognize loved ones who supported you during your studies. That would be more appropriately done in an optional Dedication page.

Common examples of things appearing in the Acknowledgments include

- This work was supported by a grant ...
- I thank my Supervising Committee for...
- I thank Dr. Todd my Supervising Professor for her.....
- Gideon Wells assisted with collecting...
- I thank Professor Seward access to his collection of .....



## Dedication

The Dedication section is formatted much as the Acknowledgement Section. Here individuals who supported the writer during their studies are acknowledged. This is not typically where writers recognize those who assisted them academically which is done on an Acknowledgment page. Dedications tend to be more personal than Acknowledgments and recognize those who supported or inspired the writer in ways that cannot be expressed or appreciated by a simple acknowledgement of academic support and assistance.

## DEDICATION

This page is where you acknowledge all those who helped you with your academic research. The general lay-out should result in a few sentences that look like these. Remember to acknowledge sources of funding for the work (if any) in this section. This is **not** where you would recognize loved ones who supported you during your studies. That would be more appropriately done in an optional Dedication page.

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- I dedicate this thesis to my mother and father for their unwavering...
- I dedicate this work to my Supervising Professor, Dr. Todd, my mother and father and my significant other who .....
- I dedicate this dissertation to the members of my writing group without whom I would have...my significant other...
- I dedicate this work to Dr. Todd, my Supervising Professor. Without her unending support (inspiration, guidance, tolerance, therapy, friendship) I would .....
- I praise...

## ACKNOWLEDGEMENTS

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LIST OF FIGURES (or Illustrations)

Figure	Page
1. Complete sentence-style title of Figure 1.....	10
2. Complete sentence-style title of Figure 2 that will not fit attractively on one line.....	11

A List of Figures is not required but may be included if the thesis/dissertation contains figures. However, it must be included if a List of Tables is used. The above is an acceptable format for such a list. Note the following:

1. Double space between each figure listed.
2. Long titles are broken up into several single spaced lines and the list is more attractive if the first line of the long title is longer than the others.
3. Indent lines after the first line of a long divided title by a few spaces.
4. Note if leader dots are used in a List of Figures, they must be used in the List of Tables (if any) and the Table of Contents.

***The last thing that should be done before submitting the final version of a thesis or dissertation is to check and make sure the titles and page numbers in a List of Figures, List of Tables, and the Table of Contents are correct.***

## LIST OF TABLES

Table	Page
1. Complete sentence-style title of Table 1.....	12
2. Complete sentence-style title of Table 2 that will not fit attractively on one line.....	14

A List of Tables is not required but may be included if the thesis/dissertation contains tables. However, it must be included if a List of Figures is used. The above is an acceptable format for such a list. Note the following:

1. Double space between each table listed.
2. Long titles are broken up into several single spaced lines and the list is more attractive if the first line of the long title is longer than the others.
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ABSTRACT

Title of Dissertation, Double-Spaced

May be in ALL CAPITALS or

Upper and Lower Case

Your Full Official Name, Ph.D. (or degree sought)

The University of Texas at Arlington, 20XX

Supervising Professor(s): <insert name of Supervisor(s), no titles or degrees>

Begin typing abstract information here. This is the Abstract that is included in the **Front Matter** section of both monograph-style and article-based theses/dissertations. It should be a concise statement of the nature and content of the thesis or dissertation. It is written in complete sentences and paragraphs rather than in note or outline form. Text should be either double or 1.5 spaced, the same spacing as used throughout the text of the thesis/dissertation. The abstract may not exceed 300 words.

## Examples of Tables of Contents

The Table of Contents must include the major sections headings for Text and Bibliography and their respective page numbers. All chapter titles and subheadings listed on the Table of Contents must exactly match the headings as presented in the text. For example, a chapter labeled “Chapter 3” in the Table of Contents should not appear as “Chapter III” within the text.

Approved style guides should dictate the details of the format of the Table of Contents. The following are common and acceptable characteristics of most Table of Contents formats:

- Table of Contents entries are generally double-spaced.
- Chapter titles and subheadings, when more than one line long, should be indented at the second (and subsequent) line(s) with single-spacing between the lines.
- Major sections in the Front and Back Matter and Chapters within the body of the thesis/dissertation may be listed on the Table of Contents with left-justified headings (not indented).
- Sub-headed sections can, but are not required to be listed in the Table of Contents. It is sufficient that the Table of Contents presents only the major sections and chapters.
  - The major sections are:
  - Acknowledgements, List of Figures/ Tables/Abbreviations/Symbols, Abstract, Chapters, Appendices, References (if a general reference section is needed)
- Subheadings if included, must be indented under the appropriate major section or chapter heading in the Table of Contents.
- The page numbers for all sections listed on the Table of Contents are right-justified.

Examples of several common and acceptable styles of Table of Contents follow.

Example 1: A Table of Contents that does not list subsections in each chapter. The example also shows how leader dots should appear.

## TABLE OF CONTENTS

ACKNOWLEDGEMENTS .....	ii
LIST OF ILLUSTRATIONS .....	iii
LIST OF TABLES .....	iv
LIST OF ABBREVIATIONS .....	v
ABSTRACT .....	vi
CHAPTER ONE: TITLE .....	1
CHAPTER TWO: TITLE .....	11
CHAPTER THREE: TITLE .....	21
CHAPTER FOUR: TITLE .....	43
APPENDIX	
1. TITLE OF APPENDIX 1 .....	44
2. TITLE OF APPENDIX 2 .....	45
LITERATURE CITED (OR REFERENCES, BIBLIOGRAPHY, etc.) .....	46

*Note: This example shows how a Table of Contents might appear if subheadings used in the chapters are not listed. Presenting subheadings in a Table of Contents is not required and is recommended that authors do not list them.*

***The last thing that should be done before submitting the final version of a thesis or dissertation is to check and make sure the titles and page numbers in a List of Figures, List of Tables, and the Table of Contents are correct.***



## TABLE OF CONTENTS

ACKNOWLEDGEMENTS .....	ii
LIST OF ILLUSTRATIONS .....	iii
LIST OF TABLES .....	iv
LIST OF ABBREVIATIONS .....	v
ABSTRACT .....	vi
CHAPTER ONE: TITLE .....	1
CHAPTER TWO: TITLE .....	11
Subheading Title .....	22
Subheading Title Extending Over One or More Lines .....	33
APPENDIX	
3. TITLE OF APPENDIX 1 .....	44
4. TITLE OF APPENDIX 2 .....	45
LITERATURE CITED (OR REFERENCES, BIBLIOGRAPHY, etc.) .....	46

*Note: This example shows how subheadings in chapters might appear if they were to be listed in a Table of Contents. However, presenting subheadings in a Table of Contents is not required and is recommended that authors do not list them if doing so is permissible.*

***The last thing that should be done before submitting the final version of a thesis or dissertation is to check and make sure the titles and page numbers in a List of Figures, List of Tables, and the Table of Contents are correct.***

## TABLE OF CONTENTS

ACKNOWLEDGEMENTS .....	ii
LIST OF ILLUSTRATIONS .....	iii
LIST OF TABLES .....	iv
LIST OF ABBREVIATIONS .....	v
ABSTRACT .....	vi
CHAPTER ONE: TITLE .....	1
References (Literature Cited, etc.) .....	5
CHAPTER TWO: TITLE .....	11
Subheading Title .....	22
Subheading Title Extending Over One or More Lines .....	33
Graphs and Tables .....	44
Title of Appendix 1 .....	64
References (Literature Cited, etc.) .....	65

The most typical practice is to place the list of references and appendices at the end of a thesis or dissertation. However, this is not required. References cited in a particular chapter and even appendices related specifically to material contained in a particular chapter may be presented at the end of that chapter, rather than at the end of the manuscript. If they are included in a chapter, they must be presented in the final *subsection* of the chapter. [Note: materials that pertain to the content of more than one chapters in the main text/body should be put in an appendix located at the end of the manuscript]. Similarly, if tables and graphs used in a chapter are not inserted into the text but are to be presented in the chapter (as opposed to presenting them in an appendix in the Back-Matter) they are presented together under one subsection in the order in which they are mentioned in the text at the end of the chapter. Look at Chapters One and Two above to see how such subsections appear in a Table of Contents.

*Note: Including subheadings in the Table of Contents is not required and it is recommended that authors consider avoiding them except when they choose to include References, graphs/tables or appendices at the end of chapters contained in the main text or body of the thesis or dissertations. These types of materials are presented under subheadings at the end of the chapter as shown above.*

***The last thing that should be done before submitting the final version of a thesis or dissertation is to check and make sure the titles and page numbers in a List of Figures, List of Tables, and the Table of Contents are correct.***

An example of an acceptable format for chapter numbers and chapter titles

## CHAPTER 1

### FORMATTING A CHAPTER

Take note of the following points

- Each new chapter begins on a new page.
- The first chapter is labeled Chapter 1, the second Chapter 2 and so on and these labels are centered. It is acceptable to place the label at the top of the page as shown above, but the style manual used by a program may require that it be placed further down the page.
- Chapter titles are not required but may be used. "FORMATTING A CHAPTER" at the top of this page is an example of a chapter title and is properly positioned relative to the chapter label.
- The title of the chapter (if any) should be placed beneath the chapter label (i.e., below CHAPTER 1) double-spaced if it is more than one line in length.
- Titles are centered below the chapter label, in non-bold font.
- Leave at least 2 blank lines of space between the label (Chapter 1) and the title of the chapter (FORMATTING A CHAPTER) and the title of the chapter and the beginning of the body of text.
- Follow the approved style manual for formatting headings/subheadings in a chapter.
- If tables and graphs used in a chapter are not inserted into the text but are presented at the end of the chapter, they are put in a labeled subsection at the end of the chapter.
- You may provide a list of references cited in a particular chapter in a final subsection at end of that chapter, rather than at the end of the thesis/dissertation.

## APPENDIX 1

### FORMATTING CONSIDERATIONS FOR APPENDICES

#### INCLUDED IN THE BACK MATTER

- If the thesis/dissertation only has one appendix it is not necessary to give it a descriptive title. It can simply be labeled APPENDIX 1, except when the appendix contains a manuscript (see formatting appendices for presenting manuscripts.)
- It is very helpful to give appendices descriptive titles, especially if the thesis/dissertation contains more than one appendix. “FORMATTING CONSIDERATIONS FOR APPENDICES INCLUDED IN THE BACK MATTER” is the title of this example appendix.
- The title of the appendix (if any) should be centered placed 1.5 or double spaced beneath the APPENDIX 1 label
- The title should be double-spaced if it is more than one line in length.
- All material presented in an appendix must fit within the margins set for the rest of the thesis/dissertation.
- Line spacing of material and font size in an appendix depends on the nature of the material and can differ from that used in the rest of the thesis/dissertation.

#### Appendices in article-based theses/dissertations

#### Formatting Appendices used in article-based theses/dissertations

An article-based thesis/dissertation may include appendices in the back matter as described above. Alternatively, it may make more sense to include appendices at the end of the chapter which presents the article. If so, present the appendix as a subsection of the chapter.

- Follow format conventions for sub-headings.
- It is not necessary to start the appendix on a new page, but it may make sense to do so.
- Give the appendix a title that identifies it with the chapter in which it occurs, e.g., CHAPTER X APPENDIX 1. You may also give the appendix a descriptive title (e.g., DATA)

## REFERENCES

This example's Title is formatted for a reference list that will be presented in the Back Matter of a thesis/dissertation. Back Matter reference lists begin on a new page with the title centered as shown above. The section can have one of several titles depending on disciplinary practices. Examples of titles include REFERENCES, BIBLIOGRAPHY, LITERATURE CITED and WORKS CITED.

This section can be omitted if references are cited at the end of each chapter in the Main Text. There is no requirement that all the references cited in a thesis/dissertation be collected together and re-listed at the end of the document if the citations are given in reference subsections located at the end of each chapter.

If references are presented in the chapter, they should be placed in a subsection with an appropriate title, such as References, Bibliography, Literature Cited or Works Cited. Like any other subsection, a subsection in a chapter containing references begins at the end of the preceding subsection. It does not begin on a new page if there is room on the page to begin a new subsection.

Follow appropriate style guides for formatting the list of references.

This example **should not be** used to format title page that is included in the Front Matter of the thesis/dissertation. This is the title page that must be the first page in a chapter in which an article that has been published or has been prepared for publication is presented. This example contains the minimum amount of information required. Additional information may be included. **Note the footnote** in the title of the paper. It is intended to acknowledge the permission of the publisher to use published/in press work. Permission must be obtained and noted on this page. Permission is not necessary if the work has not been accepted for publication.

TITLE OF THE ARTICLE WRITTEN IN ALL CAPITALS AND DOUBLE

SPACED BETWEEN LINES IF LONGER THAN ONE LINE<sup>1</sup>

Format of the title page included in a chapter containing an article

List all authors' names in the order in which they appear on the manuscript, provide full citation information if published or in press; if submitted, indicate where it was submitted and the year it was submitted. This information may be either single or double spaced.

The first page of the article begins on the next page.

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<sup>1</sup> If the paper is published or in press indicate that you have obtained permission to use the manuscript in your thesis or dissertation by writing a foot note containing this phrase:  
Used with permission of the publisher, 20XX where 20XX is the year permission was granted