THESIS-DISSERTATION FORMATTING GUIDELINES

Revised September 2024

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DOCUMENT PREPARATION

Choosing a style guide

All theses and dissertations submitted to the Graduate School must follow an approved style guide. Failure to use proper citation and formatting styles may delay the approval of your document.

What is a style guide?

Style guides specify proper citation formats as well as other mechanical aspects of preparing researched manuscripts such as the presentation of figures or the disposition of appendices. ***In instances where this manual gives formatting specifications that differ from those in your designated style guide, specifications in this manual supersede those that may be listed in your required style guide.***

Which style guide am I required to use?

Some standard style guides include MLA, Chicago, APA or CBE. Your department or advisor may alternatively designate a more specialized guide such as IEEE publications guidelines or a style guide from a specific journal. If you are following a guide from a journal or professional organization, you must provide the thesis-dissertation staff with references of that guide or a website where the guidelines may be found.

What do I do if my department/committee chair hasn't specified a style guide?

If your department or advisor has not specified a style guide or you have a formatting question not covered in your approved guide, you must use Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*. This is the default style guide for theses and dissertations at Texas Tech. You may purchase the Turabian book in the bookstore, online or use the copies in the library. The appendix of Turabian's book, "Paper Format and Submission," covers most formatting issues for a thesis or dissertation.

Copyright

Copyright law essentially establishes that writing inherently creates copyright and the author automatically owns copyright unless it is relinquished by some form of contract. The absence of a copyright notice or symbol does not mean that the work is unprotected or in the public domain.

Copyrighting your Work

The copyrighting process is thus not required by law, but the Graduate School recommends that you place a notice of copyright in your documents (except when

prohibited by supporting agencies). This helps to protect you in event of litigation. All dissertations and theses must have a copyright page. See the templates link on the Thesis-Dissertation page on the Graduate School website for examples.

While registration of copyright with the U.S. Copyright Office is not a condition of copyright protection, it is a prerequisite for an infringement suit. Necessary forms and more information about copyright registration may be found at the U.S. Copyright web site at http://www.copyright.gov.

Copyright and Co-Authored Work

In rare instances a thesis or dissertation may be co-authored, and hence there may be co-owners of a copyright. This may be appropriate if the thesis or dissertation involves a joint effort between you and the professor (beyond that normally associated with the direction of such study). Copyright law holds that scientific findings or facts may not be copyrightable, but their arrangement in a table or presentation in the text is protectable. Thus, you own the **presentation** copyrighted in a thesis or dissertation, but the underlying data is not "locked up." This means faculty cannot copy your tables or appropriate your presentations verbatim but may legally use the data in their own [differently worded] presentation. Your work should be acknowledged to avoid plagiarism. Co-owners have the right to free use of jointly owned property, subject to accountability for royalties. In such cases, the additional authors' names should also be included on the copyright page after yours. In those few cases where Texas Tech University should own the copyright, rather than the student (and possibly the professor), the Graduate School should be contacted in order for the student to execute a release form.

Plagiarism

It is your responsibility to document all work that is not your own in the thesis or dissertation by proper citation of sources. Offering the work of another as one's own, even unintentionally, is a serious offense covered by the University's policy on academic integrity and is especially problematic in a research document which purports to be original work. If you are using information that you have previously published under your own name you are required to cite yourself in your document. Information about academic integrity may be found in the most current edition of the Student Handbook.

Proofreading

It is your responsibility to ensure that the thesis/dissertation is properly formatted and thoroughly proofread before submission to the Graduate School.

You should always proofread after using the spell check, as many errors may be missed by automated spell check functions. A thesis or dissertation submitted to the Thesis/Dissertation Supervisor or Coordinator which shows an obvious lack of

proofreading will be returned to you for additional revisions before further review.

The Graduate School does not proofread, copyedit, or format theses and dissertations for students. Please note that Microsoft Word does not spell check entries that are typed in all caps unless proofing settings are adjusted.

PDF Conversion

All theses and dissertations submitted to the Graduate School must be in PDF format (unless security or patent restrictions apply).

In MS Word, you can save the document as a PDF by going to 'File', then selecting 'Save as Adobe PDF'.

In Overleaf, you can download the document as a PDF by going to 'Menu', then selecting the PDF icon under Download.

Required Forms

Before submission of the thesis/dissertation, you must have all the required support documentation submitted to the Graduate School. Required paperwork includes the forms listed below.

All forms are completed electronically and need to be initiated by your department. Please work with your committee chair and administrative support staff to initiate these forms. Deadlines for these forms vary between semesters. All current deadlines will be listed on the Graduate School website as well as in the current academic catalog.

Masters
- Master's and Doctoral Defense Notification Form
- Oral Defense Approval Form
- Final Document Approval Form

Doctoral
- Master's and Doctoral Defense Notification Form
- Oral Defense Approval Form
- Final Document Approval Form
- Report of the Graduate Dean's Representative

Thesis-Dissertation Fee

All thesis/dissertation students are required to pay a one-time Thesis-Dissertation fee through Student Business Services. This fee is used to support educational programming and archiving related to theses and dissertations. The fee is posted to your account late in the semester after your thesis or dissertation document has been accounted for in the ETD site.

Deadlines for fee payments can be found on the Graduate School website. The fee is $50.00 for both Masters and Doctoral students. Fees must be paid before a student's degree can officially be awarded.

Submission

Submission of the Thesis/Dissertation for Official Review

No later than the online, published deadline, a committee-approved, proofread, and formatted copy of the thesis/dissertation must be submitted to the Electronic Thesis and Dissertation system, Vireo. Please check the Graduate School website for specific semester deadlines.

Review copies of the thesis/dissertation must be submitted in PDF format to your ETD account (see below). The ETD submission should reflect the student's final, committee-approved, polished work. The Graduate School will review the ETD for formatting before giving final approval.

The copies are reviewed in the order that they are received. It is to your advantage to submit your thesis/dissertation as early as possible. After the thesis/dissertation has been checked, it will be sent back to you with any corrections noted. You must make the required corrections before making your final, official submission.

Your ETD Account

An Electronic Thesis or Dissertation (ETD) is the archived document and bibliographic information that identifies the student, program, and committee, keywords, and abstract associated with the thesis/dissertation document.

Relevant web addresses for TTU ETDs

Access your Vireo ETD Account: https://ttu- etd.tdl.org

View published TTU ETDs in the Repository: https://hdl.handle.net/2346/521

Submitting your ETD

1. Go to https://ttu-etd.tdl.org/ and log in with your TTU eRaider. (Note: You must use your TTU eRaider. If you also have an TTU-HSC eRaider, that one will not work in this system.)
2. Click the "Start your submission" button to begin
3. Select "Texas Tech University" as your Organization.
4. Select "Graduate School" as your College, then click on the "Start Graduate School Submission" button.
5. On the first screen, enter your Personal Information.
   a. For College, Department, and Major fields, begin typing and a list will appear to select from. If your Department or Major is not listed, you may type it in. Majors should match what is listed on your title page.
   b. For Permanent Email, please provide an email address the Library may use to contact you after you leave the university. You may not use your TTU email, and it is recommended not to use another school's nor work's email.
6. On the second screen, read, understand, and agree to the License Agreement. If you have questions about it, you may contact the Digital Scholarship Librarian, lib.digitalcollections@ttu.edu
7. On the third screen, enter your Document Information.
   a. To enter multiple Keywords, Committee Chairs, or Committee Members, click the blue "+" button on the right of the appropriate box.
   b. If you need a "Publication Delay" (a.k.a. Embargo) of your PDF into the TTU Repository, please speak with your committee and select the time that best fits your needs.
      - No Delay – The work will be published in the TTU Repository within three (3) months of graduation.
      - 1-Year Hold – The work will be published in the TTU Repository one (1) year of graduation.
      - 3-Year Hold – The work will be published in the TTU Repository one (3) years of graduation.
      - 6-Year Hold – The work will be published in the TTU Repository one (6) years of graduation.

      Questions regarding Publication Delays may be directed to the Graduate School, etd.gradschool@ttu.edu
8. On the fourth screen, upload your PDF as the 'Manuscript in PDF' by clicking the gray box to choose a file, then click the blue 'Upload' button that will appear on the right, once the green progress bar is done click the 'Continue to Review' button.
   a. If you have additional files such as datasets you would like published with your work, you may add them to the Supplemental Files. All Supplemental files must be listed and described in your Manuscript.

> b. Do not upload audio or video files through Vireo. For those, please follow the OneDrive workflow.

9. On the last screen, confirm the data you have entered.
   > a. If there are issues, the system will highlight the text in red. Click on the [fix] text to go back to the page where that information can be corrected.
   > b. When you and the system are satisfied, click the blue 'Confirm & Submit' button

Correcting your ETD

1. Once your PDF has been reviewed, if there are corrections needed, you will receive an email with a link to the Vireo system.
2. Log in, then click the blue 'Correct your submission' button, then click the blue 'Edit' button.
3. Under the Upload/Remove Files section, click on the 'Feedback Documents" pdf to view the corrections you need to make.
4. Once you have corrected your Manuscript PDF, return to the Submission View (same as step 2).
5. Under the Upload/Remove Files section, click on the 'Replace Manuscript' white button on the right.
6. A gray uploading box should appear in the *Manuscript in PDF field.
   > a. ! If it does not, refresh the page in your browser.
   > b. Click on the gray box to choose the corrected Manuscript PDF.
   > c. Click the blue 'Upload' button to finish uploading it to the system.
7. Click the 'Corrections Completed' button in the bottom right pink pop-up window ONLY after you have uploaded your corrected PDF.
   > a. Click the 'Are you sure?' button to finish this step.

Publication of your ETD in the TTU Repository

1. Once your PDF has been reviewed and there are no more corrections required, the Graduate School will mark the document as Approved and you will receive an email.
2. Within three (3) full months of graduation, your ETD will be available in the TTU Repository (https://hdl.handle.net/2346/521)
3. Bibliographic information (such as abstract and subject/keywords) provided will be visible regardless of publication delay. Please do not include privileged information here.
4. Your Manuscript PDF will be available in relation to the publication delay you selected.
5. If you have selected a timed publication delay (1-, 3-, or 6-years), any patron requests the TTU Library receives for your work during the delay will be relayed to your permanent email.
6. It is up to you to grant the reading request by sending a copy of your work to the patron or denying the reading request.

7. The Library does not share your contact information with anyone.
8. Once you have graduated if you would like to alter your publication delay or have questions about it, you may contact the Digital Scholarship Librarian, lib.digitalcollections@ttu.edu

BASIC FORMATTING REQUIREMENTS

Formatting refers to the design of pages in a document as well as specifications for presenting, in print, certain types of information. This section covers the Texas Tech Graduate School formatting guidelines for preparing your thesis or dissertation document for official submission. If there is a difference between a formatting rule covered here and a formatting rule in your department-approved style guide, the **Graduate School guideline must be followed**. For formatting not covered by these guidelines, consult your department-approved style guide or Turabian's *Manual for Writers of Term Papers, Theses, and Dissertations*

These guidelines are divided into four sections:

Page layout:

margins, headers/footers and pagination

Front matter:

title page, acknowledgments, table of contents, abstract, list of tables, list of figures, list of abbreviations

Text formatting:

subheadings, figures, tables, equations, schema and notations

Back matter:

bibliography/references/works cited, appendices

Page Layout

Margins

All pages must have the following margins:

1.5 inch **or** 1-inch left margin (must be consistent through the document)

1.0 inch top, right, and bottom margins

Do not use *mirror margins*.

All figures, tables and appendix content must fit within these margins. See below ("Figures" and "Tables") for information about formatting oversized figures and tables.

Headers and Footers

A running header is text that appears at the top of the document

All theses/dissertations must have the following text in a running header starting on the "Acknowledgments" page and running through the end of the document:

Texas Tech University, *Student Name,* Month Year of Graduation

This running header must be right-aligned and one point smaller in font size than the main document text.

The running header can be at .5" from the top margin (within the top margin)

Pagination

All page numbers should be in the **same font and size** as that used for the text. Do not add dashes around page numbers.

All page numbers should be at the **bottom of the page, centered and placed within the bottom margin** (0.5" from the bottom of the page).

Title page:

No page number

Copyright page:

No page number

Front Matter:

Consecutive lower-case Roman Numerals

Start with "ii"

Main Text:

Consecutive Arabic Numerals

Start with "1" on the first page of Chapter 1

Front Matter

All pages prior to the main text are considered front matter pages. Each one starts on a separate page. Students must include these sections, *in this order,* for all theses and dissertations:

1. Title page
2. Copyright Page
3. Acknowledgments - *optional*
4. Table of Contents
5. Abstract – *optional but recommended (you will need one for your ETD account)*
6. List of Tables (if more than two tables have been used)
7. List of Figures (if more than two figures have been used)
8. List of Abbreviations (or Symbols or Nomenclature) - *optional*

Title Page

The title page should indicate:

- the **title** of thesis/dissertation (the student records system only allows titles that are no longer than 238 characters, including spaces).
- the student's **name,** including initial abbreviations of any previously awarded degrees that appear on the student's transcript
- whether it is a **thesis** or **dissertation**
- the degree granting **department**
- the **"submitted in partial fulfillment"** text as indicated on the template
- the type of **degree** in all caps
- the names of the **committee** members (with the chairperson designated as such on a line under his/her name)
- the name and designation of the current **Graduate School dean**
- the **month and year** of graduation.

Please see the "Templates" link on the Thesis-Dissertation page on the Graduate School website for an example title page.

Do not include signature lines on the title page for your electronic copy. If you are making personal paper copies, however, you may want to print copies of this page and bring them to your defense so that your personal copies can have signature pages.

Copyright Page

A copyright page, it should have:

- the word "Copyright" or the symbol (©)
- the year of your graduating semester

- your name

This text should be on an otherwise blank page, centered both ways on the page without a page number.

Acknowledgments (Optional)

The purpose of this page is to recognize scholarly and professional aid and advice; however, the inclusion of references to persons who provided clerical help, help with field studies, financial assistance, and permission to use copyrighted materials is also acceptable.

Acknowledgments should be brief, in a professional style, and must not exceed two pages. Keep in mind that this will be published on the internet, so guard against including personal identifying information that may be used to steal your identity, such as your specific hometown or parents' names.

The section should be titled "Acknowledgments".

Table of Contents

All preliminary page divisions **(except the title page, the copyright page, and the Table of Contents itself)** must be listed in the Table of Contents. All chapter numbers and titles and all divisions of the back matter (References and Appendices), including appendix titles, must be listed.

Subheadings used in the text may be included. The same levels of subheadings must be listed for **all** chapters. Be careful about including too many levels as it becomes cumbersome and unwieldy for the reader. Do not list subheadings used in Appendices in the Table of Contents.

When formatting the Table of Contents, each of the following items should be considered:

- The section should be titled "Table of Contents"
- Indentation – Subheadings are indented in increments of tabs from the chapter titles.
- Line spacing – Double or 1.5x spacing should be used between entries. In a very long Table of Contents, single-spacing may be used between lesser levels of subheadings. **Entries which require two or more lines should be single-spaced within the listing with wrapped text aligning under the text of the previous line. Title text should not run into the column where the page numbers are.**
- Consistency with the text – The **wording** and **capitalization** of entries in the Table of Contents should be consistent with what is found on the actual page, except that subheadings should not be underlined in the Table of Contents as they may be in the text.
- Page numbers – Page numbers should be aligned at the right margin.
- Leader lines – Leader lines are the spaced periods leading from the end of each

entry to its page number. They are optional.

If you plan to use the automated Table of Contents function in your word processing software, be sure that you have it set to meet the above requirements or that you edit the finished listing so that it meets the requirements.

Abstract (Optional but recommended)

The section should have the title "Abstract". No subheadings should be used. An abstract should NOT have citations and should be no longer than 2-3 paragraphs.

List of Tables (Required if more than two tables)

Each of the following items must be considered when formatting the List of Tables.

- The section should have the title "List of Tables"
- Line spacing – Single-space within titles that have two or more lines and align wrapped text with the text on the previous line. Double or 1.5 spacing should be used between titles.
- Consistency with the text – The wording and capitalization of the titles in the list **should be consistent** with what is found within the main document.
- Avoid repetition – do not repeat the word "Table" in the list. Table titles should be unique.
- Leader lines – If leader lines were used in the Table of Contents, they **must** also be used in the List of Tables.

If you plan to use the automated List of Tables function in your word processing software, be sure that you have it set to meet the above requirements or that you edit it to meet these requirements.

List of Figures (Required if more than two figures)

If more than two figures are included in the document, a List of Figures must be prepared and should include the titles for all of the chapter and appendix figures.

- The section should have the title "List of Figures"
- Line spacing, Consistency with the text and repetition – See "List of Tables" above.
- Page numbers and Leader lines – See "List of Tables" above.

If you plan to use the automated List of Tables function in your word processing software, be sure that you have it set to meet the above requirements or that you edit it to meet these requirements.

List of Abbreviations (or Symbols or Nomenclature) (Required as needed)

The section should be titled "List of Abbreviations/Symbols/Nomenclature" (use only one term).

This list would be the last page in the front matter. Entries in this list should be alphabetized by abbreviation or symbol. Single-space when two or more lines are needed per explanation and double-space (or one-and-a-half-space) between entries.

Preface (Optional)

The section should be titled "Preface".

The need for a preface is very rare, but if included, it will immediately precede Chapter I as part of the front matter and have the continued, roman numeral page numbers. It should be listed in the Table of Contents.

<u>Main Text Formatting</u>

Font

The same font size and style must be used consistently throughout the text.

The font must be at least 12 point for serif fonts (Times New Roman, Cambria) or 10 point for sans serif fonts (Arial, Calibri).

Keep readability in mind. It is usually best to use a standard serif font (e.g. Times) or standard sans-serif type font (e.g. Arial) rather than decorative or unusual fonts. Standard black font color should be used.

Paragraphs

Consult your style manual to determine whether your paragraphs should have the first line indented or should be in "block" format. Whichever style you use, use that style consistently throughout your document.

Justification

Do NOT use full justification unless your word processing software is sufficiently sophisticated enough to keep your text from appearing with large gaps and spaces.

Line Spacing

The thesis should be consistently spaced throughout, either with double or 1.5x spacing between the lines.

However, **single spacing** is used for:

- centered or side-margin subheadings of two or more lines,
- table and figure titles of two or more lines,
- within each reference or note of any type (maintain regular text spacing between each reference).

Headings

Consult your department-approved style guide for heading formatting.

Top level headings should include the section titles (Acknowledgments, Table of Contents, Abstract, References, Appendix A, Appendix B etc.) and the chapter titles.

Each new chapter should start on its own page and should have "Chapter" and the number on the line above the chapter title.

Subheadings

Consult your department-approved style guide for subheading formatting however the following principles should apply:

Subheadings should be formatted with a distinctive style for each sub-level in the hierarchy. Distinctive formatting includes centered vs. left margin, bold, italic or underlined text vs. regular text or serif vs. sans-serif fonts (i.e. Times vs. Arial).

All subheadings at the same level should share the same, distinctive formatting.

Dangling or "Widowed" Subheadings and the Bottom Margin

Subheadings which appear at the bottom of a page should be moved to the next page if there is not room for at least two lines of text beneath them.

Numbering Subheadings

A decimal system of numbering may be used in conjunction with the above formats for subheading levels. If decimal numbering is used for the subheadings, this style of numbering MUST also be used for equations, figures, and tables. Subheading text should still be formatted distinctively by level even when a numbering system is also used.

Footnotes, Notes, or Endnotes

Consult your department-approved style guide for note and citation formatting.

Footnotes

Footnotes appear at the foot of the page and are numbered by chapter or consecutively throughout the document. Footnotes for tables or figures are numbered separately from text footnotes.

Notes

Notes appear at the end of the chapter. Notes begin on a new page at the end of each chapter with the word "Notes" appearing as a subheading.

Endnotes

Endnotes appear immediately after the last chapter and before the "References". Endnotes begin on a new page with the word "Notes" appearing as a top-level heading and should be listed in the Table of Contents as its own section.

Tables

Please consult your department-approved style guide or Turabian for table design, placement, and formatting.

- All tables (as well as figures and equations) should have a unique title and number.
- Table titles should be placed ABOVE the table.
- If at all possible, use no smaller than an 8-point font for the text within the table.

Multiple-Page Tables

The title for the second and following pages of a multiple-page table should read, for example, "Table 4.1. Continued". Multiple-page tables also should have the column headings repeated at the top of each page.

Oversized (Large) Tables

Oversized tables may be handled in several ways, including the following.
- The table may be placed on a page that is in a "landscape" orientation.
- The table may be continued on another page (see "Multiple-Page Tables").

Placement of Tables in the Chapter

- Tables should be mentioned specifically in the text before they appear.
- Tables should be numbered and appear in order of mention.
- If tables are discussed individually, they should appear in the text, not in the appendix.
- Tables can be placed within the body of the chapter on a page with text, on their own page or all together at the end of the chapter.

Figures

Figures are illustrative material including, but not necessarily limited to, charts, graphs, excerpts of computer programs, maps, lists of more than four lines, hand-drawn illustrations, photographs, samples, and examples **in both the text and appendices**.

Please consult your department-approved style guide or Turabian for figure placement and formatting.
- Chemical schema and musical examples are not required to be labeled as figures.
- Small figures may be displayed in the text without labeling as a figure, unless they require further reference in the text.
- All figures should have a unique title and number. Figure titles may be placed above <u>or</u> below the figure but must be placed consistently throughout the document.

Oversized Figures

Oversized figures may be handled in the same way as oversized tables.

Placement of Figures in the Chapter

- Figures should be mentioned specifically in the text before they appear.
- Figures should be numbered and appear in order of mention.
- If figures are discussed individually, they should appear in the text, not in the appendix.
- Figures can be placed within the body of the chapter on a page with text, on their own page or all together at the end of the chapter.

Equations

Please consult your department-approved style guide for Equation formatting.

Equations should remain within the required document margins.

Equation numbers should appear in parentheses at the right margin. You do not need to use the abbreviation "Eq."

Music Examples

- Numbers and titles for music examples should be placed BELOW the example.
- You do not need to provide a list of examples in your Front Matter.

Back Matter

The back matter consists of the Bibliography, Appendices (as needed), and Glossary (if included).

Bibliography

The section should be titled "Bibliography" (or "Literature Cited", "References", etc.,) depending on the specifications in your style guide.

Please consult your department-approved style guide or Turabian for correct citation formatting.

When formatting your bibliography, keep in mind:

- Single-space within the lines of a reference.
- Do not divide individual references between pages.
- Automated citation formatting can still be incorrect if you have not included all the necessary information.
- All blue hyperlinks should be changed to plain, black text.

Appendix

Appendices consist of materials which are related to the text, including, but not necessarily limited to, the following: a glossary, forms, Institutional Review Board (IRB) approval form, letters, questionnaires, raw data, computer programs, case studies, narratives, additional tables and/or figures which have **not** been mentioned or discussed individually in the text, or material of a textual nature.

Please consult your department-approved style guide or Turabian for correct appendix formatting.

When formatting your appendices, keep in mind:

- All appendix materials should fit within the required margins and should not obscure the page number.
- All appendix pages must have a page number which is consecutive for the document.
- All appendix tables and figures must be numbered, have a title, and be listed in the List of Tables or List of Figures, respectively.
- Appendices should be lettered (A, B, C, etc.) and titled. Titles should be formatted similarly to chapter titles in that the word "Appendix" and the letter should appear on one line and the appendix title should appear below. If there is only one appendix, no letter is assigned; the division will simply be called Appendix.
- Do not include any original signatures in your Appendix documents. Replace any original signatures with a text box that reads "ORIGINAL SIGNATURE AVAILABLE UPON REQUEST".
- Do not include phone numbers, addresses, Social Security Numbers, or other personal identifying information of yourself or others. Check any included letters, surveys, or forms and redact this information with a white or black text block.

Glossary

A glossary, if included, would be an appendix. The entries in a glossary should be alphabetized. Entries should be single-spaced with regular spacing between definitions, using the hanging indent format.

SPECIAL CATEGORIES

Most documents can be formatted from the instructions presented in the previous chapters. However, there will be some theses which require additional guidelines. You should consult the Thesis-Dissertation team concerning problems or special needs not discussed here or in Turabian.

Converting Journal Manuscripts into Theses/Dissertations

Co-authored journal articles can be used as a chapter in a thesis or dissertation provided they meet all the following requirements:

1. The student is the primary author on the submitted/previously published work OR had major roles in the design, execution, analysis <u>and</u> writing of the paper.

2. The paper is the result of work that originated and was conducted at TTU.

3. An authorship statement must be included along with a bibliographic reference (if the paper has already been submitted or published) under the chapter title to avoid self-plagiarism issues. This statement should specify the role(s) that the student played in generating the paper.

4. Optional: If the paper has been previously published we highly recommend that you include the original paper published paper as an appendix in your dissertation to avoid questions of plagiarism.

A journal manuscript cannot be left "as is" for a thesis/dissertation submission. However, publication of research is encouraged, and the following suggestions are offered to facilitate the conversion from a document formatted as a journal manuscript to a document formatted as a thesis/dissertation.

A thesis/dissertation containing two or more studies (articles/topics), each usually of a length and scope conducive to submission separately as a journal article, should be organized as follows:

1. An introductory chapter (Chapter I) explaining the contents of the total document and providing a statement of the rationale and/or relationship of the several topics being presented MUST be included.

2. Use a chapter for each of the discrete articles, with each chapter including, as appropriate, the subheadings of abstract, introduction, literature review, methodology, results, and discussion/conclusions.

3. A final chapter (need only be brief) that provides a summary and synthesis of the collected body of work and final overall conclusions (perhaps identifying needed future work)

References: A multi-paper thesis need not include a comprehensive list of references as part of the back matter if the discrete chapters have their own reference lists (including the introductory and final chapters). If the separate topics are closely related, however, and share many references, it may be appropriate to use a comprehensive reference list in the back matter.

If you are using a journal's style guide, please keep in mind that the document you are preparing here is a thesis/dissertation. You should use one, uniform style for your thesis/dissertation, even if you will be submitting the sections to different journals with different reference requirements.

Creative Documents

In the areas of creative writing, musical composition and theatre arts, students may write musical composition, original play or compilation of poems or short stories. For the creative writing thesis, the writer must include an introductory chapter (Chapter I), which is followed by the creative work(s). With a collection of poems, the author should place the poems in one chapter with the poem titles serving as subheadings or group the poems into additional chapters with a chapter header page before the poems. In regard to short stories, the individual chapter title pages may precede each short story as a header page or follow standard chapter title page format.

In the areas of music composition and theatre arts, students may write pieces of music or plays for their thesis project. These theses should include the following chapters/sections:

- An Introduction (Chapter I)
- Methodology (if required by committee) (Chapter II)
- The Creative Work (as a chapter)
- Conclusion (as a chapter)
- References

Foreign-Language Thesis

When your major area is a foreign language, often the thesis will be written in that language. Generally, the language of the thesis will not change any of the formatting requirements, but the following items should also be considered:

- For a thesis written wholly in the foreign language, the major division headings are more appropriately written in the foreign language.
- For a thesis written partially in the foreign language, the major division headings should be in English.
- Abstracts of foreign-language theses should be written in English or dual-language.

GETTING HELP

Document Organization

This guide is focused solely on specifics of formatting for theses and dissertations. There are many organizational issues involved in preparing a longer, research document that are not covered here. Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* is the resource students should consult for any point of formatting or organization not covered in a department-approved style guide or this guide. There is a great deal of variety in organization for documents appropriate to different academic fields. You and your advisory committee should work together to agree on the organization appropriate for your work. The decision you and your committee make must be communicated to the Graduate School when your document is submitted for review.

Using Word Processors

For technical assistance writing in Microsoft Word:

- The Advanced Technology Learning Center (ATLC) offers an online *Intro to Word* ShortCourses every semester. (https://www.depts.ttu.edu/itts/labs/atlc/)

- The TTU Libraries offers an online (pre-recorded) and in-person workshop *Word for Graduates.* (https://guides.library.ttu.edu/Word)

For technical assistance writing in Overleaf or other LaTeX programs:

- The TTU Libraries offers an online (pre-recorded) and in-person workshop *LaTeX for Beginners.* (https://guides.library.ttu.edu/latex)

It is recommended to not use Google Docs for writing your work as it currently does not support some required formatting requirements (such as Roman numeral page numbers).