TCU COLLEGE OF FINE ARTS
GUIDELINES FOR THE PREPARATION OF THESES AND DMA DOCUMENTS

1. Steps to complete during your final semester:

   a. At the beginning of the semester in which you plan to graduate, fill out and submit an Intent to Graduate Form (available online).

   b. The Registrar's Office will send instructions, forms to complete, and request payment for graduation fees. Note especially the deadline for refund of cap and gown rental and diploma fees. If graduation is postponed, file a Cancel Intent to Graduate form and then submit a new Intent to Graduate Form at the beginning of the new semester. You will be required to pay the graduation fees again if you postpone graduation.

   c. Complete a draft of your manuscript and submit it to your committee for reading and approval.

   d. Schedule a final capstone conversation or defense with your committee.

2. Style Guide

   a. If your major professor or your department specifies a particular style manual for theses, use it.

   b. If your major professor or department does not specify a particular style manual, consider using one of the following:

      The Chicago Manual of Style. 17th Edition. Chicago: The University of Chicago Press, 2017. (available electronically through the TCU Library)

      Gibaldi, Joseph and Walter S. Achtert. MLA Handbook for Writers of Research Papers. 8th Edition. New York: The Modern Language Association of America, 2016.

      Publication Manual of the American Psychological Association. 7th Edition. Washington, D.C. American Psychological Association, 2020.

      Turabian, Kate L. A Manual for Writers of Research Papers, Theses, and Dissertations. 9th Edition. Chicago: University of Chicago Press, 2018.

3. Formatting

a. Spacing: The main text of the manuscript is double-spaced. Footnotes, long quotations, bibliography, etc., should follow the format of the style guide chosen.

b. Margins: All margins must be no less than 1 inch. Pages bearing major headings should begin 2 inches from the top. Charts, maps, photographs, and other illustrative material must meet the margin requirements also. The left margin is the only one that should be justified.

c. Font: Use a TrueType font.

4. Parts of the Manuscript. A manuscript generally has three main parts – the preliminaries, the text, and the reference material. Templates for these parts are included in a separate document (CFA Thesis Document Template). For your thesis at TCU, the order of these is as follows:

   a. The Preliminaries
      i. Title page (see sample template)
      ii. Approval page (see sample template)
      iii. One blank page or copyright notice if the thesis is to be copyrighted (see sample template)
      iv. Preface, including acknowledgements (not required)
      v. Table of contents with page references
      vi. List of tables or images with page references (if applicable)

   b. The Text
      i. Introduction
      ii. Main body with the larger divisions and more important minor divisions indicated by suitable, consistent headings

   c. References
      i. Appendices (if any)
      ii. Bibliography/References
      iii. One-page Vita (see sample template)
      iv. Abstract (see sample template)

5. Pagination

   a. The abstract and the vita do not have page numbers. All other pages in the manuscript should be assigned a number. On some of the preliminary pages, the page number does not appear even though the page is counted.

b. For the preliminaries, small Roman numerals (i, ii, iii, iv, etc.) are used. The title page counts as a page i, but the number does not appear on the page. The approval page will be numbered as ii, and the number is centered at the bottom of the page. The blank page or copyright notice counts as page iii, but the number does not appear. All other preliminary pages are numbered starting with iv, and the number is centered at the bottom of the page.

c. For the remainder of the manuscript, including the text, illustrations, appendices, and bibliography, Arabic numerals are used. Each page must be numbered. Do not use letter suffixes such as 10a, 10b, etc. The numbering should begin with 1 and run consecutively to the end of the manuscript.

6. Special Pages

a. <u>Title page</u>: The title page contains (1) the title, in capital letters, double-spaced if longer than one line, (2) the full name of the student, (3) the degree or degrees held, (4) sources and dates of the degree or degrees, (5) the partial fulfillment statement, and (6) the degree sought, and the date the degree is to be conferred. These details are shown on the CFA Thesis Document Template.

b. <u>Approval page</u>: The approval page contains (1) the title of the manuscript, and (2) sufficient lines for signatures of all members of the examining committee. The first line should be labeled Major Professor. These details are shown on the CFA Thesis Document Template. The approval page should be number ii.

c. <u>Vita</u>: The vita page should include (1) personal data, (2) education, and (3) professional experience. The vita may be written in either paragraph form or in outline form, as are professional resumes (see sample pages). If written in the paragraph form, the vita should be written in the third person. The vita does not bear a page number and must not be more than one page in length.

d. <u>Abstract</u>: The purpose of the abstract is to give a succinct account of the manuscript so that a reader will be able to determine whether it is advisable to read the complete manuscript. The abstract does not bear a page number, and should not be more than one page in length. It should be placed at the back of the manuscript behind the vita.

7. Submitting final copies of theses

a. Make corrections called for by your committee and make sure the thesis is correctly formatted.

b. Pay the fee for electronic submission of your thesis that will appear on your TCU account.

c. Upload the thesis to the library website by the Monday before graduation. Theses must be submitted as pdf documents. Instructions for the submission of the electronic copy may be found [here](#).