

MANUAL FOR PREPARATION OF THESES AND DISSERTATIONS

AddRan College of Liberal Arts

Section I: Procedures to follow in the final semester

1. A student must be registered for at least one hour of 70990 (Thesis) or 90990 (Dissertation) hours in the semester in which they defend and graduate.
2. File an “[Intent to Graduate](#)” form with the AddRan Dean's office during the first four weeks of the semester. If after submitting this form you must postpone your graduation, you must file a “[Cancel Intent to Graduate](#)” form.
3. Once your Intent to Graduate form has been approved, the Dean’s office will send you an e-mail with information on the appropriate steps that you must take to complete your degree. The Registrar’s office will send a separate e-mail with information on ordering caps and gowns and the graduation ceremony. NOTE: There are deadlines for refunds of cap and gown rental and diploma fees.
4. Submit a complete draft of your thesis or dissertation to your committee for review, giving them appropriate time to read it and provide feedback.
5. Prepare a revised draft incorporating all changes required by your committee.
6. Work with your major professor, members of the thesis/dissertation committee, and department administrative assistant to schedule a date, time, and room for the final oral defense of the thesis or dissertation.

Section II. Manuals and formbooks

AddRan College does not require all departments to use the same format. Because the thesis or dissertation should reflect the requirements of the discipline, documentation should be in accordance with latest editions of the professional stylebooks.

- English MLA Handbook
- History The Chicago Manual of Style
- Criminal Justice Publication Manual of the American Psychological Association

Section III. Parts and order of the manuscript

A thesis or dissertation manuscript generally has three main parts: the preliminaries, the text, and the reference material, each with specific components. The order is as follows:

1. The Preliminaries:
 - Title page

- Approval page (with signatures of all committee members)
- One blank page or copyright notice
- Acknowledgments (optional)
- Table of contents, with page references
- List of figures, with titles and page references (if there are figures)
- List of tables, with titles and page references (if there are tables)
- Abstract

(Note: All tables and figures should be embedded in the text of the document, not presented in a separate section at the end of the document)

2. The Text:

- Introduction (as a separate chapter)
- Main body, with the larger divisions and important minor divisions indicated by suitable, consistent chapter and subheadings

3. References:

- Appendices
- Bibliography or references
- Vita

Section IV. Manuscript presentation

1. The manuscript, as a demonstration of your ability in research, analysis, and effectiveness of expression, should have an appearance in keeping with such a document. Unacceptable manuscripts will be rejected by the college. Both theses and dissertations will be archived electronically after submission and approval.
2. You are responsible for final proofreading. This is to be done before submitting it to the associate dean for graduate studies for the format checking. An indication that careful proofreading has not been done is cause for complete rejection of the manuscript and possible delay of graduation by at least one semester. Because it is difficult for proofreading to be done adequately by persons already familiar with the material, competent outside proofreaders are advisable, but you retain full responsibility for good proofreading and satisfactory correction, and you should wait until after your oral examination to make final corrections.

Section V. Margins and spacing

1. The text of the manuscript (including acknowledgments, abstract, and vita) should be double-spaced. Footnotes and bibliographic entries should be single-spaced. Indented “block” quotations may be single- or double-spaced, but should be indented no more than one “tab.” Consult the approved format for your discipline for additional guidance on spacing.
2. The left and right, top and bottom margins should all be no less than 1 inch. Charts, maps, and other illustrative material must also meet these margin requirements.

Section VI. Pagination

1. Each page in the manuscript should be assigned a number except the title page, the copyright page, the approval page (with committee signatures), and the vita page. Header and footer margins for page numbers are ½ inch; i.e., there is ½ inch margin between the page number and the top or bottom of the page. The page number is the only mark that should appear within the margins specified above.
2. For the preliminary pages, lower case Roman numerals (i, ii, iii, iv, etc.) are used. The title page counts as page i, but the number does not appear. The copyright page following the title page is not counted or numbered, nor is the approval page. The page numbering should begin with the acknowledgments page as page ii. The remaining preliminaries, such as the Table of Contents, lists, and abstract should be sequentially using lower case Roman numerals.
3. Starting with the Introduction as page 1, use Arabic numerals (1, 2, 3, 4, etc.) throughout the remainder of the manuscript (introduction, chapters, and bibliography). All pages should be numbered sequentially, except for the vita page (which has no page number). Page numbers should be placed at the bottom of the page, centered or on the right margin. Choose one location and be consistent throughout the manuscript.

Section VII: Special pages

1. Title Page: The title page contains: (1) the title, in capitals, 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, (6) the degree sought, the date the degree is to be conferred. Please see the sample title page, below.
2. Approval page: The approval page contains: (1) the title of the manuscript (all caps, single-spaced), (2) your name, and (3) a line for each committee member’s signature plus one line for the college signature. The first line should be labeled “Major Professor,” and the last line “For the College of Liberal Arts” (meaning the associate dean for graduate studies). The approval page may be inserted as an unnumbered page immediately after the title page in bound copies of the thesis or dissertation. Digital signatures are acceptable as are a scanned copy (PDF) of the approval page. Either can also be inserted in the same location in the PDF file of the thesis or dissertation that is uploaded to the library.
3. Table of Contents, List of Figures, etcetera: See the sample below for the formatting of the Table of Contents and lists. Use the Table of Contents generator in Word so that the page numbers align properly at the right side of each page.
4. Abstract: The abstract page contains: (1) the title of the manuscript (all caps, single-spaced), (2) the author’s name, exactly as it appears on the title page, with the degree and year, and (3) the thesis or dissertation advisor’s name and rank. The purpose of the abstract is to give a succinct account of the manuscript so that the reader will be able to determine whether it is advisable to read the complete manuscript. The abstract must not be longer than 350 words for a dissertation or 150 words for a thesis.

5. Vita: The vita page should be written in the third person, and should include: (1) personal data, (2) education, and (3) professional experience. The vita may be written in either paragraph form or in an outline form as are professional résumés (see samples below). The vita does not bear a page number, and must not be more than one page in length.

Section VII. Special problems

All special problems encountered in preparing your manuscript should be discussed with the associate dean for graduate studies prior to preparation of the final copy.

Section VIII: Submitting final copies of theses and dissertations

The University does not require a bound copy of your thesis or dissertation. Instead, you are required to upload the final version of your document to ProQuest/UMI in PDF format.

1. After the defense and all final revisions, send a PDF version of the entire completed manuscript to the AddRan associate dean for graduate studies (p.worthing@tcu.edu) for format checking. The associate dean will notify you as soon as possible if changes are required. In order to facilitate this process, please adhere closely to the guidelines offered in this document.
2. After a successful defense, have the committee members and the associate dean for graduate studies sign the approval page. Digital signatures are acceptable, but one may also use a scanned (PDF) copy of the approval page with hand signatures. The approval page should be inserted as an unnumbered page immediately after the title page.
3. [Submit a PDF version of the thesis or dissertation for online archiving and access](#). The PDF version is submitted to Proquest/UMI, and will appear in their Dissertations Abstracts International or Masters Abstracts International databases. It will also be saved to an online repository of theses and dissertations at TCU, with a record in the TCU Library catalog that links to the PDF file. Please note that by default, theses and dissertations in TCU's repository are freely available, or become freely available at the end of any embargo period specified in your submission to UMI.

Students completing a thesis or dissertation must pay an "Archiving & Publication Fee" of \$10.00. The college Dean's office will send a list of all students completing a thesis or dissertation to the Office of Graduate Studies which will forward the list to financial services. Financial services will then proceed to place the fee on each graduate student's TCU Account.

4. If you choose to copyright your thesis or dissertation, you have two choices:
 - a. Register your copyright yourself: If you wish to copyright your thesis or dissertation, information and forms are available from the United States Copyright Office. The U.S. Copyright Office fee is \$35 to file online, or \$85 to file with most paper forms. See the fees page on the Copyright Office's website for the latest information. Pay this directly to the U.S. Copyright Office, using the forms provided at the links above, not to TCU.

- b. Register your copyright through UMI: UMI will file for copyright on your behalf (this is one of the options that come up on their website when you submit your PDF file). UMI charges a \$55 fee to file for copyright. If you choose to use this option, the Proquest UMI website will prompt you to pay with a credit card before completing your submission.
5. If you do not want your thesis or dissertation to be immediately accessible online, you can specify an "embargo" period -- this is one of the options on the Proquest/UMI submission form. The default maximum is two years, but you can restrict access for more than two years by selecting the "Until the following date" option and entering the date you would like the embargo to end.
6. Students completing the PhD degree must complete the Survey of Earned Doctorates before graduating. You may leave some answers blank if you choose not to share the information requested. The Associate Dean's office will provide a link to the online survey in the packet of information referenced in Ib. Once you complete the survey, an e-mail notification screen will allow you to enter up to two e-mail addresses where you would like the notification of completion to be sent. Have the notification sent to p.worthing@tcu.edu. Your final graduation will not be processed unless this notification is received.

Section IX: Samples

Please see the samples below which will serve as additional guides for the successful preparation of your thesis or dissertation. Please note:

- Items in red font are intended as informational only and should not appear in the final draft of the thesis or dissertation.
- Items in purple font should be replaced with the student's own information.

Sample thesis title page

TITLE OF THESIS IN CAPITAL
LETTERS DOUBLE-SPACED IF MORE
THAN
ONE LINE

By

MARY BROWN DOE

Bachelor of Arts,
2009 Rice University
Houston, Texas

Submitted to the Graduate Faculty
of AddRan College of Liberal Arts
Texas Christian University
in partial fulfillment of the requirements
for the degree of

Master of Arts

August 2017

The month may be August, December, or May only.

The title page will not have a page number.

[Sample dissertation title page](#)

TITLE OF DISSERTATION IN CAPITAL
LETTERS DOUBLE-SPACED IF MORE THAN
ONE LINE

By

MARY BROWN DOE

Bachelor of Arts,
2006 Rice University
Houston, Texas

Master of Arts, 2009
University of Texas
Austin, Texas

Submitted to the Graduate Faculty
of AddRan College of Liberal Arts
Texas Christian University
in partial fulfillment of the requirements
for the degree of

Doctor of Philosophy

May 2017

The month may be August, December, or May only.

The title page will not have a page number.

Sample thesis approval page: This page should be inserted as an unnumbered page immediately after the title page. Digital signatures are acceptable or a scanned approval page can also be included in the same location in the PDF file that you upload.

TITLE OF THESIS
SINGLE SPACED IF MORE THAN ONE LINE
THIS TITLE MUST AGREE WITH THE ONE ON THE TITLE PAGE
AND MUST BE IN ALL CAPS

By

Your name

Thesis approved:

Major Professor

For the College of Liberal Arts
(Associate dean for graduate studies signs here)

*Provide the exact number of lines for each committee member's signature. The approval page will not have a page number.

Sample dissertation approval page: This page should be inserted as an unnumbered page immediately after the title page. Digital signatures are acceptable or a scanned approval page can also be included in the same location in the PDF file that you upload.

TITLE OF DISSERTATION
SINGLE SPACED IF MORE THAN ONE LINE
THIS TITLE MUST AGREE WITH THE ONE ON THE TITLE PAGE
AND MUST BE IN ALL CAPS

By

Your name

Dissertation approved:

Major Professor

For the College of Liberal Arts
(Associate dean for graduate studies signs here)

*Provide the exact number of lines for each committee member's signature. The approval page will not have a page number.

Sample copyright page:

Copyright by
Full Legal Name of Author
Year (2024, for example)

The copyright page will not have a page number.

Sample Acknowledgments page:

ACKNOWLEDGMENTS

Here the author gratefully acknowledges all the support and help received from various sources. It is usual to acknowledge the help of the major professor, at least, and any others the author wishes to include. Please double-space the acknowledgments text.

The acknowledgments page may instead be a dedications page, or may be omitted entirely. Check with the graduate director in your department, however, since some departments require an acknowledgments page. If you intend to include such a page in your final work, you must submit it as part of your review copy, presented to the dean's office prior to your thesis or dissertation defense.

Please Note that page numbers begin on this page with Roman numerals, as page "ii."

Sample Table of Contents:

TABLE OF CONTENTS

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VITA

Note that the vita comes last on the Table of Contents and does not have a page number and therefore the entry should not have a lead [.....] or a page number. Students have the option of including chapters subheadings in the Table of Contents.

Sample list of figures:

LIST OF FIGURES

1.	Figure 2: Amon Carter Stadium.....	32
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3.	Figure 4: The Liberal Arts Complex.....	204

If there are no figures, simply omit this page.

Sample list of tables:

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If there are no tables, simply omit this page.

Sample abstract:

ABSTRACT

TITLE OF THESIS OR DISSERTATION IN CAPITAL LETTERS
SINGLE SPACED IF MORE THAN ONE LINE

By

Mary Brown Doe, Ph.D., 2017
Department of English
Texas Christian University

Thesis or Dissertation Advisor: Name of Professor, Rank

The double-spaced text of the abstract goes here. The abstract may have multiple pages, but cannot be longer than 350 words for a dissertation or 150 words for a thesis.

Sample bibliography (following the main body text):

BIBLIOGRAPHY/REFERENCES

*This section is titled “Bibliography” or “References,” as appropriate to the discipline.

Cochran, Wendell, Peter Fenner, and Mary Hill, eds. *Geowriting: A Guide to Writing, Editing, and Printing in Earth Science*. Alexandria, Virginia: American Geological Institute, 1984.

Council of Biology Editors Style Manual Committee. *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*. 6th edition. New York: Cambridge University Press, 1994.

Day, Robert A. *How to Write and Publish a Scientific Paper*. 4th edition. Phoenix, Arizona: Oryx Press, 1994.

Hathwell, David, and A.W. Kenneth Metzner, eds. *Style Manual*. 3rd edition. New York: American Institute of Physics, 1978.

MLA Handbook. 8th edition. New York: Modern Language Association of America, 2016.

Publication Manual of the American Psychological Association. 4th edition. Washington, D.C.: American Psychological Association, 1994.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertation*. 6th edition. Chicago: University of Chicago Press, 1996.

University of Chicago Press, *The Chicago Manual of Style*. 16th edition. Chicago: University of Chicago Press, 2010.

Sample vita, paragraph form

VITA

Mary Brown Doe was born November 21, 1984, in Dallas, Texas. She is the daughter of Clarence Phillips and Alice Bradley Brown. A 2002 graduate of Woodrow Wilson High School, Dallas, she received a Bachelor of Arts degree with a major in English from Rice University, Houston, in 2006.

After receiving her Master of Arts degree in English from the University of Texas, Austin, in 2009, she joined Markham Industries, Inc., Dallas, as a technical writer.

In September, 2011, she enrolled in graduate study at Texas Christian University. While working on her doctorate in English, she held a University Fellowship during the years 2011-13 and a Teaching Assistantship in 2013-14. Since September 2014, she has been an assistant professor in the English department at Midwestern University, Wichita Falls. She is a member of the Modern Language Association and the Conference on College Composition and Communication.

She is married to John Butler Doe of Dallas. They have two children.

The vita is limited to one page, double-spaced. The vita will not have a page number.

Vita, outline form:

VITA

Personal Background	Mary Brown Doe Born November 21, 1984, Dallas, Texas Daughter of Clarence Philip and Alice Bradley Brown Married John Butler Doe October 6, 2006 Two children
Education	Diploma, Woodrow Wilson High School, Dallas, 2002 Bachelor of Arts, English, Rice University, Houston, 2006 Master of Arts, English, University of Texas, Austin, 2009 Doctor of Philosophy, English, Texas Christian University, Fort Worth, 2015
Experience	Technical writer, EDS, 2009-2011 TCU Fellow, Texas Christian University Fort Worth, 2011-2013 Teaching Assistantship, Texas Christian University 2013-2014 Assistant Professor of English, Midwestern University Wichita Falls, September 2014- present
Professional Memberships	Modern Language Association Conference on College Composition and Communication

The vita is limited to one page, double-spaced. The vita will not have a page number.