Dissertation and Thesis Formatting Session
Office of Graduate Education
Fall 2019
# Office of Graduate Education

**Location:** FA 3.104, FA 3.102, FA 2.2 Suite (Founders Annex)
**Office Hours:** Mon-Fri 8-5pm

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Important Links

- Website: https://graduate.utdallas.edu
- Forms: https://graduate.utdallas.edu/current_students/forms/
- Deadlines: https://graduate.utdallas.edu/current_students/deadlines/
- Graduating Students: https://graduate.utdallas.edu/current_students/graduating/

See the back of your checklist for more resources!
Changes beginning Fall 2019

• **Chair of the Examining Committee (PhDs):** It is your responsibility to work with this person and members of your Supervising Committee to agree upon a time and date for your final oral examination.

• **Signature Page (PhDs & MS):** This page does not require approval prior to your defense and does not need to be signed by your committee.
  - MS form: Report of Final Examination for Master’s Thesis
  - PhD form: Report of Final Examination for Doctoral Dissertation

• **Copyright (PhDs & MS):**
  - Addition of [UTD Copyright Tutorial](#)
  - Changes to administrative file requirements
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, October 22\textsuperscript{nd}** – 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, November 5\textsuperscript{th}** – Last day to hold a final oral exam.

- **Thursday, November 14\textsuperscript{th}** – Last day to upload dissertation for final review by the Office of Graduate Education.

- **Tuesday, November 19\textsuperscript{th} (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, November 19th** – Last day to upload thesis for review by the Office of Graduate Education.

- **Tuesday, November 26th (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 Fall 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 Spring 2020 and must finish all requirements to graduate by the In Absentia deadline, January 23rd, 2020 (Noon).

- Must apply for May 2020 graduation online by Wednesday, January 22nd

- $100 In Absentia fee

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
Format 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)

- **Citation Management**
  - Citation management services allow 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.
  - [https://libguides.uctdallas.edu/citation-resources-guide/home](https://libguides.uctdallas.edu/citation-resources-guide/home)
Formatting Tips

□ Important Tips for using the Word Template

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

- 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.

Follow our Sample Pages available on the Office of Graduate Education website for all preliminary and other important pages.
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 acknowledge the material in accordance with the requirements specified by the copyright owner.**

- If appropriate, obtain and include a written permission statement from the owner(s) of each third-party copyrighted material within the dissertation/thesis.

- 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/
  - NEW REQUIREMENT: UTD Copyright Tutorial to complete through eLearning
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 scheduled for **Monday, December 16th at 9am in the Activity Center. Reception to follow in the Visitor Center Atrium.**

- Hooding Website FAQs at: [https://graduate.utdallas.edu//current_students/hooding/](https://graduate.utdallas.edu//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?

Don't worry, Wonder Woman. When I was working on my dissertation, the Office of Graduate Studies helped me!
Get social with the Office of Graduate Education!

@UTDallasGraduateEducation

@UTDOGE

UT Dallas Office of Graduate Education
Private Group – Ask to join!
Relevant Workshops

- **Set Up Your Dissertation/Thesis Template!**
  Monday, September 30, from 2:00 to 3:30 pm
  Please register to attend.
  Held in FA 2.206
  Contact Info: Josefine Green, jxg170930@utdallas.edu
  Register here: [https://utdallas.qualtrics.com/jfe/form/TemplateWorkshop](https://utdallas.qualtrics.com/jfe/form/TemplateWorkshop)

- **Citing Sources: The Top 5 Things You Need to Know**
  Fri., Oct. 4, Fri., Oct. 25 & Thurs., Nov. 7, from 10:00 to 11:30 am
  Registration is required.
  Held in FA 2.206
  Contact Info: Thomasina Hickmann, hickmann@utdallas.edu