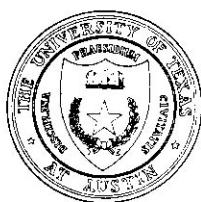


**FORMAT GUIDELINES FOR MASTER'S
THESES AND REPORTS**



**The University of Texas at Austin
Graduate School**

December 2008

Formatting questions not addressed in these guidelines should be directed to a Master's Degree Evaluator in person in Main 101, by phone at 512-471-4511, or by email at guy@austin.utexas.edu or williamc@austin.utexas.edu

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I. INTRODUCTION TO FORMAT GUIDELINES

The Graduate School will accept theses and reports in digital format or printed on cotton bond paper and bound into a book. When submitting in digital format, a **pdf** file copied onto a **CD** is required. You are advised, and in some programs required, to request a format check by a Graduate School Master's Degree Evaluator in Main Building, Room 101, prior to completing your thesis or report. If you do not receive a preliminary format check, one will be performed at the time that you submit your thesis or report.

Templates to assist you in formatting your thesis or report in MS Word for Windows and Mac OS are available from the ITS Software Distribution and Sales at <http://www.utexas.edu/its/tds/>.

Additional information on preparing digital theses and reports is available at <http://www.utexas.edu/ogs/etd/>.

All students submitting a thesis or report, whether bound or digital, must also submit paper copies of the Title Page, Signature Page (with original signatures of the supervising committee), and the Abstract. Additionally, students submitting a thesis are required to provide the Graduate School with a Copyright Disclaimer form and Photocopy Permission form. These forms are available for download at <http://www.utexas.edu/ogs/pdn>.

The format guidelines presented herein provide instructions for submitting a bound copy of the thesis or report. The requirements for digital copies are the same except:

- No fly (blank) page is required
- Committee signatures are not included on the signature page contained within the pdf file. Committee signatures are required on the loose signature page that is submitted to the Graduate School with the thesis or report. (See Section IV-d.)

II. ARRANGEMENT OF THESIS OR REPORT

Each thesis or report must be arranged in the following order. *Italicized pages are optional.*

1. **Fly Page.** This blank, cotton bond page is not included in the pre-text page count and does not contain a page number. This page is not required for digital versions.
2. **Copyright Page (Sample A)** *Include this page in the pre-text page count, but do not place a page number on it.*
3. **Title Page (Sample B)** *Include this page in the pre-text page count, but do not place a page number on it.*
4. **Signature Page (Sample C)** *Include this page in the pre-text page count, but do not place a page number on it.*
5. **Dedication and/or Epigraph.** *Include this page in the pre-text page count, but do not place a page number on it.*
6. **Acknowledgements and/or Preface.** *Begin placing pre-text lowercase Roman numerals at the bottom of this page, counting all preceding pre-text material except for the fly page. Page numbers are centered one inch from the bottom of the page.*
7. **Abstract (Sample D)** *Continue pre-text page numbering with lowercase Roman numerals.*
8. **Table of Contents.** *Continue pre-text page numbering with lowercase Roman numerals.*
9. **List of Tables.** *Continue pre-text page numbering with lowercase Roman numerals.*
10. **List of Figures.** *Continue pre-text page numbering with lowercase Roman numerals.*
11. **List of Illustrations/Maps/Slides.** *Continue pre-text page numbering with lowercase Roman numerals.*
12. **Text.** All pages from the first page of text through the Vita are numbered consecutively in Arabic numerals, beginning with Arabic numeral "1" on the first page of the thesis or report text.
13. **Appendix.** *Continue page numbering with Arabic numerals.*

14. **Glossary.** *May, instead, be placed after the Table of Contents in the area with the Lists of Tables, List of Figures, etc. Continue page numbering with Arabic numerals.*
15. **Bibliography.** Other possible titles are “References” or “Works Cited.” Continue page numbering with Arabic numerals.
16. **Vita** (Sample E) This brief biographical sketch of the author is always the last page of the thesis or report and the last page listed on the Table of Contents. Continue page numbering with Arabic numerals.

III. METHODS OF PRODUCTION

a. Word Processing

Theses and reports must be printed single-sided. A single font must be used throughout the thesis or report, the only exceptions being in tables, graphs, and appendices. Headings may be bolded and no more than 2 points larger than the rest of the text.

b. Margins

All theses and reports must have consistent margins of at least 1.25 inches at the top, bottom, left, and right edges of the page. Page numbers must be placed at least one inch from the bottom of the page.

Margins which are larger than those required are acceptable, but smaller margins are not.

c. Spacing

The thesis or report must be double-spaced or 1.5-spaced. Single spacing may be used only in the Table of Contents, footnotes and endnotes, charts, graphs, tables, quotations, captions, glossary, appendices, and bibliography.

Prose quotations over three lines long should be in block quote, double or single-spaced, and indented on the left. Do not use quotation marks in the block quote except when indicating quotations within the block quote.

Theses and reports over three inches thick must be bound in two volumes in order to prevent the bindings from breaking over time. Choose a logical break, at the end of a chapter or section. Continue consecutive numbering in the second volume. If you choose to include a title page in Volume Two, do not put a page number on it but include it in the counting.

d. Numbering of Pages

Beginning with the first page of the Acknowledgements or Preface, if used, all preliminary pages preceding the actual text must be numbered in lowercase Roman numerals; e.g., iii, iv, v, etc. These numerals must be centered under the text with at least one inch of space between the number and the bottom of the page. If no optional pages are used, the page numbers must begin on the Abstract. Do not number the copyright page, title page, signature page, or dedication, but do include each of them in the pre-text page count. Do not count the fly page.

The first page of the text begins at Arabic numeral 1. All pages within the text must contain an Arabic page number, bottom-centered, at least one inch from the bottom edge of the page. The first page of every major section (chapters, appendices, bibliography, Vita, etc.) must begin on a new page.

For questions about page numbering in theses that are over a single bound volume, see Section III-c, Spacing.

e. Numbering of Tables, Figures, etc

Pages carrying illustrative material must be given page numbers appropriate to their place in the text. They may not be inserted after the text has been numbered and given numbers such as 10a. Landscape-oriented illustrations, graphs, and charts must be positioned with their top edges to the spine of the volume, with the page number remaining in the same position. No two tables may be given the same number. Tables may be numbered in one of two ways: consecutively throughout the document (Table 1, Table 2, Table 3, etc), or double-numbered so that illustrations' numbers reflect their locations in the document (i.e., Figure 9.3 is the third figure in Chapter 9, or Figure A2 is the second figure in Appendix A.)

If space on the page bearing an illustration is very limited, keys or legends may be placed on the facing page. This page must have its own bottom-centered Arabic page number. (For example, if the illustration appears on p. 20 of the text, the last page of text before it will be p. 18, and the facing legend page will be p. 19. Two facing blank pages would remain between pp. 18 and 19.)

f. Paper

Bound theses and reports must be printed and submitted on 8½ X 11-inch quality bond paper of 25% or 100% cotton content. (Check the watermark for the statement “100% (or 25%) cotton fiber.”) Recycled cotton bond may be used as long as the watermark indicates the required cotton content. All paper must be white (not off-white or ivory.) The loose pages (title page, signature page, Abstract) that are required along with the bound or digital thesis or report can be printed on any type of white paper. The signatures must be original.

g. Binding

Theses and reports may be bound at any reputable copy shop (your department may have recommendations). Theses must be bound in red Kroyden, or vinyl, (soft cover) with a red or black back strip covering the spine, whereas reports must be bound in dark green and have a green or black back strip. The binding method must be permanent, such as staple or “Velo.” Spiral or glue bindings are not acceptable.

Digital (pdf) versions of theses or reports must be saved onto a CD and submitted in a disk case. The disk case must be labeled with your name, major, semester and year of graduation, and the word “Thesis” or “Report” as applicable.

h. Number of Copies

Thesis option students must submit two bound and signed copies of the thesis to the Graduate School. Report option students must submit one bound and signed copy of the report. Following graduation, the two thesis copies are retained by the Library in the Reserves Unit, while reports are returned to graduate programs or departments.

In the case of digital theses or reports, only a single disk is required. Dual degree students must check with a degree evaluator in the Graduate School for the number of required copies.

IV. CONTENTS

a. Table of Contents

The Table of Contents must be placed before the text and any lists of tables, figures, etc. It consists of section titles, chapter titles, and as many or few subheadings as the author feels are necessary. The section and chapter titles listed on the Table of Contents must exactly match the titles as they appear within the text. Chapters labeled in the Table of Contents with Arabic numbers (Chapter 3) must not lapse into Roman numerals (Chapter III) when they appear again in the text. Page numbers for chapters and subheadings are right justified on the Table of Contents and preceded by a dot leader.

In the text of the thesis or report, major sections must begin on a fresh page and be designated in the Table of Contents by left justified headings (not indented). Sub-sections, which do not need to begin on fresh pages, must be indented in the Table of Contents. The page numbers listed on the Table of Contents must correlate with the beginning of each section or chapter.

Table of Contents entries are generally double-spaced. However, chapter titles and subheadings, when more than one line long, should be indented at the second line and single-spaced. For example:

Chapter One: Title.....	1
Chapter Two: Title.....	23
Subheading Title.....	24
Subheading Title Extending Over One Or More Lines, at the Author's Discretion.....	38

It is acceptable to have a minimal Table of Contents, consisting only of the sections Text, Bibliography, and Vita with their respective page numbers if the text itself has no divisible chapters or major sections.

The Table of Contents must conform to the margin requirements set forth in Section III-b. More information about formatting may be found in the *Chicago Manual of Style*.

b. Illustrative Material, Designs, Compositions

Tables, maps, and illustrations must fit within the margin requirements set forth in Section III-b. If the figures must be reduced from their original size to fit within the margins, the page number must be added after the reduction so as not to alter its size. If it is not possible to reduce the materials satisfactorily, then they must go into a closed pocket bound securely in the back of the thesis or report, preferably affixed to the inside of the back cover. Pockets and sleeves must be sturdy enough not to tear apart and light enough not to strain the binding.

Foldouts are permissible provided that the material inside is folded in one direction. Many copy shops trim along the bottom, top, and right edges of a bound document, so fold your material with that in mind.

Questions concerning architectural designs, music compositions, oversized theses, or theses and reports oriented in alternate ways should be directed to a Master's Degree Evaluator in the Graduate Studies Office.

c. Footnotes and Bibliography

A Bibliography, or Reference, section must immediately precede the Vita at the end of the thesis or report, even in theses where chapter end notes have been used. Bibliographies may be omitted only in wholly original theses such as novels or musical compositions. The bibliography must include materials used including the edition, if not the first, so the citation can be readily verified. Footnote citations must be sufficiently exact to enable the reader to find the source with ease.

Any standardized form for footnotes and bibliography approved by your supervisor is acceptable if followed consistently. Several useful manuals for selecting a footnote/bibliography format include the *Chicago Manual of Style* and W.G. Campbell's *Form and Style in Thesis Writing*.

d. Signature Page

The original signatures of your committee members must be contained within all bound copies of the thesis or report as well as on the loose signature page that is submitted along with the thesis or report. Digital theses and reports submitted on a disk must include an unsigned copy of the signature page. The members' names must be typed under the signature lines, omitting titles such as "Ph.D." and "Dr." The loose signature page must be printed on white paper and meet the same margin requirements as the rest of the thesis or report. Extensions will not be granted simply because committee members are out of town and cannot sign. For this reason, take committee members' travel plans into account when preparing your thesis or report for submission.

e. Two Reports in Lieu of Thesis; e.g., Latin American Studies and Mexican American Studies

Students whose department offers the option of submitting two reports in lieu of a thesis, and who select this option, should follow the general formatting guidelines for preparing theses and reports with the following exceptions:

- i. The titles of both reports must appear on the title page.
- ii. The titles of both reports must appear on the signature page.
- iii. Both reports must be bound together into one book with the pages numbered consecutively throughout. You may separate the two reports with a blank page or you may insert a page containing only the title in front of each report. If you do this, do not number this page, but do include it in the page counting.

(Sample A: Copyright Page)

Copyright

by

Full Official Name

2008

(No page number on the actual copyright page)

(Sample B: Title Page)

**Title of Thesis or Report, Centered
and Double-Spaced**

by

**Full Official Name as it Appears on your UT Transcript, Previous Academic
Degrees (B.A.; B.S.; M.A.; etc.)**

Thesis or Report

Presented to the Faculty of the Graduate School
of the University of Texas at Austin
in Partial Fulfillment
of the Requirements
for the Degree of

Name of Degree

(The degree sought must be worded in the form given in the
Graduate Catalog. If dual degree, list both.)

The University of Texas at Austin
Month (May, August, or December only) Year

(No page number on the actual title page)

(Sample C: Signature Page)

The Thesis (or Report) committee for (Insert your Official UT Name)

Certifies that this is the approved version of the following thesis

(or report):

**Title of Thesis or Report Centered
and Double-Spaced**

APPROVED BY

SUPERVISING COMMITTEE:

Supervisor: _____

(Name typed under line, omitting Ph.D. or Dr.)

(Name typed under line, omitting Ph.D. or Dr.)

_____ **Do Not Include Information Below This Line on the Signature Page** _____

This page with all original signatures must be included in all bound copies of theses and reports submitted to the Graduate School. In the electronic document, this page should be unsigned, but should include the members' typed names under the blank lines. An additional loose signature page with original committee signatures must be submitted to the Graduate School with all theses and reports, whether bound or digital.

(No page number on the actual signature page)

(Sample D: Abstract)

**Title of Thesis or Report Centered
and Double-Spaced**

by

Full Official Name, (Official Abbreviation of Degree Sought)

The University of Texas at Austin, 2008

SUPERVISOR: (Name of Supervisor, no titles)

Indent and begin abstract here. It should be a concise statement of the nature and content of the thesis or report. The text must be either double-spaced or 1.5-spaced. Abstracts should be limited to one page, when possible.

Do Not Include Information Below This Line on the Actual Abstract

The degree sought must be the abbreviation of the degree as listed in the *Graduate Catalog*; e.g., Master of Fine Arts is abbreviated MFA; Master of Science in Engineering is abbreviated MSE, etc. The supervisor's name should not include any academic titles such as "Dr." or "PhD."

(Sample E: Vita)

VITA

Elizabeth Marie Smith was born in Dallas, Texas on June 25, 1965, the daughter of Marie Williams Smith and John Allen Smith. After completing her work at Lamar High School, Houston, Texas, in 1977, she entered Southwest Texas State University in San Marcos, Texas. During the summers of 1979 and 1980 she attended Sarah Lawrence College in Bronxville, New York. She received the degree of Bachelor of Science from Sarah Lawrence College in May, 1982. During the following years she was employed as a biology teacher at Austin High School. In September, 1997, she entered the Graduate School at the University of Texas at Austin.

Permanent Address: 1908 Oldham
 Austin, Texas 78723

This thesis was typed by the author.

or

This thesis was typed by John L. Jones.

_____ **Do Not Include Information Below This Line on the Actual Vita** _____

The Vita is a brief biographical sketch of the writer which provides information for future readers. The permanent address and name of the author must be included on the Vita. The name of the typist should always appear at the end of the page.

VI. FORMATTING CHECKLIST

1. Is every page of the thesis or report numbered correctly, from the pretext pages through the Vita?
2. Did you use your full, official University of Texas name as it appears on your UT transcript on the title page and abstract?
3. Are the titles on the title page, signature page, and abstract identical?
4. Do your margins conform to the margin requirements set forth on page 6?
5. Does your signature page include the original signatures of the supervising committee members listed on your online Master's Application for Graduation?
6. If submitting a bound thesis or report, is it printed on cotton bond paper?
7. Are all charts, graphs, and other illustrations legible? Are they all labeled and numbered properly?
8. If you are formatting an oversized thesis or report, such as those required for an architectural design thesis or music composition, did you take a sample to Main 101 for a format check well in advance of the deadline?
9. Is your name and thesis/report title exactly the same on your title page, signature page, and Abstract?
10. Have you had a degree evaluator from Main 101 check your format?
11. Do you have the following forms to submit to the Graduate School along with your bound or digital thesis or report? These forms are available for download at <http://www.utexas.edu/ogs/pdn> .
 - ✓ One loose copy each of the Title Page, Signature Page (with original signatures), and Abstract
 - ✓ Copyright Disclaimer form – Thesis students only
 - ✓ Photocopy Permission form – Thesis students only

If the answer to all of these is "Yes," you may submit your thesis or report.