

# **BASIC TECHNICAL MANUAL**

## **Non-Article Dissertations and Theses**

THE GRADUATE SCHOOL  
TEXAS WOMAN'S UNIVERSITY

**To be used in conjunction with the  
[TWU Formatting Video Series](#).**

**Effective Spring 2022**

**All students graduating Spring 2022 and onward should follow this version of the Technical Manual. All other variations of this manual are out of date and should not be utilized.**

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## **Introduction**

Each dissertation, thesis, or professional paper should reflect the highest standards of research and scholarship and should make a meaningful contribution to knowledge in the student's area of study. Consequently, each of these works must conform to the most rigorous standards of content, style, and format. The use of this guide as well as the [TWU Formatting Video Series](#) should facilitate the student's efforts in achieving these goals.

The purpose of this guide is to provide graduate students and committee professors with general guidelines for the preparation, format, and submission of documents. Within this manual, the term "document" describes dissertations, theses, and professional papers. These guidelines, which supplement information in the Graduate Catalog, provide answers to the most frequently asked questions concerning the preparation of a document at Texas Woman's University. Although this guide minimizes the possibility for misunderstanding or uncertainty concerning final preparation and submission of a document, *it is not designed to answer all questions*. The student should consult the particular manual of style required by the department on specific matters of style or format not touched upon here. Before the final draft, the student should resolve any questions with the committee chair and, if necessary, with the Graduate School.

**\*\*\*In no instance should the student use another student's paper as a guide for the style and format of a paper.\*\*\***

## **Prior to Research**

### **Registration**

The student must be enrolled for dissertation, thesis, or professional paper in order to hold conferences with the committee chair or the research committee and to take the final examination. Registration for these hours in one term does not carry over to another term. The student must be regularly enrolled during the semester of graduation, unless all requirements for completion of the degree were met prior to the first day of classes for that semester. Check the [Graduation Deadlines](#).

### **Reduced Tuition Rate**

Under provisions of the Texas Higher Education Code Section 54.051(e), Texas residents are eligible for a one-time reduced tuition rate when enrolling for dissertation or thesis ONLY, providing those hours are the final credits required for the degree. Students (Texas residents for tuition purposes only) who are preparing to register for what they believe to be the final enrollment of dissertation or thesis may file a “Code 3” request at the Graduate School no later than the last date of late registration in the semester for which the reduction is requested.

### **Prospectus**

After deciding upon the topic for a dissertation or thesis, in consultation with the research committee, the student submits a prospectus to the Graduate School. **The prospectus should be submitted and approved no later than the semester before graduation (i.e., if the student plans to graduate Spring 2023, the prospectus should be approved by the Monday prior to the start of the Spring 2023 semester).** The prospectus must also be filed and approved by the Graduate School before any research can begin. Students will be added to the Thesis/Dissertation Prospectus Google Classroom in order to submit their prospectus materials. Prospectus materials are also

accepted via email and in person. This is to be completed by the student rather than a faculty or staff member.

A prospectus must be submitted in full to the Graduate School. If materials are missing from the submission, the student will be notified of the missing documentation. The student and committee are responsible for re-submitting the prospectus once all missing materials have been obtained.

Although the committee may require a longer proposal, the prospectus filed in the Graduate School **must** be 8 pages and **no longer** than 10 pages (not including references or appendices). The prospectus should briefly identify the following:

- Document title
- The purpose, the reason for the study's validity, or significance
- The research methodology to be employed

The following documents must be submitted in order to receive prospectus approval:

- PDF/Printed copy of 8-10 page prospectus
- Prospectus Cover Sheet
- Completed RCR Training
- IRB/IACUC Approval Letter (if applicable)
- Agency Approval (if applicable)

**\*All prospectus materials *must* be submitted at the same time. Incomplete submissions will be returned to the student and committee. The Graduate School is not responsible for tracking prospectus materials.\***

### ***Cover Sheet***

The [Prospectus Cover Sheet](#) can be found under Forms on the Graduate School website, must bear Student name, TWU ID number, TWU email address, and the original signatures for all research committee members and department chair. In addition, depending upon the academic component, the signature of the academic dean may also be required. Students will obtain the signatures of their research committee members (Digital signatures are accepted). They must also ensure that their research committee members' names are legible.

It is advisable that students, in consultation with their research committee chair, confirms that all the members of their committee have graduate faculty status. In order to serve as a voting member on a student's thesis or dissertation committee, faculty members must have been granted graduate faculty status. A complete list of [approved graduate faculty](#) may be found on the Graduate School website under Faculty.

Students may include an external member onto their research committee. Before students submit their prospectus for Graduate School approval, students should consult with their committee chair about including an outside member. Upon approval, the committee chair will email a request to the associate dean of the Graduate School. The committee chair must include a brief (2-3 sentences) rationale as to what contributions the outside member will make to the student's research committee and a copy of the outside member's CV.

### ***RCR Training***

Effective Spring 2013, all graduate students and their committee chairs must complete RCR training through the [Collaborative Institutional Training Initiative](#) (CITI) online prior to the initiation of the research projects for professional papers, theses, and dissertations. This training can be accessed through the IRB's website.

### ***Human Subjects Review (IRB)***

Students who select to involve human subjects within their study will need to submit their research to the Institutional Review Board. IRB review must be completed **prior** to the student submitting their prospectus to the Graduate School. Graduate School approval will not be granted if IRB approval is pending.

All TWU students using human subjects are required to receive approval by TWU's IRB. In some cases, students will receive IRB approval from an outside institution such as a hospital, external research facility, or another university. In this scenario, students must submit an application for an IRB Reliance Agreement. TWU's IRB will rely on the outside IRB for review and approval. This is required so that TWU IRB may track the student's research. The [guidelines of the IRB](#) as well as important IRB deadlines are available on the IRB's website.

### ***Agency Approval***

Copies of written approval from any external agencies or institutions in which the student proposes to conduct research must be submitted with prospectus materials. These approvals should be on the letterhead of the agency and be signed by the appropriate authorities.

### ***Animal Care and Use (IACUC)***

Students whose research involves live vertebrate animals must obtain approval from the Animal Care and Use Committee **prior** to the student submitting their prospectus to the Graduate School. Guidelines and application forms for the process are available in the [Office of Research and Sponsored Programs](#).

**The prospectus filed in the Graduate School does not include copies of any instruments or questionnaires that may be used in the final research. Note:** The prospectus for a professional paper should not need to be filed with the Graduate School.



## **Submission Procedures for Thesis/Dissertation**

Please note: This process is **REQUIRED** for all thesis and dissertation students. Failure to complete Graduate School Corrections may result in your removal from graduation. Students should seek assistance from their committee chair and members throughout the review process. The committee is responsible for assisting the student until the student has received document approval.

### **Overview of Process**

- **Step One:** The student formally defends thesis or dissertation successfully.
- **Step Two:** The student makes any necessary revisions requested by the committee.
- **Step Three:** The committee and the department chair read and sign off on the final document. **This step must be completed by the deadline specified on the Graduate School's [Degree Completion Calendar](#).**
- **Step Four:** The student submits the document (and all accompanying documents) to the Graduate School in PDF format via the [ETD/Vireo system](#).
- **Step Five:** The Graduate Reader reviews the document for spelling, grammar, references—not for content. The submitted document should be publication ready with minimal errors. If there is a high number of errors, the Graduate Reader will return the document to the student and request that the student work closely with the committee chair to fix the errors throughout the full document and re-submit.
- **Step Six:** Once the student has made the changes in the original Word document, the student uses the “Replace Manuscript” button in the Vireo portal to upload changes as a PDF along with the signed Graduate Reader Feedback Checklist (this must be signed by both student and committee chair).

- **Step Seven:** The Graduate Formatter reviews the new draft for accuracy of edits and formatting review.
- **Step Eight:** Once the student has made all necessary edits and formatting corrections, the Graduate Formatter will approve the document.

## **Deadlines**

Prior to the semester of expected graduation, the student should consult the [Graduation Deadlines](#) on the Graduate School website. It is the student's responsibility to meet not only all the deadlines listed there, but also any deadlines set by the academic program. Final dates for submitting papers **cannot** be waived for any reason. Students who do not meet the final deadline will automatically be deleted from the list of graduating students. Each student, not the committee chair, is responsible for meeting Graduate School requirements and deadlines.

## **Submission of Forms**

The Graduate School website includes all [forms](#) needed for graduate degree completion. In order to meet the submission deadline, every student must submit the following forms:

- Digital copy of defended and committee approved Thesis/Dissertation
- Certificate of Completion for Thesis and Dissertation (do **not** use the coursework COC form)
- Completed Fee Sheet
- IRB Close Letter (only applicable for students who used human subjects)
- PDF copy of your Curriculum Vitae (required for Dissertation students and optional for Thesis students)
- Survey of Earned Doctorates (Dissertations students only)
- Publishing rights/agreement form (if applicable; see Published Chapters section)

- Release from co-authors (if applicable; see Published Chapters section)

These forms should **not** be included within the Thesis/Dissertation manuscript.

### ***Survey of Earned Doctorates***

Doctoral students are encouraged to complete the Survey of Earned Doctorates, available on the Graduate School website. The Survey of Earned Doctorates is annual census of individuals receiving a doctorate within the United States, and each student completing a doctoral degree is included in a national roster. This should be completed again through TWU even if the student has completed the survey through another institution. Once the survey has been completed, students must submit the certification of completion provided by SED.

### ***Vitae***

All doctoral candidates must submit one copy of their curriculum vitae as a Supplemental File when they submit all required documents to the ETD/Vireo website. If the department does not have a required format, the student may choose the format. Personal information such as address, phone number, student ID, and Social Security number should not be included in the vitae.

### ***Publishing, Microfilming, and Copyright***

Texas Digital Library (TDL) and ProQuest/UMI publish dissertations and theses. Abstracts are published in Dissertation Abstracts International and Thesis Abstracts. The microfilm agreement gives ProQuest/UMI the right to make and sell photocopies of the document as microfilmed, and a small royalty will be paid to the student if the number of photocopies sold exceeds a given number. This agreement does not give ProQuest/UMI, or anyone else, rights to reprint and sell the thesis in any form except photocopy. If the student later

revises the paper for publication, legal rights will be protected by a new copyright on the revised text.

Ordinarily, the Graduate School does not encourage copyright; nevertheless, ProQuest/UMI will secure copyright for dissertations and theses if the student should desire it. Students must complete the copyright section of the form and pay the copyright fee at the time they submit papers to the Graduate School should they wish to register for a copyright.

### ***Embargo***

Also at the time of submission, students must select whether or not they wish to embargo their document. An embargo is essentially a “hold” on the document that will prevent the TWU libraries from releasing the document to the Repository or any other public database. Students will often select an embargo because they are attempting to publish portions of their Thesis/Dissertation. Students should work with their committee chair to determine whether or not to embargo their document, as well as the length of the embargo. The student may also contact the Digital Services Manager within the library for assistance.

### **Thesis/Dissertation Format Requirements**

We highly recommend viewing the [TWU Formatting Video Series](#) in addition to reading the requirements listed here.

### **Manual of Style**

While the student’s department specifies the manual of style to be used, the instructions in this guide supersede all style manuals; every student must follow these guidelines. The student must use the most current edition of the manual approved by the academic program. Additionally, the paper should be written in a clear and appropriate style. Particular attention should be given to such matters as grammar, punctuation, and consistency of style. It is strongly

advised to follow the same manual of style that has been used throughout the student's entire program.

### **Margins**

On every page, margins should be 1 inch for Left, Right, Top, and Bottom margins. Items such as figures and tables should remain within the 1-inch margins. Should these elements exceed 1 inch, they should be moved to a landscape page.

### **Font Style and Size**

A font size of 10, 11, or 12 is acceptable. The font must be standard (such as Arial, Times New Roman, Calibri, or Cambria), and the same font and font size must be used consistently throughout the paper. Other irregular typefaces should not be used.

### **Pagination**

Front matter pages, such as the Table of Contents, are numbered with lowercase Roman numerals at the bottom and center of each page, 1 inch from the bottom edge. The Title Page is counted as the first page *although a number will not appear on it*. The first page showing a number will be the page following the Title Page, which will be numbered as page ii. The first page of Chapter 1 should have the Arabic page number 1.

Page number position should not vary from page to page. All numbered pages, whether they bear Roman or Arabic page numbers, are numbered bottom center, 1 inch from the edge of the sheet. This applies to landscape pages as well. Every page (with the exception of the Title Page) should be numbered. All pages in appendices must also be numbered and comply with margin guidelines.

## **Line Spacing**

Text must be double spaced throughout. Paragraphs should be given standard indentation without extra space between paragraphs. To ensure spacing is only double spaced, set spacing settings to 0 pt for before and after and select “Don’t add space between paragraphs of the same style.” Consult the appropriate style guide manual for specific requirements regarding spacing of block quotations, bibliography entries, tables, etc. If spacing is not specified (such as with ASA), please use double spaced setting for consistency. Avoid beginning a new paragraph at the bottom of a page or ending a paragraph at the top of a page, and use Widow/Orphan control in Word to remove orphan lines at the top of the page. Avoid large expanses of white space within chapters.

## **Contents and Order**

Your document **must** be in the following order:

- Title Page
- Dedication (optional)
- Acknowledgements (optional)
- Abstract
- Table of Contents
- List of Tables (if applicable)
- List of Figures (if applicable)

*The above pages are numbered with lowercase Roman numerals. The remaining pages are numbered with Arabic numerals.*

- Body of Text
- Bibliography/Works Cited/References
- Appendices (if applicable)

## **Title Page**

The date on the Title Page indicates the month and year the degree is conferred, regardless of when the work was completed (this means the only months that should appear on this page are either May, August, or December). The place on the Title Page is Denton, Texas, regardless of which campus you attended. Do not include your field within the degree line. This line is only indented for the type of degree you are earning (i.e., Doctor of Philosophy, Master of Science, etc.). This page is counted as page one, but the number does not appear on the page. Each section of information on Title Page should be separated by a minimum of two blank double-spaced lines.

## **Dedication: Optional**

It is not necessary to include a dedication page; however, some students choose to use this page to dedicate their loved ones.

## **Acknowledgements: Optional**

It is not necessary to include a statement acknowledging the routine assistance any student receives from a committee chair and members of the research committee. Some students, however, may have reason to express formal appreciation for some extraordinary assistance or support that made the completion of the study possible.

## **Abstract**

Each copy of the dissertation or thesis submitted to the Graduate School must include a copy of the abstract. The abstract for a thesis must not exceed 150 words; for a dissertation, it must not exceed 350 words. The abstract should include the following:

- Student's Name (as it appears on the Title Page)
- Title of the Dissertation or Thesis

- Month and Year of Graduation (not the month and year the dissertation or thesis is completed)
- Problem or Purpose of the Study
- Procedure Followed in the Study
- Major sources of data and explanation on how data has been interpreted
- Summary of the Conclusions

These suggestions may be helpful when preparing the abstract:

- Use the same rules for margins and spacing as for the dissertation/thesis.
- Center the word, ABSTRACT, at the top of the first page. Double space and center the student's name in all caps. Single space and center the paper's title in all caps. If the title runs more than one line, the second and subsequent lines are single-spaced and are shorted than the top line (inverted pyramid form). Double space and center the graduation month and year in all caps.
- The abstract must be equivalent to the dissertation or thesis in meeting the standards for scholarship and presentation of materials

### **Table of Contents**

The Table of Contents is composed of a list that includes at least the following elements with their page numbers: front matter material, chapter numbers and titles, headings, works cited/bibliography/references, and appendices titles. Each element is connected to its corresponding page number with a dotted line. It is only required to include Level One and Level Two headings within a Table of Contents; however, if a student chooses to include their additional headings to the Table of Contents, it should be done consistently.



Within the Table of Contents, only the title table of contents, front matter material, chapter titles, the title appendices, and the title bibliography/works cited/references should be in all capital letters. No elements should be in bold or italicized. Chapter titles should be formatted using chronological Roman numerals followed by the corresponding chapter title (i.e., I. INTRODUCTION). The word chapter should not be included. Lastly, the title APPENDICES should not contain a page number nor a dotted line. This title is simply acting as introduction to your list of appendices.

Students are often intimidated by the Table of Contents. It is beneficial to create the Table of Contents at the beginning of the writing process and format it to follow Graduate School formatting once you have completed writing your document.

**List of Tables (if applicable)**

The List of Tables is a list of all tables that are included within the document. The number and titles should match what is listed within the body of the document; however, shortened versions of the titles may be utilized.

**List of Figures (if applicable)**

The List of Figures is a list of all figures that are included within the document. The number and titles should match what is listed within the body of the document; however, shortened versions of the titles may be utilized.

All charts, figures, graphs, maps, questionnaires, tables, photographs, computer-generated images, and other illustrations used in the paper should be designed to comply with the margin rule of 1 inch on each page. If these elements exceed the 1-inch margin, they should be placed on a landscape page. The tables and figures should be labeled and numbered in accordance with the style manual. Each table and figure need a text callout: (see Table 1).

Additionally, all tables and figures **should not** interrupt a sentence or paragraph. They should appear after the paragraph in which they are first mentioned.

### **Body of Text**

The Graduate School does not prescribe the exact order of presentation of the text itself, but the document should be divided into three or more chapters with appropriate titles. A preface is optional, as are subheadings within chapters.

### **Bibliography/Works Cited/References**

All documents must include a comprehensive reference list of the sources used. Each reference should have a corresponding in-text citation and vice versa. It is the student's responsibility to ensure that each reference has been cited. Reference lists should be formatted according to the student's selected style guide. **Note:** Use caution when utilizing a reference generator such as RefWorks as these are commonly incorrect. The TWU library has online access to most of the style guides as well as reserve copies within the physical location on the Denton campus.

### **Appendices (if applicable)**

All appendix materials should appear at the end of the document. Appendices may include items such as IRB approvals, questionnaires, interview questions, study instruments, and so on. It is not required to include appendix materials within your document.

### **Multimodal Format**

TWU now provides opportunity for students to explore non-traditional approaches to dissertation and thesis formats. Students should confer with their department and committee to determine the viability of a multimodal Thesis/Dissertation.

Students who select the Interactive/Embedded/Multimedia design option, while still adhering to a format outlined by the Graduate School, will be able to submit their Thesis/Dissertation as an embedded PDF. The student may include additional supplementary such as audio and video clips, interactive files, and datasets. Any student wishing to use this format must meet with the Graduate School after prospectus approval but prior to starting their project as format requirements are currently considered on a case-by-case basis. For more information, please review the Graduate School's [Thesis and Dissertation Design Policy](#).

### **Multilingual Documents**

TWU provides students the opportunity to write portions of their Thesis/Dissertation in a language other than English. The student should confer with their committee to determine if this is the best option for the paper. The committee chair will then need to file a request with the Graduate School dean. This request should specify which language(s) will be utilized for which portion (i.e., Chapter 4 will be written entirely in Spanish while the other chapters will be written in English) and specify the rationale for the request.

### **Published Chapters**

Students are allowed to include previously published or to be published chapters within their Thesis/Dissertation. Students should follow the guidelines below if they would like to include published work within their document.

- Submitted, Accepted, and Published chapters must be indicated as such at the start of the chapter (see example in Chapter II of the Formatting Template)
- If the chapter is co-authored, written consent from the co-authors granting permission for use within the Thesis/Dissertation must be submitted to Vireo.

- Following a journal's style guide is acceptable, but a copy of the guide **must** be submitted to Vireo for the Reader and Formatter's review
- Include a reference list after the published chapter, but a chapter reference list after non-published chapters is not needed (all references should also be included in a comprehensive reference list at the end of the document)
- A copy of the signed author agreement with the journal/publisher should be submitted to Vireo

### **Professional Papers**

Individual departments, rather than the Graduate School, establish the form and style requirements for professional papers. Professional papers do not require Graduate School approval and are not filed in the Graduate School. The student submits the signed copies of the completed paper to the department. The department files the Certificate of Completion and a copy of the Title Page in the Graduate School no later than the deadline for submission of dissertations and theses. The student should consult the appropriate departmental officials for specific requirements as to the number of copies.

### **Plagiarism, Documentation, and Copyrighted Material**

#### **Plagiarism**

Plagiarism occurs when an author, consciously or unconsciously, adopts another person's ideas or words without adequate acknowledgment. Plagiarism thus constitutes the unacknowledged use of someone else's arguments, terminology, or logic in the development of a paper. The student, therefore, must document and acknowledge credit for any part of the paper borrowed from some other source. For further descriptions and illustrations of plagiarism, see the appropriate style manual for the department.

## **Documentation and Use of Copyrighted Material**

Except as stipulated by this Manual, documentation should be prepared in strict accordance with the style manual required. Limited use of copyrighted material usually does not require permission, but rigorous laws govern the use of such material. In light of current copyright laws, the student must take every precaution to gain all of the necessary permissions to quote excerpts from copyrighted work or to reproduce copyrighted questionnaires or other research instruments. Students who elected a publication track need to ensure that all parties, publisher and any co-authors, have been notified as to plans to include the pre-peer reviewed article as a chapter in your Thesis/Dissertation. Furthermore, the student will need to obtain a release from the journal as well as any applicable co-authors release forms/emails. These forms will not be included in the document itself, but should be uploaded as supplemental files.

For more information regarding copyrighted material, please contact the Manager of Digital Services & Scholarly Communication Librarian.

### **Assistance**

If the student need assistance with completing or understanding the feedback they have received, they should first contact their committee chair for guidance. It is the committee's responsibility to guide the student throughout the Thesis/Dissertation process, including the Graduate School review. The student may also contact the Graduate Reader and/or Formatter for clarification; however, it should be noted that the Reader and Formatter may encourage the student to first meet with their committee chair

If additional support is needed, such as extra time for corrections, more specific feedback, written and/or visual examples, the student should contact the Graduate Reader and Formatter.

## **Tips and Tricks for Common Problems**

### **How do I use Roman numerals on my front matter pages and Arabic numerals in the rest of my document?**

To achieve the difference between Roman numerals and Arabic numerals, insert a Continuous page break on the last page of your front matter material; open the footer on the first content page and de-select “Link to Previous” section.

### **How do I turn one page landscape?**

Insert a Continuous page break before and after the page you would like to turn landscape. Under Layout, select Page Orientation then select Landscape.

### **Why can't I get my page numbers aligned in my Table of Contents?**

Don't use periods to create the dotted lines between your Table of Contents headings and your page numbers. This causes your number column to become misaligned. Instead, go to Paragraph settings and select the Tabs button. Insert a Tab Stop Position (usually somewhere between 6.5 and 6.9), select Right for alignment, and Leader 2 (dotted line) before clicking Set and then Okay. Now when you place your cursor to the right of your heading and hit the Tab key, a dotted line will appear.

### **What is the difference between an em dash and an en dash?**

An en dash (–) is slightly longer than a hyphen. It can be inserted using the Insert Symbol option in Word or the keyboard shortcut Alt key plus 0150. It is mostly commonly used to separate numbers and dates. APA 7, for example, uses it to separate number ranges (including page ranges within the reference list). Example: In the 2019–2020 school year, the student enrollment grew exponentially.

An em dash (—) is even longer than an en dash. It can also be inserted using the Insert Symbol option in Word or the keyboard shortcut Alt key plus 0151. Additionally, there should not be a space on either side of the em dash. It is most commonly used to offset information within a sentence. Example: During most academic years—including the previous year—student enrollment is quite stagnant.

### **Common Mistakes**

The following are some of the most commonly made mistakes during the preparation of a Thesis/Dissertation.

#### **Heading Levels**

Headings are a useful way to distinguish information within the document. Each style guide has specific formatting requirements for heading levels (please review the selected style guide or the example document at the end of this manual). Regardless of the formatting, headings function in the same way across all the style guides. A level one heading introduces a new topic, and students **must** begin a chapter with a level one heading if headings are including within that particular chapter. Subsequent headings (levels two through five) should be related to the overarching topic introduced by the level one heading.

#### **References**

Students should ensure that all listed references have a corresponding citation and vice versa. Additionally, students should ensure that they accurately following their style guide.

#### **Verb Tenses**

Some style guides (such as APA and MLA) have specific guidelines for when to use past versus present tense. Avoid future continuous tense when possible:

Future Continuous Tense: This chapter will be focusing on the participants' responses.

Present Tense: This chapter focuses on the participants' responses.

### **Modifying Prospectus**

If the student is incorporating portions of their prospectus in their final document, they should ensure that the prospectus language has been updated. The final document should not contain phrases such as “the proposed study” or “as this study proposes.” The study has already been proposed and completed, so this language becomes inaccurate.

### **Italics**

When italicizing within a document (whether within the body or within the references), adjoining punctuation should not be italicized.

Incorrect: In Johnson's *Technical Manual*, students are able to navigate requirements.

Correct: In Johnson's *Technical Manual*, students are able to navigate requirements.

### **Block Quotes**

Students should confirm their selected style guide's word count requirement for block quotes. Across all style guides, however, the following rules apply: block quotes should be indented 0.5 inch (each line should be indented), quotation marks are not needed, quote punctuation comes *before* the in-text citation as opposed to after as it would for in-sentence quotes/citations.

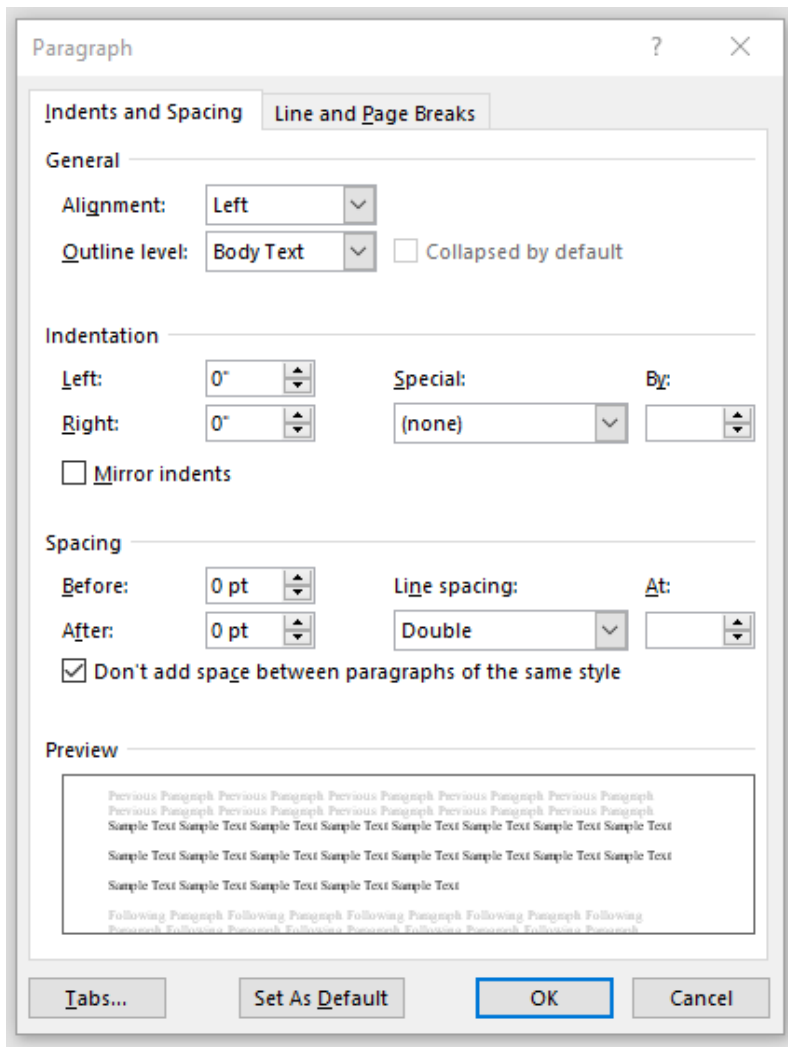
### **Indentation/Spacing**

The first line of new paragraphs should be indented 0.5 inch. Students should ensure that their indentations are consistent across every paragraph to avoid indentations that are too wide or too narrow. Bulleted and/or numbered lists should be indented 0.5 inch (the number or bullet point should be even with a first line indentation).



All documents should be double spaced, 0 pt. This should be consistent between paragraphs, between paragraphs and headings, and between chapter titles and the start of a chapter. To ensure no extra spacing is added, select “Don’t add space between paragraphs of the same style” in Word’s paragraph settings.

**Figure 1.** TWU Paragraph Dialog Box Example



This figure shows an example of the spacing settings for TWU in the paragraph dialog box. To reach the paragraph dialog box, right click in your Word document. A dropdown menu will appear. Scroll down to the option marked Paragraph. Once clicked, the paragraph dialog box will appear. Then, in the Spacing section of the paragraph dialog box, make sure your settings are 0 pt for Before, 0 pt for After, double is selected from the Line spacing dropdown menu, and you check yes next to the option “Don’t add extra space between paragraphs of the same style.”

### **First Person or Third Person**

It is acceptable to write the document in first person, if the student's committee allows. However, a student should not switch back and forth between first and third person. A student should select either one and consistently follow that writing style throughout.

### **General We**

Most style guides discourage the use of the general "we" (including "our" and "us") because it is vague. The student should specify which group they are referring to when applicable.

### **Consistency**

There are several words and phrases that have more than one acceptable way of being written (i.e., healthcare/health care, wellbeing/well-being). Students should select one variation and use that variation consistently.

When using acronyms, the acronym should be defined in the abstract and the first time it is used within the body of the text. Once it has been defined, the acronym should be used consistently throughout the remaining document, even across new chapters. If an acronym is only used one or two times, simply use the full term.

Students should also double check the rules and standards for their selected style guide to avoid style guide inconsistencies. This includes, but is not limited to, rules on numbers, capitalization, use of et al., statistical symbols, and table/figure formatting. Additionally, students should ensure that they are selecting the correct edition of their style guide when submitting to Vireo.

## **Formatting Template**

The remaining pages of the Technical Manual contains the formatting template that students should utilize when formatting their Thesis/Dissertation. Please note that this template is a universal example that is being used by students across different style guides and different fields. The template attempts to provide examples for all of these students, but not everything will be applicable for all students. Each chapter represents the formatting for commonly used style guides. Students should only use the chapter example that is pertinent to their Thesis/Dissertation.

For step by step instruction on how to format this page, review [this video](#).

FORMATTING TEMPLATE: FINDING YOUR WAY THROUGH  
DISSERTATION/THESIS FORMATTING RULES

Paper title is  
single-spaced.  
Rest of text is  
double-spaced.

Except for the  
type of  
document and  
degree, these  
five lines must  
read **exactly**  
like they read  
here (including  
line placement).

A DISSERTATION  
SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS  
FOR THE DEGREE OF DOCTOR OF PHILOSOPHY  
IN THE GRADUATE SCHOOL OF THE  
TEXAS WOMAN'S UNIVERSITY

Spacing between  
each section of  
information  
should be  
achieved by  
hitting the Enter  
key 2-3 times,  
Double Spaced

DEPARTMENT OF SOCIAL SCIENCES & HISTORICAL STUDIES  
COLLEGE OF ARTS AND SCIENCES

BY

JANE PIONEER, B.A., M.A.

Regardless of campus  
location, all title pages  
should show  
"DENTON."  
The month should be  
month of graduation  
(MAY, AUGUST, or  
DECEMBER) **not** month  
of document completion.

DENTON, TEXAS

DECEMBER 2023

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Do **not** include a  
page number on  
your title page.

For step by step instruction on how to format this page, review [this video](#).

## DEDICATION

***This page is optional to include.***

For my husband, John Pioneer, and my children, Davy and Julia, thank you for your never-ending patience and love.

Text on this page can be left-aligned or centered.

Note that the first page after your title page starts with ii.

For step by step instruction on how to format this page, review [this video](#).

## ACKNOWLEDGMENTS

***This page is optional to include.***

I would like to gratefully acknowledge the many individuals who have contributed to this dissertation. I would like to thank my committee chair Dr. Rita Book for introducing me to my topic. I would like to thank Dr. Kate Turabian for her formatting skills and guidance; I would not have been able to complete my dissertation without her quiet and patient guidance. I am grateful to Dr. Paul Methodology and Dr. Russell Research, who served as indispensable members of my dissertation committee. Their words of support, constructive comments, and suggestions added valuable direction for my research and writing. I am also grateful to the faculty at Texas Woman's University, who encouraged me to think critically and challenged me to think beyond my box. In addition I would like to thank the wonderful Graduate School staff; they helped me to navigate through the forms and paperwork that accompanied the graduation process. Finally I would like to thank my children and spouse for their patience, understanding, and all the pizzas they had to eat while I completed my dissertation.

Text on this page can be left-aligned or centered.

For step by step instruction on how to format this page, review [this video](#).

Paper title is single-spaced.  
Rest of text is double-spaced.

ABSTRACT

JANE PIONEER

FORMATTING TEMPLATE: FINDING YOUR WAY THROUGH DISSERTATION/THESIS  
FORMATTING RULES

DECEMBER 2023

The purpose of this study was to assist and guide students through the Graduate School's format requirements for dissertations and theses. While the student has final responsibility for the form, accuracy, and completeness of the paper, this guide was created to help alleviate the stress of formatting a thesis/dissertation. The official guide, will assist students in achieving these format requirements. In addition to the assistance provided to students through this guide and the official guide, the Graduate School's Graduate Services Analyst responsible for dissertations and theses can assist students with formatting. The staff of the Graduate School will also be happy to answer questions concerning any aspect of the preparation and submission of a paper and any required documents. Finally, as stated in the official guidelines, it is the student's responsibility to meet all requirements and deadlines.

For step by step instruction on how to format this page, review [this video](#).

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**Note: TWU only requires Heading Levels 1 and 2 to be listed in your Table of Contents. It is optional to include Heading Levels 3-5, but be consistent across each chapter.**

Reminders: Dedication and Acknowledgement pages are optional to include. List of Tables, List of Figures, and Appendices should only be included if these elements are applicable.

Heading Levels 2-5 should be indented 0.5 inch past the previous heading (i.e., Heading Level 2 should be indented 0.5 inch past Heading Level 1, Heading Level 3 should be indented 0.5 inch past Heading Level 2).

For step by step instruction on how to format this page, review [this video](#).

LIST OF TABLES

1. Lorem Ipsum Dolor Sit Amet, Consectetur Adipiscing Elit ..... 1

2.1. Number of Times Candidates X and Y Used “You Know” or “Um” in a Given 15-Minute  
Speech ..... 4

Table titles should be capitalized,  
not in all caps.

For step by step instruction on how to format this page, review [this video](#).

## LIST OF FIGURES

1. Malstie.....	2
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Figure titles should be capitalized,  
not in all caps.

## CHAPTER I

### INTRODUCTION

One of the most common mistakes when setting up your paper is that students tend to begin their heading level count from the chapter title and not after it. A chapter title is a separate organizational entity from paper headings.

#### **Heading Level One**

APA Heading Level Ones are centered, capitalized, and in bold. This is a heading level one section. Level one is the highest or main level of heading.

#### **Heading Level Two**

Information in a heading level two should be a subtopic of the heading level one. Chapters should never begin with a level two heading. APA Heading Level Twos are bolded, capitalized, and aligned left. Some students are unsure of how to format tables, or how to introduce them within text. An example of an APA table is available for students to review (see Table 1).

**Table 1**

*Lorem Ipsum Dolor Sit Amet, Consectetur Adipiscing Elit*

Pellentesque	Nonummy	Blandit elit	Euismod	Consequat	Porta
Etiam	x			x	
volutpat		x	x	x	x
porta	x			x	

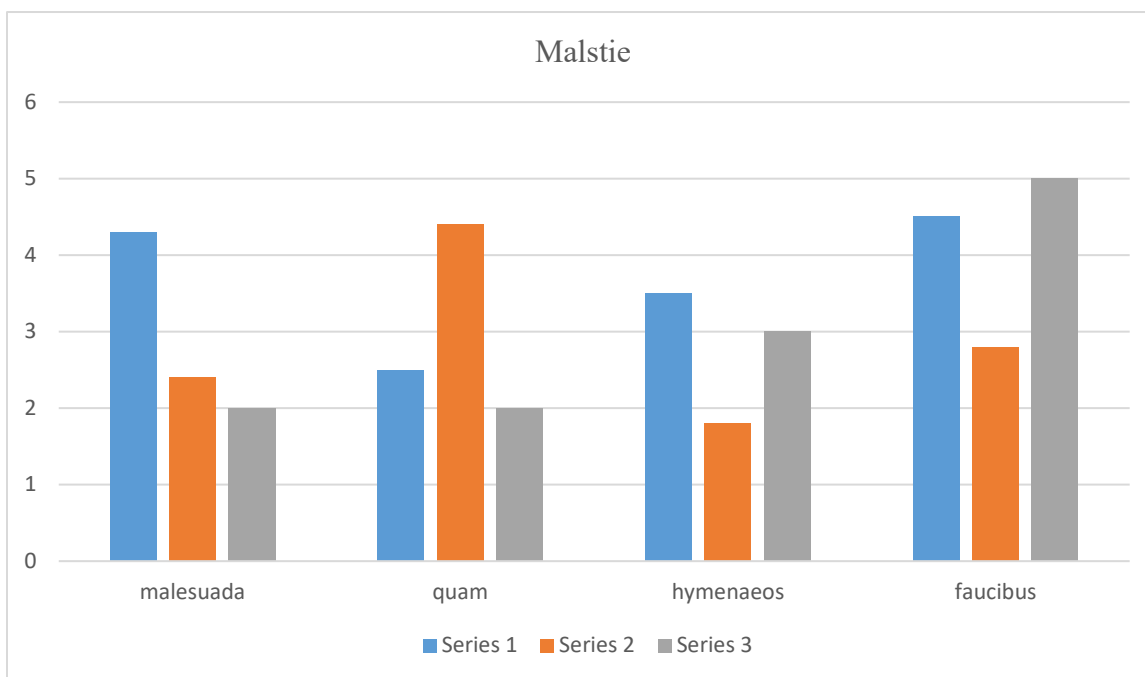
*Note.* This is the notes section.

### ***Heading Level Three***

This heading level is bold, capitalized, italicized, and aligned left. Some students are unsure of how to format figures, or how to introduce them within text. An example of an APA figure is available to students (see Figure 1).

**Figure 1**

*Malstie*



**Heading Level Four.** Level four should start on the first line of the paragraph, be indented, and every word should be capitalized. It should end in a period, and be in bold.

***Heading Level Five.*** Indented, bold, italicized, ends with a period, every word is capitalized.

For help with setting up this page, review [this video](#).

This chapter uses **AMA (11th edition)** heading levels.

## CHAPTER II

### LITERATURE REVIEW

A Paper Submitted For Publication in the

*American Literary Scholarship Journal*

Jane Pioneer, Rita A. Book, PhD, Paul Methodology, PhD

#### **HEADING LEVEL ONE**

If a student has or is planning to submit section(s) of the dissertation or thesis for publication, the chapter should be labeled as such (see above). Furthermore, only pre- peer reviewed copies of articles should be included in the dissertation or thesis. Students should also notify the publisher and any co-authors as to plans to include pre-peer reviewed articles as chapters in your Dissertation/Thesis. The pre-peer reviewed chapter should be submitted to the Graduate School following the same guidelines of the journal with one exception, margins. In addition, if the article is accepted, then the student will need to obtain a release from the journal as well as any applicable co-authors these release forms will not be included in the dissertation itself but will be uploaded with the dissertation or thesis as supplemental files. If the chapter was submitted with tables and /or references, they should be included in the chapter and in a standard reference list at the end of the dissertation. If the student's dissertation has tables or figures in other chapters, a special numbering needs to be followed in the List of Tables and/or the List of Figures as well as in the body. For example, if tables or figures are in many chapters, the following can be utilized to help identify these tables.

AMA Heading Level Ones should be in all caps, bold and aligned left.

In a published chapter, number your tables with the **chapter number** listed first to avoid repeated table numbers.

**Table 2.1.** Number of Times Candidates X and Y Used “You Know” or “Um” in a Given 15-Minute Speech

Candidate	“You Know”	“Um...”
X	12	6
Y	11	8

**Heading Level Two**

Information in a heading level two section should be a subtopic of the heading level one. Chapters should never begin with a level two heading. This heading level should be in bold, aligned left, and every word should be capitalized.

**Heading level three.** In AMA 11, a level three heading should be on the same line as the start of the paragraph, and only the first word of the heading should be capitalized. The heading should be in bold and end with a period. In general, you cannot skip heading levels. For example, you cannot skip from a heading level one to a heading level three in your paper. Level 1 is the highest or main level of heading, Level 2 is a subheading of Level 1, Level 3 is a subheading of Level 2, and so on.

*Heading level four*

Level 4 headings should be flush left. Only the first word should be capitalized. The entire heading should be italicized.

## CHAPTER III

### METHODOLOGY

One of the most common mistakes when setting up your paper is that students tend to begin their heading level count from the chapter title and not after it. A chapter title is a separate organizational entity from paper headings.

#### **Heading Level One**

This is a heading level one section. Level one is the highest or main level of heading.

This heading should be bold, capitalized, and aligned left.

#### Heading Level Two

Information in a level two heading should be a subcomponent of the level one heading. Chapters should never begin with a level two heading. This heading should be capitalized, and aligned left.

#### *Heading Level Three*

This heading should be italicized, capitalized, and aligned left. In general, you cannot skip heading levels. For example, you cannot skip from a heading level one to a heading level three in your paper. Level 1 is the highest or main level of heading, Level 2 is a subheading of Level 1, Level 3 is a subheading of Level 2, and so on.



## CHAPTER IV

### RESULTS

One of the most common mistakes when setting up your paper is that students tend to begin their heading level count from the chapter title and not after it. A chapter title is a separate organizational entity from paper headings.

#### **Heading Level One**

This is a heading level one section. Level one is the highest or main level of heading. This heading level is capitalized, centered, and in bold.

#### Heading Level Two

Information in a heading level two should be a subtopic of the heading level one. Chapters should never begin with a level two heading. This heading level is capitalized, and centered.

#### **Heading Level Three**

This heading level is capitalized, bold, and aligned left. In general, you cannot skip heading levels. For example, you cannot skip from a heading level one to a heading level three in your paper. Level 1 is the highest or main level of heading, Level 2 is a subheading of Level 1, Level 3 is a subheading of Level 2, and so on.

#### Heading level four

Level 4 headings should be flush left, with only the first word capitalized and no bold or italic type.

**Heading level five.** This heading level should start the paragraph and end in a period. Only the first word should be capitalized. The entire heading should be in bold.

## CHAPTER V

### RECOMMENDATIONS AND CONCLUSIONS

One of the most common mistakes when setting up your paper is that students tend to begin their heading level count from the chapter title and not after it. A chapter title is a separate organizational entity from paper headings.

#### HEADING LEVEL ONE

This is a heading level one section. Level one is the highest or main level of heading. The heading should be in all caps and aligned left.

#### *Heading Level Two*

Information in a heading level two should be a subtopic of the heading level one. Chapters should never begin with a level two heading. The heading should be capitalized, italicized, and aligned left.

*Heading level three.* This heading level should start the paragraph and end in a period. Only the first word should be capitalized. The entire heading should be in italics. In general, you cannot skip heading levels. For example, you cannot skip from a heading level one to a heading level three in your paper. Level 1 is the highest or main level of heading, Level 2 is a subheading of Level 1, Level 3 is a subheading of Level 2, and so on.

For help with setting up this page, review [this link](#).

This reference list uses **APA (7th edition)** reference formatting.

## REFERENCES

- Becker, D. (2019, July 11). *When to include page numbers in a reference list entry*. APA Style Blog. <https://blog.apastyle.org/apastyle/references/>
- Minerva, A. (2016). Formatting: How to format your document. In J. J. Pioneer (Ed.), *Dissertation Writing* (2nd ed., pp. 31–34). Graduate School.
- Pioneer, J. J. (2020). Formatting navigator. *Preparing Your Dissertation*, 3(7), 20–25. <https://doi.org/12345>

The TWU Library offers a Writing & Citing subject guide on their website. You will need to use your TWU login to access the subject guide:

<https://libguides.twu.edu/c.php?g=270163&p=6845626>

Select your style guide from the menu on the left to review the resources they have available. **Please use caution when using the available RefWork Citations Maker.**

**Citation generators are often inaccurate and/or include incorrect information within your citation.**

For help with setting up this section, review [this video](#).

## APPENDIX A

### INFORMATION FOR APPENDICES

Your appendix materials should come after your reference list, even if you cite a source within your appendix. All appendices should be identified by a letter and a title. The letter and title should be listed in your Table of Contents in the correct order. Appendices can include surveys, interview scripts, recruitment materials, IRB approval materials, and so forth.

All appendix titles should b(1) regular face type, (2) all caps, (3) centered, and (4) double-spaced, 0 pt, with no space between paragraphs of the same style. The formatting is similar to the formatting of your chapter titles. **Appendix titles should also be on the same page as the information it qualifies.**

## APPENDIX B

### AMA (11) STYLE REFERENCES

1. Becker, D. When to include page numbers in a reference list entry. APA Style Blog. Accessed May 29, 2020. <https://blog.apastyle.org/apastyle/references/>
2. Minerva, A. Formatting: how to format your document. In: Pioneer JJ ed. *Dissertation Writing* 2nd ed. Graduate School; 2020:31-34.
3. Pioneer, JJ. Formatting navigator. *Prp Diss.* 2020;3(7):20-25. doi:12345

## APPENDIX C

### CHICAGO (17) STYLE WORKS CITED

Becker, David. n.d. "When to Include Page Numbers in a Reference List Entry." APA Style

Blog, Accessed July 11, 2019. <https://blog.apastyle.org/apastyle/references/>

Minerva, Athena. 2020. "Formatting: How to format your document." In *Dissertation Writing*, edited by Jane Pioneer, 31-34. Denton: Graduate School.

Pioneer, Jane. 2020. "Formatting navigator." *Preparing your Dissertation* 3, no. 7(Spring): 20-25. <https://doi.org/12345>

## APPENDIX D

### MLA (9) STYLE WORKS CITED

Mantel, Hilary. *Wolf Hall*. Picador, 2010.

Pioneer, Jane. "Formatting navigator." *Preparing your Dissertation* vol. 3, no. 7, 2020, pp. 20-25.

"TWU's All-Female Design Competition Team Tackles Space Headaches in Astronauts." *TWU*, 4 May 2021, <https://twu.edu/college-health-sciences/news/twus-all-female-design-competition-team-tackles-space-headaches-in-astronauts/>.

## APPENDIX E

### ASA (6) STYLE REFERENCES

Becker, David. 2019. "When to Include Page Numbers in a Reference List Entry." *APAStyle*

*Blog*. <https://blog.apastyle.org/apastyle/references/>.

Minerva, Adam. 2020. "Formatting: How to format your document." Pp. 31–34 in *Dissertation*

*Writing*, edited by Jane Pioneer. Denton: Graduate School.

Pioneer, Jane. 2020 "Formatting Navigator." *Preparing your Dissertation* 3(7):20-25. doi: 12345.



## APPENDIX F

### SCREENSHOT EXAMPLE



Tue 1/3/2023 12:05 PM

Scott, Mary

Screenshot Example

To Scott, Mary

Dear Student

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.

Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam. Donec elit est, consectetur eget, consequat quis, tempus quis, wisi.

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Best,  
Person A



Note how the screenshot is on the same page as the Appendix Title.