

MANUAL FOR THE PREPARATION OF THESES  
AND DISSERTATIONS

by

ADDRAN COLLEGE OF LIBERAL ARTS

Texas Christian University  
Fort Worth, Texas

To be used by students in  
AddRan College of Liberal Arts  
Texas Christian University  
as a guide for preparation of  
theses and dissertations  
for the degrees of  
Master of Arts  
Doctor of Philosophy

2013-2014

The page after the title page of your dissertation is intentionally left blank, or it may contain the copyright statement shown here. In either case it is not numbered nor counted.

Copyright by  
Full Legal Name of Author  
2013

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## MANUAL FOR PREPARATION OF THESES AND DISSERTATIONS

### AddRan College of Liberal Arts

#### Section I: Procedures to follow for the final semester

- a. File an “Intent to Graduate” (available in the AddRan Dean’s Office, Scharbauer 2001) during the first four weeks of the semester. **NOTE:** A graduation fee is charged when the “intent” is filed. If you postpone your graduation, you must cancel the intent. You will need to file a new intent the next semester and pay the graduation fee again.
- b. The Registrar’s office will send instructions, forms to complete, and information about payment of graduation fees. **NOTE:** There are deadlines for refunds of cap and gown rental and diploma fees.
- c. Submit a completed draft of your thesis or dissertation to your committee for review.

All committee members must read the draft of a thesis.

At least three (but preferably all) committee members must read the draft of a dissertation.

- d. Prepare a revised draft incorporating all changes required by your committee.
- e. Ask your major professor to schedule the final thesis oral or dissertation defense with AddRan.
- f. Refer to the “Instructions” at the UMI website, <http://dissertations.umi.com/tcu/>.

#### Section II: Submitting final copies of theses and dissertations

- a. Bring the entire completed manuscript (including preliminary, vita, and abstract pages) to AddRan for checking at least two days before your final oral. This does not need to be on bond paper. **NOTE:** During peak times, the return of these to the student may take several days.
- b. Make corrections called for by AddRan and your committee for the final copy.
- c. Bring publishing fee form and pay required processing fee (\$10 for thesis or dissertation) at the Cashier’s Office in Sadler 2011. Return the original receipt to the AddRan Dean’s Office prior to electronic submission of the manuscript.

- d. If you choose to have ProQuest/UMI file for copyright for you, there is an additional fee of \$65 which should also be paid at the Cashier's Office in Sadler Hall prior to electronic submission of the manuscript.
- e. TCU no longer requires bound copies of your thesis or dissertation. If you would like bound copies for your own use, you can order them from UMI while submitting your file or you can order them from a list of binderies in the Online Submission Guidelines at <http://lib.tcu.edu/NDLTD>.
- f. Students should also refer to <http://dissertations.umi.com/tcu/>.

### **Section III. 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 professional stylebooks. The latest editions of style manuals listed here are to be consulted.

English	<i>The MLA Style Manual</i>
History	Turabian, <i>A Manual for Writers</i>

### **Section IV. Parts and order of the manuscript**

A manuscript generally has three main parts: the preliminaries, the text, and the reference material. The order of these may vary, but is usually as follows:

#### The Preliminaries

- One blank page
- Title page
- One blank page or copyright notice if the dissertation is to be copyrighted (see preliminary pages of this manual)
- Preface, including 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)

#### The Text

- Introduction
- Main body, with the larger divisions and important minor divisions indicated by suitable, consistent headings

## Reference

- Appendices
- Bibliography
- Vita (See examples in this manual)
- Abstract (See examples in this manual)

## **Section V. Manuscript presentation**

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.

You are responsible for final proofreading. This is to be done before bringing it to AddRan for checking (see II a). 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. In this way you will have a composite list of all corrections requested by your examination committee and the AddRan office.

## **Section VI. Margins and spacing**

- a. The text of the manuscript is double-spaced. Footnotes are single-spaced. Indented quotations may be single or double-spaced. Consult the approved format for your discipline for additional guidance on spacing.
- b. The left margin should be no less than 1.25 inches, and the top margin not less than 1 inch. The right and bottom margins must have a clearance of not less than .75 inch from the typed material. Any of the approved formbooks will give rules for margins well within these limits. Charts, maps, and other illustrative material must meet these margin requirements also.

## **Section VII. Pagination**

- a. Each page in the manuscript should be assigned a number except for the blank pages preceding and following the title page, the abstract pages, 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.
- b. For the preliminary pages, small Roman numerals (i, ii, iii, iv, etc.) are used. The

numbering should begin with ii; the title page counts as page i, but the number does not appear. **The blank page or copyright page following the title page is not counted or numbered.** These page numbers are at the bottom of the page, centered or at the right margin.

- c. For the remainder of the manuscript including the text, illustrations, appendices, and bibliography, Arabic numerals are used. All pages are numbered, except the vita and abstract pages. Do not use letter suffixes such as 10a, 10b, etc. The numbering should begin with “1”, and run consecutively to the end of the manuscript. Page numbers should be placed at the right margin, consistently either above or below the text. If page numbers are above the text and the page carries a major heading, such as the first page of a chapter or of the bibliography, the page number may be placed at the center bottom. If the description of an illustration is too long to be placed on the same page, it should be placed on the preceding page, not on an unnumbered page.

### Section VIII. Special pages

- a. **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. These details are shown on the sample pages (thesis, page 8; dissertation, page 9). Proper spacing is assured if the sample page is used as a guide.
- b. **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 in the appendix of this manual). The vita does not bear a page number, and must not be more than one page in length.
- c. **Abstract:** 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 does not bear a page number, and must not be longer than 350 words for a dissertation or 150 words for a thesis.**

### Section IX. Electronic Submission of Theses and Dissertations

After successfully defending their theses or dissertations, all students will be required to submit a final copy electronically. Students can access the “Online Submission Guidelines” at <http://lib.tcu.edu/NDLTD/>.

**Appendix: Additional Sample Pages**Sample thesis title page

TITLE OF THESIS IN CAPITAL LETTERS

DOUBLE-SPACED IF MORE THAN

ONE LINE

by

MARY BROWN DOE

Bachelor of Arts, 1991

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\*, 2012

\*This date can only be May, August, or December



Sample dissertation title page

TITLE OF DISSERTATION IN CAPITAL LETTERS

DOUBLE-SPACED IF MORE THAN

ONE LINE

by

MARY BROWN DOE

Bachelor of Arts, 1988  
Rice University  
Houston, Texas

Master of Arts, 1990  
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\*, 2012

\*This date can only be May, August, or December

Sample vita, paragraph form

## VITA\*

Mary Brown Doe was born November 21, 1966, in Dallas, Texas. She is the daughter of Clarence Phillips and Alice Bradley Brown. A 1984 graduate of Woodrow Wilson High School, Dallas, she received a Bachelor of Arts degree with a major in English from Rice University, Houston, in 1988.

After receiving her Master of Arts degree in English from the University of Texas, Austin, in 1981, she joined Markham Industries, Inc., Dallas, as a technical writer.

In September, 1991, she enrolled in graduate study at Texas Christian University. While working on her doctorate in English, she held a University Fellowship during the years 1991-93 and a Teaching Assistantship in 1994-95. Since September, 1995, 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.

Sample vita, outline form

## VITA\*

Personal Background	Mary Brown Doe Born November 21, 1966, Dallas, Texas Daughter of Clarence Philip and Alice Bradley Brown Married John Butler Doe October 6, 1979 Two children
Education	Diploma, Woodrow Wilson High School, Dallas, 1984 Bachelor of Arts, English, Rice University, Houston, 1988 Master of Arts, English, University of Texas, Austin, 1990 Doctor of Philosophy, English, Texas Christian University, Fort Worth, 1995
Experience	Technical writer, EDS, 1990-91 TCU Fellow, Texas Christian University Fort Worth, 1991-93 Teaching Assistantship, Texas Christian University 1994-95 Assistant Professor of English, Midwestern University Wichita Falls, September 1995-present
Professional Memberships	Modern Language Association Conference on College Composition and Communication

\*The vita is limited to one 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., 2013  
Department of English  
Texas Christian University

Thesis or Dissertation Advisor: Name of Professor, Rank

Examples: Ray L. Smith, Assistant Professor of Biology

Barbara C. Thomas, Associate Professor of Chemistry

Ernest Powell, Professor of Psychology

James Kennedy, Professor of History and Chair of the Department

Ellen Kessler, Professor and Jones Chair of English

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.