

**GUIDE FOR THE PREPARATION OF THE MASTER'S  
THESIS/RECITAL DOCUMENT OR  
DOCTORAL DISSERTATION**

THE UNIVERSITY OF TEXAS AT SAN ANTONIO  
THE GRADUATE SCHOOL

*REVISED: SPRING 2008*

*It is highly recommended that you bring a draft of your manuscript to the Graduate School to ensure that you are complying with the guidelines set in this handbook. If you would like to schedule an appointment or if you have questions on the formatting, please contact the Graduate School at (210) 458-4330 or visit us on the 1604 campus in the Multidisciplinary Studies Building 4.01.50.*

**GUIDELINES CHANGE DURING THE YEARS. WE STRONGLY RECOMMEND ADHERING TO THESE GUIDELINES AND NOT FOLLOWING A FORMER STUDENTS' MANUSCRIPT.**

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## INTRODUCTION

This guide is designed to help students present the results of their graduate studies and research for completion of either the Master's Thesis/Recital Document or Doctoral Dissertation. The manuscript is intended to demonstrate the student's ability to conduct, document, and communicate the results of independent research. While the content is left to the discretion of the student and their Supervising Committee, format standards are established by the Graduate School.

## RESEARCH COMPLIANCE

### **RESEARCH PROJECTS CAN NOT BEGIN UNTIL ALL APPLICABLE COMPLIANCE APPROVALS HAVE BEEN OBTAINED.**

The University of Texas at San Antonio Office of Research Integrity and Compliance (ORIC ) reports to the Vice President for Research and provides oversight and support for the responsible conduct of University research. This includes facilitating comprehensive regulatory guidance, providing educational activities, monitoring compliance; and, the development, distribution and implementation of written policies, procedures and standards of conduct that support adherence to institutional policies and applicable federal, state, and local laws and regulations.

ORIC areas of oversight and support include: the Institutional Review Board (IRB) and the use of **human subjects** in research, the Institutional Animal Care and Use Committee (IACUC) and the use of **animals in research**, the Institutional Biosafety Committees (IBC/rDNA, IBC/Chemicals), the Conflict of Interest Committee, ExportControl issues, Time and Effort Reporting and training in the Responsible Conduct of Research (RCR).

#### **How it works:**

Required *Application forms* needed for requesting permission to use humans, animals or any other compliance related areas in your research must be completed. The completed forms are submitted to the *ORIC* for review and approval. (Please allow 2 to 3 weeks for this process.) Upon successful review, an official approval letter will be issued to you. A copy of this approval letter must be attached to the Master's Thesis/Recital Document or Doctoral Dissertation proposal when it is presented to the Graduate School.

#### **Where to find the Application Forms:**

- The **Human Subjects** application is currently located on the Research Integrity and Compliance website: <http://www.utsa.edu/oric/irb/>.
- The application for use of **Animals** is currently located on the Research Integrity and Compliance website: <http://www.utsa.edu/oric/iacuc/>.
- The **Biosafety** application is currently located on the Research Integrity and Compliance website at: <http://www.utsa.edu/oric/ibc/>.

**NOTE: These forms must be placed in the appendix of the manuscript; they do not have to be numbered.**

## **CONTENT/FORMATTING REQUIREMENTS**

The student has the option, subject to the approval to the student's Supervising Committee, of including as part of the Master's Thesis/Recital Document or Doctoral Dissertation the text of an original paper or papers that have been or will be submitted to journals in the field.

The inclusion of manuscripts co-authored by the candidate is acceptable but the student is required to make an explicit statement on who contributed to such work and to what extent. The Master's Thesis/Recital Document or Doctoral Dissertation must conform to all requirements explained in this guide. In addition, the following requirements apply:

### **Contents**

Any manuscript, containing journal papers, prepared in the manuscript format must include a preface. That preface must contain the entire text of the two paragraphs which conclude the manuscript format section of the guide (see Required Text for Published material section of this guide). The preface may also include other material at the student's option.

The Master's Thesis/Recital Document or Doctoral Dissertation must be more than a mere collection of manuscripts published or to be published. It must have an overall title; it may also have subtitles. It must include a comprehensive abstract, a full introduction and literature review, and final overall conclusion, which interprets the results of the research and describes the contribution to the field. Where the student is not the sole author of a manuscript, the introductory material to the chapter comprised by the manuscript must explicitly describe the student's contribution to the work and acknowledge the contributions of the other author(s) of the work. Connecting texts, which provide logical bridges between different manuscripts, are necessary in the interest of cohesion.

Additional material, including procedural and design data as well as descriptions of equipment, must be included in sufficient detail to allow a clear and precise judgment to be made of the importance and originality of the research reported. This is usually included in appendices.

### **Formatting Published Materials**

The styles used in manuscripts previously published or submitted for publication may follow the styles required by the journals; thus, styles may differ among parts of the Master's Thesis/Recital Document or Doctoral Dissertation. The pagination of the parts, however, must follow the guidelines for the traditional Master's Thesis/Recital Document or Doctoral Dissertation (see Arrangement and Pagination section of this guide). The preliminary pages are the same as for the traditional Master's Thesis/Recital Document or Doctoral Dissertation. In most cases, the manuscripts must be retyped to conform to the type size, margin, and legibility requirements of the traditional Master's Thesis/Recital Document or Doctoral Dissertation. However, in the rare cases in which preprints and reprints of previously published papers meet those standards, they may be included as chapters, duplicated clearly on acid-free archival paper (see paper section of this guide). Pages of those chapters should be numbered consecutively with the rest of the Master's Thesis/Recital Document or Doctoral Dissertation. The original journal page numbers should be deleted, and the Master's Thesis/Recital Document or Doctoral Dissertation page numbers placed on the page in accordance with the traditional guidelines. Photographs or other materials, which do not duplicate well from reprints, must be included in their original form.

Regardless of whether they are retyped or copied directly from the journal print, the first page of the published chapters should have an asterisk (\*) next to the title. When copies of papers already published are used as separate chapters, connecting texts are mandatory and supplementary explanatory material is almost always necessary.

## WRITING STYLES

In addition to adhering to the requirements explained in this guide, each student should consult with the style manual that is normally used in their discipline. Should one not exist, please consult with the most current edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian. A copy of this book is available in the Graduate School and in the UTSA Library. Having decided upon the methods of research presentation and the mechanics of form, the student should remember that accuracy and consistency are all-important matters. These qualities make the Master's Thesis/Recital Document or Doctoral Dissertation usable research tool for other readers.

## ARRANGEMENT & PAGINATION

Below is the structure for the Master's Thesis/Recital Document or Doctoral Dissertation. Use the template on our website to show correct formatting and spacing for the following pages: Signature Page, Title Page, & Abstract.

- **Fly Page (not needed when submitting electronically):** This is a blank page used for protection in binding. This page is only needed when printing out the two required copies for the library.
- **Signature Page (not needed when submitting electronically):** This sheet contains the approval signatures of the student's committee members. The two copies that are required to be printed for the library must have all original signatures.
- **Copyright Page (optional):** Copyright protection automatically subsists from the time the work is created in fixed form and immediately becomes the property of the author who created it. Registration with the U.S. Copyright Office is not required to secure copyright. It is a legal formality to place on the public record the basic factors of a particular copyright. The notice of copyright appears as the sole item on the page immediately following the signature page. The student's name must appear as it is on file in the Registrar's Office.
- **Dedication Page (optional):** The dedication is counted but the number is not printed on the page. The dedication should be single spaced and printed in a 12 pt. font. The student may italicize if they wish. The dedication should be anywhere from 7-10 lines long.
- **Title Page (required):** The student's name, as it is on file in the Registrar's Office, must appear here as it does on the copyright page and on the abstract. The date on this page is the date of the conferral of the degree, **NOT** the date of the submission of the thesis.
- **Acknowledgments (required):** At the end of this page the month and year the Master's Thesis/Recital Document or Doctoral Dissertation submitted to the Supervising Committee should appear. This is the first page on which Roman numerals should appear.
- **Abstract (required):** The abstract should be a concise statement of the nature and content of the manuscript, indicating its significance as a piece of research. It should be a continuous summary, not disconnected notes nor an outline. It should be double-spaced, and should not exceed 250 words. The candidate must make certain that the name appearing on the abstract is the same as that on the copyright page and title page. The

name must be the same as that on file in the Registrar's Office. The title of the abstract must be the same as the title on the finished thesis.

- **Table of Contents (required):** It is important that the table of contents accurately reflect the outline and the organization of the manuscript. It should include the abstract, acknowledgements, list of tables, list of figures, chapters of the text, appendices, reference, and vita.
- **Text (required):** The text should be divided into as many chapters or sections as necessary.
- **Appendices (optional):** Materials which are peripheral but relevant to the main text of the Master's Thesis/Recital Document or Doctoral Dissertation should be placed in appendices. These may include such things as survey instruments, additional data, computer printouts and programs, and details of a procedure or analysis. Appendix material must meet the same requirements of margins, pagination, and paper quality as the text itself. Reduction of materials to meet margin requirements is acceptable only if the print remains clear and legible.
- **Bibliography (required):** The bibliography should indicate materials actually used (and the edition, if the one used is not the first); by this means, accuracy of quotation and citation may be readily verified. Full references are required and the format must be approved by the student's committee.
- **Vita (required):** Vita should be double-spaced and the first paragraph should be indented five (5) spaces. The vita should be a brief biographical sketch of the writer, including: date and place of birth; names of parents; schools and colleges attended; degrees awarded; publications; and any experience in teaching, business, industry, or military service the writer may have. Please do not include any personal information such as addresses, phone numbers or anything that the student would like to keep private.

## PAGE NUMBERING

1. **Fly page**-not counted
2. **Signature page**- not counted
3. **Copyright (optional)** - counted, number is not typed on the page.
4. **Dedication (optional)** - counted, number is not typed on the page.
5. **Title page** - counted, number is not typed on the page.
6. **Acknowledgements** - counted, number is typed on the page. The number is in lower case Roman numerals.
7. **Abstract**- counted, number is typed on the page in lower case Roman numerals.
8. **Table of contents**- counted, number is typed on the page in lower case Roman numerals.

9. **List of Tables, Figures, Abbreviations (optional)**- counted, number(s) are typed on the page in lower case Roman numerals (all of these should be numbered at the bottom of the pages).
10. **Text**- The body of the manuscript should begin with Arabic numerals and continue on this way until the Vita section. Subheadings should be spaced according to your chosen style manual.
11. **Endnotes (optional)**- page number is on the bottom of the page in Arabic numerals.
12. **Appendices (optional)**- page number is on the bottom of the page in Arabic numerals.
13. **Bibliography/References/Works Cited**- page number is on the bottom of the page in Arabic numerals.
14. **Vita**- This page has no number at all.

## MANUSCRIPT MECHANICS

### Text

The manuscript is to be printed in black characters on one side of the paper only. The entire text should be primarily produced using the same font (with the exception of tables, equations, figures, and other special situations that have been approved by the Graduate School).

Conventional type faces, such as Times New Roman and Arial are acceptable. Students are to use 12 point fonts within the body of the text. Fourteen point fonts are acceptable for headings and titles. Emphasis in the text may be achieved by using an appropriate italic typeface, boldface, or by underlining. Remove all hyperlinks that are in the text and in the bibliography. If the student wishes to go beyond the set font sizes, they must consult with the Graduate School.

The finished document reflects the ability and character of its author. The final copy must be a professional quality manuscript, correct in spelling and punctuation, and neat in format.

### Spacing

The Master's Thesis/Recital Document or Doctoral Dissertation must be double-spaced or one and a half spaced throughout with the exception of quotations, footnotes, and the bibliography. The bibliography may be single-spaced within each entry, but must be double-spaced between entries (see template for example) The table of contents, list of tables, list of figures, and lengthy tables may also be single-spaced.

### Margins

The left (binder's) margin and the top margin must be at 1 ¼ inches, the right and bottom margins at ¾ inch. All page numbers should be centered on the bottom, the page number should be ½ inch from the bottom edge of the page. **These margins must conform throughout the manuscript, including pages containing tables, figures, or other illustrative materials.**

## TABLES, FIGURES, & OTHER ILLUSTRATIVE MATERIALS

### Printed Copies (please keep the following in mind when printing a hard copy)

- Tables, figures, maps, and illustrations should be prepared to facilitate binding and preservation, and to avoid awkwardness or unnecessary bulk. Oversized charts and graphs may be reduced by the use of reduced photostats and photographs; however, this reduction must not seriously degrade their readability or usefulness.
- Folded material must be carefully prepared and placed so that it will not be cut by the trimming at the bindery. Large tables or maps may also, at the discretion of the Supervising Professor, be neatly folded and inserted in a pocket or envelope and placed after all other materials, including the vita. When the Master's Thesis/Recital Document or Doctoral Dissertation bound, the envelope or pocket is mounted on the inside back cover. Reference should be made in the list of tables, figures, maps, etc., to such material, and the words "following vita" or "pocket" should be given in lieu of page numbers.
- Pictures should be mounted on the specified paper with a permanent type cement (to be dried under weight), a mounting cement, or dry mounting tissue. Rubber cement, white glue, or mucilage is not acceptable. When a number of pictures are used throughout the manuscript, it would be well to mount part of them at the top of the page and part at the bottom to distribute the bulk. If slides are utilized they should be housed in polyester (known commercially as Mylar) sleeves/holders.
- Horizontal figures and tables must be positioned correctly: they will be bound at the top, *i.e.*, the top of the figures or table will be the left margin. Figure captions and table headings should be placed in the same horizontal direction as the figure or table. Tables, plates and figures should bear their identifying numbers on the pages upon which they appear. A figure's number is generally placed below it; tables and plates are numbered above. If a table or figure requires more than one page, the second page should be labeled "Table\_\_(*continued*)" or "Figure\_\_(*continued*)" at the top.
- Pages containing illustrative materials should always bear a page number as well. Refer to the "Arrangement and Pagination" section of the guide for instructions on numbering these pages.

## DOCUMENTATION OF SOURCES

### Citation

**References-** All manuscripts must have references. The "References" section contains a list of texts explicitly cited in your manuscript. Follow your chosen style manual. Depending on your chosen style, you may use footnotes, endnotes, or in-text parenthetical references that correspond to a reference list at the back of your manuscript. Endnotes and footnotes may be numbered either sequentially from the beginning to the end of the text, or within each chapter.

**Bibliography-** Any background materials not explicitly cited in the manuscript should be listed in a separate "Bibliography," following the same style manual used for the References.

### Permission for Use of Previously Published Material

If any of the material in the Master's Thesis/Recital Document or Doctoral Dissertation has been published, the student must obtain written permission from the copyright holder (typically the publisher) giving the student authorization to use the material in the manuscript.

## USE OF COPYRIGHTED MATERIAL

In ordinary practice, it is generally assumed that the quotation of a prose passage of approximately 150 words or less in a work of scholarship or criticism does not require written permission of the copyright owner (but, of course, must be in quotation marks with the proper citation). However, the area of "fair use" of copyrighted materials can be defined only by court action, and existing precedents are insufficient to make an exact or strict definition of its limits. The *Chicago Manual of Style* and other style manuals provide further discussion of "fair use."

Should the student decide that it is necessary to obtain permission from the copyright owner the usual procedure is to write the owner and obtain a written reply authorizing use of the material. Ordinarily the only condition for use is that proper acknowledgment be made. If the student has already published any portion of the Master's Thesis/Recital Document or Doctoral Dissertation material, written authorization from the journal(s) must be obtained before the material is used.

Software owned by company or corporation is protected under U.S. law. It is illegal to use, in whole or in part, any software, design and/or documentation in any activity, including research, publications, university papers, assignments or theses, or theses without prior written permission from the company or corporation.

## REQUIRED TEXT FOR PUBLISHED MATERIAL

***The following two paragraphs shall be cited in the acknowledgements of any Master's Thesis/Recital Document or Doctoral Dissertation which includes work that has been published already.***

*"This Master's Thesis/Recital Document or Doctoral Dissertation was produced in accordance with guidelines which permit the inclusion as part of the Master's Thesis/Recital Document or Doctoral Dissertation the text of an original paper, or papers, submitted for publication. The Master's Thesis/Recital Document or Doctoral Dissertation must still conform to all other requirements explained in the "Guide for the Preparation of a Master's Thesis/Recital Document or Doctoral Dissertation at The University of Texas at San Antonio." It must include a comprehensive abstract, a full introduction and literature review, and a final overall conclusion. Additional material (procedural and design data as well as descriptions of equipment) must be provided in sufficient detail to allow a clear and precise judgment to be made of the importance and originality of the research reported.*

*It is acceptable for this Master's Thesis/Recital Document or Doctoral Dissertation to include as chapters authentic copies of papers already published, provided these meet type size, margin, and legibility requirements. In such cases, connecting texts, which provide logical bridges between different manuscripts, are mandatory. Where the student is not the sole author of a manuscript, the student is required to make an explicit statement in the introductory material to that manuscript describing the student's contribution to the work and acknowledging the contribution of the other author(s). The signatures of the Supervising Committee which precede all other material in the Master's Thesis/Recital Document or Doctoral Dissertation attest to the accuracy of this statement."*

## TURNING IN FINAL COPIES

### Printing

Students are required to turn in **two hard** copies, printed on cotton paper to the Graduate School by the specified date each semester. Both copies will be held in the UTSA library and bound free of charge to the student by the library. In addition to turning in two hard copies, the student is also required to turn in **one electronic copy** of their manuscript via the ProQuest website. This is to ensure that the student's manuscripts are being published to the ProQuest database so that their research can be shared. The Graduate School website has instructions on how to submit electronically: [www.utsa.edu/graduate](http://www.utsa.edu/graduate).

All copies must be free from error and have no visible streaks or shadows that resulted from the printing process. The student should also make certain that each copy of the manuscript is properly collated and that no pages are missing or duplicated.

Students wishing to bind copies of their manuscript for their own personal use, may do so by taking their copies to local printing stores such as FedEx Kinkos. The ProQuest website also allows students to purchase a hardbound copy of their manuscript if they wish. Please visit the Graduate School website: [www.utsa.edu/graduate](http://www.utsa.edu/graduate) for a listing of suggested binding services and prices.

### Paper

Please be sure to buy paper that is:

1. Plain white (some brands label their paper: bright white or stark white)
2. 100% cotton
3. Acid free
4. Paper weights 20# or 24#

Please consult with the Graduate School website: [www.utsa.edu/graduate](http://www.utsa.edu/graduate) for a listing of local retailers who carry the paper.

### Multiple Volumes

Measuring the thickness of the manuscript will determine whether the Master's Thesis/Recital Document or Doctoral Dissertation will be bound as more than one volume by the UTSA library. Approximately 2 ½ inches of paper may be bound into one volume.