

# Preparation and Submission of the Dissertation

## Graduate Studies & Research

Congratulations on making your way to the dissertation stage of your doctoral program. This guide will help you to navigate through all the steps needed to submit your dissertation to the Graduate School for approval.

Please submit your manuscript (dissertation) to the Graduate School once it has been approved by your dissertation committee, department head and your college dean.

The copy you submitted to the Graduate School must be complete (including title page, table of contents, list of tables, paginations, reference list, appendices and other support materials) and in final form (as it will appear when bound). Please submit the copy on regular paper. After the Graduate School review process you will be contacted.

### STUDENT EXPECTATIONS

It is your responsibility to submit a completed dissertation to the committee and Graduate School that meets high standards of quality. This responsibility lies with you, the student. Please seek assistance from your adviser and committee. Additional assistance is available through the Writing Center on campus.

### GRADUATE SCHOOL EXPECTATIONS

The primary role of the Graduate School is to sample your dissertation in random locations to evaluate quality factors. The staff does not serve as editors or proof-readers. This should be performed prior to submitting your dissertation.

When sampling shows evidence of high quality, your dissertation is approved by the Dean of Graduate Studies and Research and submitted for binding.

When sampling identifies significant problems, it is assumed that similar problems likely exist throughout the paper. Among the indicators of quality that staff look for include:

- grammar, punctuation, and spelling
- correct citations in the text with corresponding references
- appropriate formatting based on this guide and the writing guide adopted by your department (i.e. APA)

### PREPARATION

The style manual approved by your department should be used when preparing your dissertation, except for the following Graduate School requirements:

1. The text of your dissertation must be in a standard font (courier, times new roman) and size (10 or 12). All final copies must be submitted on a good grade of 100 percent cotton bond paper, at least 20-pound weight, and 8 1/2 by 11.
2. The **margins** for each page shall be as follows: left side, 1 1/2" (one and one-half inches); all other margins, 1" (one inch).

3. **Arrangement** of materials in the manuscript will be as follows:

- 1) Blank Sheet
- 2) Title Page
- 3) Signature Sheet
- 4) Copyright Page
- 5) Abstract
- 6) Acknowledgments (if applicable)
- 7) Table of Contents
- 8) List of Tables (if applicable)
- 9) List of Figures (if applicable)
- 10) Body
- 11) Reference List
- 12) Appendix (if applicable)
- 13) Vita
- 14) Blank Sheet

4. The **first page of each major division** of your dissertation and the first page of each chapter must be numbered in the center of the bottom of the page, one line below the one-inch margin. This format applies to the following pages:

- Title Page
- Signature Sheet
- Copyright Page
- Abstract
- Acknowledgments (if applicable)
- Table of Contents
- List of Tables (if applicable)
- List of Figures (if applicable)
- Body
- Reference List
- Appendix (if applicable)
- Vita

**All other pages** must have the page number at the top, right-hand side of the page. The two blank pages and the title page are not numbered; all other pages of your dissertation must be numbered, including your appendices.

**Preliminary pages** are numbered with small Roman numerals. Below is a list of the preliminary pages:

- Signature Page (begins with “ii”)
- Copyright Page
- Abstract
- Acknowledgments (if applicable)
- Table of Contents
- List of Tables (if applicable)
- List of Figures (if applicable).

The **body of the manuscript** is numbered with Arabic numbers.

5. The format of the title page, signature page, copyright page, abstract and vita are included in this handout.

6. First entry in your table of contents should be the first item following your table of contents. Pages before your table of contents are not included in your table.
7. Please verify your citations in your text with your reference list. Each citation must have a corresponding reference entry and each reference entry must have a corresponding citation.
8. If your dissertation includes appendices, each appendix must be mentioned within the text of your manuscript. Each page must have a page number.

## **SUBMISSION**

Your manuscript must be submitted to the Graduate School by the deadline indicated in the university calendar (approximately six weeks prior to commencement). Once your dissertation is approved by the Graduate School, you will be contacted with any changes/corrections that need to be made to your dissertation and final submission instructions.

The Graduate School requires five copies of your dissertation (**four copies on the 100 percent cotton bond, at least 20lb. paper and one copy on regular paper.**) Four of the copies will be bound and distributed as follows: one copy to the library, one to the department, one copy to your major adviser and one copy to you.

The Library copy will be placed on the open shelves of the Library and may be accessed by the public. If you desire additional bound copies, please make arrangements with the Doctoral Degree Coordinator. Additional signature pages can be submitted for the signature of the Dean of Graduate Studies and Research.

**TITLE OF DISSERTATION**

[Complete title must be in caps. Center title between the left and right margins. Succeeding lines of title must be shorter than the preceding line and double spaced.]

by

YOUR NAME

[Author's name must be in all upper case.]

Submitted to the Faculty of the Graduate School  
of Texas A&M University-Commerce  
in partial fulfillment of the requirements  
for the degree of  
YOUR SPECIFIC DEGREE IN CAPS  
December [insert month of graduation and no comma after  
month} 2005

**TITLE OF DISSERTATION**

[Use same title format as Title Page. Center title between left and right margins. If title is two or more lines long, each line must be shorter than the preceding line and double spaced.]

Approved:

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Adviser

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Department Head [English & Psychology require a dept. head signature. For all others verify with your dept. head]

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Dean of the College

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Dean of Graduate Studies and Research

**EXAMPLE  
COPYRIGHT PAGE**

Copyright © 1994

Bonnie B. Blue

ABSTRACT

TITLE OF DISSERTATION

Your Name, EdD  
Texas A&M University-Commerce, 2000

Adviser: Name of Your Adviser and Degree

Begin abstract. Abstract should include purpose, procedure, results and conclusions. A dissertation abstract shall not exceed 350 words and must be doubled-spaced.

The word ABSTRACT should be centered and positioned 12 lines from the top of the page. The title is single-spaced, each line shorter than the preceding line. Use your specific degree after your name (EdD or PhD) and the year your degree is conferred after Texas A&M University-Commerce.

page no.

## VITA

Patrice Gabriel was born in Lancaster, Texas, on July 15, 1942, the daughter of Mary Frampton and Billy Bob Frampton. After graduating from Lancaster High School, Lancaster, Texas, in 1960, she enrolled at The University of Texas at Arlington, Arlington, Texas. She received the Bachelor of Science degree with a major in mathematics and a minor in computer science in August 1965 from the University of Houston. She taught mathematics in Oak Cliff High School, Dallas, Texas, for three years following her graduation from college. In September 1968, she enrolled in The Graduate School of Texas A&M University-Commerce and was awarded the Master of Science degree in August 1971. She was employed as an instructor in mathematics at Paris Junior College, Paris, Texas, in September 1971 and has continued in that position to the present. In the fall of 1975, she entered the Graduate School of Texas A&M University-Commerce and was awarded the Doctor of Education degree with a major in Supervision, Curriculum and Instruction-Higher Education in August 1984. In 1966 she married Peter Gabriel of Paris, Texas. One daughter, Patty, was born in 1967.

Permanent address: 1313 Mockingbird Lane  
Mars, Texas 55555

page no.

## Pagination Information

If you have problems with pagination, please follow these easy steps to add page numbers to your paper:

Set up individual documents for each of the following sections:

- Signature and copyright pages
- Abstract
- Acknowledgements
- Table of Contents
- Chapter 1
- Chapter 2
- Chapter 3
- Chapter 4
- Chapter 5
- Reference List
- Vita

For each section listed above, the first page has the number at the bottom center. All the rest of the pages are numbered at the top right. Here's all you have to do to accomplish that task!

1. Open the document you want to add page numbers to.
2. Click on *File* in the top left hand corner of the tool bar.
3. Click on *Page Setup*.
4. Click on *Layout*
5. Click on *Different first page*.
6. Click *OK*.
7. Click on *View* on the top tool bar.
8. Click on *Header and Footer*.
9. Click on the third symbol from the far right – *Switch to bottom*
10. Click on the third symbol from the far left – *Format page number*. (When you are adding the roman numerals to the preliminary pages, change the page format to i, ii, iii,.....)
11. Click *Start at*.
12. Type in the number you want to show on the first page.
13. Click *OK*.
14. Type page number in box and use the *center* button on the tool bar to place the number in the center of the page.
15. Click *Close*.
16. Click *Insert* in top tool bar.
17. Click *page numbers*.
18. Click *top of page* – position.
19. Click *Right* – alignment. (Be sure *show number on first page* is NOT checked!)
20. Click *OK* – page numbers should show up on document.