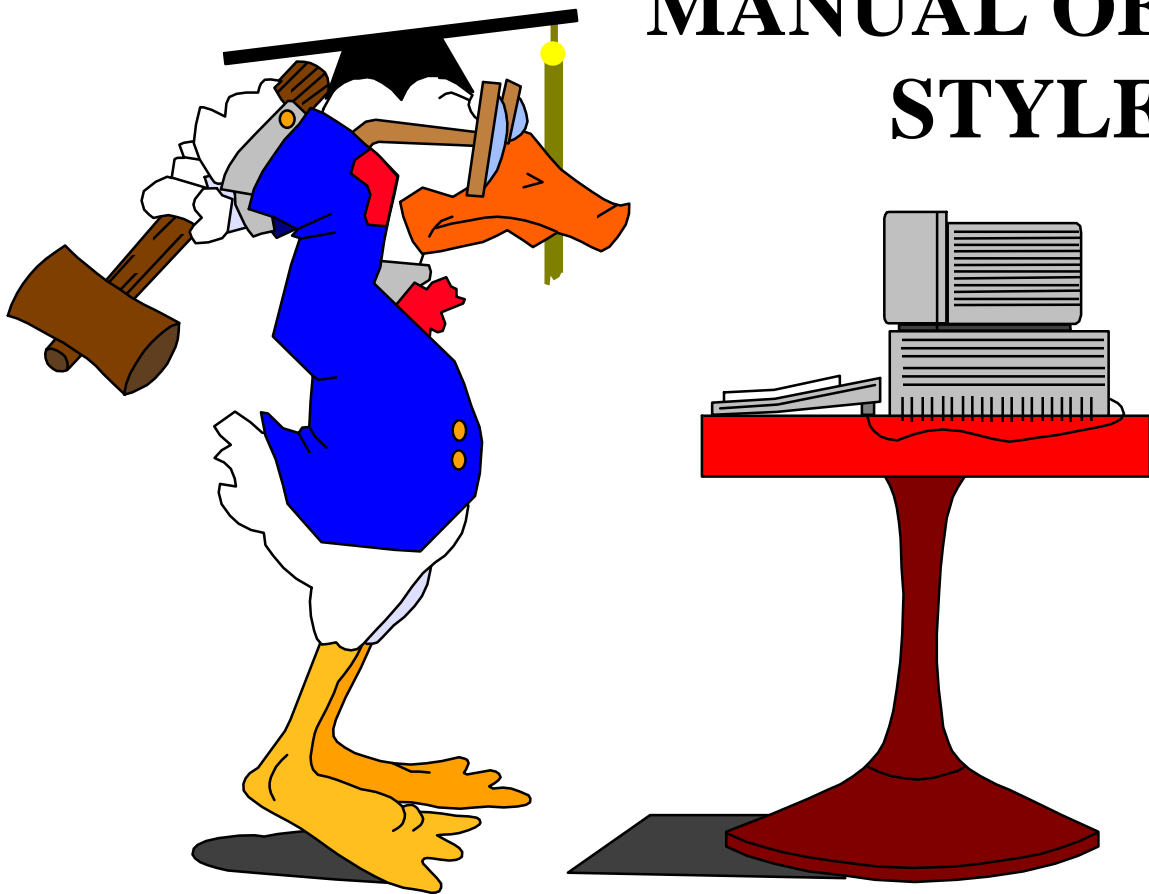


# THESIS AND DISSERTATION MANUAL OF STYLE



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

**Gloria W. Eyres**

Assistant Vice Provost  
August 31, 1997

## **Dedication and Acknowledgments (1994)**

This manual is dedicated to Professor Kenneth M. Roemer, author of *An Illustrated Guide to the Preparation of Theses and Dissertations*, the original thesis and dissertation guide for the Graduate School of The University of Texas at Arlington published in 1976. This new manual relies heavily on Dr. Roemer's carefully researched work and also continues to owe much to Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*. Dr. Roemer reviewed this manual during its development, contributed significantly to several of the sample pages and selected the illustrations. His contributions, past and present, are greatly appreciated and gratefully acknowledged.

## **Addendum (1997)**

It was decided in the fall semester of 1996 to revise and update the 1994 edition of this manual. A committee was charged to carry out this task. In part, the decision to revise was driven by recent rapid technological change, notably the common availability of powerful desktop publishing hardware and software (which has all but replaced the traditional typewriter-generated thesis and dissertation) and the growing use of the World Wide Web as a reservoir and conduit of scholarly information.

The major difference between the 1994 and 1997 editions of this manual is one of production. Whereas the previous edition was available only in hard copy, the present edition is available only on-line. This was a purposeful decision which reflects in large measure current trends and continuing developments in electronic manuscript preparation and publication (this volatility is reflected in the terse remarks of Section VIII). Readers are invited to download and print their own hard copies of this manual as necessary. The advantage to having a dynamic manual is that further revisions can be made (and links to relevant Web sites can be added) with ease.

This edition benefited, as did the previous one, from the continued editorial interest of Professor Kenneth Roemer (Department of English), who chaired the subcommittee charged with revising the sections on style. Professor Richard Schoech (School of Social Work) chaired the subcommittee on legal issues and wrote most of Sections VI and VII. The person who contributed the most to the newest edition of this manual, however, is Dr. Michael Reimann, Lecturer in the Department of Information Systems and Management Sciences, who chaired the subcommittee on technology. Dr. Reimann authored the university's first dissertation in electronic form, and developed and produced the on-line version of the manual that you are now reading. He is committed to the exploration of the potential of electronic manuscript preparation in academia and to the use of the World Wide Web in scholarly research. The Graduate School is grateful to Dr. Reimann for his efforts in producing this new edition of the manual.

It is our hope that you will find this new edition of the manual useful as you plan and produce your thesis or dissertation. As a first attempt in a new medium, it will inevitably have some rough edges and will doubtless suffer from omissions. I invite your comments and suggestions, which may be submitted to me at [petruso@uta.edu](mailto:petruso@uta.edu).

Karl M. Petruso  
Associate Vice Provost for Research and Graduate Studies  
Chair, Committee to Revise UTA Thesis  
and Dissertation Manual of Style  
August 20, 1997

### **Committee to Revise UTA Thesis and Dissertation Manual of Style**

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## FOREWORD

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Congratulations. If you are reading this manual, you have likely finished all the course and comprehensive examination requirements for your master's or doctoral degree and are planning to write your thesis or dissertation. This manual will help you complete those final steps by outlining the Graduate School's requirements for the form of theses and dissertations. This manual does not address the quality of the scholarship or of the writing, nor does it deal with the mechanics of writing and punctuation. You and your supervising committee are responsible for attending to matters of quality and correctness before you submit the product to the Graduate School for a format evaluation. The Graduate School staff is, however, very willing to help you with questions about format. They encourage you to attend the format seminars offered each fall and spring semester and to submit your thesis or dissertation for a pre-check well in advance of the deadlines indicated in the current Graduate Catalog. The Graduate School staff can be contacted in person at 333 Davis Hall, by telephone (272-2200), or by electronic mail ([graduate.school@uta.edu](mailto:graduate.school@uta.edu)). The earlier you contact the staff the more help they can offer as you complete the most important research stage of your graduate program.

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# I. INTRODUCTION

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This guide describes the acceptable form for master's theses and doctoral dissertations at The University of Texas at Arlington. Other general requirements for degree candidates are outlined in the current Graduate Catalog, which also includes the calendar of Graduate School deadlines. This Thesis and Dissertation Manual of Style supersedes all earlier thesis guides and should be used by all students who are submitting theses and dissertations at this University.

Microfilming techniques, interlibrary loan services, and computer-aided bibliographies have made theses and dissertations more accessible than ever before. Thus theses and dissertations are very visible reflections of the quality of the work produced at The University of Texas at Arlington and in the Graduate School. It is important, therefore, that your work not be marred by careless errors in form.

This style guide should be used in conjunction with Kate Turabian's *A Manual for Writers of Term Papers and Dissertations* (Chicago: University of Chicago Press), Sixth Edition, 1996. This book is available in paperback at the University Bookstore. For matters of form not covered in this manual or in Turabian, consult the most recent edition of *The Chicago Manual of Style*. For specific guidelines concerning footnote/bibliography (or citation/

reference) form, see **Section V** of this manual. Many departments require specific disciplinary formats for these parts of the thesis or dissertation. Students who have questions about their program's entry in **Section V** should contact their Graduate Advisors and the chairs of their supervising committees.

Do not use old theses and dissertations as guides for the preparation of your thesis/dissertation. Standards may have been revised or exceptions may have been approved in particular situations. The use of old theses and dissertations can therefore be misleading. Use this manual and Turabian.

All questions regarding the quality of the research and writing of the thesis should of course be directed to your supervising committee. The guidelines presented here address format and mechanical standards. If, after reading these guidelines carefully, you still have questions, personnel are available in the Graduate School office to answer questions and offer assistance (333 Davis Hall or call 272-2200).

The guidelines contained herein were designed to cover only theses and dissertations, not the special reports or practica required by some degree programs.

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## II. IMPORTANT DATES, POLICIES, AND PROCEDURES

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### Copyright Policy (see also **Section VI**)

Thesis and dissertation copyrights, where applicable, should be held by the student author of the thesis or dissertation at The University of Texas at Arlington.

Further, it is the policy of the Graduate School, as stated in the Graduate Catalog, that “The three copies of the thesis or dissertation which are required to be submitted to the Dean of the Graduate School are University property and a student may make no private agreements with employers, funding sources, or others which restrict or infringe upon University rights.” (See the Graduate Catalog entries for Thesis in the section REQUIREMENTS FOR THE MASTER'S DEGREE and for Dissertation in the section REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY.)

### Approval of Dissertations; Title-Fly

Dissertations require the approval of the Dean of the Graduate School. The Dean's signature on the dissertation title-fly signifies this approval. A signature line for the Dean of the Graduate School must appear on the title-fly of every dissertation which is submitted to the Graduate School. A title-fly which does not include a signature line for the Dean of the Graduate School will not be accepted under any circumstances. See the sample pages at the back of this manual and be sure to follow the sample Title-fly labeled **DOCTORAL DISSERTATION**.

A doctoral student should submit only the original title-fly, signed by the members of the Supervising Committee, to the Graduate School with the final three copies of the dissertation. The staff of the Graduate School will make the other required copies of the title-fly after the Dean of the Graduate School has signed it.

The Dean will approve dissertations only after the certification process has been completed each semester.

### Name Policy

The following policies apply to the name which appears on your thesis or dissertation. These policies apply wherever your name appears, including the

title-fly, the copyright page (where applicable), the title page, and the abstract.

1. Your name on the thesis or dissertation must match your name on official UT Arlington records. This means that your name on the thesis or dissertation must be the same as the name which appears on your UT Arlington transcript.

In order to use a different form of your name (to include your maiden name, for example) you must file an official name change with the University.

2. The names of international students must appear on the thesis or dissertation in correct order according to U.S. custom. That is, the given (first) name must appear first, followed by the family (last) name.
3. Names which are truncated on UT Arlington records because of space limitations in computer records may appear in full on the thesis or dissertation.

### Binding and Distribution

Thesis and dissertation students must submit three unbound, approved copies of the thesis/dissertation to the Graduate School in order to complete the requirements for graduation. After the copies are bound, which takes several months, one copy is placed in the University archives, one is the circulating copy for the Library, and the third is retained in the student's department. The Graduate School office does not handle the binding of personal or committee copies of the thesis or dissertation; however, personal copies can be bound through the Library. You can obtain information on the binding of personal copies in the Graduate School office.

### Mechanical Review

**Theses and dissertations submitted for mechanical check must be both complete and correctly formatted. Incomplete theses or dissertations or those that are only partially formatted will be returned to you and will not be considered as having met the deadline for mechanical check.**



(A student may request a preliminary check on a partial thesis or dissertation, but this is not a mechanical check and does not meet the deadline.)

The exact deadlines for submitting the thesis/dissertation are in the current Graduate Catalog. It is your responsibility to be aware of these deadlines and to complete all the necessary requirements on time. Failure to meet all the specified deadlines may result in your graduation being delayed.

You must submit your thesis or dissertation to the Graduate School for mechanical review and approval before you make the final three copies. Normally, this mechanical review will take place after you have defended your thesis/dissertation and made any revisions required by the supervising committee. In those cases in which a thesis or dissertation is accepted for mechanical review before the defense, it must be resubmitted for another mechanical review after the defense. Approval for the final three copies will not be given until after the defense has been held.

Theses and dissertations usually are reviewed in the order in which they are submitted; however, when circumstances warrant, priority may be given to those that have been defended. In these circumstances, the mechanical review of undefended theses/dissertations might not be completed within the normal 72-hour review period. Theses and dissertations will be checked only once prior to the defense. No rechecks will be done until the defense has taken place.

The mechanical review period is 72 hours, exclusive of weekends and holidays (thus we usually refer to this as the “72-hour check”). You should turn in your thesis or dissertation at the counter in the Graduate School (333 Davis Hall) and return in three days to pick up the thesis/dissertation and the written review which lists any corrections that must be made in style or format. (No corrections are ever marked on the thesis/dissertation itself; they are always listed on the review sheet.) It is your responsibility to pick up your thesis or dissertation at the front counter in the Graduate School after each mechanical check. We will not call you to notify you that your mechanical check is ready to be picked up. (You are welcome to call us, however.)

After you have made the required corrections, you should return the corrected thesis/dissertation **and the review sheet** to the Graduate School so that the corrections can be checked. This process of correcting and rechecking continues until all the required

corrections have been made and approved. When this has been accomplished, you will receive permission to make and submit your final three required copies.

You should note that submission of the final three copies does not constitute the end of your responsibilities for your thesis/dissertation. Your final three copies will be checked carefully for missing pages, poor or dirty copies, incomplete paperwork, etc. If problems are found, you will be contacted and asked to make corrections or supply missing materials. Failure to respond to such a request in a timely manner may delay your graduation.

You should complete your thesis/dissertation and examination as early as possible in your final semester. The mechanical review process may take longer than you anticipate; theses/dissertations with many format and style errors may have to be submitted for more than one 72-hour check or for extended (48- or 24-hour) rechecks. If you fail to allow sufficient time, especially at or close to deadline time, your thesis/ dissertation may not be approved in time for you to meet the deadline for submission of the final three copies.

You should also note that personnel in the Graduate School do not proofread theses and dissertations. Although we do point out spelling, punctuation, and grammatical errors when we find them, proofreading is your responsibility. We recommend that you ask someone who is not familiar with the content of your thesis to proofread it for you.

### Final Three Copies

When you are ready to submit the final three copies of your thesis/dissertation to the Graduate School office, you should have the following items:

1. **three complete, clean copies** of the thesis or dissertation (it is no longer necessary that one of these be the “original”);
2. **title-fly with the original signatures** of the supervising committee in permanent black ink on 25% cotton rag content, 20 lb. paper;
3. **three clean manila envelopes** large enough to allow the thesis/dissertation to fit easily into them. Type the following information centered on the front of each envelope (if the envelope is too large to fit into a typewriter, you may use labels, but be sure they are securely fastened to the envelopes):

- student's full name, the complete name of the degree (e.g., Master of Arts in English), the complete and correct title of the thesis or dissertation, the month and year of graduation, and the number of the copy** (i.e., Required Copy 1, Required Copy 2, Required Copy 3). If the thesis/dissertation contains folded or pocket material, this should also be noted on the envelope;
4. **completed data sheet** (this will be added to your thesis or dissertation when you submit it for mechanical check). The Data Sheet requires a short abstract as well as specific information on the field of the thesis or dissertation. The Data Sheet is not bound with the thesis or dissertation;
  5. **the appropriate microfilming form:** either the Doctoral Dissertation Agreement Form or the Masters Thesis Agreement Form (also added to your thesis/dissertation during the first mechanical check);
  6. **the appropriate fees:** a binding fee of **\$7.50** for each of the three Required Copies (a total of **\$22.50**) (additional binding fees will be charged for pockets or multiple volumes), a library processing fee of **\$15.00**, **\$50.00** for microfilming the dissertation or **\$40.00** for microfilming the thesis (microfilming is mandatory), **\$35.00** if you wish to have University Microfilms, Inc. handle (optional) copyrighting of your thesis or dissertation. **All fees are subject to change without notice;**
  7. **an extra copy of the abstract** (with the title "ABSTRACT" omitted, see **page 8**) and an extra copy of the title-page; and
  8. **Survey of Earned Doctorates:** Required of dissertation students only (added to your dissertation during the mechanical check).
- The report showing the successful completion of the final examination is usually sent directly to the Graduate School office from the student's major department. You may wish to check with your department to be certain that the form has been sent.**

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## III. PHYSICAL SPECIFICATIONS

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In preparing your thesis or dissertation, it is important to be consistent in format. Subheadings, spacing, capitalization, figure captions, table titles, punctuation, paragraph indentations, listed items, etc. should be properly and consistently formatted throughout your thesis or dissertation.

### Paper

All three required copies must be submitted on white bond paper of at least 25% cotton rag content, 20 lb. weight. Onion skin paper and erasable paper are not permitted. Use standard 8 1/2" x 11" paper.

### Printing

Using a letter-quality computer printer or a typewriter, prepare the thesis or dissertation on one side of the paper using a black ink cartridge or a clean black ribbon. Most conventional types/fonts are acceptable; novelty styles such as script, italics (except for titles), and all-capitals are not. Very small type, such as micro-elite, may be used only for large tables. Diacritical marks for foreign words should not be hand-executed; the appropriate foreign language font must be used.

For the body of the thesis/dissertation you should normally use 10 pt. or 12 pt. type. Type up to 14 pt. may be used for titles and in illustrations if the overall appearance of the thesis/dissertation is uniform and appropriate. In no case, in text, titles, subheadings, or illustrations, should you use type larger than 14 pt.

In using computer equipment to produce your thesis or dissertation, it is important for you to keep in mind that Graduate School standards will not be adjusted to compensate for limitations in hardware or software. You are responsible for meeting all Graduate School requirements and standards, so you should not commit to the use of any hardware or software until you are sure that it will meet both your needs and the requirements of the Graduate School.

You may have a printer approved in advance by bringing two copies of a sample page to the Graduate School office. The sample should be a complete page of text and should include equations and symbols if

these will constitute an important part of your thesis/dissertation. The sample should be labeled with your name and student ID number, the name of the printer, the type font and the size of the type. One copy of the sample page will be retained in the Graduate School office.

If the printer you will use is an inkjet type, you should NOT submit any printer originals to the Graduate School for your Final Three copies. In this case, all the copies submitted to the Graduate School should be high-quality copies.

The text of the thesis/dissertation should be double-spaced (six lines to the inch) and each paragraph should be indented six to eight spaces. Prose quotations of more than four typewritten lines should appear in block quote form (single-spaced, indented four spaces from the text, no quotations marks except for quotations or dialogue within the block quote). See Turabian, Chapter 5. (English students should see the Graduate Advisor.)

### Margins

The basic margin requirements for thesis/dissertation margins are as follows:

- The top and left margins must be at least 1.25" and may not be more than 1.5".
- The right margin must be at least 1" and may not be more than 1.5". The bottom margin must be at least 1.25" and may not be more than 1.5" (on some pages the bottom margin may of necessity be more than this to accommodate the requirement that subheadings be followed by at least two lines of text or be moved to the next page).

Thus, **no** margin should be more than 1.5" **except**

- The top margin on the title fly (signature page), title page, and first page (only) of other front matter sections (Acknowledgments, Abstract, Table of Contents, List of Illustrations, List of Tables, etc.) should be 2".

- The top margin on the first page (only) of each chapter and the first page (only) of the Bibliography or References should be 2”.
- The text on the cover pages of the appendices should be centered vertically and horizontally.

See also the **sample pages** in the back of this manual.

These margin requirements apply throughout the thesis/dissertation, including all front matter, the appendices, and the references. Margins which do not conform to minimum and maximum requirements will not be accepted.

### **Graphics and Other Illustrative Material (see also Turabian, Chapter 7)**

With the guidance and approval of their supervising committees, students are encouraged to use relevant, high-quality illustrations and graphics produced by computer or other means. Students and their committees should consult with Graduate School staff if they have questions about illustrations and graphics. The following paragraphs offer some general guidelines.

All illustrations and figures must conform to the minimum margin specifications stated above. Illustrations and tables should appear as soon as possible after they are mentioned in the text. Illustrations and tables may be integrated into the text or they may appear on separate pages within the text. In neither case, however, should large gaps in the text precede the placement of illustrations or tables.

You should avoid folding illustrative material whenever possible. In most cases the use of small type, legibly reduced photocopies or the division of material into sections arranged on consecutive pages can eliminate the need for folding. Where folding cannot be avoided, however, consult Turabian, 7.44-7.46.

Original black and white photographs may be used in the final copies which are submitted to the Graduate School, but photocopies of photographs will not be accepted. University Microfilms, Inc. requests that students avoid the use of color photographs whenever possible.

If original photographs are used they must be properly mounted with either dry-mounting tissue or permanent photographic adhesive. Do not use glue or rubber cement because these will eventually dry and

flake off, leaving your photographs loose and subject to being lost or misplaced within the thesis or dissertation.

The use of mounted photographs can be avoided by having your photographs printed on 8 1/2” x 11” photographic paper. If you do this remember that margin specifications must be met, these pages must be properly numbered, and captions must be properly placed. You must include an original in each of the three final copies submitted to the Graduate School; photocopies will not be accepted.

In preference to either of these methods, however, the Graduate School recommends that you have halftone prints made from your photographs. Good quality halftone prints, which can be made by many quick-copy shops and printers, may be photocopied for use in your thesis, thus eliminating the need to mount photographs. If you select this method, be sure to specify 100-line or 85-line halftones.

In some cases it may be acceptable to use a scanner to insert illustrations into the thesis/dissertation. Because of differences in equipment and resulting quality, you should submit a sample illustration for approval to the Graduate School. Label the sample with your name, student ID number, and the relevant information about the scanner you are using (type, dpi).

If your discipline demands numerous large tables, maps, blueprints, etc. which cannot be sufficiently reduced for inclusion in the thesis/dissertation, you may, with permission from your supervising committee, fold some illustrative material for insertion in a pocket. When the thesis/dissertation is bound, the pocket is mounted on the inside back cover. Reference to this material should be made in the List of Illustrations or List of Tables and the word “pocket” used instead of page numbers. The presence of pocket material should be noted on the envelopes in which the three Required Copies are submitted to the Graduate School. (An extra fee of \$5.00 per pocket will be included in the binding fee.)

All illustrative material is expected to be thesis/dissertation quality—that is, to reflect the high standards of the graduate programs at The University of Texas at Arlington. If illustrative materials must be hand-drawn, they should be neatly executed, and they should be labeled in typeface. A visit to the University Bookstore or a good art supply store will acquaint you with a variety of aids to help you produce good quality illustrations, such as technical pens, templates, and press-on or rub-on lines, letters and symbols.

Avoid the use of color in your illustrations because it does not reproduce well. Use labels and crosshatching instead. Illustrative materials produced on computers and plotters must be clear and legible. The typeface must be of acceptable quality and the type size should conform to type in the rest of the thesis. In some cases this may require you to make reductions or to paste on acceptable type.

Except for pocket materials, all illustrative pages should be properly numbered.

### Corrections

A thesis or dissertation reflects the quality of work produced by the author, the supervisor, the department, and the Graduate School. Therefore it is important that the final product be properly collated and not marred by poor spelling, sloppy punctuation, or other careless errors. To avoid these problems, some students may want to use a qualified, professional typist who is familiar with this manual and Turabian. A list of approved typists (those who have typed at least one approved thesis) can be obtained in the Graduate School.

Before giving your thesis or dissertation to a typist, you should contact the typist and discuss the typist's experience, time schedule, and fees. Be sure to give the typist a good quality draft from which to work, and keep a copy of any material you give to him/her.

No visible corrections will be accepted in any of the Required Copies submitted to the Graduate School. Because all three of these copies may be high-quality photocopies, there is no justification for submitting copies in which corrections can be seen. You are responsible for making sure that your thesis/dissertation has been proofread and corrected before you submit the Required Copies to the Graduate School.

### Typist Sheet

When you submit the draft of the thesis/dissertation for mechanical check, you should include a separate sheet that gives the following information:

1. In the case of a thesis/dissertation typed by a professional typist, the student's name and semester of graduation and the name, address, and telephone number of the typist;
2. In the case of a thesis/dissertation typed by the student, the student's name and semester of graduation and the hardware (including printer) and software used in producing the thesis/dissertation.

The typist sheet is for the use of the Graduate School only. It will not be bound with the thesis/dissertation, and it need not follow any particular format.

### Copies

All three of the copies submitted to the Graduate School may be good quality photocopies (the original signatures in permanent black ink on 25% cotton bond must be in Required Copy 1). Every copy of each thesis and dissertation is carefully checked in the Graduate School. All copies must be clean and without visible corrections, and with the text properly placed on the page. Spotted, crooked or other poor quality copies will not be acceptable. The Graduate School recommends that you use a carefully selected professional copy service for your three final copies. You should make sure that the copy service understands the high quality required for thesis and dissertation work, and you should reach an understanding about who will be responsible for unacceptable copies. Be sure also that the margins are not moved during copying.

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## IV. PARTS OF THE THESIS/DISSERTATION

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### Order of Pages and Sections

Many format problems occur in the front matter. Read the following pages carefully and pay close attention to the sample pages provided at the back of this manual. This list includes only items that are part of the bound document and does not include items such as the typist sheet and the Data Sheet that are required but are not bound as part of the thesis or dissertation.

**FLY-PAGE:** Include a blank page for protection in binding (unnumbered and not included in the page count).

**LIBRARY SHEET:** The Library Sheet is added by the Graduate School Office when the Final Three copies are processed. (This page is unnumbered and not counted.)

**TITLE-FLY:** This page is also known as the signature page. It includes the title and signatures of approval (**unnumbered but counted as page i**). Be sure that the title on this page is the same as the title on the title page and the abstract and that your name is given as it appears on your official UT Arlington transcript. Do **not** use academic titles with the names of your Committee members. Dissertations must be approved by the Dean of the Graduate School. The dissertation title-fly **must** include a signature line for this approval. (See sample pages. Notice that there are TWO sample pages, one for dissertation and one for thesis. Be sure to follow the one that is appropriate for you.)

**COPYRIGHT:** Copyright is optional and is used primarily by writers of dissertations. If the thesis/dissertation is copyrighted, a copyright page must be included (**unnumbered, but counted**). (See **sample page** and **Section VI - Intellectual Property**.)

**DEDICATION:** The dedication is optional (**un-numbered, but counted**).

**TITLE PAGE:** On the title page and all forms relating to the thesis or dissertation **you must use your name exactly as it appears on the official transcript of The University of Texas at Arlington.**

Be sure that the title on the title page is the same as the title on the title-fly and the abstract. The date which appears on this page should be the month and year of your graduation. (This page is **unnumbered, but counted**; see **sample page**.)

**ACKNOWLEDGMENTS OR PREFACE:** (For detailed information, see Turabian 1.8 and 1.9). Include acknowledgments in the Preface or, if the Abstract contains the material usually included in the Preface, entitle this section "Acknowledgments" and mention the assistance received from advisors, professors, librarians, typists and others to whom you wish to express appreciation. **The month, day, and year of the thesis or dissertation defense should be placed on a separate line two spaces below the text of the Preface or Acknowledgments. This date should be positioned at the end of the line (i.e., up to the right margin).** (This page, and every page hereafter, is numbered; see **sample page**.)

**ABSTRACT:** Both master's and doctoral candidates should use these guidelines to prepare their abstracts. The Abstract should be a concise statement of the content of the thesis or dissertation. It should be written in complete sentences and paragraphs rather than in note or outline form. The dissertation Abstract should not exceed 350 words; the thesis Abstract should not exceed 150 words. The Abstract should not include formulas, diagrams or other illustrative material. Be sure that the title on the Abstract is the same as the title on the title-fly and the title page and that your name matches your name on the title page and the official transcript of The University of Texas at Arlington. (See **sample page**.) Both master's and doctoral candidates must submit an extra copy of the Abstract with the three copies of the thesis/dissertation for University Microfilms, Inc., which publishes them in *Masters Abstracts International* and *Dissertation Abstracts International*. (One copy of the Abstract is also placed in each copy of the thesis/dissertation; submit a total of four copies.) These copies must be high-quality and they must be copied on the same type of paper used in the thesis/dissertation. Special care should be taken in the preparation of the Abstract because it will be published without editing or revision.

**TABLE OF CONTENTS:** Be sure that all major divisions are included and check the page references carefully. Include the Acknowledgments (or Preface), the Abstract, and the Lists of Illustrations and/or Tables in the Table of Contents, but do not include the Dedication (and do not include a listing for the Table of Contents itself!). You may list only major divisions or you may be as detailed as you wish in listing subheadings, but you must be consistent. That is, if you list subheadings for one chapter, you must list the same-level subheadings for all the chapters which have subheadings. Be sure to use period leaders, and be consistent in capitalization. (In most software you should be able to set a tab for the page numbers and format the tab with period leaders.) (See Turabian 1.10-1.17 and 14.26-14.27 for information and samples of tables of contents.)

**LIST OF ILLUSTRATIONS:** Include this if the thesis/dissertation contains figures, illustrations, plates, etc. Use period leaders, check page references carefully, and be sure figure numbers and captions match those in the text. (See Turabian, 1.18-1.22 and 14.31.)

**LIST OF TABLES:** Include this if the thesis/dissertation contains tables; do not combine the List of Tables with the List of Illustrations. Use period leaders, check page references carefully, and be sure table numbers and titles match those in the text. (See Turabian, 1.23 and 14.31.)

**TEXT:** The introduction, if any, and the main body of the thesis or dissertation constitute the text. The text should be divided into sections or chapters, each of which begins on a new page (see **sample page**). The text should include footnotes or parenthetical citations (see **page 11** of this manual). Illustrations and tables should be placed in the text as soon as possible after the reference to them; they should not be gathered at the back of the thesis or dissertation unless they are “included in a group entitled ILLUSTRATIONS placed just before the reference matter. If some illustrations are placed in the text, however, any that are grouped in the reference matter must be put in an appendix.” (Turabian, 1.38)

**APPENDICES:** Each appendix should begin with a cover page having the title centered vertically and horizontally on the page in all capitals and the page number at the bottom. (See **sample page**.) The appendix may include a wide variety of materials such as additional tables and illustrations, survey instruments, copies of computer printouts, copies of

handwritten documents and other materials which are not appropriate for or acceptable in the text. All appendix materials, however, must meet margin requirements, must be properly numbered, and must be clear and legible. (See Turabian, 1.38-1.44.)

**BIBLIOGRAPHY OR REFERENCES:** The Bibliography or References should begin on a new page with the title centered in all capitals; it should not have a cover sheet and should not be numbered as a chapter. (See **Footnotes and Bibliography** in this manual, **page 11** and Turabian, Chapters 10-12.)

**ADDITIONAL REFERENCES:** Additional reference materials might include a glossary or list of abbreviations used in the thesis or dissertation.

**BIOGRAPHICAL INFORMATION:** This brief section should describe the student’s educational background. It may also include his/her relevant professional activities. The biographical sketch should not exceed one page.

**FLY-PAGE:** Include a blank, unnumbered page for protection in binding.

### Numbering the Pages

The first counted page of the thesis or dissertation is the title-fly (signature page), though no number should appear on this page. Be sure to count every page even if it has only one illustration or word on it.

The first numbered page is the first page of the Acknowledgments or Preface. Beginning with the first page of the Preface or Acknowledgments all pages should be numbered according to the following system:

The preliminary pages, or front matter, should be numbered with lower case Roman numerals, beginning with the first page of the Acknowledgments or Preface (page iii if there are no copyright or dedications pages; page iv if there is a dedication or copyright; and page v if both copyright and dedication are included). The preliminary pages include:

- Preface or Acknowledgments
- Abstract
- Table of Contents
- List of Illustrations
- List of Tables

The lower case Roman numerals should be **centered 1.0"** from the bottom edge of the page.

Beginning with the first page of the text (page 1), number every page consecutively with Arabic numerals (except the back fly-page). Do not use letter prefixes such as 23a, 23b. Place each page number one inch from the top and right edges of the paper, **except:**

on the first page of each new chapter or major division and

on the first pages of the Appendix(es) (the cover pages), Bibliography, and Additional Reference Material.

On these pages the Arabic numerals should be **centered 1.0"** from the bottom edge of the page. (For typing format of new chapters and major headings see Turabian 14.41 and the **sample page**.)

#### Additional Information on Formatting

Careful attention to the following information will help you avoid format errors and thus reduce the need to submit the thesis or dissertation for multiple mechanical checks.

1. On the title page doctoral degrees are formally DOCTOR OF PHILOSOPHY only (unlike masters degrees which are MASTER OF ARTS IN HISTORY or MASTER OF SCIENCE IN BIOLOGY).
2. When the thesis or dissertation is done on a word processor or computer, hyphenation should be done whether or not the text is full-justified. If the text is not full-justified, line length should not vary more than eight character spaces. Excessive hyphenation is not acceptable, and the last word on a page should not be hyphenated. Avoid leaving one or two letters of a word on a line when hyphenating and be sure that words are correctly hyphenated (consult a dictionary if necessary).
3. Watch for extremes of spacing in full-justified text. (It is not mandatory to full-justify the bibliography or references even though you have full-justified the text. You should take full-justification off the bibliography or references if it results in large gaps in the lines.) Also, be sure that punctuation marks are closed up; extra

spaces should not occur between words and punctuation marks.

4. Underscoring should be solid. It should not be dotted and it should not break at words except when the underlining is being used to indicate italics as in the case of titles or species names.
5. Subheadings should not be labeled with prefixes (either alpha or numeric) except when you are using the "scientific" numbering system (1.1, 1.1.1, etc.) In all other cases you should follow the descending order of subheadings provided in Turabian (1.36), being sure to use the same descending order of subheadings in each chapter. For example, if you need three levels of subheadings in Chapter 1, you should use levels one, two, and three. If in Chapter 2 you need only two levels of subheadings, use levels one and two; do not skip the first level and begin with the second level or use level one followed by level three.

This does NOT mean that you must have the same number of levels of subheadings in each chapter, but that the descending order you use must be consistent from chapter to chapter. (Also note that in this manual the term "subheading" does not include chapter titles, but refers to the headings for the subsections of a chapter.)

Subheadings should always be followed by at least two lines of text. When this is not possible, the subheading should be moved to the next page of text. It is better to leave a wider bottom margin than to leave a subheading by itself or with only one line of following text.

6. Do not leave large gaps in the text. Each chapter should begin on a new page, but sections of chapters should not, unless the page break occurs naturally. Tables or illustrations which are placed on separate pages should not be preceded by gaps in the text.
7. Single quotation marks ( ' ') have specific uses which are explained in Turabian (5.11-5.12.) In all other situations, you should use double quotation marks ( " "). Also, periods and commas should be placed inside quotation marks whether or not they are part of the quotation. (See Turabian 5.11-5.12 and 3.106-3.107.)



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## V. FOOTNOTES AND BIBLIOGRAPHY

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Unless your department specifies a manual or journal format to be used in footnotes and bibliography (or citations and references), use Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* (6th ed., 1996). No matter which manual or guide you use for footnotes or parenthetical citations and bibliography, *be sure to check citations and references very carefully for accuracy*. Be sure that your Bibliography or References section is properly organized and consistent in format throughout. Note also that good practice dictates that entries in the Bibliography or References should not be divided; each entry should be complete on one page.

### Specific Guidelines Established by Individual Departments

You must follow an accepted style or manual in preparing the footnotes and bibliography (or citations and references) for your thesis or dissertation. Some departments have established specific requirements for footnoting and bibliography which should be followed by students in those departments. These specific requirements are listed on the following pages. If there are no special requirements listed for your department you should consult with your supervising committee regarding an acceptable guide to follow for footnotes and bibliography. If questions arise during the mechanical check regarding the style or formatting of your citations and references, you will be required to submit a sample from the style guide or journal you are following.

**ACCOUNTING:** Accounting students must use Turabian or *The Accounting Review* format for footnotes and references cited.

**AEROSPACE ENGINEERING:** The thesis/dissertation should conform to the current publication guidelines of the *AIAA Journal* (see inside rear cover), *Physics of Fluids* (see pages iii-iv of the most recent January issue), *Journal of Fluid Mechanics*, *Experimental Mechanics*, or other journal with prior approval of the supervisory committee. Material not suitable for inclusion in an archival journal article but necessary for completeness as a thesis/dissertation should be placed in appendices and referenced in the body of the thesis/

dissertation. Consult your advisor for the journal format to be used.

**BIOLOGY:** Biology students should use the guidelines in the *Council of Biology Editors Style Manual*.

**BIOMEDICAL ENGINEERING:** Format guidelines should follow the International Steering Committee's "Uniform requirements for manuscripts submitted to biomedical journals" (See *Annals of Internal Medicine* 90:95-99, 1979) or those of a specific journal approved by the supervising committee. Each student must consult with his or her thesis or dissertation advisor as to format guidelines. Liberal use of appendices, not to be submitted for journal publication, is encouraged to make the thesis or dissertation self-contained.

**CHEMISTRY:** The current edition of *The Handbook for Authors of Papers in the Journals of the American Chemical Society* should be used as a guide for the preparation of diagrams, reaction schemes, and structures; the presentation of experimental data and methods; and footnote and bibliography form.

**CIVIL ENGINEERING:** Students should follow the format prescribed in *Author's Guide to the Publications of ASCE*, as revised in 1975.

**CRIMINAL JUSTICE:** In addition to Turabian, the *Publication Manual of the American Psychological Association* is accepted for criminal justice students to use in the preparation of theses. This manual is available in the Bookstore.

**ELECTRICAL ENGINEERING:** Students should follow the most recent format prescribed by IEEE.

**ENGLISH:** English students must follow the Guidelines established in the latest edition of the *MLA Style Manual*.

**GEOLOGY:** Geology students should use *Geowriting: A Guide to Writing, Editing, and Printing in Earth Science*, ed. Wendell Cochran, Peter Fenner, and Mary Hill, in the preparation of theses.

**HISTORY:** Turabian is the **only** guide to style acceptable to the History Department.

**HUMANITIES:** Humanities students may choose among Turabian, the *MLA Handbook*, APA guidelines, and the *Chicago Manual of Style*, as advised by their faculty committees.

**LINGUISTICS:** Linguistics students should use the guidelines established by the Linguistic Society of America for the journal *Language*.

**NURSING:** In addition to Turabian, the *Publication Manual of the American Psychological Association* is accepted for nursing students to use in preparation of theses. This manual is available in the Bookstore.

**PHYSICS:** Physics students should use the *American Institute of Physics Style Manual*.

**POLITICAL SCIENCE:** In addition to Turabian, the guidelines established in the *American Political Sciences Review* since June 1973 are acceptable for political science.

**PSYCHOLOGY:** Psychology students should use the *Publication Manual of the American Psychological Association* in the preparation of theses and dissertations. This manual is available in the Bookstore.

**SOCIAL WORK:** Social Work students should follow the *Publication Manual of the American Psychological Association*. This manual is available in the Bookstore.

**SOCIOLOGY:** Sociology students should follow the format of footnoting, citation, and referencing established in recent publications of the American Sociological Association.

**URBAN AND REGIONAL AFFAIRS:** Students in the Urban and Regional Affairs program should use the latest edition of Turabian.

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## VI. INTELLECTUAL PROPERTY

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### Introduction

A thesis or dissertation may contain research, musical compositions, art, software, or other intellectual property that is protected or deserves protection from unfair use by others. Students will want to ensure that they have not violated the intellectual property rights of others as well as prevent others from violating their intellectual property rights. While protecting intellectual property is important, students cannot make any agreements that would limit the University's access to, handling of, or placement in archives and in circulation of the three copies provided to UTA.

The basic ways to protect intellectual property are discussed below. If your thesis or dissertation is derived from University-funded research, you might want to consult the principal investigator or the Office of Sponsored Projects to determine your intellectual property rights. Another source to consult is the *University Intellectual Property Policy Guidelines* as Approved by the IEEE United States Activities Board (June 1995) at:

<http://www.ieee.org/usab/DOCUMENTS/FORUM/LIBRARY/POSITIONS/university.html>

Finally, you may want to review the Regents Rules and Regulations on intellectual property available from The University of Texas System at:

<http://www.utsystem.edu/BOR/RegentsRules/2XIII.htm>

### What is Copyright?

Copyright is a form of protection afforded the author of original published and unpublished works. Copyright gives the copyright holder certain rights to restrict reproduction, dissemination, and subsequent research using the copyrighted works.

### Respecting the Copyrights of Others

Your use of copyrighted material in your thesis or dissertation is subject to the requirements of copyright law. If your use of copyrighted material extends beyond "fair use," you must obtain permission to use this material.

Students are responsible for obtaining written permission for the use of unpublished materials and long quotations (usually 150 or more words) from copyrighted materials. Read carefully the section "Using Materials Copyrighted by Others" in *Publishing Your Dissertation* or *Publishing Your Masters Thesis* from UMI. For other questions concerning the use of secondary or primary sources, consult Turabian.

### Protecting Your Work Using Copyright

A work that is created (fixed in tangible form for the first time) on or after January 1, 1978 is automatically protected from the moment of its creation for the author's life, plus 50 years after the author's death. No notification or registration is required. That is, copyright law assumes that a work is protected by copyright unless the work specifically states that it can be disseminated freely without requesting copyright release or permission. It is advisable to include a statement about copyright on your thesis or dissertation to avoid ambiguities. Registering your thesis or dissertation with the U.S. Copyright Office is optional. It has the advantage of establishing a formal written record of your work, the copyright, and your official name and address. It also offers some additional rights to statutory damages and attorneys' fees if an infringement occurs. For a detailed explanation of the additional protections offered, contact the U.S. Copyright office Web page at:

<http://lcweb.loc.gov/copyright/>

Thesis and dissertation copyrights, where applicable, are typically held by the student author. If the student is a U.S. Government employee and the thesis or dissertation is written as part of his/her official duties, it is not copyrightable. If the thesis or dissertation was written by a student who was hired by a person or company as "work for hire," the employer may hold part of the copyright.

### Copyright Process

If you choose to copyright your work, you may use the services of UMI or you may handle copyrighting

yourself. UMI charges a fee of \$35.00 and will handle all the paperwork and pay the required fee. If you wish to file for copyright yourself, you should contact the Copyright Office of the Library of Congress, Washington, DC 20559 or the local office of the General Services Administration, which can provide the necessary application forms. If you obtain a copyright on your work, you must include a copyright page. For more detailed information on any aspect of copyright law, you may contact University Microfilms, Inc., visit the U.S. Copyright Office WWW site, or contact the Copyright Office directly.

### Resources

Copyright law is complex, and Graduate School staff are not trained to give advice on this subject. A valuable discussion of copyright law as it relates to theses and dissertations can be found in *Copyright Law and the Doctoral Dissertation*, written by Kenneth D. Crews and published by University Microfilms, Inc. Copies of this booklet have been placed on reserve in the University Libraries and distributed to Graduate Advisors. You can access the document at:

<http://www.ilt.columbia.edu/projects/copyright/papers/crews2.html>

### Patents

A patent might be more effective in protecting certain inventions and procedures than a copyright. A patent is a grant of a property right by the government to the inventor “to exclude others from making, using or selling the invention.” For information about patents, check with the United States Patent and Trademark Office or visit their WWW site at:

<http://www.uspto.gov/>

Be aware that in order to protect patent rights, the Dean of the Graduate School can delay publication of a thesis or dissertation for one year. A letter requesting such a delay should be written by your supervising professor and submitted with the three required copies of your thesis or dissertation.

### Plagiarism

Students are responsible for ensuring that their theses or dissertations are their original work and for respecting the intellectual property of others. Students found guilty of plagiarism or other improper procedures (such as using thesis or dissertation writing services) are subject to appropriate disciplinary actions. For detailed information on plagiarism see **Section IX - “A Writer’s Responsibility”**.

The following form must be submitted along with your thesis and dissertation.

## Intellectual Property Statement Form

I hereby certify that:

1. My thesis/dissertation is my own original work.
2. No portion of my thesis/dissertation has been copyrighted previously unless properly referenced.
3. My thesis/dissertation does not contain slanderous, libelous or unlawful statements and does not infringe on the civil rights of others.
4. My thesis/dissertation conforms to the sections on copyrighting and plagiarizing in the UTA Thesis and Dissertation Manual of Style.
5. If there is a breach of items 1-4 above, I indemnify The University of Texas at Arlington and hold it harmless for any legal actions that might result.

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Printed name as it appears on your thesis/dissertation

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Signature

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Date

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## VII. MICROFILMING

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The University of Texas at Arlington participates in the thesis and dissertation microfilm publication programs of University Microfilms, Inc. (UMI). Participation in the microfilm program is mandatory for all students submitting approved theses and dissertations.

One copy of each thesis or dissertation is sent to UMI in Ann Arbor, Michigan, for microfilming. You will be asked to sign an agreement form indicating the subject category of your thesis or dissertation. This agreement form will be added to your thesis or dissertation at the time of the first mechanical check, and the completed, signed form should be turned in to the Graduate School office with the three Required Copies. In addition, you should submit an extra copy of your Abstract (see **page 8**), which will be published in either *Dissertation Abstracts International* or *Masters Abstracts International* as appropriate. The fee for microfilming and publication of the abstract is \$50.00 for dissertations and \$40.00 for theses. The fee must be paid at the time the three Required Copies are submitted to the Graduate School office. All fees are subject to change without notice.

In order to protect patent rights or for other appropriate reasons, the Dean of the Graduate School can delay publication by microfilm for one year. A letter requesting such a delay should be written by your supervising professor and submitted with the three Required Copies.

Because microfilming is a type of publication, you will be held responsible for your use of unpublished materials and long quotations (usually 150 words) from copyrighted materials. Students should obtain written permission for the use of such materials. Read carefully the section "Using Materials Copyrighted by Others" in *Publishing Your Dissertation* or *Publishing Your Masters Thesis* from UMI. For other questions concerning the use of secondary or primary sources, consult Turabian.

If the thesis or dissertation or parts of it are published, you should acknowledge the assistance of your supervising committee and state that the initial research was presented as a thesis or dissertation for The University of Texas at Arlington.

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## VIII. ELECTRONIC PUBLICATION

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### Posting Your Thesis or Dissertation to the World Wide Web

Some institutions encourage students to post their theses and dissertations to the World Wide Web. Should you choose to do this, contact the Webmaster at UTA for instructions. Academic Computing Services will give basic advice to students who wish to make their theses and dissertations available as Web documents.

### What are the advantages to posting one's thesis or dissertation?

- Publishing on the WWW is easy.
- Publishing on the WWW permits incorporation of color, audio, video, links to related Web sites, and interaction with the reader. Multimedia presentation greatly enhances the impact of most documents.
- Publishing on the WWW is a quick and inexpensive way to get your thesis or dissertation out to colleagues worldwide.
- Publishing on the WWW allows anyone to find your work easily.
- Publishing on the WWW gives wide exposure to your work, and might increase sales of books that result from the thesis or dissertation.
- Because of the ease of access, publishing on WWW can hasten the pace of research in your area and make your work more relevant to future scholars.

### What are the disadvantages?

- Even if your thesis or dissertation is copyrighted, users can very easily copy and reproduce parts or all of it. If you intend to publish your thesis or dissertation as a book, a WWW version may have an adverse impact on its sales. Some publishers avoid contracting for a book which has been made available previously over the WWW as a

thesis or dissertation (this is especially true if the book is an only slightly revised version of the thesis/dissertation). The same can apply to journal articles.

- If patents and other intellectual property result from your thesis/dissertation research, WWW publishing can jeopardize your proprietorship of the ideas. You should discuss this matter with your thesis/dissertation advisor and committee and consult with the UTA Intellectual Properties Committee if you think your work has current or future market value.

Should you be contemplating submission of your thesis or dissertation to a publisher for consideration, you are strongly urged not to post your work to the WWW until you have discussed doing so with the publisher. Your advisor and graduate studies committee are also good resources for advice on this matter.

**The University of Texas at Arlington takes no official position on the advisability of posting theses and dissertations to the World Wide Web, and will make no recommendation on the matter, preferring to leave this decision to the student.**

### Links to Useful Sites

Detailed information and guidance regarding the electronic publication of master's theses and doctoral dissertations is available from the following web page address:

<http://www.uta.edu/etd/etd.htm>

Virginia Polytechnic Institute (VPI) and State University presents the case for WWW publishing and fairly points up some of the problems that can occur at:

<http://scholar.lib.vt.edu/>

VPI also provides information about electronic publications of theses and dissertations and an on-line archive of documents published at that institution:

<http://scholar.lib.vt.edu/theses/>

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## IX. “A WRITER’S RESPONSIBILITY”

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The following examples of plagiarism appear in *The Logic and Rhetoric of Exposition* by Martin and Ohmann. They are reprinted here with the permission of Holt, Rinehart and Winston, Inc. Although Martin's and Ohmann's comments deal exclusively with the proper and improper uses of written sources, students must also acknowledge, either in footnotes or the Preface, specific ideas incorporated from lectures, class discussions, counseling sessions with supervisors, etc.

Students found guilty of plagiarism or other improper procedures (such as using thesis or dissertation writing services) will be subject to appropriate disciplinary actions.

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*The examples given below should make clear the dishonest and the proper use of source material. If instances occur which these examples do not seem to cover, conscience will in all likelihood be prepared to supply advice.*

### The Source

The importance of the *Second Treatise of Government* printed in this volume is such that without it we should miss some of the familiar features of our own government. It is safe to assert that the much criticized branch known as the Supreme Court obtained its being as a result of Locke's insistence upon the separation of powers; and that the combination of many powers in the hands of the executive under the New Deal has still to encounter opposition because it is contrary to the principles enunciated therein, the effect of which is not spent, though the relationship may not be consciously traced. Again we see the crystallizing force of Locke's writing. It renders explicit and adapts to the British politics of his day the trend and aim of writers from Languet and Bodin through Hooker and Grotius, to say nothing of the distant ancients, Aristotle and the Stoic school of natural law. It sums up magistrally the arguments used through the ages to attack authority vested in a single individual, but it does so from the particular point of view engendered by the Revolution of 1638 and is in harmony with the British scene and mental climate of the growing bourgeoisie of that age, Montesquieu and Rousseau, the framers of our own Declaration of Independence,

and the statesmen (or should we say merchants and speculators?) who drew up the Constitution have re-echoed its claims for human liberty, for the separation of powers, for the sanctity of private property. In the hands of these it has been the quarry of liberal doctrines; and that it has served the Socialists theory of property based on labor is final proof of its breadth of view.

Charles L. Sherman, “Introduction to John Locke, *Treatise of Civil Government and A Letter Concerning Toleration*”

### 1. Word-for-Word Plagiarizing

It is not hard to see the importance of the *Second Treatise of Government* to our own democracy. Without it we should miss some of the most familiar features of our own government. It is safe to assert that the much criticized branch known as the Supreme Court obtained its being as a result of Locke's insistence upon the separation of powers; and that the combination of many powers in the hands of the executive under the New Deal has still to encounter opposition because it is contrary to the principles enunciated therein, the effect of which is not spent, though the relationship may not be consciously traced. The framers of our own Declaration of Independence and the statesmen who drew up the Constitution have re-echoed its claims for human liberty, for the separation of powers, for the sanctity of private property. All these are marks of the influence of Locke's *Second Treatise* on our own way of life.

*In this example, after composing half of a first sentence, the writer copies exactly what is in the original text, leaving out the center section of the paragraph and omitting the names of Montesquieu and Rousseau where he takes up the text again. The last sentence is also the writer's own.*

*If the writer had enclosed all the copied text in quotation marks and had identified the source in a footnote, he would not have been liable to the charge of plagiarism: a reader might justifiably have felt, however, that the writer's personal contribution to the discussion was not very significant.*



## 2. The Mosaic

The crystallizing force of Locke's writing may be seen in the effect his *Second Treatise of Government* has in shaping some of the familiar features of our own government. That much criticized branch known as the Supreme Court and the combination of many powers in the hands of the executive under the New Deal are modern examples. But even the foundations of our state—the Declaration of Independence and Constitution—have re-echoed its claim for human liberty, for the separation of powers, for the sanctity of private property. True, the influence of others is also marked in our Constitution—from the trend and aim of writers like Languet and Bodin, Hooker and Grotius, to say nothing of Aristotle and the Stoic school of natural law; but the fundamental influence is Locke's *Treatise*, the very quarry of liberal doctrines.

*Note how the following phrases have been lifted out of the original text and moved into new patterns:*

- crystallizing force of Locke's writing*
- some of the familiar features of our own government*
- much criticized branch known as the Supreme Court*
- combination of many powers in the hands of the executive under the New Deal*
- have re-echoed its claims for human liberty... property*
- from the trend and aim...Grotiusto*
- to say nothing of Aristotle and natural law quarry of liberal doctrines*

*As in the first example, there is really no way of legitimizing such a procedure. To put every stolen phrase within quotation marks would produce an almost unreadable, and quite worthless, text.*

## 3. The Paraphrase

- Paraphrase: Many fundamental aspects of our government are
- Original: Many familiar features of our own government are
- apparent in the Second Treatise of Government. One can safely
- apparent in the Second Treatise of Government. It is safe to

say that the oft censured Supreme Court really owes its exist-  
assert that the much criticized... Court obtained its being as

ence to the Lockeian demand that powers in government be kept  
a result of Locke's insistence upon the separation of powers;

separate; equally one can say that the allocation of varied

and that the combination of many powers

and widespread authority to the President during the era of

in the hands of the executive under the

The New Deal has still to encounter opposition because it is

New Deal has still to encounter opposition because it is

contrary to the principles enunciated therein... Once more it

contrary to the principles enunciated therein... Again we see

Again we see

is possible to note the way in which Locke's writing clarified existing opinion  
the crystallizing force of Locke's writing.

*The foregoing interlinear presentation shows clearly how the writer has simply traveled along with the original text, substituting approximately equivalent terms except where his understanding fails him, as it does with "crystallizing," or where the ambiguity of the original is too great a tax on his ingenuity for to proceed, as it is with "to encounter opposition . . . consciously traced" in the original*

*Such procedure as the one shown in this example has its uses; for one thing, it is valuable for the student's own understanding of the passage; and may be valuable for the reader as well. How, then, may it be properly used? The procedure is simple. The writer might begin the second sentence with: "As Sherman notes in the introduction to his edition of the *Treatise*, one can safely say..." and conclude the paraphrased passage with a footnote giving the additional identification necessary. Or he might indicate directly the exact nature of what he is doing. In this fashion: "To paraphrase Sherman's comment..." and conclude that also with a footnote indicator.*

*In point of fact, this source does not particularly lend itself to honest paraphrase, with the exception of that one sentence which the paraphraser above copied without change except for abridgment. The purpose of paraphrase should be to simplify or to throw a new and significant light on a text; it requires much skill if it is to be honestly used and should rarely be resorted to by the student except for the purpose, as was suggested above, of his personal enlightenment.*

#### 4. The "Apt" Term

The *Second Treatise of Government* is a veritable quarry of liberal doctrines. In it the crystallizing force of Locke's writing is markedly apparent. The cause of human liberty, the principle of separation of powers, and the inviolability of private property—all three, major dogmas of American constitutionalism—owe their presence in our Constitution in large part to the remarkable *Treatise* which first appeared around 1685 and was destined to spark, within three years, a revolution in the land of its author's birth and, ninety years later, another revolution against that land.

*Here the writer has not been able to resist the appropriation of two striking terms—"quarry of liberal doctrines" and "crystallizing force"; a perfectly proper use of the terms would have required only the addition of a phrase: *The Second Treatise of Government* is, to use Sherman's suggestive expression, a "quarry of liberal doctrines." In it the*

*"crystallizing force"—the term again Sherman's - of Locke's writing is markedly apparent...*

*Other phrases in the text above- "the cause of human liberty," "the principle of separation of powers," "the inviolability of private property"—are clearly drawn directly from the original source but are so much matters in the public domain, so to speak, that no one could reasonably object to their re-use in this fashion.*

*Since one of the principal aims of a college education is the development of intellectual honesty, it is obvious that plagiarism is a particularly serious offense, and the punishment for it is commensurately severe. What a penalized student suffers can never really be known by anyone but himself; what the student who plagiarizes and "gets a way with it" suffers is less public and probably less acute, but the corruptness of his act, the disloyalty and baseness it entails, must inevitably leave a mark on him as will as on the institution of which he is a member.*

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## X. FINAL CHECKLIST

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### General Requirements

- Submitted Application for Graduation and paid fee
- Achieved unconditional admission status
- Enrolled during final semester
- Submitted approved Application for Candidacy and Final Program of Work and completed all degree requirements
- Achieved Grade Point average of at least 3.0; no incompletes
- Completed Degree within maximum time period permitted for that degree

### Theses and Dissertations

#### Preparation

- All corrections required by individual committee members made and approved
- Typist has a copy of this manual and Turabian
- Title of the thesis or dissertation the same each time used
- Full legal name as it appears on UT Arlington transcript used each time name appears
- All parts of the thesis or dissertation in conformity to the order and format prescribed in this guide
- Thesis/Dissertation submitted to Graduate School for seventy-two hour mechanical check

### Submission of Final Copies

- Approval for final three copies from the Graduate School
- All the necessary signatures appear on the title-fly
- Three envelopes large enough to accommodate the thesis
- Appropriate information typed and centered on the front of each envelope
- Three clear copies of the thesis/dissertation submitted
- One separate copy of Title Page and Abstract submitted
- Payment of binding fees, mandatory micro-filming fees and optional copyright fee, University Microfilms form completed and submitted
- Doctoral candidates: Survey of Earned Doctorates completed and submitted

### Oral Defense

- Defense of thesis or dissertation scheduled by deadline date
- Defense of thesis/dissertation held by the deadline date; report submitted

---

## XI. SAMPLE PAGES

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The following examples of masters thesis and doctoral dissertation page layouts are provided in the remaining pages of this manual:

- **Dissertation Title-Fly**
- **Thesis Title-Fly**
- **Copyright Page**
- **Title Page**
- **Acknowledgments**
- **Abstract**
- **First Page of Chapter**
- **Text Page**
- **Appendix Cover Page**

Leave 11 blank spaces  
(two inches) between top  
edge of the paper and  
the first line of the title.



THE SIGNIFICANCE OF AMERICAN INDIAN CHARACTERS IN SELECTED  
UTOPIAN FICTION

Leave 1.0 to 1.75 inches  
of space depending upon  
length of title and number  
of committee members.



The members of the Committee approve the doctoral  
dissertation of Mary Doe Baker

Signature lines should be of equal  
length and at least 3 inches long.



John H. Brown  
Supervising Professor

---

Ann Arnold Smith

---

George Q. Black

---

Richard R. Johnson

---

Margaret Patterson

---

Dean of the Graduate School

---

*Original signatures in permanent black ink on cotton bond paper must be in Required Copy 1.  
Felt tip pens are not acceptable.*

Leave 11 blank spaces  
(two inches) between top  
edge of the paper and  
the first line of the title.



THE DEVELOPMENT OF THE NORTH CENTRAL TEXAS COUNCIL OF  
GOVERNMENTS: A CASE STUDY IN REGIONALISM

Leave 1.0 to 1.75 inches  
of space depending upon  
length of title and number  
of committee members.



The members of the Committee approve the masters  
thesis of Addison Adams

Signature lines should be of equal  
length and at least 3 inches long.



Carolyn K. Kole  
Supervising Professor

---

Richard R. Rhoads

---

Percival P. Poirot

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Copyright © by Mary Doe Baker 1994  
All Rights Reserved

1. *Copyrighting is optional, but if you choose to copyright the thesis or dissertation, you must include this page. This page is counted, but it is not numbered.*
2. *Center the text on the page vertically and horizontally.*
3. *Use your full legal name and the year in which degree is awarded.*
4. *Copyright symbols are available in the Assistant Vice Provost's office.*

1. *Type the title in all capitals. If the title is more than one line, double space and use an interted pyramid form.*
2. *Use your name as it appears on the official transcript of The University of Texas at Arlington.*
3. *Set up the "Presented to..." section on four lines exactly as shown here.*
4. *Use the complete and accurate name for the degree. The full name for a doctoral degree, regardless of program, is Doctor of Philosophy only.*
5. *The date should be the month and year the degree was awarded. This will always be December for the Fall semester, May for the Spring semester, and August for the Summer semester. No month other than December, May, or August should ever appear here.*
6. *This page is counted, but it is not numbered.*




Leave 2 inches between top edge of the paper and the first line of the title.



THE SIGNIFICANCE OF AMERICAN INDIAN CHARACTERS IN SELECTED  
UTOPIAN FICTION

Leave .50 to .75 inches below title.



by

MARY DOE BAKER

Leave 1.0 to 1.25 inches below author name.



Presented to the Faculty of the Graduate School of  
The University of Texas at Arlington in Partial Fulfillment  
of the Requirements


for the Degree of

Leave .50 inches above title of degree.



MASTER OF ARTS IN ENGLISH

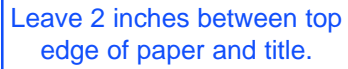
Leave 1.25 to 1.75 inches below title of degree depending upon the length of the thesis title.



THE UNIVERSITY OF TEXAS AT ARLINGTON

May 1994

Leave 2 inches between top edge of paper and title.



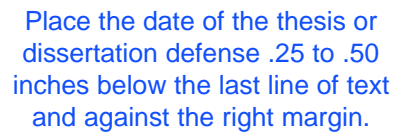
#### ACKNOWLEDGMENTS

This thesis could not have been written without Dr. John H. Brown who not only served as my major professor but encouraged and challenged me throughout my academic program. He and the other members of my committee, Dr. Ann Arnold Smith and Dr. George Q. Black, patiently guided me through the thesis process, never accepting less than my best efforts. I thank them all.

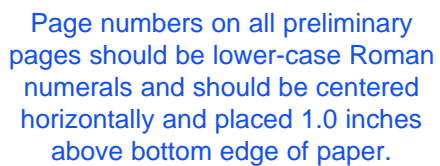
Don't copy this text. Write your own Acknowledgments.

April 14, 1994

Place the date of the thesis or dissertation defense .25 to .50 inches below the last line of text and against the right margin.



Page numbers on all preliminary pages should be lower-case Roman numerals and should be centered horizontally and placed 1.0 inches above bottom edge of paper.



## SAMPLE ABSTRACT PAGE

Leave 2 inches between top edge of paper and "ABSTRACT".

Leave .50 to .75 inches between "ABSTRACT" and thesis title.

ABSTRACT

Omit this line on the separate copy submitted for University Microfilms, Inc.

THE SIGNIFICANCE OF AMERICAN INDIAN CHARACTERS IN SELECTED

UTOPIAN FICTION

Leave .25 inches above and below "Publication No. \_" and above and below "Supervising Professor".

Publication No. \_\_\_\_\_

Leave blank; this space is for use by the microfilming service.

Mary Doe Baker, M.A.

Use your full name and the degree you are receiving.

The University of Texas at Arlington, 1994

Supervising Professor: John H. Brown

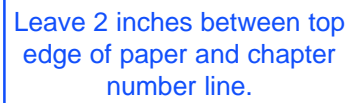
Insert the year of your graduation.

The concept of the "Noble Savage" has influenced utopian speculations as varied as essays by Montaigne and Rousseau and fiction by Aldous Huxley.....

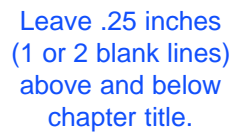
Page numbers on all preliminary pages should be lower-case Roman numerals and should be centered horizontally and placed 1.0 inches above bottom edge of paper.

## SAMPLE FIRST PAGE OF CHAPTER

Leave 2 inches between top edge of paper and chapter number line.



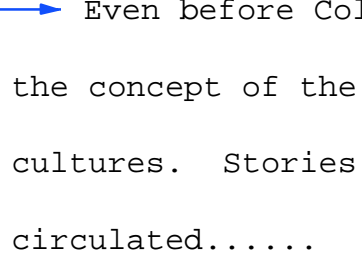
Leave .25 inches (1 or 2 blank lines) above and below chapter title.



### CHAPTER I

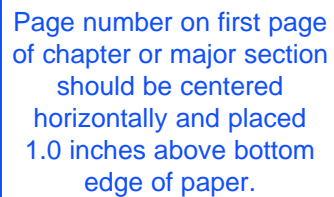
#### DEFINING THE NOBEL SAVAGE

Even before Columbus saw the people he called "Indians," the concept of the Noble Savage was a force in many European cultures. Stories about undiscovered lands and peoples circulated.....



Paragraph indent should be 6 to 8 spaces.

Page number on first page of chapter or major section should be centered horizontally and placed 1.0 inches above bottom edge of paper.



**SAMPLE TEXT PAGE**  
**(Not first page of chapter or major section)**

Leave 1.25 inches between top edge of paper and first line of text.

"Noble Savage" portrayed in utopian literature by European authors such as Montaigne and Aldous Huxley.....

21

Place the page number 1.0 inch down from top and 1.0 inch in from right edge of paper.

Leave a 1.25 inch left margin between text and edge of paper.

Leave a 1.0 inch right margin between text and edge of paper.

Leave at least a 1.25 inch margin at the bottom of the page between the last line of text and edge of the paper.

Center text vertically  
and horizontal on  
the page.



APPENDIX A

A CHRONOLOGICAL LIST OF QUOTATIONS RELATING TO IDEALIZED  
PORTRAITS OF INDIANS

Place page number 1.0  
inches above lower edge  
of paper and center  
horizontally on page.

