



Manuscript Formatting Guidelines

Thesis/Dissertations

Several programs at Tennessee Tech including Environmental Sciences, Biology, and Chemical Engineering conduct research best presented as discrete journal articles rather than a continuous document. Manuscript chapters better showcase individual projects and streamline publication, aligning with the program requirement for students to submit a manuscript for publication before graduation. The manuscript format also enables a more comprehensive dissertation and thesis because findings need not be abridged to fit a unified narrative. Recognizing the benefits of flexibility, the College of Graduate Studies has adopted manuscript-style formatting on a program basis. Your program must be approved to use this formatting option.

General formatting will adhere to existing standards as listed on the Thesis/Dissertation website ([Thesis/Dissertation Formatting – tntech.edu](https://tntech.edu/thesis-dissertation-formatting)), including margin size, line spacing, heading style consistency, and continuous pagination. Specific manuscript format requirements are:

1. Chapters will comprise discrete manuscripts with the student as sole or first author ready for submission.
2. A thesis/dissertation with manuscript chapters must be thematically cohesive and must also include: (a) a Preface overviewing format structure, (b) An Introductory chapter that may include a literature review that defines the objectives of the research, as agreed upon by the committee, and (c) A concluding chapter that ties together the major results. Unavoidably, this will duplicate some of the introductory and concluding material in each article/chapter.
3. A single, standard peer-reviewed publication format will be used consistently across all chapters.
4. Examples of acceptable peer-reviewed formatting styles include, but are not limited to, the following: American Chemical Society journals, Journal of Wildlife Management, North American Journal of Fisheries Management, Cell, or Agriculture & Environmental Letters.
5. Individual reference sections will directly follow each chapter.

This format option upholds disciplinary writing rigor while better accommodating diverse research approaches. The College of Graduate Studies believes allowing this enhanced organizational structure is in the best interest of student scholarship and strongly recommend its adoption.

Manuscript Style Reminders & Formatting Requirements

- The thesis/dissertation is a culminating student paper & should look like a thesis or dissertation
- Use the same margin size, line spacing, heading style consistency, etc. at <https://www.tntech.edu/graduatestudies/etd/general.php> , e.g.:
 - Use a readable, accessible font like Times New Roman (12 pt), Arial (11pt), Calibri (11pt)
 - 1" or mirrored margins
 - Left justify the body text
- Page numbering
 - Bottom center of page (no page number on title page)
 - Use Roman numerals for the front matter
 - The first page of Chapter 1 is page 1, and pages are numbered consecutively to the end of the paper (i.e., page numbering does not start over for a new chapter)
- All page elements at <https://www.tntech.edu/graduatestudies/etd/general.php> are required, except:
 - The Dedication and Acknowledgments pages are optional
 - The List of Tables, the List of Figures, and the Appendix(es) can be omitted if not applicable
- Use the same page order listed at <https://www.tntech.edu/graduatestudies/etd/general.php>, except:
 - Add a Preface before Chapter 1 or as part of Chapter 1 (if placed before Chapter 1, the page should have a Roman numeral page number and be included in the Table of Contents)
 - What is a preface? <https://www.scribbr.com/dissertation/dissertation-preface-example/>
 - References and Appendices (where applicable) can follow individual chapters instead of following the last chapter
 - Abstracts for chapters are allowed; however, a single abstract for the entire thesis or dissertation must be included as page ii of the paper
- Chapters
 - Introduction and conclusion chapters
 - Remaining chapters are manuscripts suitable for publication
- Formatting for References, Tables, & Figures
 - Use ONE peer-reviewed formatting style approved by your committee (e.g., American Chemical Society journals, Journal of Wildlife Management, North American Journal of Fisheries Management)
- Tables/Figures
 - Can be numbered sequentially beginning with #1 in each chapter
 - List of Tables/Figures can be listed by chapter in the List of Tables/Figures (if included)