

Summary of Comments on Thesis & Dissertation Information Session

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 Author: Presenter Notes Subject: Presentation Notes Date: 10/15/2026 2:51:45 PM
Our formatting requirements are based primarily on APA Style, with APA 7th edition serving as the default style guide.
APA Style Blog and Purdue OWL are two free resources for APA style.



Usually, math majors and some engineering majors use the LaTeX typesetting program since it's a good option for papers with lots of formulas.

Since you are essentially using a pre-programmed template, we try not to ask you to make a lot of changes. But please use the most recent version.

You will need to be logged into TechExpress to access this SharePoint folder.



Manuscript-Style formatting is used when you are planning to publish part of your thesis or dissertation as a journal article(s). You should have a thematically cohesive document, but this option allows you to have independent chapters (i.e., doesn't have to having a unified narrative as a continuous document).

HOWEVER, remember that the thesis/dissertation is a culminating student paper & still needs to look like a thesis or dissertation.

Additional Info:

It's okay for identical references to be included in more than one chapter.

Tables/Figures can be numbered sequentially beginning with #1 in each chapter.

Tables/Figures can be listed by chapter in the List of Tables/Figures.

Follow all other Graduate Studies formatting standards (margins, pagination, fonts, headings, spacing, etc.).



These are some of the most important slides in the presentation.

Common formatting issues include incorrect page order, missing required pages, and page numbering errors.



Each required page has a corresponding webpage with detailed formatting requirements.

The front matter uses Roman numerals.

The title page is counted as page i even though the number is not displayed.





Regardless of your discipline or the style you use, several requirements generally apply to all submissions.

Font: Use a common, accessible font such as Calibri, Arial, or Times New Roman. For the body of the paper, use an 11-point or 12-point text size.

Table text can be 10-point size if needed.

For computer code, you can use a monospace font such as Lucida Console or Courier New. 10-point size is usually acceptable for monospace fonts.

Margins: 1" or mirrored margins

Paragraph settings:

Follow the line spacing instructions for each page type on the website.

In general, indent the first line of every paragraph 0.5" using the tab key (not the spacebar).

Left justify the body text.

Page numbers:

Roman numerals for the front matter, Arabic numerals beginning with Chapter 1.

Chapter 1 should start on an odd document page number. Add a blank page before Chapter 1 to force Chapter 1 to begin on an odd document page number, if needed.



The heading styles listed here should be used throughout your paper. The headings you designate in your paper are typically used to populate your table of contents.

There are instructions for creating a Table of Contents in Word on our website.



Use Caution with Page Breaks:

Hard page breaks and using blank lines to move text to the top of next page can create unwanted gaps or cause flow issues as you revise your paper.

Widows/Orphan control:

Recommended: Ensure no single lines are at the top or bottom of pages. This should be one of your last steps.

Copy/Paste Issues

If you paste something from another source, choose either "merge formatting" or "keep text only" to preserve your document formatting.

Formulas:

Use consistent position and spacing before/after.

Keep the formula within the margins.

Tennessee Tech

Use the full name – Tennessee Technological University:

On the title page.

The first time Tennessee Tech is mentioned in the body of the paper. After Tennessee Technological University is first mentioned, use Tennessee Tech (best practice).

The first time Tennessee Tech is mentioned in your vita.



Consistency is key when formatting your paper and is one of the primary things we check for. Examples of common inconsistencies include:

- Different heading formats

- Different spacing

- Different sizes of indents

- Different capitalization styles

- Different table and figure formats

Use the same formatting with your figures and tables. Examples of inconsistent formatting:

- Mix of figure labels (Fig. and Figure)

- Some figure/table titles end with a period and some don't

- Some figures/tables are centered on the page, and some are left justified



These are some examples of accessibility checks.

Accessibility is becoming increasingly important in higher education and scholarly publishing.

Creating an accessible document helps ensure that all readers can access your work regardless of the technology they use.

If possible, before submitting your final PDF, please use an Accessibility Checker and make any needed corrections. (I'll share some resources for more information about accessibility later on.)



Incorrect heading order (skipping heading levels, such as jumping from Heading 1 to Heading 3).

Missing or vague alt text (e.g., using "image" or leaving alt text blank for charts, figures, or diagrams that convey meaning).

Using manual formatting instead of styles (e.g., bolding or enlarging text instead of applying Word heading styles).

Decorative images are not tagged as decorative (alt text isn't needed if decorative).

Tables without proper structure (missing header rows or merged cells that interfere with screen readers).

Converting to PDF too early (fix accessibility issues in Word first; converting early can make issues harder to correct).

Assuming visual clarity equals accessibility (documents that look well-formatted may still fail accessibility checks).

Printing your document as a PDF (save as or convert to PDF instead).



If the title is more than one line, the title should be in the shape of an inverted triangle (i.e., each line should be progressively shorter than the one(s) above).

The title name and line breaks should match on the title, abstract, and certificate of approval pages.

Use the name on record with TTU (at least first and last names). The name should match on the title, abstract, Certificate of Approval, and vita pages.

Note some words are not capitalized at the beginning of the line: the, by, of

Use your degree & major on the title, abstract, and vita pages (they should match)

Only list your concentration (if you have one) in your vita

Check Degree Works or your graduation analysis email for your degree/major information

For the date, use May, August, or December only, plus the four-digit year

(Use December 2026 for a Fall 2026 graduation)



Your title, name, and degree/major should match the information listed on your title page

Note that the title is single spaced

Paragraphs are single-spaced with an extra space between them

Indent paragraphs

If you use keywords, indent the first line



Instructions to create a Table of Contents in Word are on our website

Starts with the Certificate of Approval of Thesis OR Certificate of Approval of Dissertation

Watch alignment (left and right margins, indents)

Avoid manual spacing

Must include at least two heading levels



You'll submit a signed copy of your Certificate of Approval for university records, but the Certificate of Approval included with your Thesis or Dissertation should not have signatures.

Your title and name should match the information listed on your title page.

Use the title "Chair" for your committee chair.

Do not include honorifics (like Dr. or Professor).

Make sure names are spelled correctly

Use "Julie C. Baker, Dean" with the College of Graduate Studies.



In the required page order, the List of Tables appears before the List of Figures.

Both sections are formatted the same way.

Figure numbers and titles must match those used in the manuscript.

Double check your page numbers.



Number tables and figures consecutively throughout the document (only students using a manuscript style can re-start numbering in each chapter).

Refer to each table or figure by number in the text (e.g., Table 2, Figure 3) .

Ensure all tables and figures are legible and easy to read .

Use clear, consistent caption formatting throughout.



This graphic is on our website

Table number and title are above the table



This graphic is on our website

Figure number and title are above the figure



Chapter 1 starts on an odd document page (add a blank page if needed).

The chapter title begins on the first line (no space before the title).

Use Arabic numeral 1 as the page number.



All references should be formatted the same way.

Hyperlinks should be formatted the same way (e.g., plain black text; blue, underlined).

Let links “break” naturally (do not use a hard return to split up the text).

Generally, references ending with a DOI/URL don’t have periods .

If your references must continue onto a new page, try to avoid widows and orphans. Consider moving short references (for example, those that span only two or three lines) to the next page so that each reference remains together and is easier to read. Do this LAST.



A Vita is always required

No required length but it can't exceed one page

Written in past tense (because your paper is published after you graduate) and third person

Include your degree(s), concentration is optional

Include Tennessee Technological University





Upload supplementary materials as part of the submission process.

Do not embed media files in your PDF.

Mention files in your abstract (recommended).

List and describe files in an appendix/ces or a List of Works (goes after Lists of Tables and Figures).





Here are a few screenshots of the ProQuest submission interface to help familiarize you with the process.



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Recommendation:

Create your account and start a new submission before the deadline so there are no surprises.
You can return to complete the submission later.



If you have questions about copyrights or open access, your advisor is your best resource.



You can select a publishing delay option (embargo) when submitting your paper to ProQuest.

If you chose "Other" for the publication date, a specific date is needed.

Your abstract and citations will be available in the ProQuest database, but the paper will not be publicly available until the embargo ends.

To change embargo dates after your paper has been submitted to ProQuest (after graduation), email ProQuest at disspub@proquest.com.



Update

Table of Contents and page numbers

List of Tables

List of Figures

Verify Page Numbering

No page number on the title page

Roman numerals for front matter, Arabic numerals from Chapter 1 to the end of the paper

Sequential numbering

Watch for consistency of formatting and spacing

Use print view – look for meaningless or unnecessary gaps in text or odd patterns

Run Accessibility Checker



Author: Presenter Notes Subject: Presentation Notes Date: 10/15/2026 2:51:52 PM

Here is an example of an email from ProQuest verifying that the student's paper was submitted.

You'll also receive emails from ProQuest when we request revisions, when we accept your paper for publication, and when your paper is published.



Submit your paper to ProQuest no later than the date published in the Graduate Student Calendar (Friday, November 20 for Fall 2026).

After you submit your thesis or dissertation to ProQuest, we'll assign a reviewer.

Our reviewers primarily check for required pages, correct page order, correct and consistent formatting, etc. We normally don't review your content, but we may also ask for changes within the text if anything questionable is noticed (e.g., a misspelling, incorrect tense, etc.).

Our goal is to help you submit the most polished paper possible.

Please monitor your email frequently for questions and requests for revisions.

Submit revisions as soon as possible. A quick response to revision requests helps keep the process moving smoothly, especially when we have several dozen active papers.

Note that the reviewer may request several rounds of changes.

Requested revisions must be submitted no later than the date published in the Graduate Student Calendar (Friday, December 4 for Fall 2026).

Please reach out to Lucinda Morabito (lmorabito@tnitech.edu), your reviewer, or gradstudies@tnitech.edu if you have any questions.



You'll receive an email from ProQuest when we request revisions.



You'll upload revisions for the thesis/dissertation you've already submitted. Don't create a new submission.
Here are a few screenshots related to uploading revisions.



Graduation

Delivery (usually 1-2 weeks after graduation)

Publication (usually 2-3 weeks after paper is sent to ProQuest, but it could be longer)