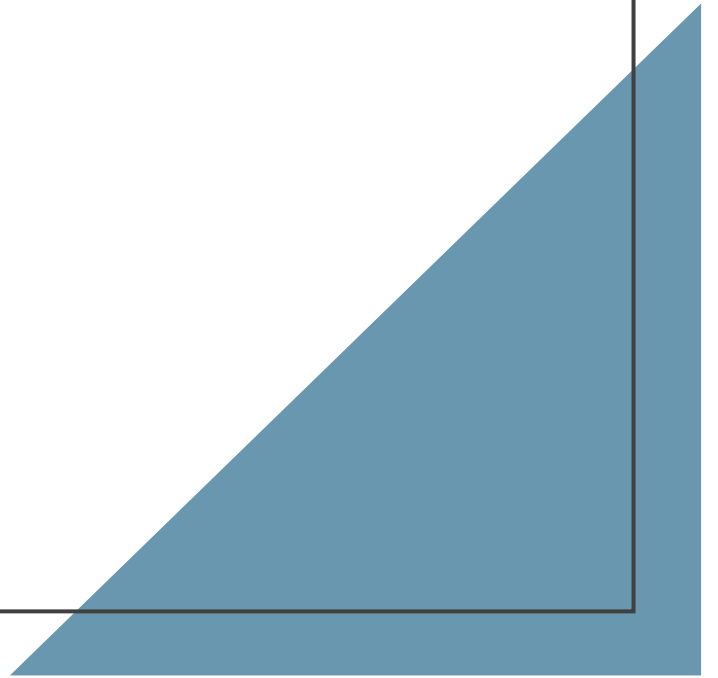


# Thesis & Dissertation Information Session

- Lucinda Morabito, [lmorabito@tnitech.edu](mailto:lmorabito@tnitech.edu)
- College of Graduate Studies
- October 2026



# Getting Started

# College of Graduate Studies Website

[www.tntech.edu/  
graduatestudies](http://www.tntech.edu/graduatestudies)

- [Thesis and Dissertation  
Information](#)
- [Graduate Student Calendar](#)
- [Forms](#)



# Thesis/Dissertation Submission Overview

- Pass your defense
  - Submit the Defense Results form
  - Submit signed Certificate of Approval
  - Submit your paper to ProQuest ETD Administrator
  - Make all requested revisions promptly
-

# Know Your Deadlines

## College of Graduate Studies - Graduate Student Calendar

- Missing any of these steps or deadlines can delay your graduation.
- Allow enough time to get the required signatures on the Defense Results form and the Certificate of Approval before the November 20 deadline.
- Because of the Thanksgiving holiday, you have an extra week to complete revisions.
- If you need to change your graduation term, please let us know.

# Style Options



# APA 7<sup>th</sup> Edition

## APA 7

- The default style is APA 7
- APA 7 resources:
  - APA 7 Style Manual
    - APA Style Blog  
<https://apastyle.apa.org/>
    - Purdue OWL  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/index.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html)



# LaTeX

- The latest version is 6.0.
- The 6.0 guide and updated .tex and .cls files are available [here](#).
- Please read Chapter 12 carefully for instructions on making your thesis/dissertation accessible.

## Other/Manuscript Style

- MLA (English)
- ACS (Chemistry, Chemical Engineering)
- [Manuscript-Style Formatting](#) (Environmental Sciences, Biology, and some Chemical Engineering papers)



# Manuscript-Style Formatting

- Introduction and Conclusion chapters required
- Use one peer-reviewed journal style for references, tables, and figures
- Include the required pages and page order outlined on the [General Formatting](#) page, except:
  - References and appendices can be included with the chapter
  - Tables/figures
    - Can be numbered based on journal style
    - You'll still need the Lists of Tables/Figures
- Follow all other Graduate Studies formatting standards (margins, pagination, fonts, headings, spacing, etc.)



# Required Pages & Page Order



# Required Pages & Numbering: Front Matter

| Page                                                            | Page Numbering                                              |
|-----------------------------------------------------------------|-------------------------------------------------------------|
| <b><u>Title Page</u></b> (no printed page number)               | Number is not visible but is assigned Roman numeral one (i) |
| <b><u>Abstract</u></b> (one page only)                          | Beginning of visible numbers<br>Roman numerals (ii)         |
| <b><u>Copyright</u></b> (one page only)                         | Roman numerals continued<br>(iii)                           |
| <b><u>Table of Contents</u></b> (minimum of two heading levels) | Roman numerals continued<br>(iv)                            |

# Required Pages & Numbering: Front Matter, cont.

| Page                                                    | Page Numbering                    |
|---------------------------------------------------------|-----------------------------------|
| <u><b>Certificate of Approval</b></u>                   | Roman numerals continued (varies) |
| <u><b>Dedication</b></u> (optional, one page only)      | Roman numerals continued          |
| <u><b>Acknowledgments</b></u> (optional, one page only) | Roman numerals continued          |
| <u><b>List of Tables</b></u> (if two or more tables)    | Roman numerals continued          |
| <u><b>List of Figures</b></u> (if two or more figures)  | Roman numerals continued          |



# Required Pages & Numbering: Main Document

| Page                                  | Page Numbering                                      |
|---------------------------------------|-----------------------------------------------------|
| <u>Chapters</u>                       | Beginning of Arabic numerals<br>(start with page 1) |
| <u>References</u>                     | Arabic numerals continued                           |
| <u>Appendix/ces</u> (when applicable) | Arabic numerals continued                           |
| <u>Vita</u> (one page only)           | Arabic numerals continued                           |

# Formatting & Accessibility

# Recent Formatting Changes



1-inch or  
mirrored  
margins

Title Case or ALL  
CAPS for titles  
and headings

Follow best  
practices for  
accessibility



# General Formatting

- Common, accessible font
- 1” or mirrored margins
- Paragraph settings (line spacing, indents, left justify the body text)
- Page numbering:
  - Roman numerals for the front matter, Arabic numerals beginning with Chapter 1
  - Chapter 1 should start on an odd document page number

# For All Styles

---

- For consistency across the university, all students should:
  - use the same page order
  - follow the formatting instructions for the margins, page numbers, title page, abstract, copyright page, table of contents, Certificate of Approval, and vita regardless of the style guide used



# Formatting Titles & Headings

| Heading Level                                             | Page Numbering                                                                                                                                    |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Thesis/Dissertation<br>Titles &<br>Section/Chapter Titles | <b>CENTERED, BOLD, ALL CAPS</b><br>OR<br><b>Centered, Bold, <u>Title Case</u></b>                                                                 |
| Level 1                                                   | <b>Centered, Bold, <u>Title Case</u></b><br>Next paragraph begins indented as usual.                                                              |
| Level 2                                                   | <b>Flush Left, Bold, Title Case</b><br>Next paragraph begins indented as usual.                                                                   |
| Level 3                                                   | <b><i>Flush Left, Bold, Italics, Title Case</i></b><br>Next paragraph begins indented as usual.                                                   |
| Level 4                                                   | <b>Indented, Bold, Title Case.</b> End with a period. Next paragraph begins on the same line right after heading.                                 |
| Level 5                                                   | <b><i>Indented, Bold Italic, Title Case Heading, Ending With a Period.</i></b> Text begins on the same line and continues as a regular paragraph. |



# Additional Formatting Considerations

- Use Caution with Page Breaks
  - Widow/Orphan Control
  - Copy/Paste Issues
  - Formulas
  - Tennessee Technological University
-

# Miscellaneous

## Spelling

- American English spelling is preferred
  - “acknowledgments” not “acknowledgements”
  - “fulfillment” not “fulfilment”
- Merriam-Webster Dictionary/Thesaurus: <https://www.merriam-webster.com/>

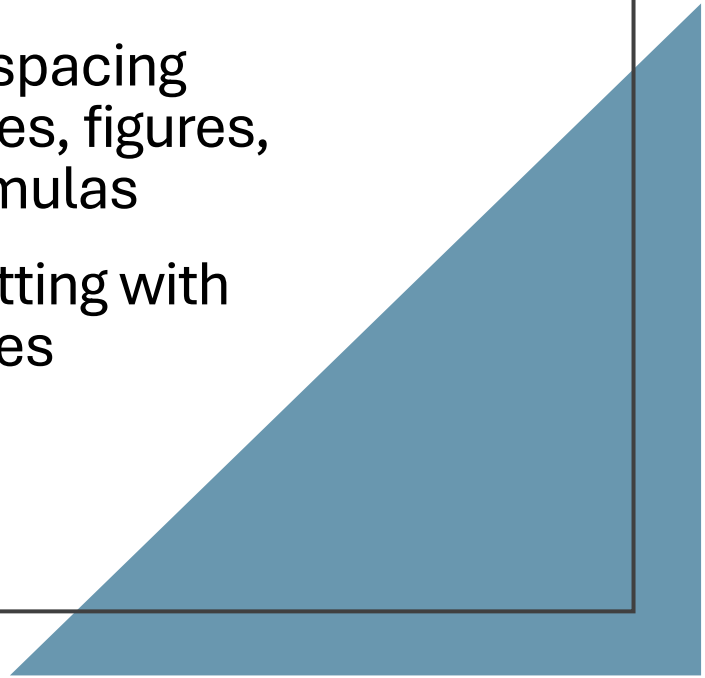
## Capitalization

- <https://capitalizemytitle.com/>
- <https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case>



# Consistency Matters

---

- Title, name, degree, and major should be the same throughout
  - Maintain uniform formatting throughout the document
  - Try to use the same spacing before and after tables, figures, and stand-alone formulas
  - Use the same formatting with your figures and tables
- 



# Best Practices for Accessible Formatting

---

- Use built-in heading styles
- Add meaningful alternative text (alt text) to images and figures
- Use header rows with tables
- Ensure sufficient color contrast
- Verify searchable text



# Common Accessibility Mistakes

---

- Skipping heading levels
- Missing alt text
- Formatting manually
- Decorative images not marked as decorative
- Tables without proper structure
- Converting to PDF too early
- Assuming visual clarity equals accessibility
- Printing to PDF

# Page & Formatting Examples



THIS IS THE TITLE OF MY THESIS OR DISSERTATION AND IS LONG  
ENOUGH TO SHOW THE INVERTED PYRAMID STYLE REQUIRED  
FOR YOUR DOCUMENT

---

A Thesis or Dissertation

Presented to

the Faculty of the College of Graduate Studies

Tennessee Technological University

by

Sloan M. Parker

---

In Partial Fulfillment

of the Requirements of the Degree

Master of Science

Mechanical Engineering

---

May 2025



**AN ABSTRACT OF A THESIS OR DISSERTATION**  
**GUIDE TO THE PREPARATION OF THESES AND DISSERTATIONS**  
**FOR STUDENTS AND FACULTY OF TENNESSEE**  
**TECHNOLOGICAL UNIVERSITY**

Jane S. Doe

Master of Arts in English

This guide is designed as a resource tool for students and faculty venturing into the thesis or dissertation process. The material presented is in the approved, required format allowing the reader to see a visual example as well as learn from the written instruction. It has been found that students have less difficulty with the development of the research paper and fewer corrections when provided with a clear and concise set of instructions that are easily followed.

Today's students tend not to read instructions but to imitate what they see. Unfortunately, detailed instructions for a properly formatted paper cannot be condensed like a Reader's Digest story. This results in a lengthy but informative paper to read. Students who followed the guidelines showed greater overall happiness during the review process as there were much fewer corrections noted by the College of Graduate Studies. The average student tends to have approximately five rounds of corrections and resubmissions. The student that follows the formatting guidelines and utilizes spell check in the word processing program tends to have an average of two rounds of corrections and resubmissions.

*Keywords: keyword 1, keyword 2, keyword 3, keyword 4, keyword 5*



- Follow [these instructions](#) to create your table of contents

| TABLE OF CONTENTS                                      |      |
|--------------------------------------------------------|------|
| Certificate of Approval of Thesis or Dissertation..... | v    |
| Dedication.....                                        | vi   |
| Acknowledgments.....                                   | vii  |
| List of Tables.....                                    | viii |
| List of Figures.....                                   | ix   |
| Chapter 1: Title of Chapter One.....                   | 1    |
| This is a Level 1 Heading in a Chapter.....            | 1    |
| This is a Level 2 Heading in a Chapter.....            | 1    |
| This is a Level 2 Heading in a Chapter.....            | 2    |
| Chapter 2: Title of Chapter Two.....                   | 3    |
| Chapter 3: Title of Chapter Three.....                 | 4    |
| References.....                                        | 8    |
| Appendix/Appendices (if applicable).....               | 9    |
| Vita.....                                              | 10   |



CERTIFICATE OF APPROVAL OF THESIS (or DISSERTATION)

**THIS IS THE TITLE OF MY THESIS OR DISSERTATION AND IS LONG  
ENOUGH TO SHOW THE INVERTED PYRAMID STYLE REQUIRED  
FOR YOUR DOCUMENT**

by

Jane S. Doe

Graduate Advisory Committee:

|                     |      |
|---------------------|------|
| Jackie Smith, Chair | Date |
|---------------------|------|

|               |      |
|---------------|------|
| Haywood Brown | Date |
|---------------|------|

|              |      |
|--------------|------|
| Paula Ashley | Date |
|--------------|------|

|                   |      |
|-------------------|------|
| Priya Ranganathan | Date |
|-------------------|------|

Approved for the Faculty:

|                                                     |      |
|-----------------------------------------------------|------|
| Julie C. Baker, Dean<br>College of Graduate Studies | Date |
|-----------------------------------------------------|------|



**LIST OF FIGURES**

|         |                                                                     |
|---------|---------------------------------------------------------------------|
| Page 12 | Figure 1: Title of Figure One                                       |
| Page 17 | Figure 2: Title of Figure Two                                       |
| Page 26 | Figure 3: Title of Figure Three                                     |
|         | Figure 4: Title of Figure Four in Which the Title is Long Enough to |
| Page 33 | Extend to Another Line                                              |
|         | Figure 5: Title of Figure Five                                      |
| Page 44 | Figure 6: Title of Figure Six                                       |



# Tables and Figures

- Number tables and figures consecutively throughout the document
- 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

### Example

See Table 1 as a guide to the formatting of a table. The following tables and notes are each adapted from: American Psychological Association (2019). Tables and figures: APA Style. <https://apastyle.apa.org/style-grammar-guidelines/tables-figures/index>

[Click on the tables to view a full-size image]

**Table 1**  
*Numbers of Children With and Without Proof of Parental Citizenship*

| Grade  | Girls            |                  | Boys             |         |
|--------|------------------|------------------|------------------|---------|
|        | With             | Without          | With             | Without |
| Wave 1 |                  |                  |                  |         |
| 3      | 280 <sup>a</sup> | 240 <sup>b</sup> | 281              | 232     |
| 4      | 297              | 251              | 290              | 264     |
| 5      | 301              | 260              | 306              | 221     |
| Total  | 878              | 751              | 877              | 717     |
| Wave 2 |                  |                  |                  |         |
| 3      | 201              | 189              | 210              | 199     |
| 4      | 214              | 194              | 236              | 210     |
| 5      | 221              | 216              | 239              | 213     |
| Total  | 636              | 599              | 685 <sup>a</sup> | 622     |

**Table notes:** explanations to supplement or clarify information in the table body

Note. This table demonstrates the elements of a prototypical table. A general note to a table appears first and contains information needed to understand the table, including definitions of abbreviations (see Sections 7.14–7.15) and the copyright attribution for a reprinted or adapted table (see Section 7.7).

<sup>a</sup> A specific note appears in a separate paragraph below the general note.

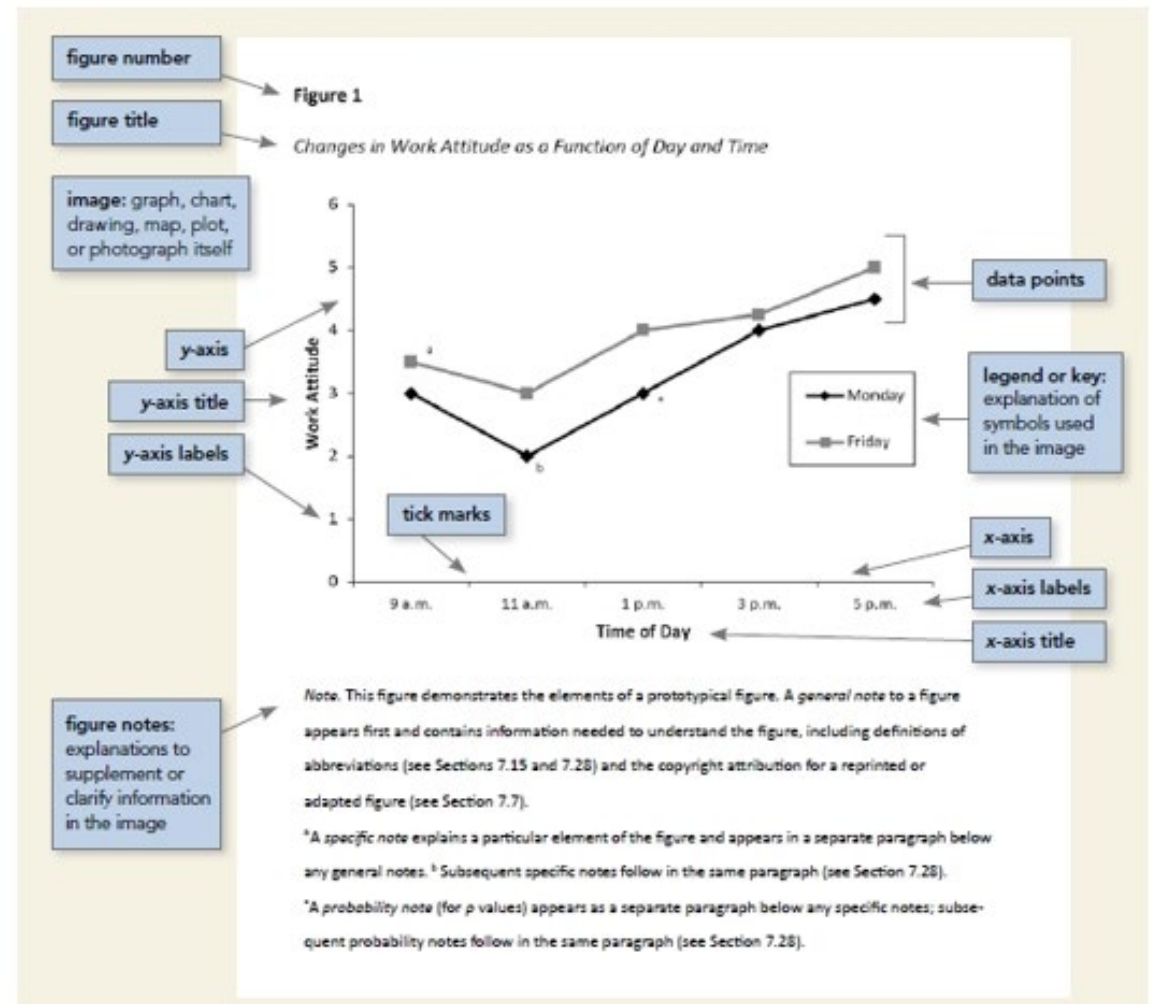
<sup>b</sup> Subsequent specific notes follow in the same paragraph (see Section 7.14).

<sup>c</sup> A probability note (for *p* values) appears as a separate paragraph below any specific notes; subsequent probability notes follow in the same paragraph (see Section 7.14).

# APA 7 Table Example

Note. Basic Table Components. Adapted from "Basic Components of a Table" by American Psychological Association, 2020, *Publication Manual of the American Psychological Association* (7th ed.), p. 200 (<https://doi.org/10.1037/0000165-000>). Copyright 2020 by the American Psychological Association.

# APA 7 Figure Example



## CHAPTER 1: TITLE OF CHAPTER ONE

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas portitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In portitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla.

### This is a Level 1 Heading in a Chapter

Donec blandit frugiat ligula. Donec hendrerit, felis et imperdiet crasmod, purus ipsum, pretium metus, in lacinia nulla nisi eget sapien. Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique.

### This is a Level 2 Heading in a Chapter

Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis.

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## REFERENCES

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doi:10.1038/sj.bdj.2017.55
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# For One Appendix

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## APPENDIX: TITLE OF APPENDIX

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# For Two Appendices

## APPENDIX A: TITLE OF APPENDIX A

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## APPENDIX B: TITLE OF APPENDIX B

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus fermentum pulvinar porttitor. Duis gravida, mi ac dictum tristique, orci libero euismod enim, sit amet suscipit enim nisi quis libero. Nam eu bibendum ex. In eu pellentesque nibh. Vestibulum imperdiet vitae tellus a porta. Donec in mattis sem. In est felis, mollis vel enim sit amet, dapibus ultrices lacus. Nam auctor fringilla dolor, in maximus mauris gravida at. Sed diam ligula, faucibus id ex nec, pulvinar bibendum dolor. Mauris eget tristique risus. Donec ex dui, convallis eget lobortis at, suscipit nec turpis. Maecenas feugiat laoreet dignissim. Nullam bibendum urna at semper vulputate. Aliquam ligula dui, aliquam eu nisl in, mattis gravida lorem. Pellentesque ac odio mauris.

Mi massa quis est. Nam ut vehicula metus. Sed scelerisque massa vitae felis ornare rhoncus. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.



- Written in past tense
- Include degree and concentration (if appl.)
- Include Tennessee Technological University

#### VITA

Sloan M. Parker was born in Orlando, Florida, on July 21, 1961. They attended elementary schools in the Orange County School District and graduated from Apopka High School with honors in June 1978. The following August they entered University of Florida and in August 1982 received the degree of Bachelor of Science in Mechanical Engineering. They entered Tennessee Technological University in August 2023 and received a Master of Science Degree in Mechanical Engineering in May 2025.

# Resources

# Formatting Resources

- [APA Style and Grammar Guidelines](#)
- [Purdue OWL APA Style 7](#)
- [Title Case Capitalization](#)
- [Sentence Case Capitalization](#)

# Accessibility Resources

## Microsoft Word

- Both online and desktop versions have a built-in Accessibility Checker

## LaTeX

- Version 6.0 of TNThesis has instructions for creating an accessible PDF in Chapter 12 of the manual

# Accessibility Resources, cont.

- [Accessible Education Center: Document Accessibility](#)

Information on the importance of creating accessible. Documents.

- [CITL Accessibility for Documents](#)

Includes accessibility guidance for Microsoft Word, PDFs, images, and other file types. (Note that the referenced *Awesome Access* tool for converting documents into an accessible format may change fonts and formatting and is not recommended.)

- [Panorama for Students](#)

Use *YuJa Panorama* as an Accessibility Checker.

# EndNote Fusion (was RefWorks)

- EndNote Fusion is a citation and research manager available to all Tennessee Tech students.
- EndNote Fusion Help Guides and Training:  
<https://fusion-endnote.zendesk.com/hc/en-us/categories/47933937371665-Help-Guides>
- The Volpe Library has information about creating a RefWorks account and more at <https://www.tntech.edu/library/refworks.php>
  - (Note: RefWorks was renamed EndNote Fusion in October 2026, so this link may change. Please email [Graduate Studies](#) if you can't find the information you need.)

# Research Help

**Research Help (Eagle Search, Interlibrary Loan, Google Scholar, and more):**

<https://www.tntech.edu/library/research-tools.php>

---

Contact Holly Mills for research help with EagleSearch, Google Scholar, or InterLibrary Loan.

[hcmills@tntech.edu](mailto:hcmills@tntech.edu)

931-372-3544

# Using Artificial Intelligence

- Follow advisor's instructions & advice
- CITL's Generative AI Citing Guide:  
<https://www.tnitech.edu/citl/ai-citing.php>

# Writing Assistance

- Your advisor and advisory committee member(s).
- The [Writing Excellence Studio \(WEST\)](#) offers free one-on-one writing consultation by appointment. They will not proofread or make edits to your paper, but they can help with grammar, language usage, citation, and other issues.



# Submitting to ProQuest

All students submit their ETD (electronic thesis or dissertation) to the ProQuest ETD Administrator system for publication



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Tennessee Tech ETD Administrator  
portal:

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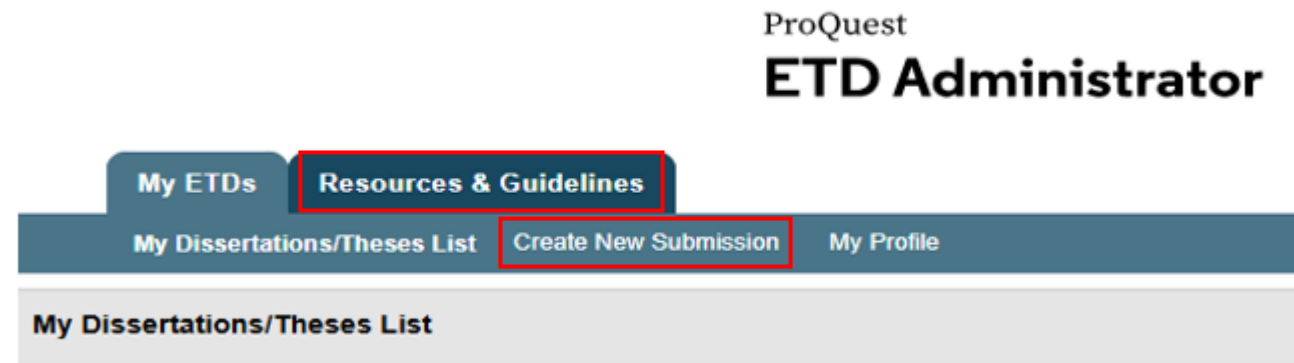
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- Optional Supplementary files (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text.
- Advisor and other Committee Members' Names
- Subject Categories - 1 - 3 that best describe your dissertation/thesis' subject area. ([Subject Category list](#))

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Submitting your electronic thesis or dissertation (eTD) is a multi-step process. After providing the information at the prompts in the screens that follow, you will also be asked to provide credit card information to cover expenses associated with publishing your thesis or dissertation. Upon hitting the submit button, your ETD will be forwarded to staff in the TTU Graduate School and your credit card will be charged. This initial submission is for review purposes only. It is not for publication until the format has been approved by Graduate School staff.

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- ☒ PQ publishing options
- ☐ ProQuest agreement
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- ☐ PDF
- ☐ Supplemental files (optional)
- ☐ Notes (optional)

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# Review Process, Revisions, & Publication Timeline



# Review Process



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Status: Ready for Checklist

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Title: Tennessee Technological University Thesis or Dissertation Title

Author(s): Jane S. Doe

Primary Language: English

Publication Number: 32244784

Submission Date: 2025-09-30

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Degree/Department Information

Degree Date: 2025

Degree Awarded: Master of Science

Year Manuscript Completed: 2025

Department: Computer Science

Advisor/Supervisor/Committee Chair: First Name Last Name

Committee Members: -- none provided --

Subject Categories

Computer science [0984] - primary

Keywords

Keyword 1

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Abstract

Abstract goes here



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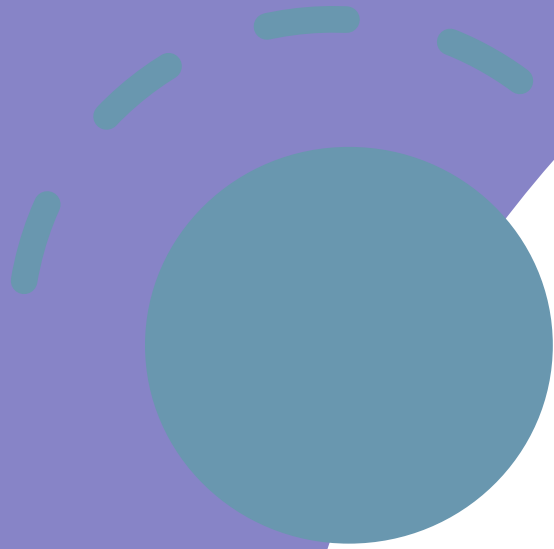
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# Final Tips & Questions

# Top Tips

- Review our online Thesis & Dissertation information:  
<https://www.tntech.edu/graduatestudies/etd/index.php>
- Use consistent formatting
- Know what to expect before creating a ProQuest account (copyright, traditional or open access publishing, etc.)
- Double check page order and page numbers, etc. before submitting
- Verify accessibility
- If you are approved to use manuscript style formatting, include the journal style you are using in the *Notes to Administrator* field
- Respond to our requests and inquiries as quickly as possible

# Sometimes plans change...

- If you don't graduate this semester, formatting requirements and processes may change

# Questions



Lucinda Morabito

[lmorabito@tnitech.edu](mailto:lmorabito@tnitech.edu)



College of Graduate Studies

[gradstudies@tnitech.edu](mailto:gradstudies@tnitech.edu)