Thesis and Dissertation Submission & Formatting Guidelines

Tennessee Tech University
College of Graduate Studies

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Goals

Overview

- To provide an overview of the deadlines, formatting standards, and submission process and for theses and dissertations at TTU.

Consistency

- To promote consistency and professionalism in scholarly submissions.

Agenda

Overview & Deadlines

Specific Graduation Requirements for Thesis/Dissertation Students

- Pass defense

- Ensure your advisor submits your defense results form to Graduate Studies

- Submit Certificate of Approval form to Graduate Studies

- Submit thesis/dissertation to ProQuest

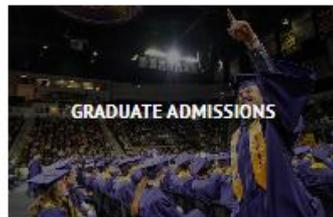- Make any requested changes during the review process

WEBSITE TOUR

https://www.tntech.edu/graduatestudies/index.php

College of Graduate Studies Website

https://www.tntech.edu/graduatestudies/index.php

College of Graduate Studies

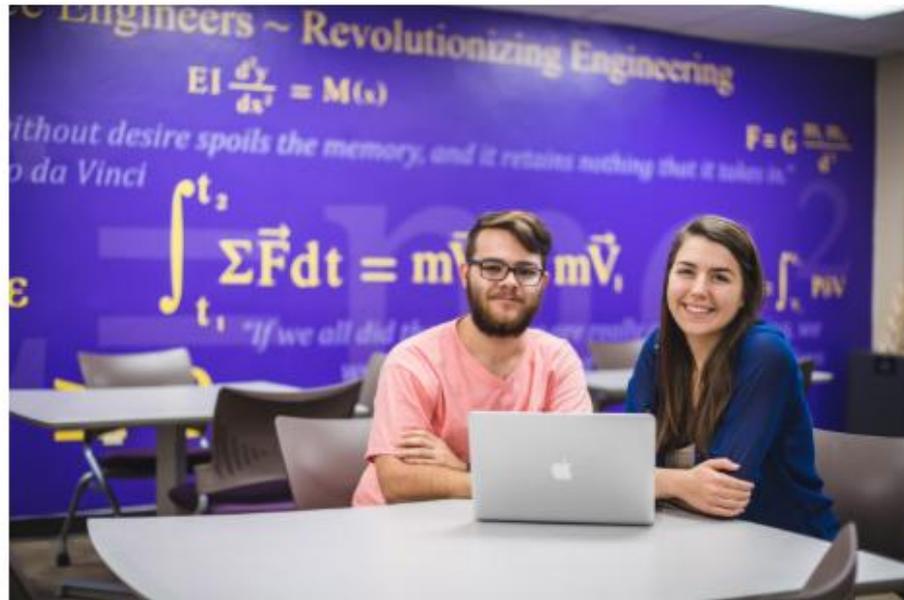GRADUATE PROGRAMS   STUDENT FORMS   FAST TRACK   GRADUATE CATALOG   RESOURCES >   ABOUT THE COLLEGE >

Resources for Current Students — At Your Fingertips!

We have the answer or solution for you.

Resources

> Graduate Calendar
> After Admission - Next Steps
> NSF Fellowship - NRT Program
> FAQ's
> Student Online Forms

> Graduation and Commencement
> Fast Track Program
> General Information about Services
> Graduate Assistantships
> Eagle Empower Graduate Scholars
Fellowship

> Department Contact Information & Advisement
> Thesis and Dissertation Information
> Tuition and Fees

» Spring 2026

- Monday, September 1: Last Day to Apply for Spring 2026 Graduation
- Thursday, October 1: Last Day for International Applicants to Apply for Spring 2026 Admission
- Monday–Friday, October 27–31: Spring 2026 Advisement Week (current students)
- Tuesday, November 3: Spring 2026 Registration Begins
- Tuesday, December 1: Last Day for Domestic Applicants to Apply for Spring 2026 Admission
- Tuesday, December 1: Last Day to Apply for Readmission for Spring 2026
- Thursday–Friday, January 8–9: Advisement and Registration for Spring 2026 (new and readmitted students)
- Wednesday, January 14: Enrollment Confirmation Deadline
- Thursday, January 15: Classes Begin
- Friday, January 16: Late Registration Begins ($100 late fee)
- Monday, January 19: Martin Luther King Day Holiday (No Classes, Offices Closed)
- Sunday, February 1: Last Day to Apply for Summer 2026 Graduation
- Thursday, February 5: Graduate Studies Program Showcase
- Thursday, March 5: Thesis & Dissertation Information Session for Graduate Students (11:00 am)
- Tuesday, March 10: Thesis & Dissertation Information Session for Graduate Students (11:00 am)
- Monday–Friday, March 16–20: Spring Break (No Classes, Offices Open)
- Tuesday, March 24: Fast Track Information Session (11:00 am)
- Wednesday, March 25: Fast Track Information Session (1:00 pm)
- Monday–Thursday, March 30–April 2: Advisement for Summer/Fall 2026
- Thursday, April 2: No Classes, Offices Open
- Friday, April 3: Good Friday Holiday (No Classes, Offices Closed)
- Monday, April 6: Registration for Summer/Fall 2026 Begins
- Monday–Friday, April 6–10: Graduate Student Appreciation Week (multiple events)
- Friday, April 10: Last day to submit forms (e.g., substitutions, committee or candidacy forms, transfers, validation forms, exception requests, reclassification to full standing, or other requested documents, etc.) required for graduation (if applicable)
- Thursday, April 16: Graduate Studies Information Session (11 am)
- Friday, April 17: Last Day to Submit Exception Request to Walk in Commencement
- Friday, April 17: Last Day to Report Results of Comprehensive Exam
- Friday, April 17: Last Day to Report Results of Thesis/Dissertation Defense
- Friday, April 24: Last Day to Submit Signed Thesis/Dissertation Certificate of Approval
- Friday, April 24: Last Day to Submit Committee-Approved Thesis/Dissertation into ProQuest
- Friday, May 1: Last Day to Submit Final Thesis/Dissertation Revisions
- Friday, May 1: Last Day to Submit Survey of Earned Doctorate (Ph.D. Students)
- Friday, May 1: Last Day to Remove "Incomplete" Grades if Graduating in December
- Friday, May 1: Last Day of Classes
- Friday, May 1: INSL Praxis (official passing score)
- Monday–Thursday, May 4–7: Final Exam Week
- Friday, May 8: Graduation — Commencement Details »
- Monday, May 11: Grades Due (10:00 am)

SPRING 2026 CALENDAR

https://www.tntech.edu/graduatestudies/gcalendar.php

College of Graduate Studies

Student Forms

Welcome to the source for all College of Graduate Studies forms. If the form is not part of the DocuSign workflow process, the form should be completed and emailed to gradstudies@tntech.edu. If the items are sent by email, please note in the subject line what attachments are included.

If you have any questions, **contact us** and we will be happy to assist you!

» **Jump ahead a place on the page**

- › **Admission and Readmission**
- › **Admission Material**
- › **Request Deferral**
- › **Readmission**

- › **Enrolled Student Forms**
- › **Changes/Modifications**
- › **Committee/Candidacy**
- › **Courses and Credits**
- › **Defense & Approval Page**
- › **Exceptions/Reinstatement**
- › **Exit/Comp Exams**
- › **Graduate Assistants**
- › **Graduation Forms**

- › **Other**
- › **Graduate Faculty Forms**
- › **IRB for Protection of Human Subjects**
- › **Program of Study**
  - › **Certificates**
  - › **Master's Level**
  - › **Specialist in Education (Ed.S.)**
  - › **Doctor of Philosophy (Ph.D.)**
- › **Release of Records**

Admission / Readmission

Ready to apply for admission to a graduate program? Before starting any necessary admission materials, you'll first need to fill out your admission application. If you have any questions, **we're here to help**!

APPLY NOW

Thesis & Dissertation forms on the College of Graduate Studies Webpage

Defense: Thesis/Dissertation Defense and Approval Page

- **College of Arts & Sciences - Defense Form »** This form must be submitted as part of the graduation process for COAS students.
- **College of Education & Human Sciences, Engineering, and Emerging & Integrative Studies Defense Form (Docusign) »**
- **College of Education & Human Sciences, Engineering, and Emerging & Integrative Studies Defense Form (PDF) »**
- **Thesis/Dissertation Certificate of Approval Form »**
  - IMPORTANT – Please Read: **Instructions for Certificate of Approval Form »**
  - This serves as your committee's approval and states that your final, error-free dissertation has been or will be submitted to ProQuest.
  - This form must include all committee member signatures. (If you have 7 committee members, use this **Defense Form for 7 committee members** instead.)
  - Non-voting consultants do not sign any paperwork and are not listed on your Certificate of Approval.

https://www.tntech.edu/graduatestudies/forms.php#Defense

College of Graduate Studies Website

College of Graduate Studies

ABOUT THE COLLEGE >	PROSPECTIVE STUDENTS >	CURRENT STUDENTS >	THESIS/DISSERTATION INFORMATION ∨

General Formatting	Copyright	Dedication	Figures & List of Figures	Appendices
Title	Table of Contents	Acknowledgments	Content/Chapters	Vita
Abstract	Certificate of Approval	Tables & List of Tables	References	

Please note:

Required Pages & General Formatting
Required pages plus page order, page numbering, and general formatting requirements are on the General Formatting page.

Formatting for Specific Pages & Elements
Hover over THESIS/DISSERTATION INFORMATION in the gold menu bar above to find the General Formatting page as well as formatting requirements for specific pages and elements.

» Page Order, Formatting, & Style

» Submitting Your Thesis/Dissertation

» Thesis/Dissertation Review Process

» Publication Timeline

» Getting Help

» Thesis & Dissertation Information Sessions

» Graduate Student Master's Thesis/Final Project Award

Any changes to the thesis/dissertation submission process will be posted at
https://www.tntech.edu/graduatestudies/etd/index.php.

Formatting Titles & Headings

Theses & Dissertations: Content/Chapters

Headings

The heading styles listed here should be used throughout your paper, and headings are typically used to populate your table of contents. Follow these instructions to set up and label headings in your document.

There are six possible levels of headings described in the table below.

- The title level is for thesis/dissertation titles and chapter titles.
- Level 1 headings are for main sections within a chapter; level 2 headings are subsections of level 1; level 3 headings are subsections of level 2; etc.

Heading Level	Heading Example
Thesis/Dissertation Titles & Section/Chapter Titles	**CENTERED, BOLD, ALL CAPS** **OR** **Centered, Bold, Title Case**
Level 1	**Centered, Bold, Title Case for the Heading** Next paragraph begins indented as usual.
Level 2	**Flush Left, Bold, Title Case for the Heading Text** Next paragraph begins indented as usual.
Level 3	***Flush Left, Bold, Italics, Title Case for the Heading Text*** Next paragraph begins indented as usual.
Level 4	**Indented, Bold, Title Case for the Heading Text, End with a Period.** Next paragraph begins right after heading.
Level 5	***Indented, Bold, Italics, Title Case for the Heading Text, End with a Period.*** Next paragraph begins right after heading.

Here are some heading examples:

Theses & Dissertations: Abstract

The abstract must be a single page. The 7th edition of the APA Manual recommends that the abstract be limited to 250 words.

The entire page is single-spaced including the titles; since your entire document is set for double spacing, just highlight the text on this page and choose single spacing.

1. At the top is the page title:

   For theses: "**AN ABSTRACT OF A THESIS** "

   For dissertations: **AN ABSTRACT OF A DISSERTATION**
2. Leave the next line blank.
3. Enter the **TITLE OF YOUR THESIS/DISSERTATION,** which is centered, bold, and in all caps. Your title must also form an upside down triangle if it is more than one line. This means the first line is the longest and each consecutive line is shorter than the previous line.
4. Leave the next line blank.
5. Type your name as registered with the university, centered.
6. Leave the next line blank.
7. Type your degree title and the program, for example, Master of Arts in English.
8. Leave the next line blank.
9. Type the content following the general formatting except the paragraphs are single spaced with a blank line between paragraphs.
10. Add your abstract. Paragraphs should be indented.
11. Add your keywords (optional). Keywords need to be descriptive and capture the most important aspects of your paper. They are used for indexing in databases and as search terms for readers. You can include three to five words, phrases, or acronyms as keywords. Formatting should be as follows:
    1. Add a double-space after the body of your abstract
    2. Use italics
    3. Indent and type the label: "Keywords:"
    4. Add your keywords; each keyword is separated by a comma and a space
    5. There is no ending punctuation after the final keyword
    6. Keywords can be listed in any order (not necessarily alphabetical)
    7. if the keywords run onto a second line, double-space the two lines and do not indent the second line
12. The Abstract page will have the first printed page number — "ii"; the title page is considered to be the first page, but it should not have a visible page number.

Example of Abstract with optional keywords:

Theses & Dissertations: Figures & List of Figures

Figures in your document

All types of visual displays other than tables are considered figures in APA Style. Common types of figures include line graphs, bar graphs, charts (e.g., flowcharts, pie charts), drawings, maps, plots (e.g., scatterplots), photographs, infographics, and other illustrations.

All figures should be labeled and formatted in APA style with numbering, title, notes, borders, etc. **APA Style Figure Setup** and **Purdue OWL Tables and Figures** have excellent guidelines on formatting tables and figures. Much of the information listed here is from from **https://apastyle.apa.org/style-grammar-guidelines/tables-figures/tables**.

All figures will be listed in the List of Figures. See **List of Figures** below.

Figures in the appendix/ces need to have the appendix section and figure number. For example, Figure A.1, refers to the first figure in Appendix A (or in the Appendix, if you only have one appendix).

This page has two main sections:

List of Figures
Figures: **Formatting**, **Design**, **Components**, **Borders**, **Placement**, **Notes**, **Examples**

List of Figures

This page is required if there are two or more figures in your document, including in the appendix/ces.

1. Type List of Figures on the top line. Be sure to label this title as a page title heading to format it properly. See **Content/Chapters** for more information about headings.
2. Leave the next line blank.
3. Type Page (#), tab once, type Figure 1: Title of Figure One.
4. If your page number is a single digit, you will need to tab twice so that all figure names are aligned.
5. List each figure on a new line.
6. If your title is so long it goes onto another line, indent that line to match where all figure names start.
7. If your title/caption is so long it goes onto another line, indent that line to match where all figure names start. If you have more than one page, do not split title/captions across pages.
8. If your list is more than one page, put a page title on only the first page.
9. If you have figures in the appendix/ces, be sure to add them on this list. Do not bold or italicize.
10. Do not use bold or italics.

DOCUMENT STRUCTURE & FORMATTING

Required Pages

For consistency across the university, all students should use the page order shown on the next page and follow the formatting instructions for the margins, page numbers, title page, abstract, copyright page, Certificate of Approval, and vita regardless of the style guide used.

Page	Page Numbering
Title Page (no printed page number)	Number is not visible but is assigned Roman numeral one (i)
Abstract (one page only)	Beginning of visible numbers Roman numerals (ii)
Copyright (one page only)	Roman numerals continued (iii)
Table of Contents (minimum of two heading levels)	Roman numerals continued (iv)
Certificate of Approval	Roman numerals continued (varies)
Dedication (optional, one page only)	Roman numerals continued
Acknowledgments (optional, one page only)	Roman numerals continued
List of Tables (required if more than one table)	Roman numerals continued
List of Figures* (required if more than one figure)	Roman numerals continued
Content/Chapters**	Beginning of Arabic numerals (start with page 1)
References	Arabic numerals continued
Appendix/ces (when applicable)	Arabic numerals continued
Vita (one page only)	Arabic numerals continued

* Other approved lists (e.g., List of Acronyms, List of Abbreviations, List of Lists, etc.) go after the List of Figures.

**Students approved to use manuscript-style formatting should follow the Manuscript Formatting Guidelines.

Source: https://www.tntech.edu/graduatestudies/etd/general.php

Formatting Changes for Fall 2025

Title and Headings – 2 options:

- Bold, use all caps
- Bold, use title case

Margins – 2 options:

- Use mirror margins with a 1.5" inner margin and 1" outer margins
- Use 1" margins on all sides

NEW for Spring 2026

Best Practices for ible Formatting

New for Spring 2026: Best Practices for Accessible Formatting

- Before submitting your final PDF, please use an Accessibility Checker and make any needed corrections.

- In particular (but not limited to), please verify that:
  - **Headings and styles** are applied consistently (e.g., using built-in Word styles instead of manual formatting).
  - Appropriate **alternative text (alt text)** is assigned to images, charts, figures, tables, pictures, graphics, and other non-text objects.
  - **Tables include header rows**.
  - **Text is selectable/searchable** (not a scanned image).
  - Any colored elements have sufficient **color contrast** and **color is not the only way information is conveyed**.

Best Practices, cont.

- Common Accessibility Mistakes to Avoid

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

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

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

  - **Decorative images incorrectly tagged** (decorative images should be marked as such, not given descriptive alt text).

  - **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).

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
    - Compiling an accessible document should be done after ALL revisions are complete, including any requested by the College of Graduate Studies
    - Be aware that it may take hours to compile an accessible PDF

Accessibility Resources, cont.

- **Accessible Education Center: Document Accessibility**
  Information on the importance of creating accessible.
  documents. https://www.tntech.edu/disability/docaccessibility.php

- **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.)
  https://www.tntech.edu/citl/accessibility-doc.php

- **Panorama for Students**
  Use *YuJa Panorama* in iLearn as an Accessibility Checker.
  https://www.tntech.edu/citl/tech-services/panorama/student.php

Formatting Style Options

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

LaTeX

- Usually used by engineering/science student

- LaTeX will do most of the formatting for you

- Version 6.0 (Spring 2026) is the most recent version:
  https://tennesseetechuniversity.sharepoint.com/:f:/r/sites/LaTeXfiles/Shared%20Documents/General?csf=1&web=1&e=NE3pYv

Please indicate your formatting style in the Note to Administrator field when you upload your paper.

Other (generally) accepted styles

- MLA (English)

- ACS (Chemistry, Chemical Engineering)
  - Consider using supplemental files for images if document page margin is less than 1"

- Manuscript-Style Formatting (Environmental Sciences, Biology, Professional Science Master's)

Please indicate your formatting style in the Note to Administrator field when you upload your paper.

Manuscript-Style Formatting

- The thesis/dissertation is a culminating student paper & still needs to look like a thesis or dissertation

- All page elements are required as listed on the Page Order & Numbering slide

- Use the same page order, *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)
    - What is a preface? https://www.scribbr.com/dissertation/dissertation-preface-example/
  - References and Appendices 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

Manuscript-Style Formatting, cont.

- Use the same margin size, line spacing, heading style, page numbers, etc. at https://www.tntech.edu/graduatestudies/etd/general.php

- 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

- 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, etc.)

- More detailed guidelines are available at

Formatting Requirements for ALL Submissions

- All page elements are required (unless listed as optional)

- Use a readable, accessible font like Times New Roman (12 pt), Arial (11pt), Calibri (11pt)

- 1" or mirrored margins

- Left justify the body text

- Use the same page numbering:

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

    - Chapter 1 should start on an odd document page number

- If the title of the paper is more than two lines, the title should be in shape of an inverted triangle (each line should be progressively shorter)

Formatting Requirements for ALL Submissions, cont.

- Use May, August, or December only, plus the four-digit year, for the degree conferral date on the title page

  - E.g., May 2026

  - Papers submitted for a summer graduation should always use August plus the year, even if the degree is conferred in July (for consistency across the years)

- Use the correct degree and major for the title page, abstract, and vita

  Check degree block in Degree Works, e.g.:

  Level Doctoral   **Classification** Doctoral Candidate   **Program** PhD - Engineering   **College** Engineering

  Major Engineering   **Concentration** Electrical and Computer Engineering, PhD   **Catalog Year** 202010

  - The degree is spelled out on the title and abstract pages (e.g., Doctor of Philosophy, Master of Science, Professional Science Master's)

  - Can include concentration information (if applicable) in vita

What's the most important thing about formatting?

Consistency

Consistency Tips

- Maintain uniform formatting throughout the document – font, spacing, tab size, heading style, spacing before and after headings or paragraphs, etc.

- Title, name, degree, and major should be the same throughout

- Try to use the same spacing before and after tables, figures, and stand-alone formulas

- Use the same formatting with your figures and tables. Examples of inconsistent formatting:
  - Some figure numbers listed with figures use Fig. 1 and some use Figure 1 structure
  - 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

Additional Formatting Considerations

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
Tabs	Indent all paragraphs Use standard .5" tabs/indents
Widow/Orphan control	Ensure no single lines are at the top or bottom of pages
Preserve your formatting when copying/pasting	If you paste something from another source, choose either "merge formatting" or "keep text only" to preserve your document formatting

Additional Formatting Considerations, cont.

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 TTU is mentioned in the body of the paper
	
	        Tennessee Technological University then referred to as Tennessee Tech, or
	
	        Tennessee Technological University (TTU), then referred to as TTU
	
	    The first time TTU is mentioned in your vita

Spelling

- American English spelling is preferred
  - "acknowledgments" not "acknowledg**e**ments"
  - "fulfil**l**ment" not "fulfilment"

- Merriam-Webster Dictionary/Thesaurus: https://www.merriam-webster.com/

Title Case

- Title Capitalization Tool - Capitalize My Title - Title Case Tool
- https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case

Tables and Figures

Numbering	Sequentially number tables and figures as they appear
Font & Spacing	Use the same font as the main text (or use sans serif font if using serif font for main text) Single-space content within tables and figures
Callout	Refer to tables and figures by number (e.g., "see Table 4.2", not "in the next table")
Placement	Insert tables and figures after the paragraph where they are first mentioned, if possible

Tables and Figures, cont.

Flow	A table or figure can be by itself on the page (the caption and any notes are on the same page as the table/figure)
Legibility	Can the reader easily read figure and table contents? If not, consider using landscape orientation or creating a supplemental file.
White space	Leave enough space between a table/figure and the main text so they are visually separated

Formatting References

All references should be formatted/styled the same way

Hyperlinks should be formatted the same way (e.g., blue, not underlined)

Let DOIs (digital object identifiers) and URLs "break" naturally (do not use a hard return to split up the text)

Generally, references ending with a DOI/URL don't have periods, and the rest of the references end in a period

Before Submitting

- Update/refresh the Table of Contents, List of Tables, List of Figures, etc. so page numbers are correct

- Double check the page numbers
  - No page number on the title page
  - Roman numerals for front matter, Arabic numerals from Chapter 1 to the end of the paper
  - sequential

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

- Run an Accessibility Checker
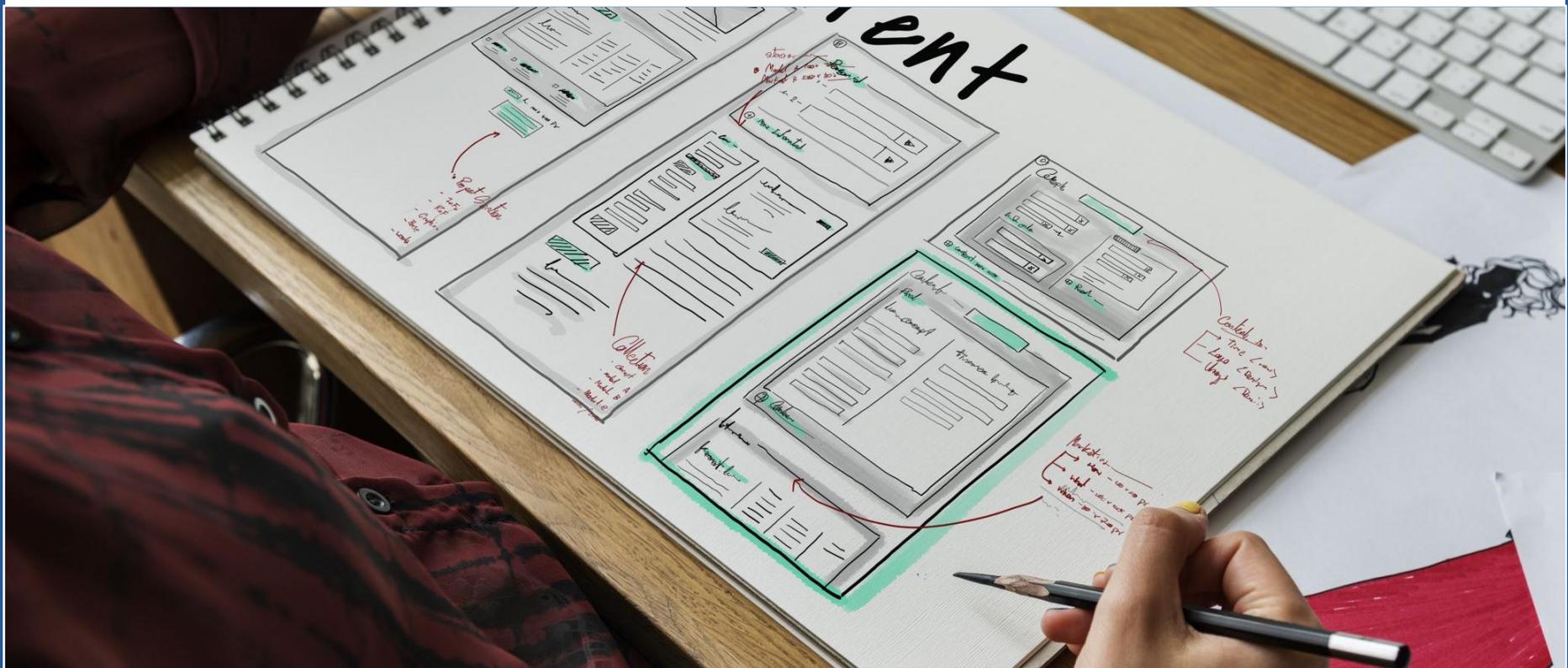
PAGE EXAMPLES

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

Use name on record with TTU (at least first and last names).

If the **title** is more than two lines, the title should be in 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 title, abstract, and certificate of approval pages.

NEW: Title case for titles & headings is allowed

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

Use May 2026 if graduating this semester

Underlined words:
- the, by, of are not capitalized
- Use "Fulfillment" not "Fulfilment"

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

PhD's in Engineering – use:

Doctor of Philosophy
Engineering

- Use your **degree** & **major** on the title, abstract, and vita pages

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

- Check Degree Works or your graduation analysis email for your program information, if needed

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

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

You can include keywords in your abstract

The Certificate of Approval included with your Thesis or Dissertation should not have signatures

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

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

Graduate Advisory Committee:

_____   _____
Jackie Smith, Chair   Date

_____   _____
Haywood Brown   Date

_____   _____
Paula Ashley   Date

_____   _____
Priya Ranganathan   Date

Approved for the Faculty:

Use Julie C. Baker, Dean

_____   _____
Julie C. Baker, Dean   Date
College of Graduate Studies

- Use Chair for your committee chair
- Do not include honorifics (like Dr. or Professor)
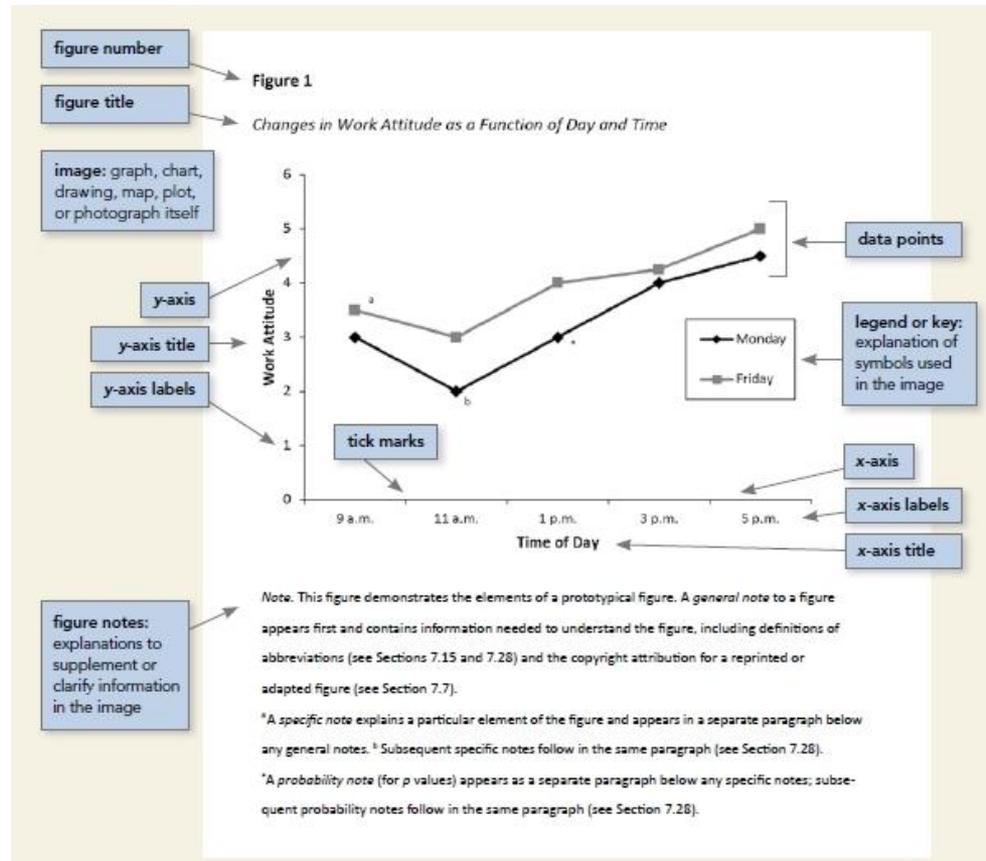- Make sure names are spelled correctly

Example of List of Figures page

The figure number and titles listed in the List of Figures should match the ones listed with the figures in your paper

- For example, use Fig. 1 instead of Figure 1 if that formatting is used with your figure

APA 7 Figure Example

Example of References page

REFERENCES

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For One Appendix

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APPENDIX A: TITLE OF APPENDIX A

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For Two Appendices

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.

VITA REQUIREMENTS

- A Vita is always required
- No required length but the vita cannot exceed one page
- Written in past tense (because your paper is published after you graduate)
- Include your degree(s)
- Include Tennessee Technological University
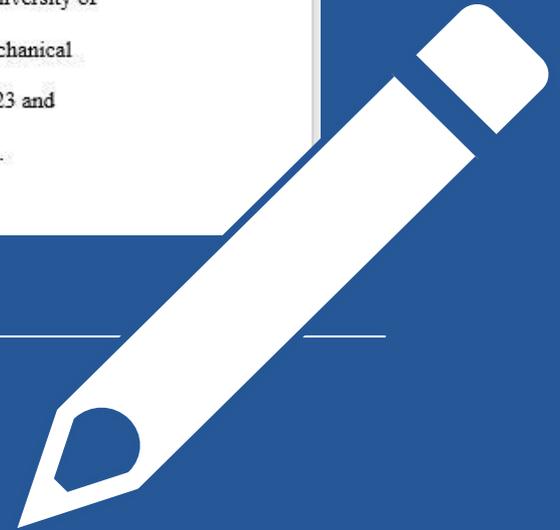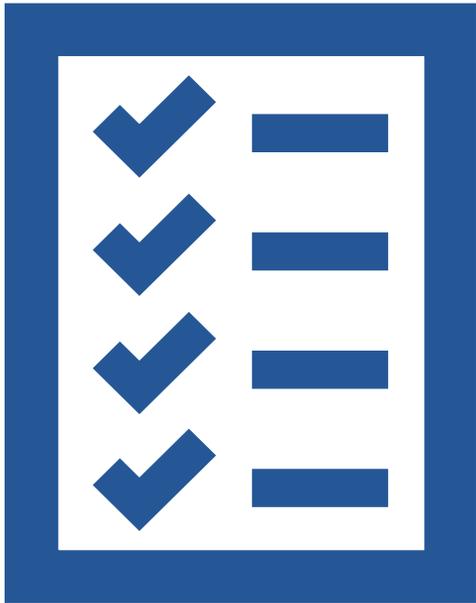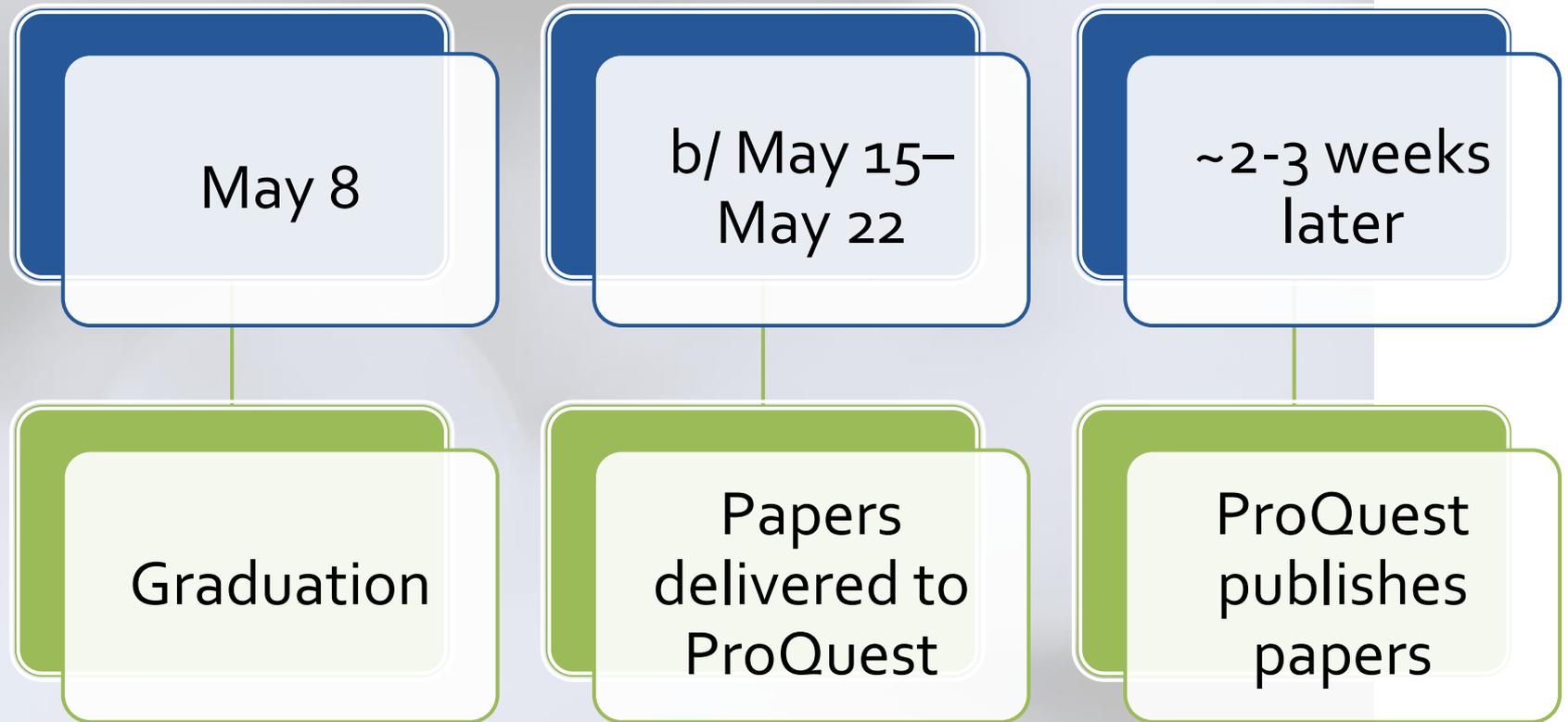
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Thesis/Dissertation Review Process

- **Submit your paper to ProQuest** no later than the date published in the Graduate Student Calendar (**Friday, April 24**).

- After you submit your thesis or dissertation to ProQuest, the College of Graduate Studies will **assign a reviewer** from our office.

- 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.).

- Depending on the length of your paper, time constraints for review, etc., **the reviewer may request several rounds of changes**. Our goal is to help you submit the most polished paper possible.

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

- **Requested revisions must be submitted** no later than the date published in the Graduate Student Calendar (**Friday, May 1**).

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- Comments are included in the PDF we upload to ProQuest when we request revisions

- Contact us if you have trouble finding/reading the comments

- Contact us if you have any questions

- Upload a revised PDF to ProQuest when revisions are complete

  - use the Submit Revisions options

  - Do not create a new submission

Publication Timeline

May 8	b/ May 15– May 22	~2-3 weeks later
Graduation	Papers delivered to ProQuest	ProQuest publishes papers

Additional

RESOURCES

& Information

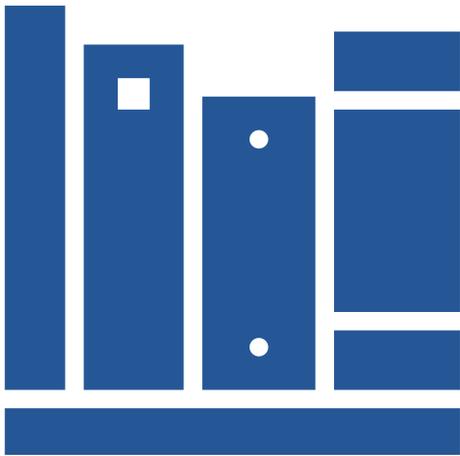# Writing Assistance

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.

Using Artificial Intelligence

- Follow advisor's instructions & advice

- Tech Policy 216 – Student Academic Integrity:
  https://tntech.navexone.com/content/dotNet/documents/?docid=1432&app=pt&source=browse&public=true

- Tech Policy 220 –Instructional and Assignment Use of Artificial Intelligence.
  https://tntech.navexone.com/content/dotNet/documents/?docid=1478&app=pt&source=browse&public=true

- CITL's Generative AI Citing Guide:
  https://www.tntech.edu/citl/ai-citing.php

Volpe Library

Research Help (Eagle Search, Interlibrary Loan, Get It Now, Google Scholar, and more):
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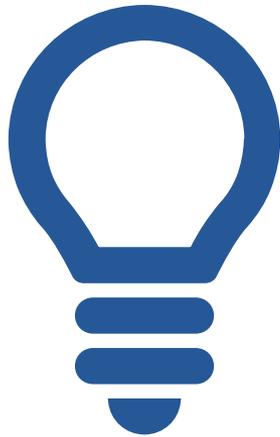
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Please contact Holly Mills for research help with EagleSearch, Google Scholar, or InterLibrary Loan.

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- RefWorks is a citation and research manager available to all Tennessee Tech students.

- RefWorks Help, Quick Start Guides, and Tutorials: https://refworks.com/RWShibboleth/help/508help/Welcome.htm

- The Volpe Library has information about creating a RefWorks account and more at https://www.tntech.edu/library/refworks.php

Final Tips & Questions

Final Tips

- If you don't graduate this semester, formatting requirements and processes may change (e.g., accessibility requirements are changing)

- Start planning early and consult your advisor/committee frequently

- Seek feedback from peers and advisors during the writing process

- Plan your defense as early as possible

- Review our online Thesis & Dissertation information: https://www.tntech.edu/graduatestudies/etd/index.php

- Use consistent formatting

- Double check page numbers, etc. before submitting

- Verify accessibility

- Know what to expect before creating a ProQuest account (copyright, traditional or open access publishing, etc.)

- Respond to our requests and inquiries as quickly as possible

For questions about the thesis/dissertation process, contact:

Lucinda Morabito
(lmorabito@tntech.edu)

College of Graduate Studies
(gradstudies@tntech.edu)

Need to change your graduation term?

Questions about graduation or degree progression?

Contact your graduation coordinator:

Karen Warren, kwarren@tntech.edu

- College of Arts and Sciences
- College of Business
- College of Engineering
- School of Nursing

Lucinda Morabito, lmorabito@tntech.edu

- College of Agriculture and Human Ecology
- College of Education and Human Sciences
- College of Emerging and Integrative Sciences