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

Calendar & Forms

College of Graduate Studies calendar:
https://www.tntech.edu/graduatestudies/gcalendar.php

College of Graduate Studies forms:
https://www.tntech.edu/graduatestudies/forms.php

Additional links & details may be in your graduation analysis email

DEADLINES FOR GRADUATION & THESIS/DISSERTATION PROCESS

Friday, November 7
Degree progression documentation required for graduation (e.g., substitution forms, committee or candidacy forms, transfer forms, course validation forms, exception requests, reclassification to full standing forms, other requested documents, etc.), if required

Friday, November 14
-Your advisor should submit the **Defense Results Form** to report the results of your thesis/dissertation defense
    -Make sure your defense is scheduled before this date to allow time for all signatures and submission to
        Graduate Studies
    -This form requires signatures from all committee members, your department chair, and your college dean
-**Comprehensive Exam/Project Results**, if applicable

Friday, November 21
-**Signed Certificate of Approval**
    -This form requires signatures from all committee members, your department chair, and your college dean
    -A copy without signatures is included in your thesis/dissertation
-**Committee-approved thesis/dissertation to ProQuest**

Friday, December 5
-Submit the **final requested thesis/dissertation revisions**
-**Remove "Incomplete" grade(s)**, if applicable
-Submit **Survey of Earned Doctorate** (doctoral students only)
-Graduation Date & Commencement

Refine Thesis/Dissertation

Work

Work closely with your advisor and share a draft of your thesis/dissertation with your advisor for review.

Share

Share your thesis/dissertation with your advisory committee.

Make

Make revisions based on advisor and committee recommendations. This includes checks for grammar, formatting and spelling in addition to content. The draft may be refined several times.

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

Deadlines Overview

|	
Early in the semester	• Defense Prep & Defense
Deadline: November 14	• Defense Results Form
Deadline: November 21	• Certificate of Approval (with signatures)
Deadline: November 21	• Submit approved thesis or dissertation to ProQuest
Deadline: December 5	• Finalize all requested revisions

Publication Process

| Dec. 5	b/ Dec. 12-19	~2-3 weeks later
Graduation	Papers delivered to ProQuest	ProQuest publishes papers
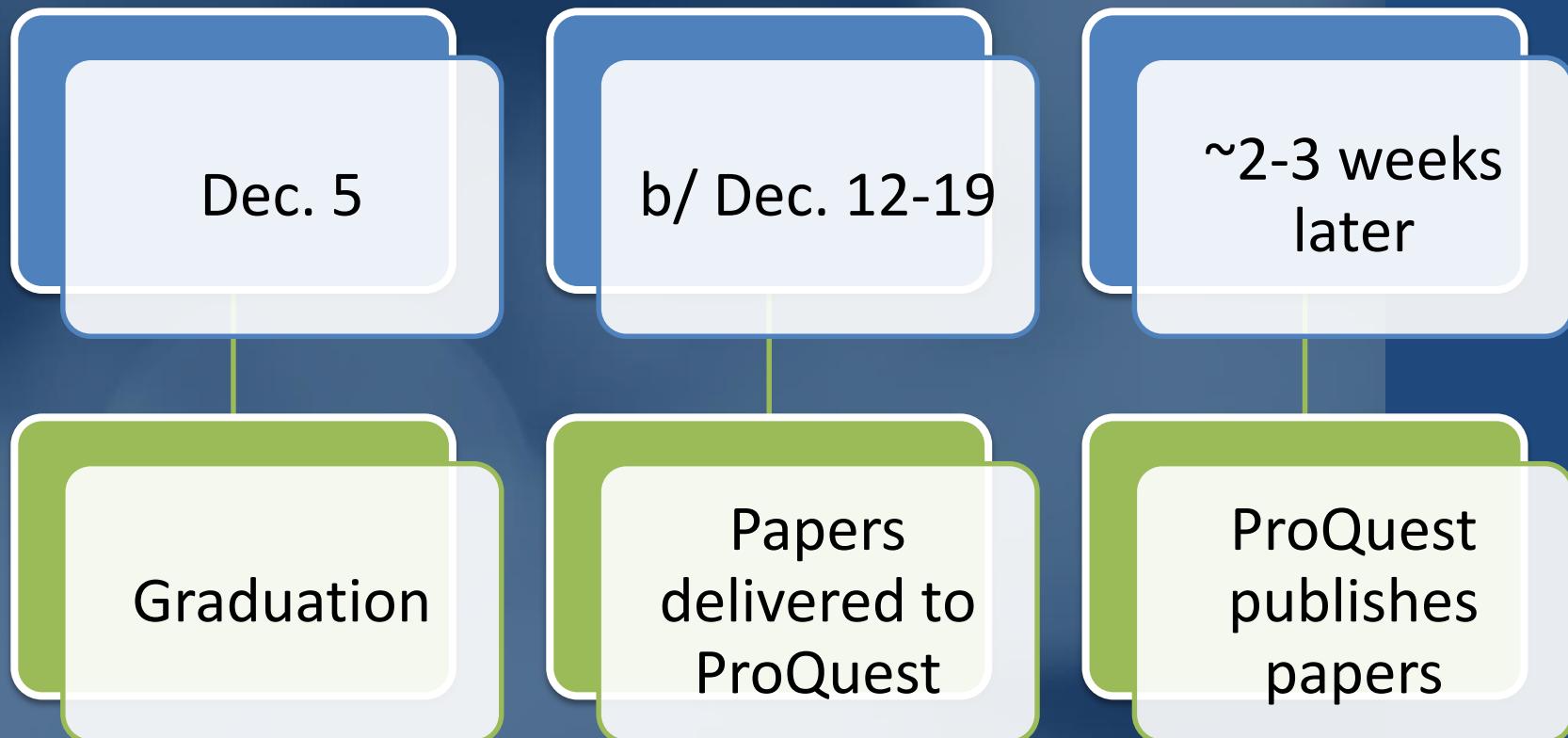
Website Tour

College of Graduate Studies

Tennessee Tech Ranked
One of the 250 Best Graduate Schools

Exceptional Programs ↔ Outstanding Outcomes
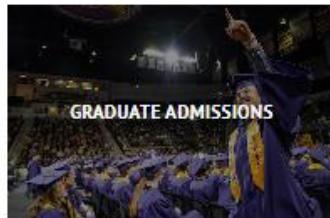
College of Graduate Studies

Resources for Current Students — At Your Fingertips!

We have the answer or solution for you.
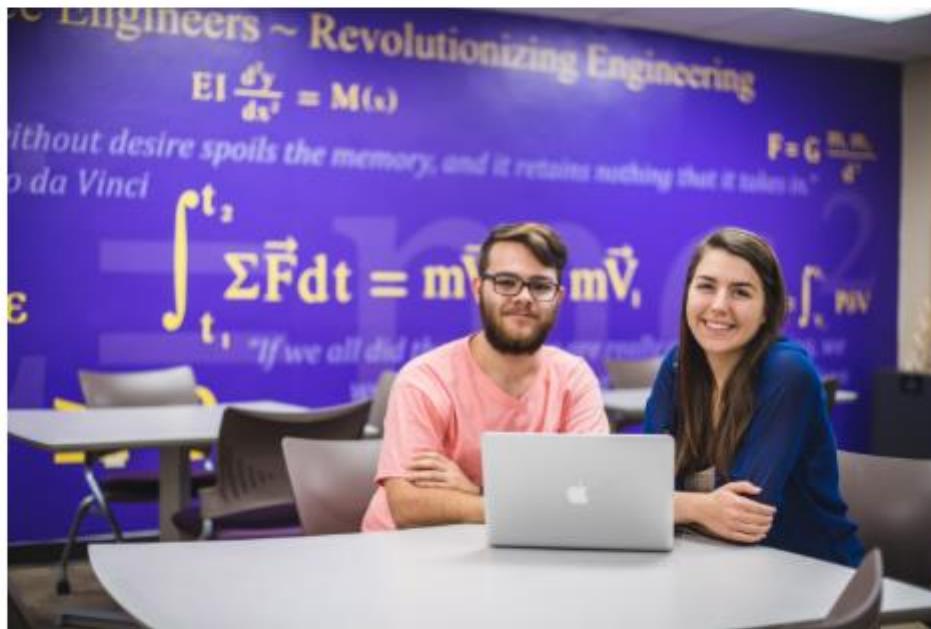
Resources

› 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

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

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

Fall 2025

Event	Date
– Summer/Fall 2025 Advisement Week (current students)	March 31 – April 3
– Summer/Fall 2025 Registration Begins	April 7
– Last Day for International Applicants to Apply for Fall 2025 Admissions	May 1
– **Last Day to Apply for Fall 2025 Graduation**	**Sunday, June 1**
– Fall 2025 Course Selection for State Employees Using a Fee Waiver and Disabled/Elderly Program Participants	July 24
– Last Day for Domestic Applicants to Apply for Fall 2025 Admissions	August 1
– Last Day to Apply for Readmission for Fall 2025	August 1
– **New Graduate Student Orientation**	**August 14**
– Advisement and Registration for Fall 2025 (new and readmitted students)	August 14–15
– Enrollment Confirmation Deadline	August 20
– Classes Begin	August 21
– Late Registration Begins ($100 late fee)	August 22
– **Last Day to Apply for Spring 2026 Graduation**	**Monday, September 1**
– Labor Day Holiday (No Classes, Offices Closed)	September 1
– Last Day to Register/Add a Class – Last Day to Drop Without a Grade (Eagle Online Closes for All Schedule Adjustments)	September 3
– Thesis & Dissertation Information Sessions	October 8, October 9
– Fall Break (No Classes, Offices Open)	October 16–17
– Graduate Studies Information Session	October 7
– Fast Track Information Session (UG to GR program)	October 14
– Last Day to Drop a Class and Receive a Grade of "W"	October 24
– Advisement for Spring 2026	October 27–31
– **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)**	**Friday, November 7**
– Registration for Spring 2026 Begins	November 3
– Veteran's Day Holiday (No Classes, Offices Open)	November 11
– **Last Day to Submit Exception Request to Walk in Commencement** – **Last Day to Report Results of Comprehensive Exam** – **Last Day to Report Results of Thesis/Dissertation Defense**	**Friday, November 14**

Instructions for Certificate of Approval

DocuSign form for signatures	Formatted copy w/o signatures

• See DocuSign Instructions
• Certificate of Approval with signatures
  – Form for up to 6 committee members
  – Separate form for 7 committee members
	• See Manual Instructions
	• Certificate of Approval to include in your paper

https://www.tntech.edu/graduatestudies/etd/approval.php

DocuSign Instructions

Enter your name and email address. Then enter the name and email addresses of your committee chair and committee members. **Please make sure you spell all names correctly and use the correct email addresses.**

Click the Begin Signing button at the bottom of the page.

You must manually center your title (in all caps) and your name (as registered with the university). Follow the tooltips in DocuSign for each of the fields shown below. You can view each tooltip in DocuSign by hovering your mouse over the field.

Certificate of Approval

Required - MANUALLY CENTER YOUR TITLE IN ALL CAPS. You may use the next lines if you have a long title.

Optional - If you need a second line, manually center this. You want this to look like an upside down pyramid.

Optional - If you need a third line, manually center again like an upside down pyramid.

by

Required - manually center your name here so it is centered under the word "by" (change to lower case here) (Upper case for title)

Click submit. Your Certificate of Approval will automatically route for electronic signatures.

Your signed Certificate of Approval will be added to your graduation record and submitted to Tennessee Tech's Archives.

College of Graduate Studies

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

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: 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: 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
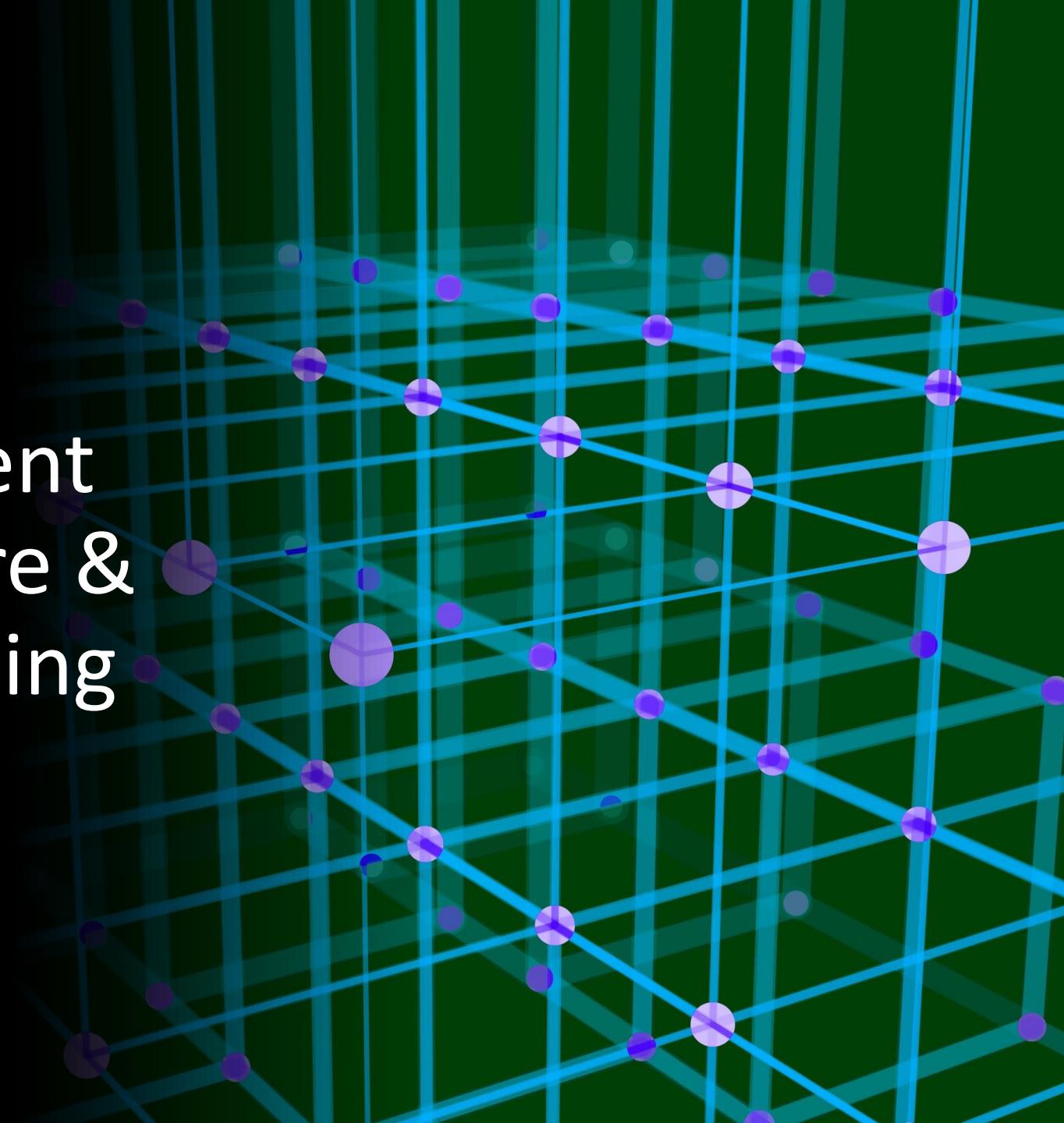
Formatting Changes for Fall 2025

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

Changes for Spring 2026

New federal requirements for document accessibility begin in April 2026

Beginning Spring 2026, PDFs that are uploaded to ProQuest must be optimized for accessibility

Accessibility Resources:

- Alt Text Information & Accessible Headings and Hyperlinks for Microsoft Word:
  https://www.tntech.edu/disability/docaccessibility.php
- Document Accessibility Information for Word, PowerPoint, Videos/Media, PDFs, and Images:
  https://www.tntech.edu/citl/accessibility-doc.php
- YuJa Panorama Information (digital accessibility tool in iLearn):
  https://www.tntech.edu/citl/tech-services/panorama/student.php

Formatting Styles

APA 7

- The default style is APA 7

LaTeX

- Usually used by engineering/science students
- Tennessee Tech's LaTeX manual and required files are at https://www.tntech.edu/cas/files/math/TNThesis.zip
- LaTeX will do most of the formatting for you
- Verify Title page and Certificate of Approval formatting

Manuscript & other approved styles

- Some programs at Tennessee Tech conduct research best presented as discrete journal articles rather than a continuous document
- Manuscript chapters may better showcase individual projects and streamline publication, aligning with the program requirement for students to submit a manuscript for publication before graduation
- For students approved to use a manuscript formatting style, refer to the guidelines at https://www.tntech.edu/graduatestudies/pdf/etd/Manuscriptformattingguidelines-updatedFeb2025.pdf

Please indicate your formatting style in the Note box when you upload your paper.

APA 7 Style

- APA 7 Style Manual

- APA Style
  https://apastyle.apa.org/

- Purdue OWL
  https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html

APA & LaTeX

Use the page order and numbering structure listed on the Page Order & Numbering slide

Page Order & Numbering

Page	Page Numbering
Title Page (no printed page number)	Number is not visible but is assigned Roman numeral
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.*

Formatting Requirements for ALL Submissions

https://www.tntech.edu/graduate studies/etd/general.php

- 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., December 2025

    - 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

Manuscript-Style Formatting

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

- Page numbering
  - Bottom center of page (no page number on title page)
  - Use Roman numerals for the front matter, as shown on the Page Order & Numbering
  - 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)

Manuscript-Style Formatting, cont. (slide 2 of 3)

- 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 (if appl.) 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

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

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

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

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/

What's the most important thing about formatting?

Consistency

Consistency

- 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

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

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

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. For section headings, use bold and all caps

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

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

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 December 2025 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

TABLE OF CONTENTS

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)
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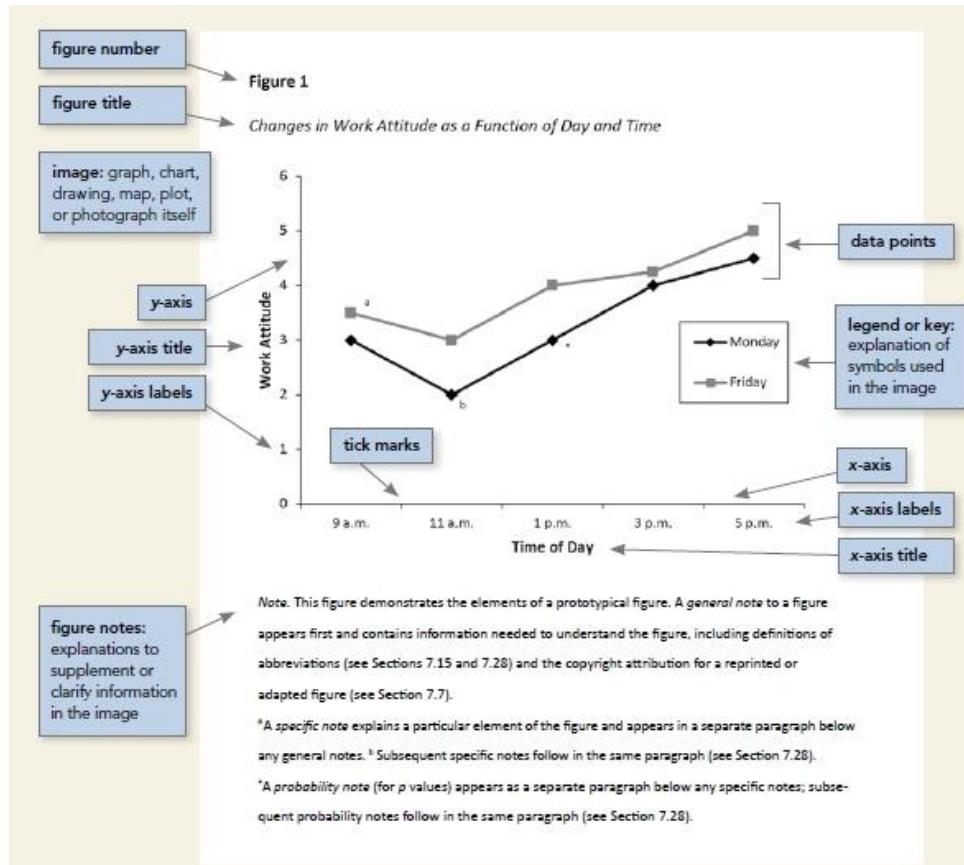
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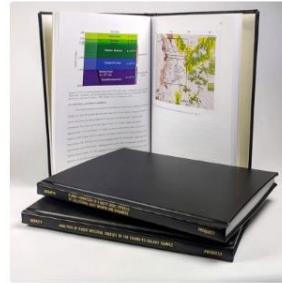
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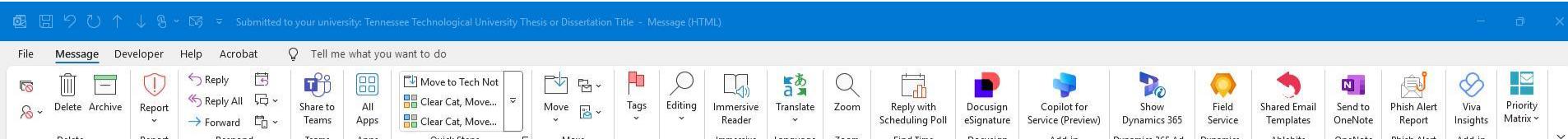
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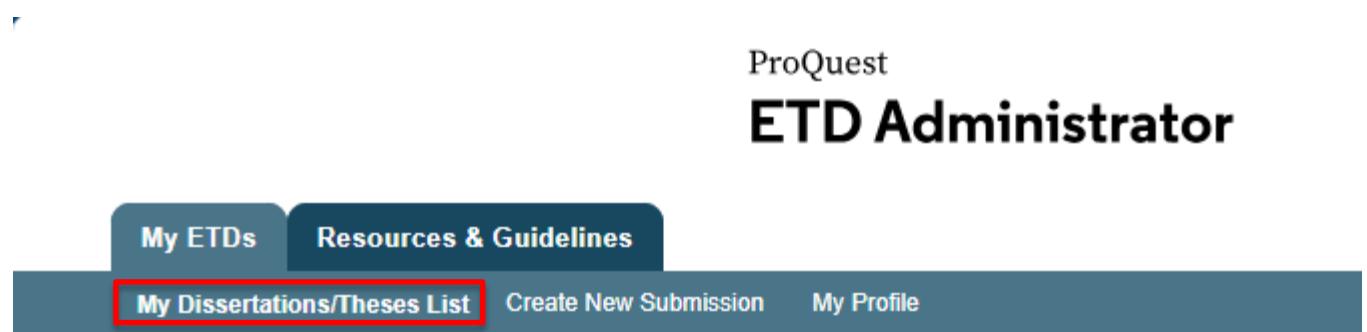
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PDF and Supplementary Files
program-MPS-PMP-2025-05-12.pdf   46.7 kB
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Degree/Department Information
Degree Date: 2025
Degree Awarded: Master of Science
Year Manuscript Completed: 2025
Department: Computer Science
Advisor/Supervisor/Committee Chair: First Name Last Name
Committee Members: -- none provided --

Subject Categories
Computer science [0984] - primary

Keywords
Keyword 1
Keyword 2

Abstract
Abstract goes here

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My Dissertations/Theses List   **Revise My ETD**   View My ETD   My Profile   Help ? Contact Support

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Dissertation/Thesis details: Change

Degree: Master of Science

Primary language: English

Title: Tennessee Technological University Thesis or Dissertation Title

Abstract: Abstract goes here

Subject categories: Computer science [0984] - primary

Keywords: Keyword 1
Keyword 2

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PDF Revision History

PDF File	Upload Date	Uploaded By	Reason for revision	Version to use?
program-MPS-PMP-2025-05-12.pdf (47 kB) **Current**	2025-09-30 10:36:30 (GMT-04:00)	Morabito, Lucinda		🔘 Use this version

Other Revisions

No other revisions have been made for this dissertation/thesis.

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- Expect one or more revision requests

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

- Please contact your reviewer, me, or gradstudies@tntech.edu if you can't read our comments or if you have any questions

- When we accept your paper for publication, you will receive an email from ProQuest

Copyright Info & Proquest Help

General Copyright Information:

- Copyright Ownership PDF (https://pq-static-content.proquest.com/collateral/media2/documents/copyright_dissthesis_ownership.pdf)

- Why Copyright PDF (https://about.proquest.com/globalassets/proquest/files/pdf-files/whycopyright.pdf)

- Copyright Laws Around the World PDF (https://about.proquest.com/globalassets/proquest/files/pdf-files/copyrightlaws_world.pdf)

ProQuest – General Information and FAQs

ProQuest Resources & Help:

https://support.proquest.com/s/product/dissertations-etd?language=en_US

ETD Administrator: Frequently Asked Questions:

https://support.proquest.com/s/article/ETD-Administrator-Frequently-Asked-Questions?language=en_US

ProQuest FAQ – General, Submission and Technical Support, and PDF Questions:

https://support.proquest.com/s/article/ETD-Administrator-Frequently-Asked-Questions?language=en_US

Author FAQ - Submission and Discoverability, Publication and Embargoes, and Publishing Rights Questions:

https://about.proquest.com/en/dissertations/proquest-dissertations-frequently-asked-questions/proquest-dissertations-authors-frequently-asked-questions/#aPQpub

ProQuest Contact

Contact ProQuest at
disspub@proquest.com

Review Process & Publication Timeline

Thesis/Dissertation Review Process

- **Submit your paper to ProQuest** no later than the date published in the [Graduate Student Calendar](#) (**Friday, November 21**).

- 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, December 5**).

- Please reach out to me, your reviewer, or gradstudies@tntech.edu if you have any questions.

Revision Requests

- 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

- **The College of Graduate Studies submits all papers for the semester to ProQuest at the same time.**

    - This *usually* occurs approximately one week after commencement in Fall and Spring semesters or one week after the last day of classes in Summer semesters. This timeframe allows all degree requirements to be verified and degrees to be awarded before the papers are released.

- **ProQuest will review your paper and contact you at the email associated with your ProQuest account if they have any questions** or if any revisions are required.

- ProQuest's review process may take two weeks or more, and **you'll receive a notification once your paper has been published**.

RESOURCES

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

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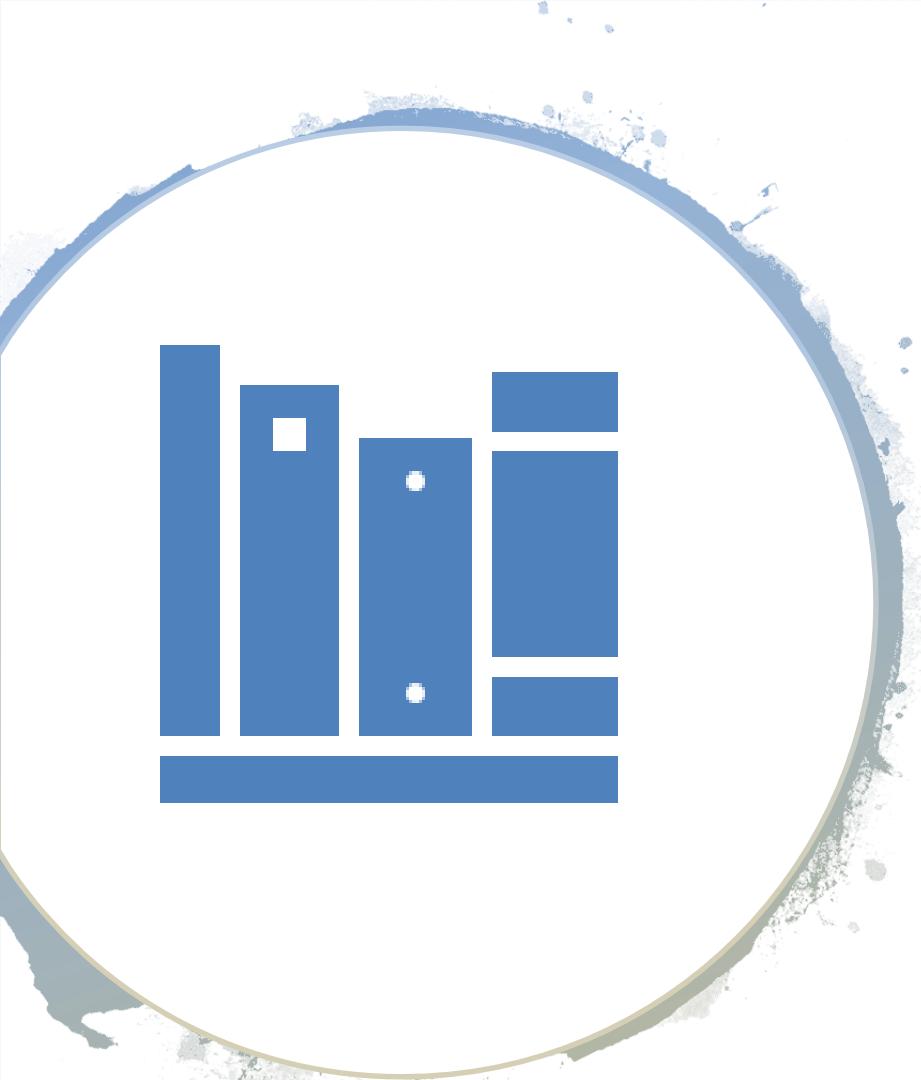
Volpe Library

Research Help (Eagle Search, Interlibrary Loan, Get It Now, Google Scholar, and more):
https://www.tntech.edu/library/research-tools.php

_____

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

hcmills@tntech.edu
931-372-3544

RefWorks

- 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

Miscellaneous

Spelling

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

Formatting

APA 7 Style

APA Style: https://apastyle.apa.org/

Purdue OWL:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html

Title Case

https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case

Questions

Contact me: lmorabito@tntech.edu
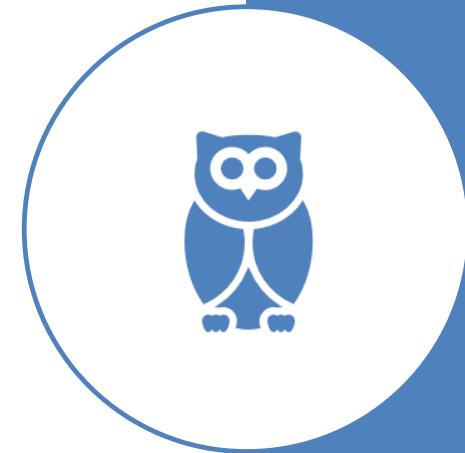
Final Tips

- 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

- 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

Need to change your graduation term? 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