

BAYLOR GRADUATE SCHOOL

FORMATTING WORKSHOP

DISSERTATIONS & THESES

Dr. Becca Cassady

Graduate Writing Center Director

Dissertation and Thesis Program Director

Dissertation and Thesis Staff

Graduate Writing Center Director: Dr. Becca Cassady

Formatting Consultants: David Basher
Tyler Fulcher

All questions related to dissertations and theses should be directed to Dissertation_Thesis@baylor.edu.

Process Overview

SELECTING A DISSERTATION COMMITTEE

4 Members Total

- **1 dissertation chairperson** from the Graduate Faculty from the degree-granting program
- **1 additional graduate faculty** from the degree granting program
- **1 graduate faculty member** from a Baylor department outside the degree-granting program
- **1 additional graduate faculty member** or from outside Baylor; with approval of the GDP



Being told repeatedly by a committee member to "try it both ways," the grad student becomes terrified of his exponentially growing workload.

Additional members beyond the required four may be included with departmental approval



SELECTING A THESIS COMMITTEE

3 Members Total

- **1 thesis chairperson** from the Graduate Faculty from the degree-granting program
- **1 additional graduate faculty** from the degree granting program
- **1 graduate faculty member from outside** the degree-granting program

Additional members beyond the required three may be included with departmental approval.

FILING FOR GRADUATION

You must apply for graduation via BearWeb.

Deadline for August 2023 graduation:
June 1 (next Thursday at midnight)

Deadline for December 2023 graduation:
October 1

AUGUST 2023 GRADUATION DEADLINES

Defense Deadline: July 7th

Final Submission Deadline: July 11 OR 10 calendar days after your defense, whichever comes first

*It is your responsibility to ensure that your committee can meet within the defense timeframe

[See [graduate academic calendar](#) for fall deadlines]



Attempting to write the first draft of his Abstract, the grad student is paralyzed.

PRELIMINARY REVIEW

Required at least 2 weeks before your defense date
(content does not need to be finalized)

Schedule through the Microsoft Bookings
scheduling tool, found on our [website](#)

Prior to review, create an account on [Baylor's
Dissertation/Thesis submission portal](#)

You'll submit:

- A formatted copy of your thesis/dissertation (PDF)
- A formatted (but unsigned) signature page
- A Copyright and Availability form, signed by your committee chair
- Doctoral Investment Form (Doc students only)



Welcome to the Thesis & Dissertation Submission System

Once you have passed the final defense and satisfied the requirements of the committee, you are ready to submit your manuscript to the Thesis Office for review. This submission process is fully electronic, and is made through an online application developed and maintained by the Texas Digital Library, in conjunction with Texas A&M, Texas Tech, and Baylor Universities.

To get started with your submission, click the link below. You will be asked to authenticate using your BearID:

[Start your submission](#)

Your help can make things better

Your feedback is very important to us; it allows us to continue to improve the system. Please feel free to notify us directly at dev@tdl.org if you have any suggestions to increase the usability or effectiveness of this application. You can talk to the your Thesis Office regarding any issues that may arise during the submission process.



Submission (Graduate School)

Currently accepting submissions for the August 2023 semester.

1. Personal Information →
2. License Agreement →
3. Document Information →
4. File Upload →
- Confirm & Submit

Instructions:

Please verify all of your personal information. Some of the information has been provided by your school; if this information is in error, you will need to correct it through the appropriate office at your school.

Required fields are indicated with an asterisk.

| | |
|-----------------|--|
| First Name: | David |
| Middle Name: | <input type="text" value="Input Middle Name"/> |
| Last Name: | Basher |
| Email: | David_Basher1@baylor.edu |
| ORCID: | <input type="text" value="Input ORCID"/> |
| *Year of Birth: | <input type="text" value="Input Year of Birth"/> |
| *Program: | <input type="text" value="Input Program"/> |
| *Department: | <input type="text" value="Input Department"/> |
| *Degree: | <div><div>▼</div><div>Choose Degree</div></div> |

- ⓘ

Your name should appear as it does on your signature page.
- ⓘ

Select the program, department, and degree that are listed on your signature page.
- ⓘ

You must enter a permanent, long-term address.
- ⓘ

Submission (Graduate School)

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- Confirm & Submit

*License Agreement:

As a condition for submitting my work to the appropriate office for review, I grant the Texas Digital Library (hereafter called "TDL"), Baylor University (hereafter called "Institution"), and my academic department (hereafter called "Department") the non-exclusive rights to copy, display, perform, translate, distribute and publish the content I submit to this repository (hereafter called "Work") and to make the Work available in any format in perpetuity as part of a TDL, Institution or Department repository communication or distribution effort.

I understand that once the Work is submitted, a bibliographic citation to the Work can remain visible in perpetuity, even if the Work is updated or removed.

I understand that the Work's copyright owner(s) will continue to own copyright outside these non-exclusive granted rights.

I warrant that:

- 1) I am the copyright owner of the Work, or
- 2) I am one of the copyright owners and have permission from the other owners to submit the Work, or
- 3) My Institution or Department is the copyright owner and I have permission to submit the Work, or
- 4) Another party is the copyright owner and I have permission to submit the Work.

Based on this, I further warrant to my knowledge:

- 1) The Work does not infringe any copyright, patent, or trade secrets of any third party,
- 2) The Work does not contain any libelous matter, nor invade the privacy of any person or third party, and
- 3) That no right in the Work has been sold, mortgaged, or otherwise disposed of, and is free from all claims.

I agree to hold TDL, Institution, Department, and their agents harmless for any liability arising from any breach of the above warranties or any claim of intellectual property infringement arising from the exercise of these non-exclusive granted rights.

☐ By checking here, you agree to the above license in its entirety.

Continue to Document Information

i

The license gives Baylor University and the Texas Digital Library 2 non-exclusive rights: the right to distribute the thesis (based on the option selected in the Copyright and Availability form) and the right to make copies (in case -- at some point in the future -- we need to migrate the files to another file format.



Submission (Graduate School)

Currently accepting submissions for the August 2023 semester.

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Instructions:

In this step you describe your thesis or dissertation. Please make sure that the information entered below matches the information contained in your document.

If your committee chair is not listed in the committee chair dropdown menu, use the "Committee Chair Not in List" field to add their name to your submission.

*Document Title:

Input Document Title

ⓘ

This field is required

*Degree Date:

📅

Choose Date

ⓘ

Defense Date:

📅

Choose Date

ⓘ

*Submission Type:

▼

Select either dissertation or thesis.

ⓘ

*Abstract:

Input Abstract

ⓘ

*Keywords:

Input Keywords

ⓘ

+

Language:

▼

Choose Language

ⓘ

ⓘ

For the degree date, enter the semester in which your degree will be conferred (your graduation semester).

ⓘ

You can enter multiple keywords to enhance the description of your thesis. Use semi-colons (;) to separate the entries.

ⓘ

Provide only one name, the person who was your thesis committee chair and worked most closely with you on your thesis.

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backforwardrefreshlockbaylor-etd.tdl.org/submission/2383/step/3sharestarfullscreensignoutmenu

Choose Date

Defense Date:

Choose Date

*Submission Type:

Select either dissertation or thesis.

*Abstract:

Input Abstract

*Keywords:

Input Keywords

+

Language:

Choose Language

*Committee Chair:

Input Committee Chair

+

Previously Published Material:

☐

If any part of the material being submitted has been previously published (i.e. book chapters or journal articles) enter all the related citations below.

*Default Embargo Type:

5-year Hold

Secure the work for 5 years and then release it for worldwide access on the Internet.

None

Release the work immediately for worldwide access on the Internet.

2-year Hold

Secure the work for 2 years and then release it for worldwide access on the Internet.

Continue to File Upload

You can enter multiple keywords to enhance the description of your thesis. Use semi-colons (;) to separate the entries.

Provide only one name, the person who was your thesis committee chair and worked most closely with you on your thesis.

If you don't know if you need an embargo, then you should check with your advisor or review the information found at <http://researchguides.baylor.edu/etdembargo>. This option is typically only used for situations such as patent holds or requests from publishers if content from the document is pending publication.

Defense Date -- Provide the date you will defend your thesis, if you know it.

© Vireo 4.1.3 Webmaster Legal Comments Accessibility

Submission (Graduate School)

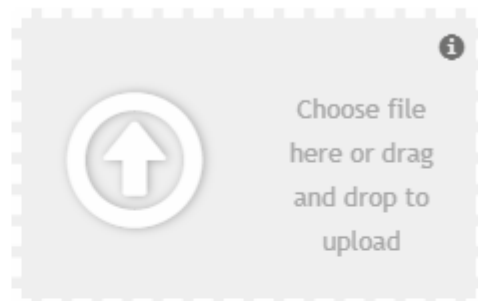
Currently accepting submissions for the August 2023 semester.

- 1. Personal Information →
- 2. License Agreement →
- 3. Document Information →
- 4. File Upload →
- Confirm & Submit

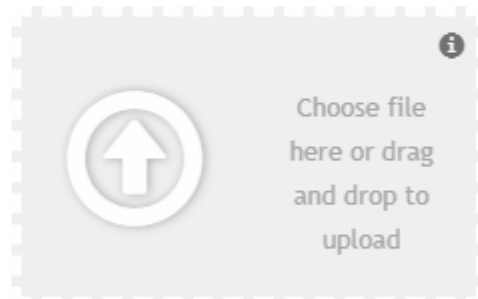
Instructions:

In this step you will upload your thesis or dissertation to the server. Optionally, you may upload additional supplementary files that will be available along with your document after publication.

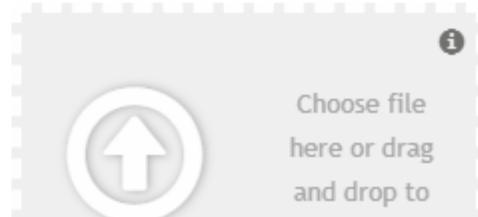
*Thesis Manuscript
in PDF/A:



*Supplemental
Files:



Administrative
Files:



Your thesis or dissertation can only be one file, and the only allowable file format is PDF/A. See <http://www.baylor.edu/content/services/document.php/114513> for creating a PDF/A document.

There is no limit on the number or formats of supplementary files you may upload.

SIZE QUOTA: no individual file may exceed 512 MB, and the total of all files must not exceed 4 GB. If

SIZE QUOTA: no individual file may exceed 512 MB, and the total of all files must not exceed 4 GB. If you have a larger file, or your total file size is over the quota please contact libraryquestions@baylor.edu

When you submit your document for preliminary review, you must submit the PDF as the primary document. Also upload the signature page as an administrative file (PDF), if applicable.

You will receive the following message when you are ready to submit: "After pressing 'confirm and submit' you cannot make any more changes to the form's data without contacting your local thesis office." This just means that you cannot make changes until we review the document and send it back to you with any final necessary revisions. This does not mean that this is the final approved version that will go out into the world without any oversight.

Vireo :: Texas Digital Library

+

← → ↺

baylor-etd.tdl.org/submission/2383/step/5

🔖 ☆ 🏠 👤 ⋮

David Basher

Baylor University

Submission (Graduate School)

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1. Personal Information →

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3. Document Information →

4. File Upload →

Confirm & Submit

Confirm & Submit

Instructions:

Please verify all the information displayed below before proceeding. Once you click the button to approve this document, you cannot make any more changes to the form's data without contacting your local thesis office.

Personal Information 🔗

First Name:

David

Middle Name:

Last Name:

Basher

Email:

David_Basher1@baylor.edu

ORCID:

Year of Birth:

[fix]

Program:

[fix]

Department:

[fix]

Degree:

[fix]

Permanent Phone:

[fix]



Attempting to write the first draft of his Abstract, the grad student is paralyzed.

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You'll submit:

- A formatted copy of your thesis/dissertation (PDF)
- A formatted (but unsigned) signature page
- A Copyright and Availability form, signed by your committee chair
- Doctoral Investment Form (Doc students only)

Vireo Statuses

“Needs Correction” – We’ve seen your document and have uploaded a version with more comments for you to address

“Corrections Received” – You have implemented the changes we’ve asked you to and have uploaded the revised manuscript; this alerts us that your submission is ready to review again

“Approved” – No changes are necessary and you have submitted all required forms

The approval on Vireo will generate an email with further instructions for doctoral students on how to submit to ProQuest and fill out the Survey of Earned Doctorates

Final Copies

Due 10 days after defense; will initiate the final review and should include all formatting and content revisions

Unsigned signature page included in electronic copy of the dissertation/thesis

Copyright page included in all dissertations or theses.

Registration of copyright not required

Submission to UMI/Proquest is required for dissertation students. It is encouraged but optional for master's students.



Submitting his manuscript materials after checking countless times for errors, the grad student suddenly notices several errors.

VISIT OUR BAYLOR GRADUATE SCHOOL WEBSITE

Online Resources

[STUDENT RESOURCES > COMPLETING YOUR DEGREE > DISSERTATION AND THESIS OVERVIEW](#)

A photograph of three Baylor University graduates in regalia. A woman in a blue and black gown is on the left, a woman in a green and black gown is in the center, and a man in a black and yellow gown is on the right. They are all smiling and looking at each other. The text "BAYLOR UNIVERSITY" is overlaid in white, and "Graduate School" is overlaid in large white letters.

BAYLOR UNIVERSITY
Graduate School

Download the Word Template & View Guidelines

baylor.edu/graduate/format

**Now for the fun
part...
formatting.**

***Manuscript Formatting**

Allows students to incorporate previously published articles as chapters

- Front and Back Matter still required and formatted by Baylor guidelines
- Must include same Level One and Level Two chapter headings as well as article citation at beginning of chapter
- With some exceptions (must maintain margins, must avoid bold, etc.) you may keep the publisher's formatting of the article

***See formatting guidelines for complete information about manuscript format**

If not the sole or first author on a publication included in the dissertation, the committee chair must submit [a petition](#) on student's behalf

Basic Prep & Overarching Features

Prep your document

Regardless of whether you use the template (we highly recommend doing so), here are some things to do to your Microsoft Word document before you start any other formatting attempts to ensure you don't run into issues down the road.

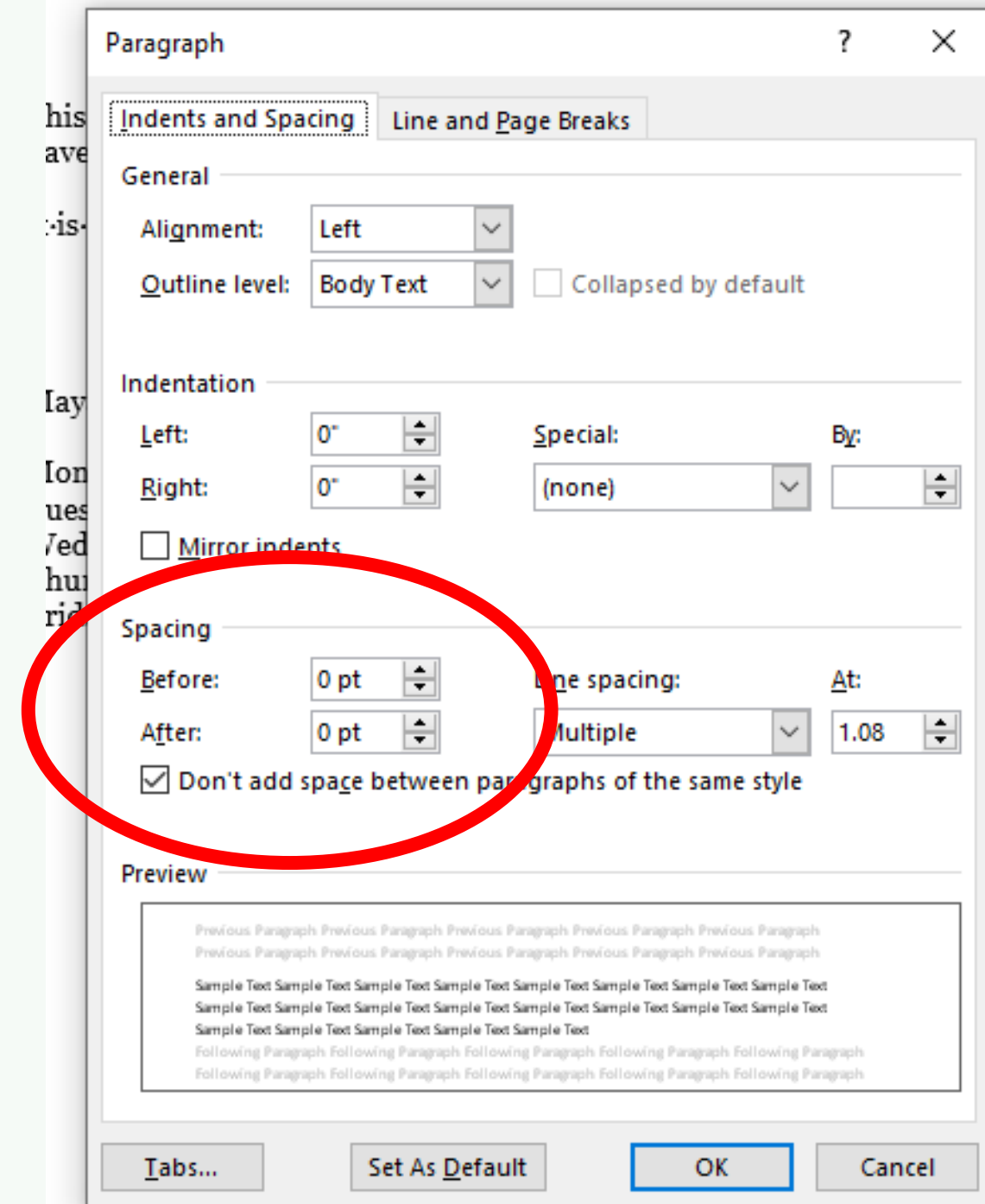
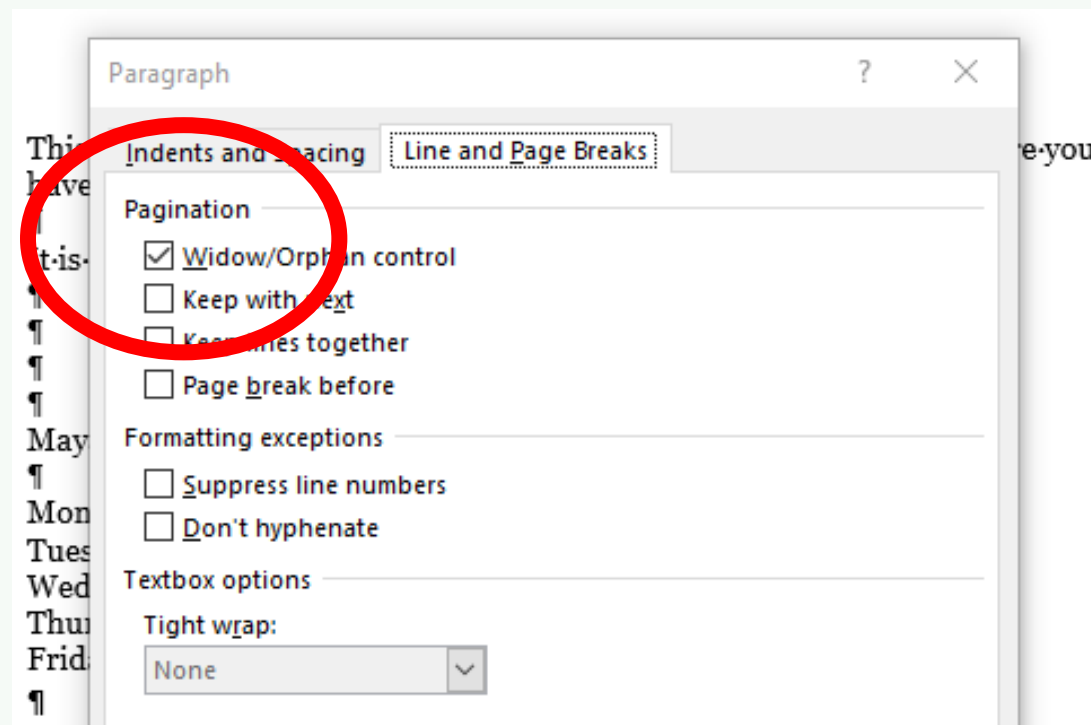
The basics

- Select a serif font (ex. Times New Roman), size 12
Footnotes can be size 10
- Set custom margins: 1 inch top and bottom, 1.25 inches left and right

Prep your document (continued)

Highlight the whole document (ctrl+a or command+a)

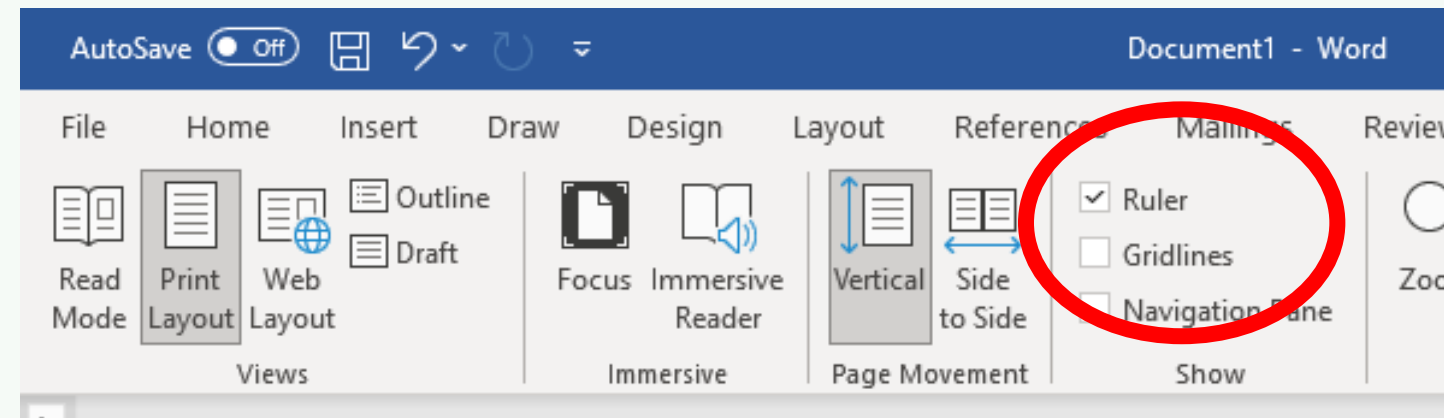
- Layout > Paragraph > Indents and Spacing
Before and After Spacing should be 0
Check “Don’t add space between paragraphs of the same style.”
- Layout > Paragraph > Lines and Page Breaks
Check “Widow/Orphan control”



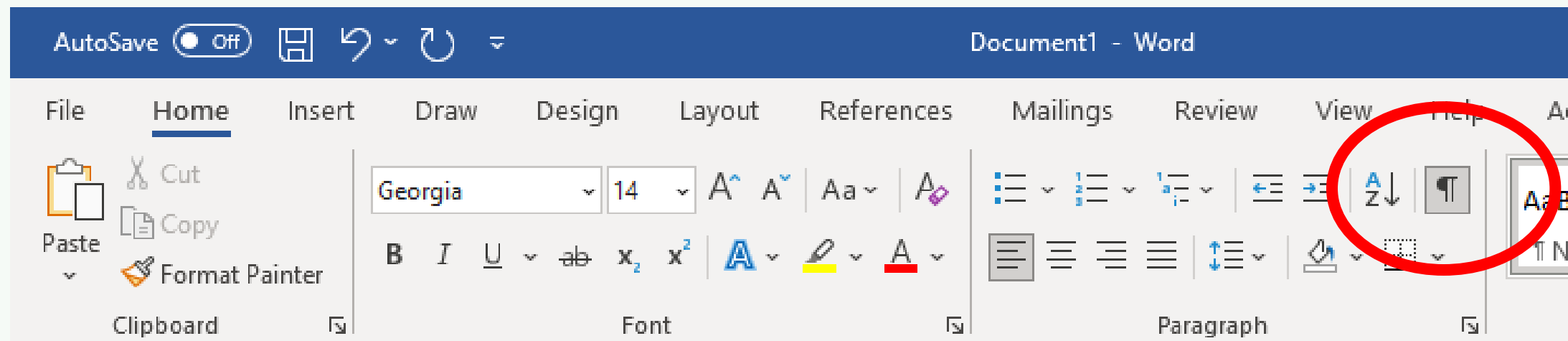
Prep your document (continued)

Viewing tools

- View > Show > check “Ruler”



- Home > Paragraph > click the paragraph symbol



This setting shows you spaces between words and lines as well as where you have pressed “return.” ¶

¶

It is quite useful when formatting headings. ¶

¶

¶

Spacing

- **Double-space**



- One empty single space followed by writing on the next line

- **Triple-space**



- Two empty single spaces followed by writing on the next line

Headings

¶
¶
CHAPTER ONE [Level 1 begins at 1.5" top margin]

¶
Chapter Title [Level 2: Double-space above]

¶
¶
Section Title [Level 3: Triple-space above]

¶
¶
Subsection Title [Level 4: Triple-space above]

¶
¶
Subsection title. Begin Paragraph. [Level 5: Triple-space above]

Front Matter

**[See the Word template
for information on front
matter and examples]**

Body Chapters

Tables and Figures

*Vary based on departmental style guides. The captions and legends themselves (whether they are italicized, sentence or title case, etc.) will depend on your style guide.

Things common to all tables and figures:

- Tables and figures centered on the page
- Table caption *above* tables; Figure legends *below* figures
- Double space between the table/its caption or the figure/its legend
- Triple space above and below the table/figure (see next two slides)
- Use continuous numbering throughout (Figure 2.3; Table 3.1, etc.)

Tables

Tables should be mentioned in the text before they appear.

¶ [triple-space above tables]
¶

Table 1.1
¶
Title of the Table
¶

Some style guides have the table number and title on the same line. Consult your style guide.

Centered on
the Page

| Column 1 | Column 2 | Column 3 |
|--|----------|----------|
| [One horizontal line above and below column headings] | | |
| [One horizontal line above and at the bottom of the table] | | |

Centered on
the Page

[triple-space below tables] ¶
¶

Text will continue after a triple space. Blah blah blah blah.

Figures

All figures must be mentioned in the text before they appear (Figure 1.1).

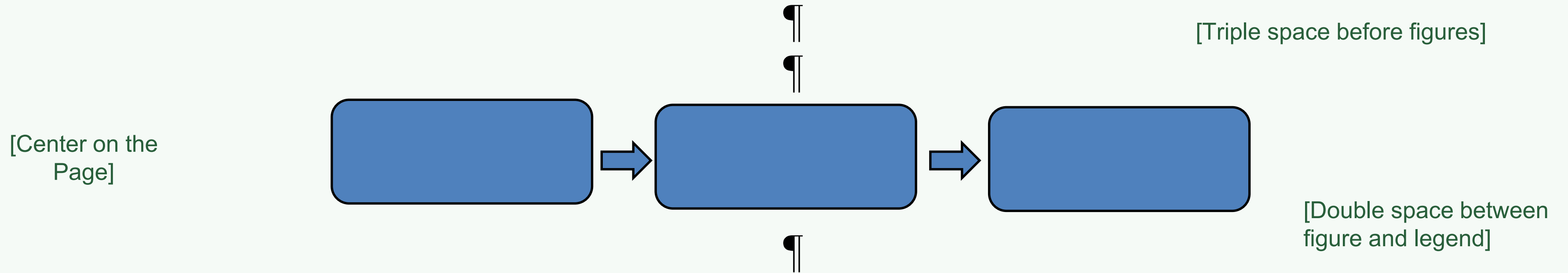


Figure 1.1. Figure legends are at the bottom and centered if one line. If figure legends take up more than one line, they are left aligned.

[Triple space after figures]

Then you would continue the text in the paragraph. You will use continuous numbering based on chapter and figure number. (For example, the first figure in chapter one is Figure 1.1, the third figure in chapter two is Figure 2.3, etc.)

Other features in body chapters:

Footnotes

- Restart numbering with each chapter
- Single space, 10 or 12 point font
- First line of a footnote is indented, with subsequent lines left justified (see model)
- If footnotes are on the last page of a chapter, they should directly follow the last line of text (rather than all the way at the bottom)

Block quotes

- Single space
- Double space above and below

Back Matter

Appendix/ Appendices

- Page with “Appendix” or “Appendices” halfway down the page
- Appendices are lettered
- Tables and Figures are labeled A.4, A. 2, etc. and labeled just as normal body chapters in terms of Level One and Level Two headings

Bibliography

BIBLIOGRAPHY [Level 1 heading: 1.5" top margin]

[Triple space after Level 1 heading]



American Institute of Physics Publication Board. *AIP Style Manual*. 4th ed. New York: American Institute of Physics, 1990.

American Psychological Association. *American Psychological Association Style Guide*.

<https://apastyle.apa.org/>



[Do **NOT** underline or have different color font for hyperlinks]

American Society of Mechanical Engineers (ASME) Style Guide.

The Chicago Manual of Style. 16th ed. Chicago: University of Chicago Press. 2010.

[Double space between entries]

Council of Science Editors Style Manual Committee. *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers*. 7th ed. Reston (VA): The Council; 2006.

Coghill, Anne M. and Lorrin R. Garson, eds. *The ACS Style Guide: Effective*

Bibliography

[Use 1" top margins after 1st page of the bibliography]

~~*Communication of Scientific Information*. 3rd ed., Washington, D.C.: American Chemical Society, 2006.~~ [Do **NOT** break citations across pages]

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association of America. 2009.

Hansen, Wallace R., ed. *Suggestions to Authors of the Reports of the United States Geological Survey*. 7th ed. Washington, D.C.: U.S. Government Printing Office, 1991.

[Use hanging indents for longer citations]

Signature Page

Signature Page

- Use the fillable Signature Page following the instructions/model [online](#).
- Do **NOT** recreate, copy, or paste the document into Word; we'll insert it as a PDF at the very end of the process.
- Title should be in Title Case regardless of your style guide.
- Title should be broken in a reasonable place if longer than two lines.

Signature Page

(Squished for PowerPoint purposes;
See handout)

Capitalization of Each Word in the Title

by

Jonathan C. Student, B.S., M.S.

A Dissertation

Approved by the Department of Formatting Studies

Thomas A. Professor, Ph.D., Chairperson

Submitted to the Graduate Faculty of
Baylor University in Partial Fulfillment of the
Requirements for the Degree
of

Doctor of Philosophy

Approved by the Dissertation Committee

James G. Professor, Ph.D., Chairperson

Betty Baylor, Ph.D.

Armstrong Browning, Ph.D.

Heart O. Texas, Ph.D.

Accepted by the Graduate School
December 2022

J. Larry Lyon, Ph.D., Dean