



Thesis & Dissertation Guide

Revised
3/6/2020

Chapter 2

STEPS TO COMPLETE IN FINAL SEMESTER

The following is a checklist of required forms, listed by degree. Consult your department for the deadline dates posted for their completion.

Lyle School of Engineering

Contact: Jim Dees, Engineering Graduate Office jdees@smu.edu

Ph.D. or D.E. or M.A./M.S. with Thesis

1. ACG*
2. Degree Plan
3. Recommendation & Certification of Appointment of Supervisory Committee
4. Admission to Candidacy
5. Report on Thesis or Dissertation and/or Final Examination
6. Thesis/Praxis/Dissertation Formatting Release – via email from Lyle Graduate Office
7. Survey of Earned Doctorates – submitted electronically
8. Graduation Exit Survey – emailed by the SMU Registrar's Office

* Also required for M.A./M.S. with thesis.

Your first step in this process is to file an Application for Candidacy to Graduate (ACG) on your my.SMU.edu student portal. Check with your school for the deadlines for filing, which are scheduled at the beginning of each semester. An ACG completed for the previous semester is NOT valid; you will need to re-file. Dik

Chapter 3

PREPARATION OF MANUSCRIPT

Set margins: Left-1.0", Right/Bottom-1.0", Top-2.0" or 1.1"- depending on page

A manuscript generally has three main parts: The preliminaries, the text and the reference material. Place these in the following order:

Preliminary Pages

1. Signature page (do not number but count in pagination)
2. Title page (do not number but count)
3. Copyright page (optional, do not number but count)
4. Acknowledgment page (optional, begin numbering with lower case Roman numerals) **Place here only if you also have a dedication page**
5. Abstract
6. Table of Contents
7. List of Illustrations
8. List of Tables
9. List of Abbreviations
10. Glossary
11. Acknowledgment OR Dedication page
(if only one is used. Dedication page is not numbered)

Text

12. Introduction or Chapter 1
13. Text

References

14. Appendix or Illustrations
15. Bibliography or References

Approved Style Manuals

This guide will dictate the format for all preliminary pages. The text, all materials included in the text,

List all chapter headings and other major divisions. Be consistent in listing headings and subheadings; e.g., if you list the second-level subheadings from one chapter, list the second-level subheadings from all chapters. Be sure that the headings listed in the TABLE OF CONTENTS match word-for-word the headings in the text. Capitalization should also follow what is used in the text. Do not, however, underline headings that may be underlined in the text. Also, if you use all capital letters for your table heading, use headline style capitalization in the LIST OF TABLES.

Page numbers and **chapter numbers** need to be **right justified in TOC**. The use of dot leaders to connect each heading with its page number, which is used in Turabian, is **optional**. Whichever you choose, leaders or no leaders, be consistent throughout. **Each level of subheading should be indented 3 character spaces**

General Requirements for the entire thesis/dissertation without exception.

Margins With the exception of the pages noted previously, all other page margins should be 1" from the edge of the page – top, bottom, left and right.

Font Style/Size-- The thesis/dissertation must be **double-spaced** on only one side of the 8 1/2" by 11" page. Allow 2 character spaces between sentences. It must be typed with the same font and typeface throughout. Exceptions can only be made in the wording *within* the figures and tables when a different computer graphics program or when the figures and tables are enlarged or reduced prints these. *The captions and labels of the figures should be in the same size and font as the text.* Figures and tables not inserted in text

Final Submission

Although you prepare your dissertation or thesis using a word processor or other software (LaTeX is recommended), you will submit the final copy to SMU Scholar in a PDF. A deposit agreement signed by student and advisor is accessible on SMU Scholar and it must be submitted as a supplemental document on the SMU Scholar account. Please refer to the Lyle Dissertation and Thesis formatting website for deadlines.

<http://scholar.smu.edu/>

All graduates should receive diplomas in the mail within a month of graduation. If a student files the ACG form late, he/she will receive the diploma late, approximately 6 weeks after graduation. Any questions about diplomas should be addressed to the Registrar's Office at registrar@smu.edu

We hope that this information is helpful and realize that you may still have questions. Feel free to contact your graduate office at any time during the process. And at the successful completion of your degree, we want to add our sincere CONGRATUATIONS.

APPENDIX

(Allow 2" top margin)

THE TITLE IS IN ALL CAPS, NO MORE THAN 48 CHARACTERS SPACES

(Allow 2" top margin)

THE TITLE IS IN ALL CAPS, NO MORE THAN 48 CHARACTERS SPACES
TO A LINE, CENTERED BETWEEN MARGINS, DOUBLE SPACED
ARRANGED IN AN INVERTED PYRAMID SHAPE

(Allow 2 double spaces between)

A Dissertation (or Thesis) Presented to the Graduate Faculty of

(Your School)

Southern Methodist University

in

Partial Fulfillment of the Requirements

for the degree of

Doctor of Philosophy (or Master of Arts or Master of Science)

with a

Major in (your department)

by

(Allow 2 double spaces)

Your Name

(B.A., B.S., previous degree(s), institution, each on a separate line, single space this section)

(Allow 2 double spaces)

Official date degree will be conferred

(Allow 2" top margin)

Copyright (year)

Your Name

All Rights Reserved

(If you include this page, do not use page number but it will be counted
as one of the preliminary pages when you do begin numbering)

(Allow 1.1" top margin)

Last name, First name

B.A., or B.S., Institution, year

M.A, or M.S., Institution, year

(1 double space)

Title, Underlined, Left Justified, Headline-Style Capitalization

With the Same Separation (Structure) as on the

Half and Title Pages

Advisor: Professor John Doe

Doctor of Philosophy (Master of Arts, etc) conferred Month, Day, Year (from Official Calendar)

Dissertation (or Thesis) completed Month, Day, Year (real date you finished writing)

(allow 2 double spaces)

Abstract will be a short summary or overview of the thesis. Length can vary; 1-2 pages is a desirable length. Suggest you avoid using direct wording from other parts of the paper

This page is numbered with lower case Roman numerals.

(Allow 1.1" top margin)

(Allow 2" top margin)

LIST OF TABLES

(Allow 2 Double Spaces)

Table	Page
1. Demographic Frequencies (dot leaders are an option; if used, use for all tables)	xx
2. Titles that need to be wrapped around (or run-over lines) Need to be indented 3 character spaces from the beginning of The title and single spaced	xx
3. Right justify all numbers, double space between entries.	
4. Second and succeeding pages of table listings will have a 1" top margin.	

(2" top margin)

ACKNOWLEDGEMENTS

(Allow 2 double spaces)

This page is usually included but is not required. If included, it goes here ONLY IF YOU ALSO HAVE A DEDICATION PAGE. If you do not have a dedication page, the acknowledgement page comes directly before the text--as the last preliminary page.

Whether it is the Acknowledgement page or the Abstract page (see next exhibit), this is the first page to be numbered with lower case Roman numerals. Count the half page, title page, and copyright (if included) and this first numbered page will be either iii or iv. Page numbers need to be 1" from bottom, centered under the text.

(Allow 2" top margin)

Chapter 1
(1 double space)

(Allow 2" top margin)

BIBLIOGRAPHY or REFERENCES

(1 double space)

Follow a style that is consistent with your discipline.
Use either a journal or textbook for the format style.
Check with your advisor on the preferred style.