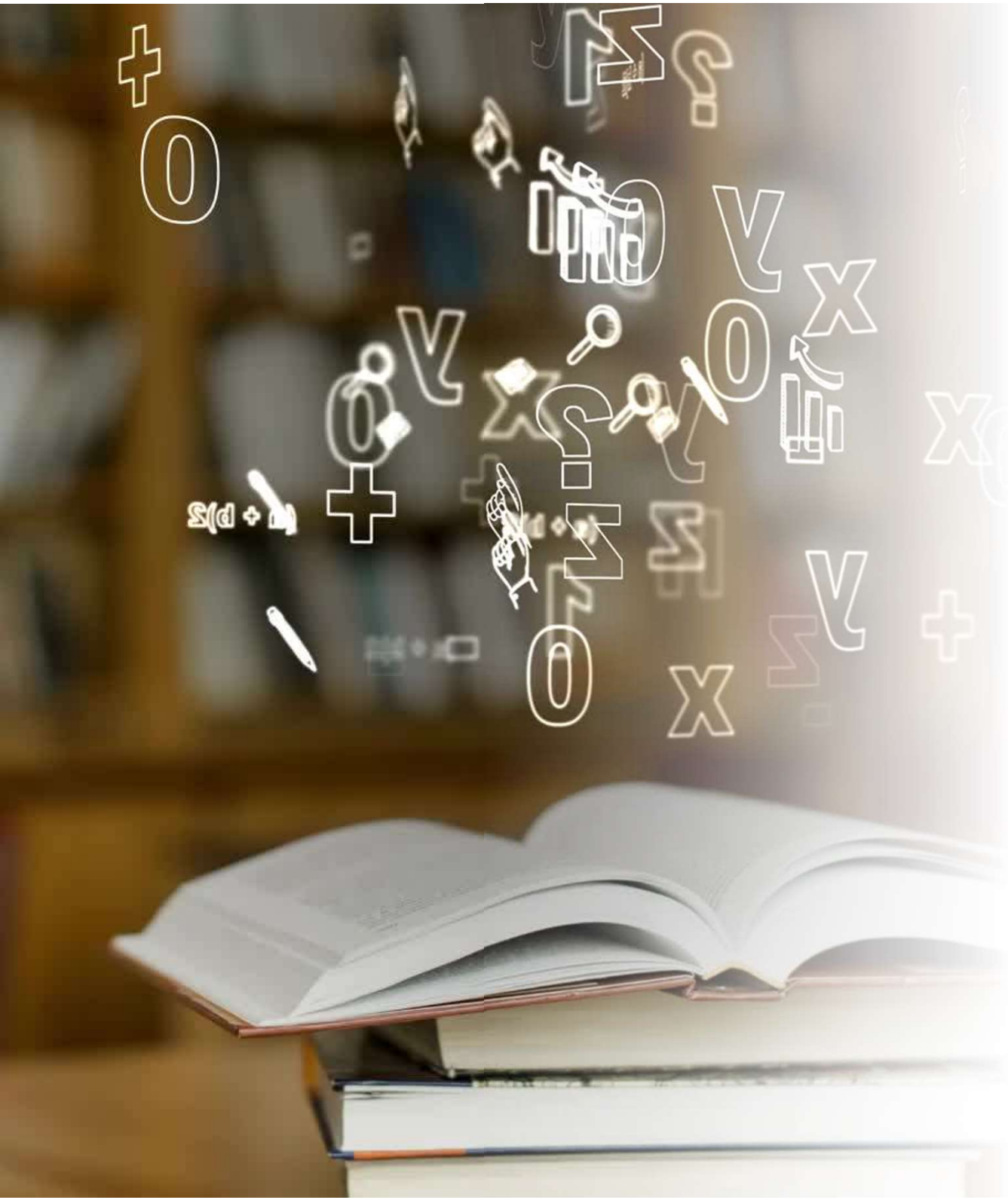


Thesis and Dissertation Submission & Formatting Guidelines

Tennessee Tech University
College of Graduate Studies

Lucinda Morabito
lmorabito@tntech.edu

Agenda

- Introduction
- Deadlines
- Document Structure
- Formatting Styles
- Formatting Details
- Development & Submission to ProQuest
- Review Process & Publication Timeline
- Resources

Introduction

Purpose:

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

Importance:

- To ensure consistency and professionalism in scholarly submissions.

Deadlines for Graduation & Thesis/Dissertation Process

Friday, April 4, 2025	Last day to submit **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, April 11, 2025	Last day to submit the **Defense Form** to report the results of your 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 of your committee members, your department chair, and your college dean
Friday, April 11, 2025	Last day to report **Comprehensive Exam** results, *if applicable*
Thursday, April 17, 2025	Last day to submit the **Certificate of Approval** • This form requires signatures from all of your committee members, your department chair, and your college dean. Additional information about the Certificate of Approval is listed in the Dissertation Requirements section above
Thursday, April 17, 2025	Last day to submit the committee-approved **dissertation to ProQuest**
Friday, May 2, 2025	Last day to submit the final requested **dissertation revisions**
Friday, May 2, 2025	Last day to remove **"Incomplete"** grade(s), *if applicable*
Friday, May 2, 2025	Last day to submit **Survey of Earned Doctorate** (*doctoral students only*)

Grad Studies 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

Document Structure: Page Order & Numbering

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	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 (when applicable)	Roman numerals continued
List of Figures* (when applicable)	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 Styles

APA 7

The default style is APA 7.

LaTeX

- Tennessee Tech's LaTeX manual and required files are at https://www.tntech.edu/cas/files/math/TNThesis.zip
- Verify Title 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/Manuscriptformattinguidelines-updatedFeb2025.pdf. When you submit your manuscript paper in ProQuest, include a note in the comment box that you are approved to use the manuscript format.

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

Formatting Requirements for ALL Submissions

- For consistency across the university, all students should:
  - Use the same document structure, page order and page numbers regardless of formatting style
  - Type your title in bold and all caps (Title page, Abstract, Certificate of Approval)
    - If the title is more than two lines, the title should be in shape of an inverted triangle. For section headings, use bold and all caps
  - Use mirror margins with a 1.5” inner margin and 1” outer margins
  - Use page breaks to start a new page
  - Use the formatting instructions on our website for:
    - Page Numbers
    - Margins
    - Copyright page
    - Title page
    - Abstract
    - Certificate of Approval
    - Lists (when applicable)
    - Vita
  - DOIs (digital object identifiers) and URLs can be hyperlinked, but they should not be underlined; font color should be black

APA Style 7

Use a readable, accessible font like:

- Times New Roman (12 pt)
- Arial (11pt)
- Georgia (11pt)
- Calibri (11pt)
- Lucida Sans Unicode (10pt)

APA 7 Basics

Margins & Spacing

- **Mirrored Margins:**
  - Top and Bottom: 1 inch
  - Inner (binding side): 1.5 inches
  - Outer: 1 inch
- **Line Spacing:**
  - Double-space main text
  - Single-space for figure/table captions

Alignment and Indentation

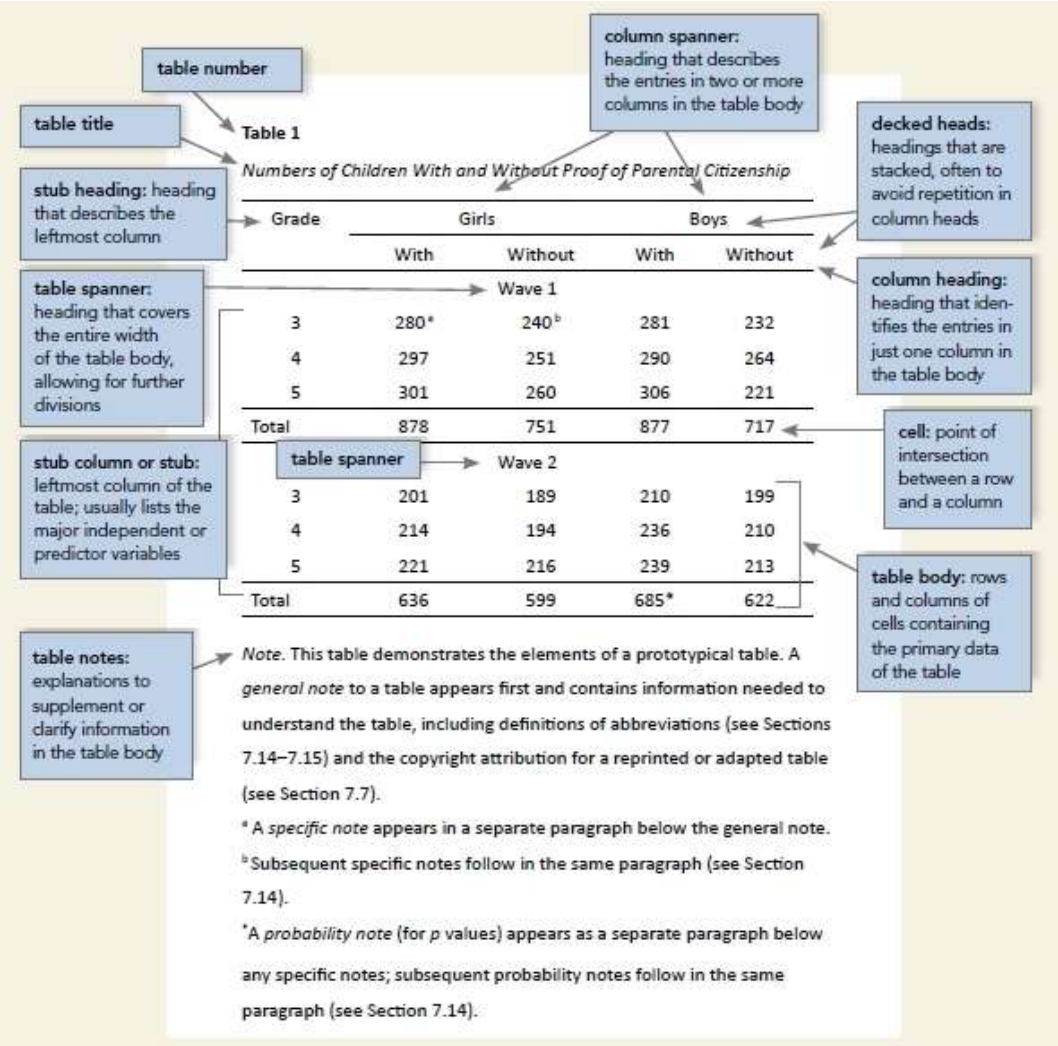
- **Paragraph Alignment:**
  - Left-align text; avoid full justification.
- **Indentation:**
  - Indent the first line of each paragraph by 0.5 inches.

- Follow the formatting instructions for specific pages at https://www.tntech.edu/graduatestudies/etd/index.php
- Do not use a running head

APA 7 Tables and Figures

Numbering:	• Sequentially number tables and figures as they appear
Call-out	• Refer to the table or figure in the text before placing the table or figure in your paper • Refer to tables and figures by title (e.g., “see Table 4.2”, not “in the next table”)
Font and Spacing:	• Use the same font as the main text; single-space content within tables and figures
Placement:	• Insert tables and figures after the paragraph where they are first mentioned

APA 7 Table Example (detailed)



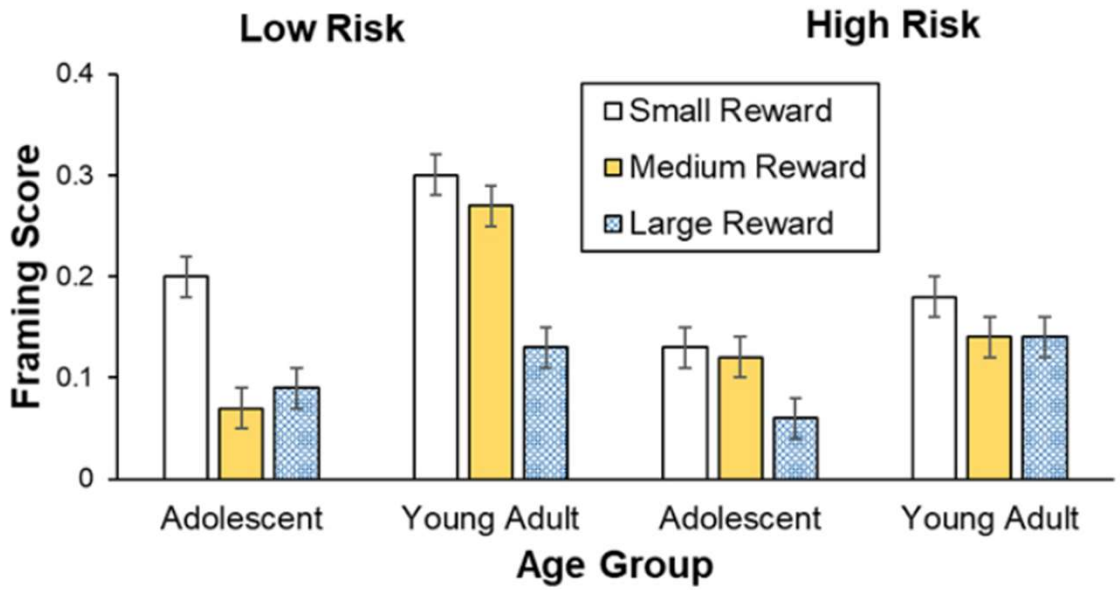
Source for detailed table: https://apastyle.apa.org/style-grammar-guidelines/tables-figures/tables

APA 7 Figure Example (detailed)

Sample bar graph

Figure 1

Framing Scores for Different Reward Sizes



Source for figure:
https://apastyle.apa.org/style-grammar-guidelines/tables-figures/sample-figures

Additional Formatting Considerations

Widow/Orphan Control:

- Ensure no single lines at the top or bottom of pages.

Hyperlinks:

- DOIs (digital object identifiers) and URLs can be hyperlinked, but they should not be underlined; font color should be black
- Let DOIs and URLs “break” naturally (do not use a hard return to split up the text)
- Do not add a period after links in the references
- For more information: https://apastyle.apa.org/style-grammar-guidelines/references/dois-urls

Consistency:

- Maintain uniform formatting throughout the document

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

Things to Remember

Use Tennessee Technological University on the title page and in the vita

Use the correct degree and major

Use May, August, or December plus the year for your graduation date on the title page

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

ProQuest allows up to 6 keywords for the abstract

The Certificate of Approval included with your Thesis or Dissertation will not be signed

CERTIFICATE OF APPROVAL OF THESIS (or DISSERTATION)

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

by

Jane S. Doe

Graduate Advisory Committee:

Jackie Smith, Chair — Date

Haywood Brown — Date

Paula Ashley — Date

Priya Ranganathan — Date

Approved for the Faculty:

Julie Baker, Dean — Date
College of Graduate Studies

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This is a Level 2 Heading in a Chapter……1

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

Chapter 2: Title of Chapter Two……...3

Chapter 3: Title of Chapter Three……4

References……8

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Page 33 Extend to Another Line

Figure 5: Title of Figure Five

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REFERENCES

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APPENDIX: TITLE OF APPENDIX

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More Than One Appendix

APPENDIX A: TITLE OF APPENDIX A

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APPENDIX B: TITLE OF APPENDIX B

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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.

Development & Refinement

- Work closely with advisor
- Share a draft of thesis/dissertation with your advisor for review
- Thesis/dissertation is shared with advisory committee
- Advisor/committee provide recommendations for changes and/or additions (including grammar, spelling, and content). The draft may be refined several times
- Pass defense
- Submit thesis/dissertation to advisory committee for final approval

Next Steps:

- Submit Defense and Certificate of Approval forms to Grad Studies
- Submit thesis/dissertation to ProQuest

Plagiarism & 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
- Citing AI

Prepare your Document(s) for Submission

- All papers need to be PDFs
- Fonts must be embedded (Instructions: https://support.proquest.com/s/article/How-do-I-embed-my-fonts?language=en_US)
  1. PDFs
  2. Word
  3. Adobe Acrobat
  4. LaTeX
- Security Method must be No Security in PDF file (Instructions: https://support.proquest.com/s/article/ETD-Administrator-FAQ-How-can-I-view-or-change-the-security-settings-of-my-PDF-in-Adobe-Acrobat-Acrobat-Reader?language=en_US)
- Upload size limit exceeded (25 MB?): Use reduce file size and/or optimize options.

Supplemental Files

- If supplementary materials—such as audio, video, images, and spreadsheets—are part of your dissertation or thesis, you can submit them as supplementary files.
- Upload supplementary materials as part of the submission process.
- When uploading a supplemental file, include a brief description and select the media type.
- Zip files:
  - Files over 10 MB
  - Large numbers of files; files that have a directory structure
- Do not embed media files in your PDF.
- Describe files in your abstract.
- Describe files in an appendix/ces.

Submitting Your Thesis/Dissertation to ProQuest

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

ETD Administrator: a web-based tool that streamlines the submission and administration process for students and graduate schools.

Ownership, Publishing, & Distribution

What are my ownership rights to my thesis/dissertation?

As the author, you retain sole and complete ownership over your dissertation or thesis.

Does ProQuest "publish" dissertations?

Primarily, ProQuest is an archiving and dissemination partner for thousands of institutions worldwide, enabling the works of their graduate students to become part of the larger scholarly record. Authors retain the copyright to their work. ProQuest retains a non-exclusive right to disseminate the dissertation. Because ProQuest assigns ISBNs to dissertations, inclusion in the database could be considered to represent a form of publishing. However, most publishers do not hold this viewpoint, dissemination via ProQuest complements and is in no way a substitute for monograph or scholarly journal publishing.

Can I distribute my dissertation elsewhere if I submit it to ProQuest?

Yes, submission to ProQuest is non-exclusive, and authors are totally free to publish their work or make it available elsewhere at any time. Authors retain copyright and direct decisions regarding the dissemination of their work. Dissemination choices can be modified at any time after submission to ProQuest by contacting our customer service team.

If my dissertation is published into a book, will the copyright shift to the book publisher and will the dissertation need to be removed from ProQuest's database?

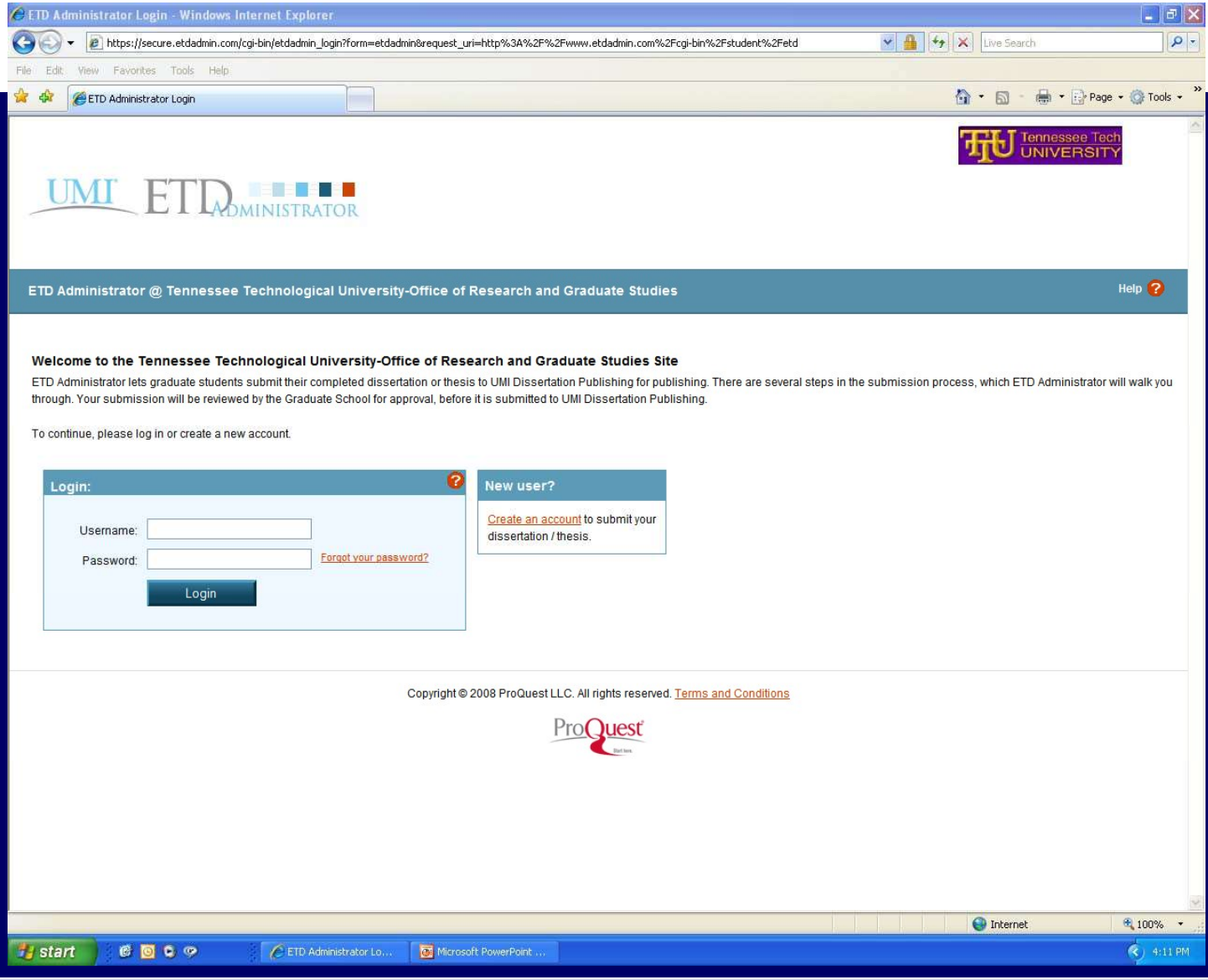
The copyright of the dissertation is held by the author. The author grants ProQuest the "license" – i.e. the right to display the dissertation on the ProQuest platform. The license is non-exclusive: the author has full authorization to publish a book or to have the dissertation available on another website. The work can exist in both places – both with ProQuest and elsewhere. In most cases, a book has considerable changes from the original dissertation and is defined as a derivative and not an exact replication. In some instances where an author has their dissertation turned into a monograph, the author can contact ProQuest at the request of the publisher and put a "do not sell" restriction on the work. This would prohibit ProQuest from selling the dissertation in formats such as downloadable PDFs and print copies. If you wish to request this option, please submit your request here.

Sources:
https://support.proquest.com/s/article/ETD-What-are-my-ownership-rights-to-my-thesis-dissertation?language=en_US
https://about.proquest.com/en/dissertations/proquest-dissertations-frequently-asked-questions/proquest-dissertations-authors-frequently-asked-questions/

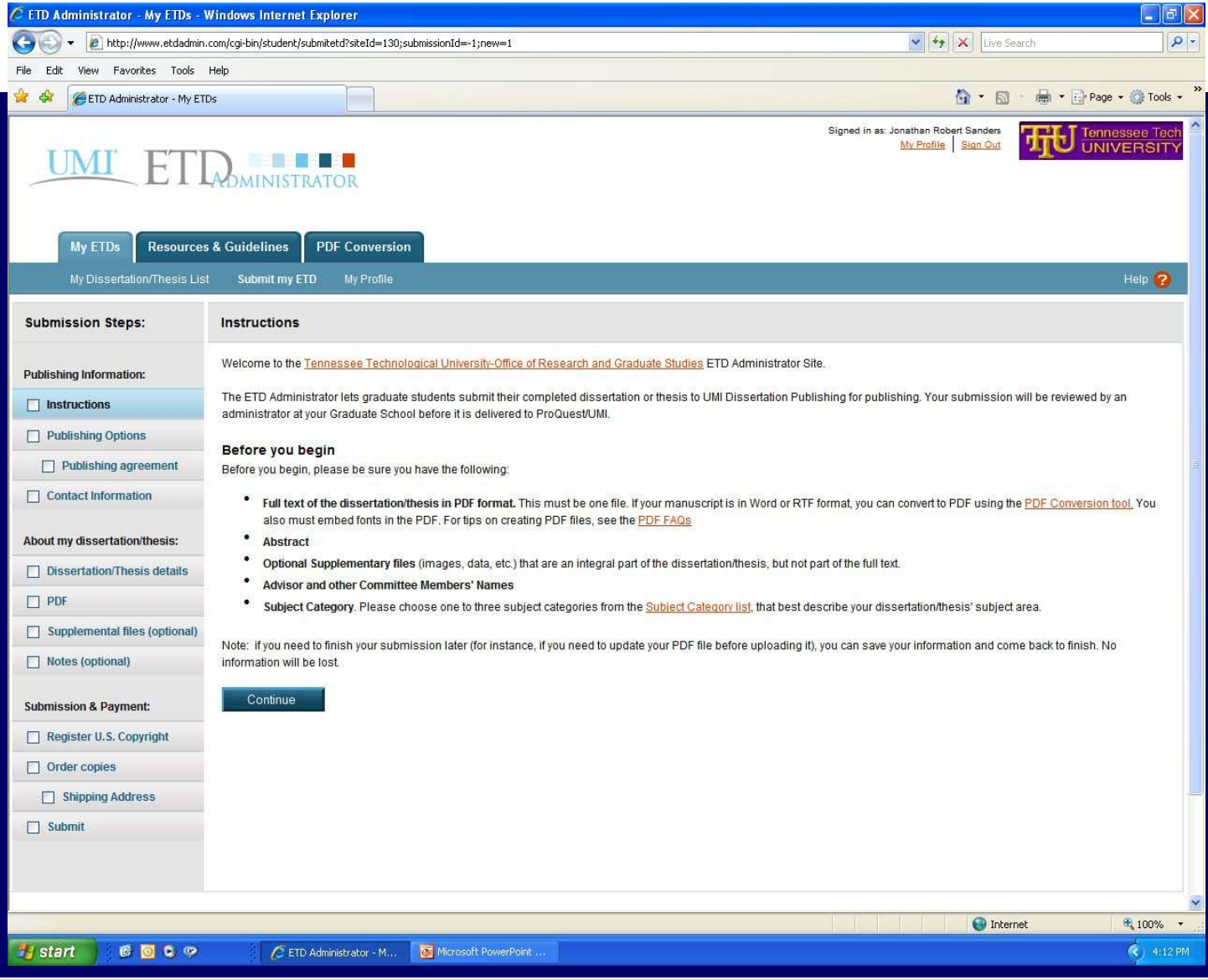
Create an Account

- Create an account at TTU's EDT Administrator portal at https://www.etdadmin.com/tntech/.

Setting up account and log-in



Instructions



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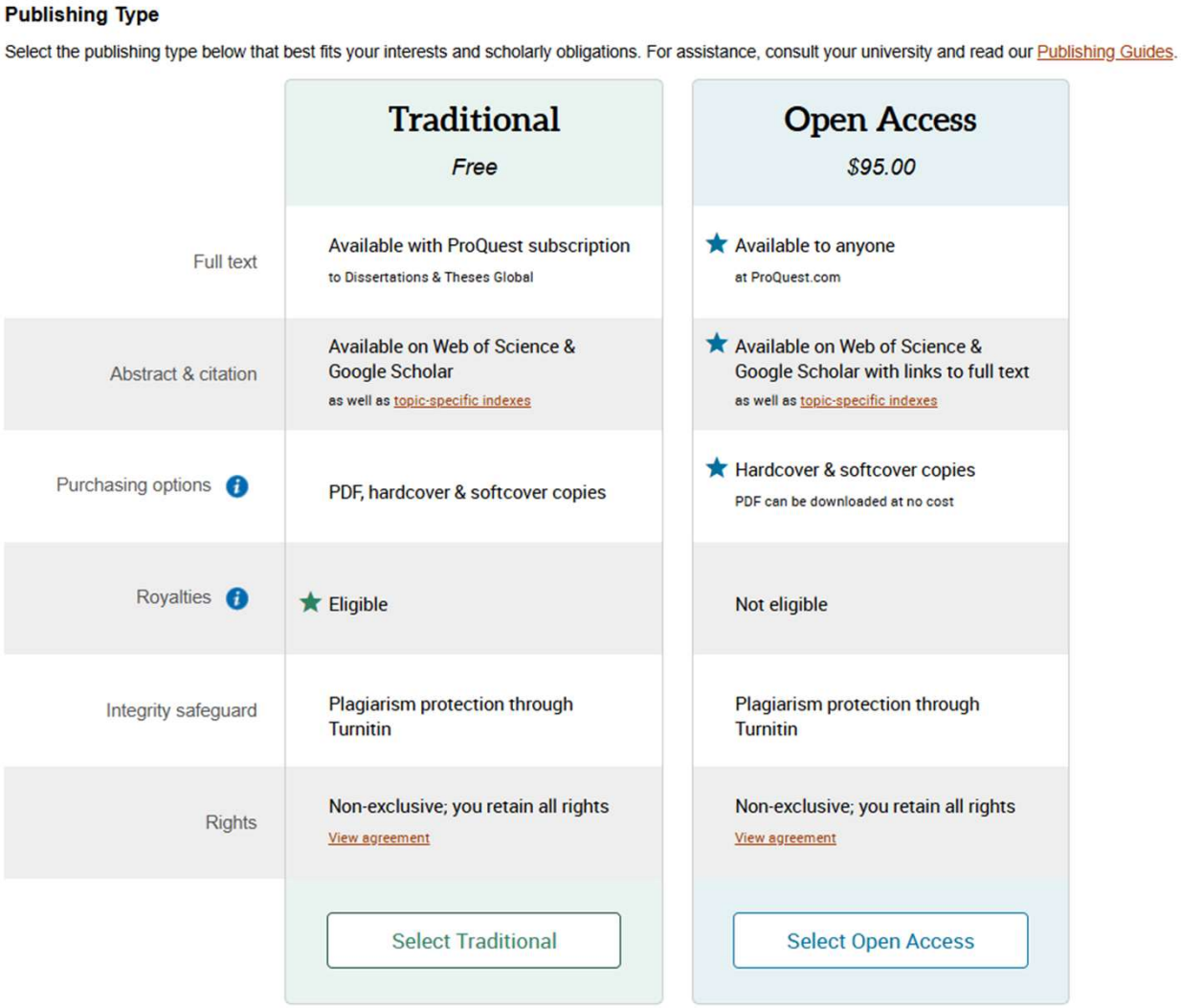
Select Publishing Type



Publishing Type

Select the publishing type below that best fits your interests and scholarly obligations. For assistance, consult your university and read our Publishing Guides.

	Traditional *Free*	Open Access *$95.00*
Full text	Available with ProQuest subscription to Dissertations & Theses Global	★ Available to anyone at ProQuest.com
Abstract & citation	Available on Web of Science & Google Scholar as well as topic-specific indexes	★ Available on Web of Science & Google Scholar with links to full text as well as topic-specific indexes
Purchasing options ⓘ	PDF, hardcover & softcover copies	★ Hardcover & softcover copies PDF can be downloaded at no cost
Royalties ⓘ	★ Eligible	Not eligible
Integrity safeguard	Plagiarism protection through Turnitin	Plagiarism protection through Turnitin
Rights	Non-exclusive; you retain all rights View agreement	Non-exclusive; you retain all rights View agreement
	Select Traditional	Select Open Access

Traditional vs Open Access Publishing

Source:
https://support.proquest.com/s/article/Traditional-vs-Open-Access-publishing?language=en_US

From ProQuest ():

If you choose open access publishing, the full text of your manuscript will be available freely through ProQuest. Anyone will be able to find and access the full text online without having to pay. With this option, you do not earn royalties from your ProQuest publication. There is a one-time $95 fee to choose open access publishing.

If you choose traditional publishing, your manuscript will be available in a subscription-based database. Users with a subscription through their academic institution can access the full text of your manuscript online, while non-users can find a preview of it (the first 24 pages) and purchase your manuscript in our online store. With this option, you are eligible for royalties from your ProQuest publication. There is no cost to choose traditional publishing.

If you choose an option and change your mind in the future, you are able to change your publishing model at that time! We would send you a new publishing agreement for you to sign. If you switch from traditional to open access we will send instructions to pay the one-time $95 fee; however, please note that we are not able to refund this fee if you switch from open access to traditional.

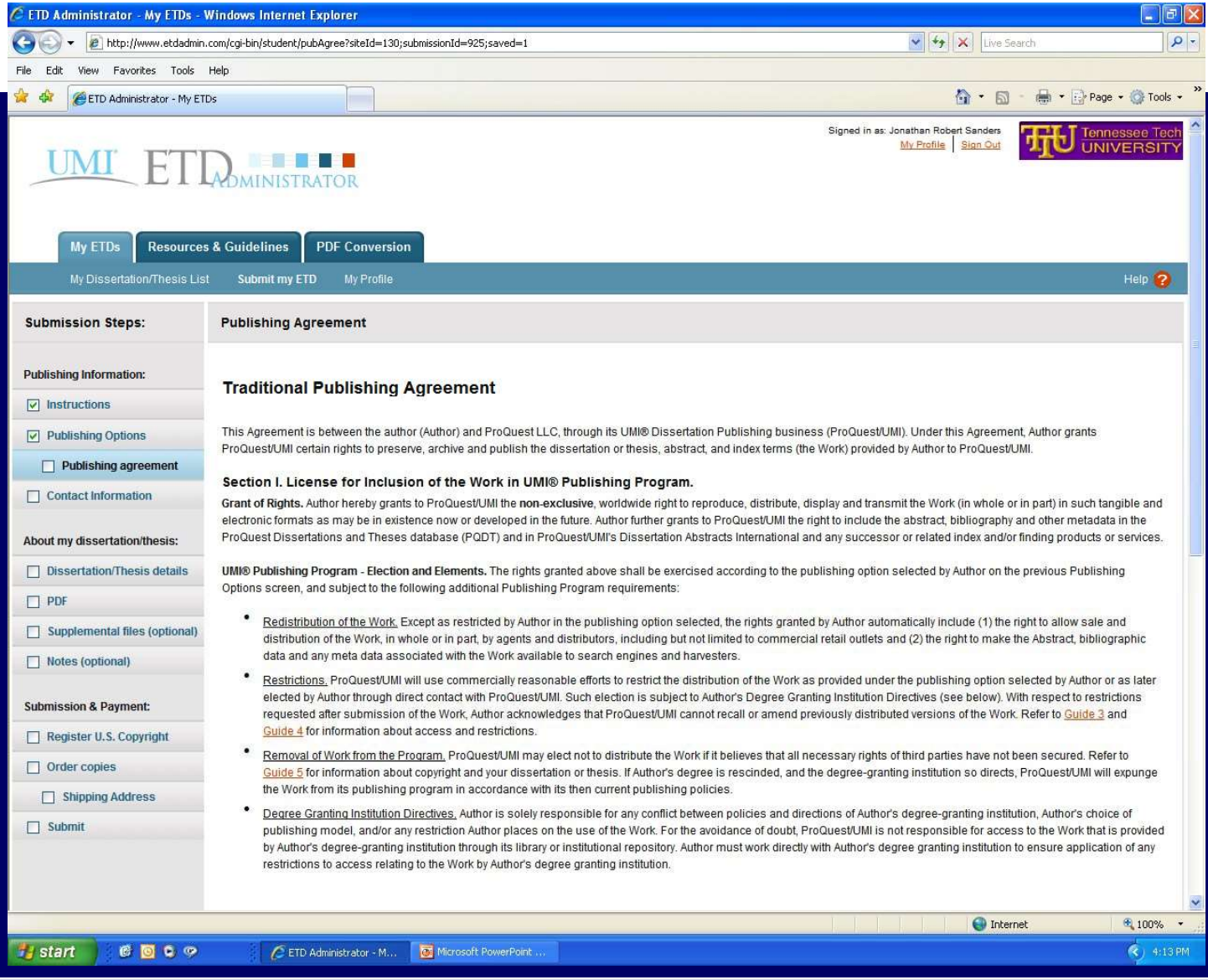
To update your publishing model, or for more information, please submit a Dissertations & Theses support case or lll the Author & School Relations team at 800-521-0600 press 2 then 1.

Delaying Release (embargo)

- You can select a publishing delay option (embargo) when submitting your paper to ProQuest. Your abstract and citation will be available in the ProQuest database, but the paper will not be publicly available until the embargo ends. To change embargo dates after your paper has been submitted to ProQuest (after graduation), email ProQuest at disspub@proquest.com.

Part 1

Select publishing option. Read and accept the publishing agreement.



Part 1

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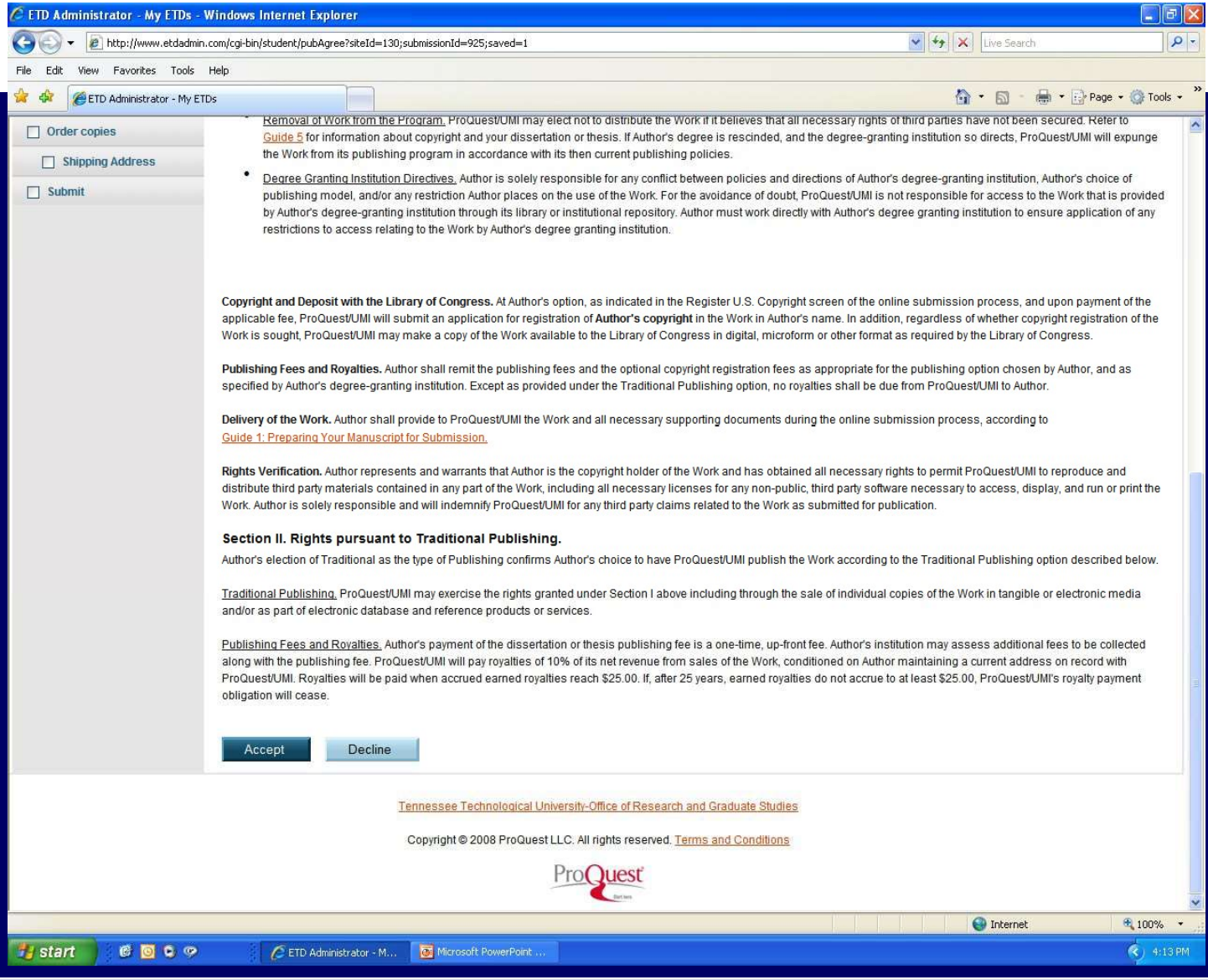
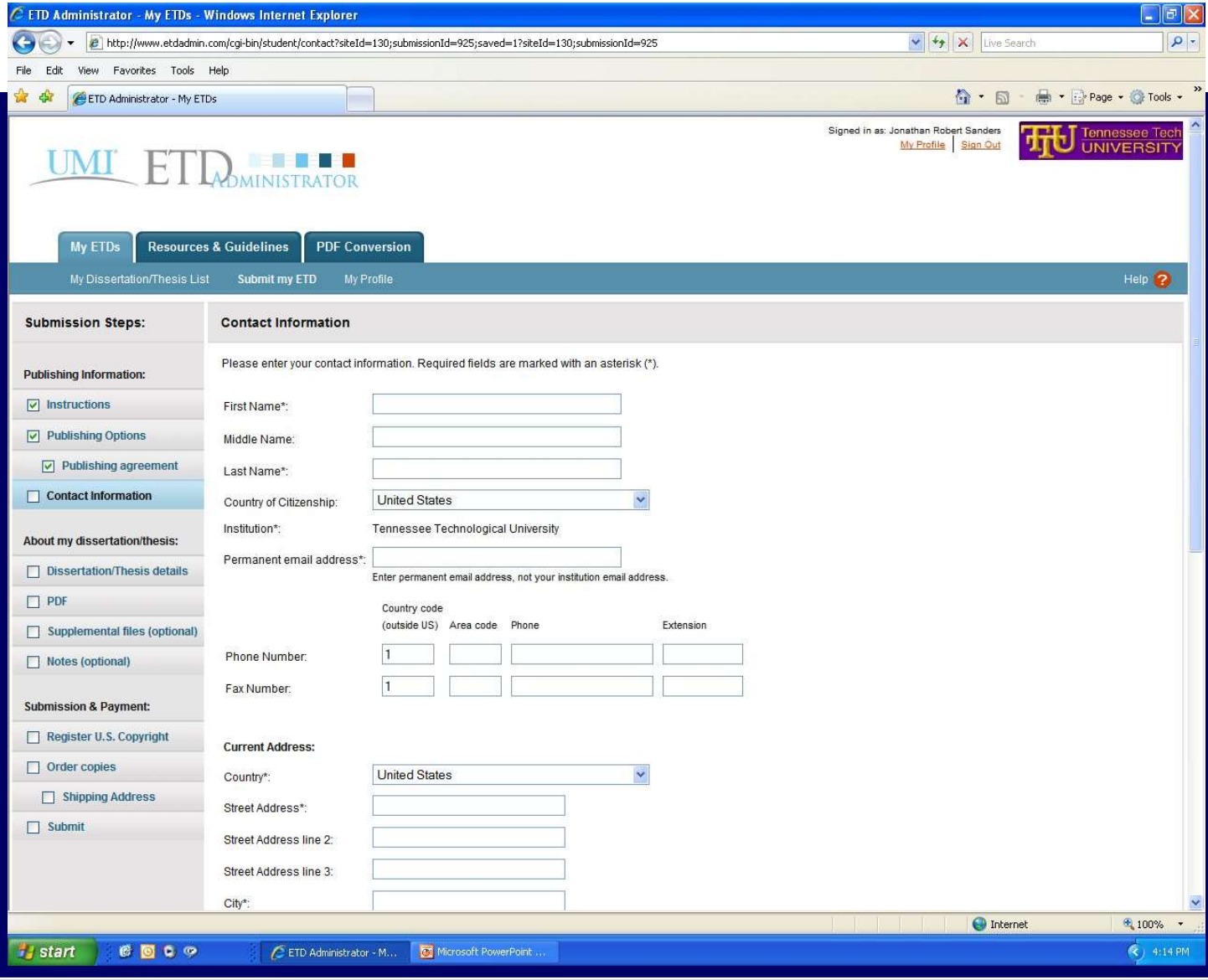


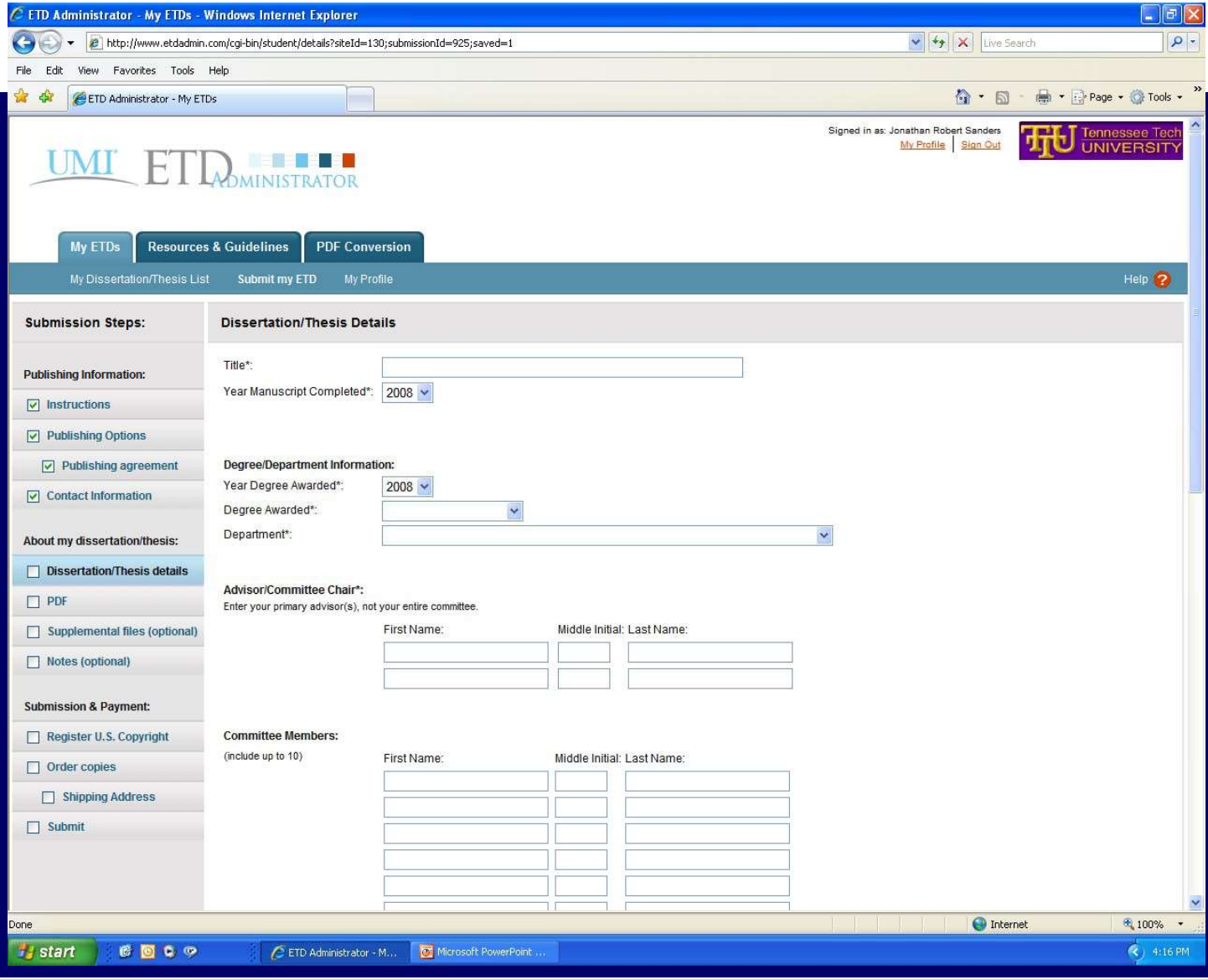
Part 2

Enter contact information.



Part 3

Enter details of the submission.



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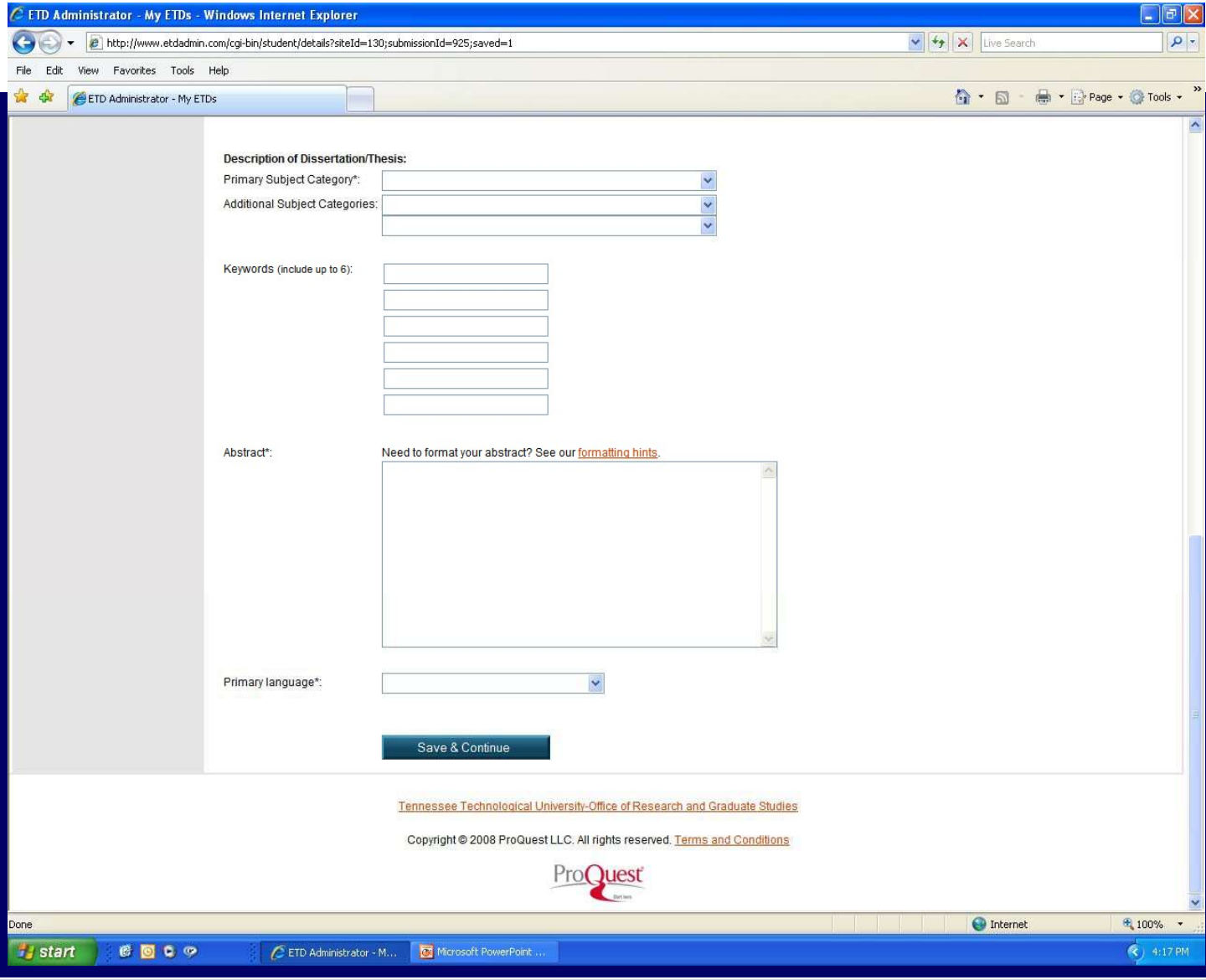
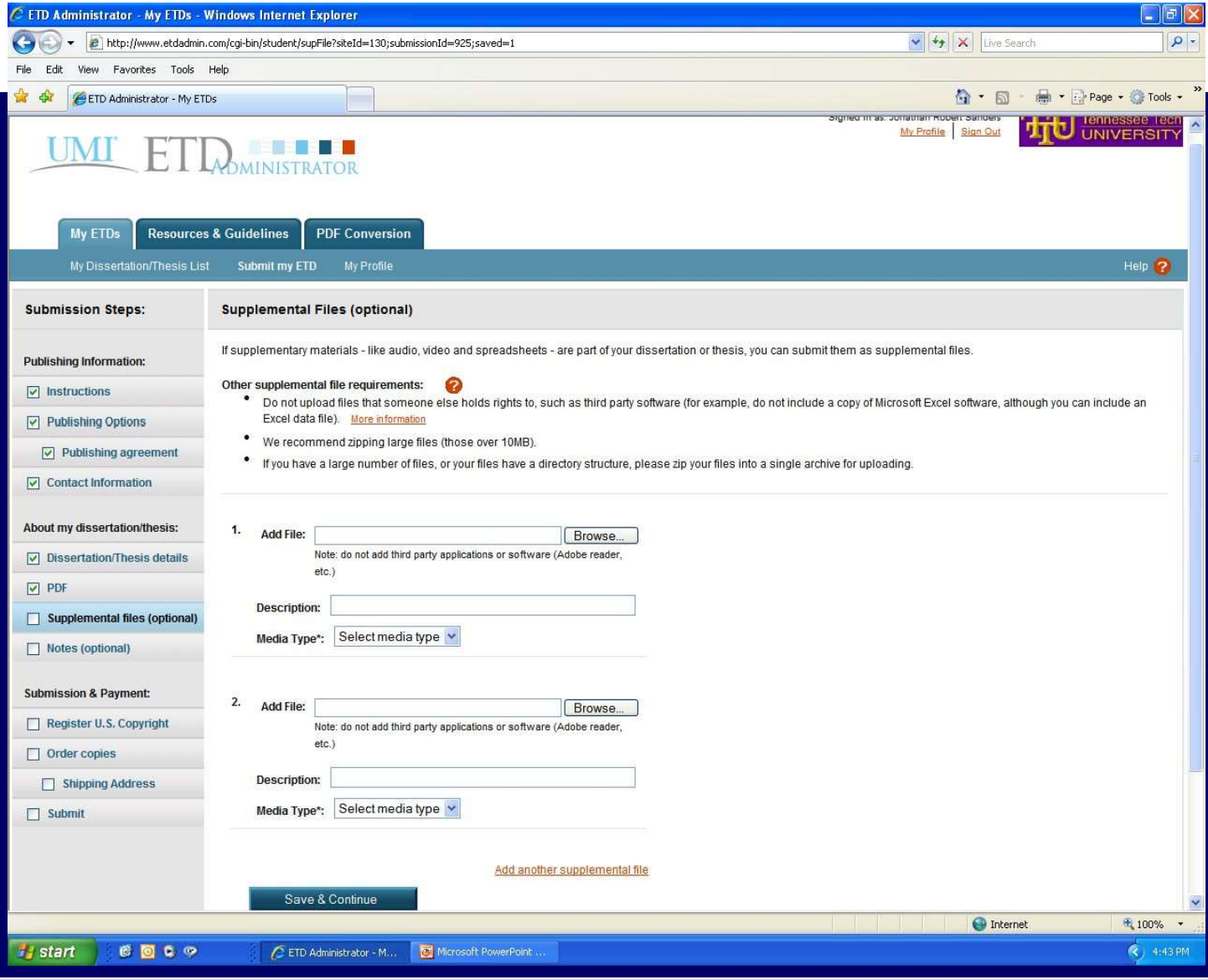


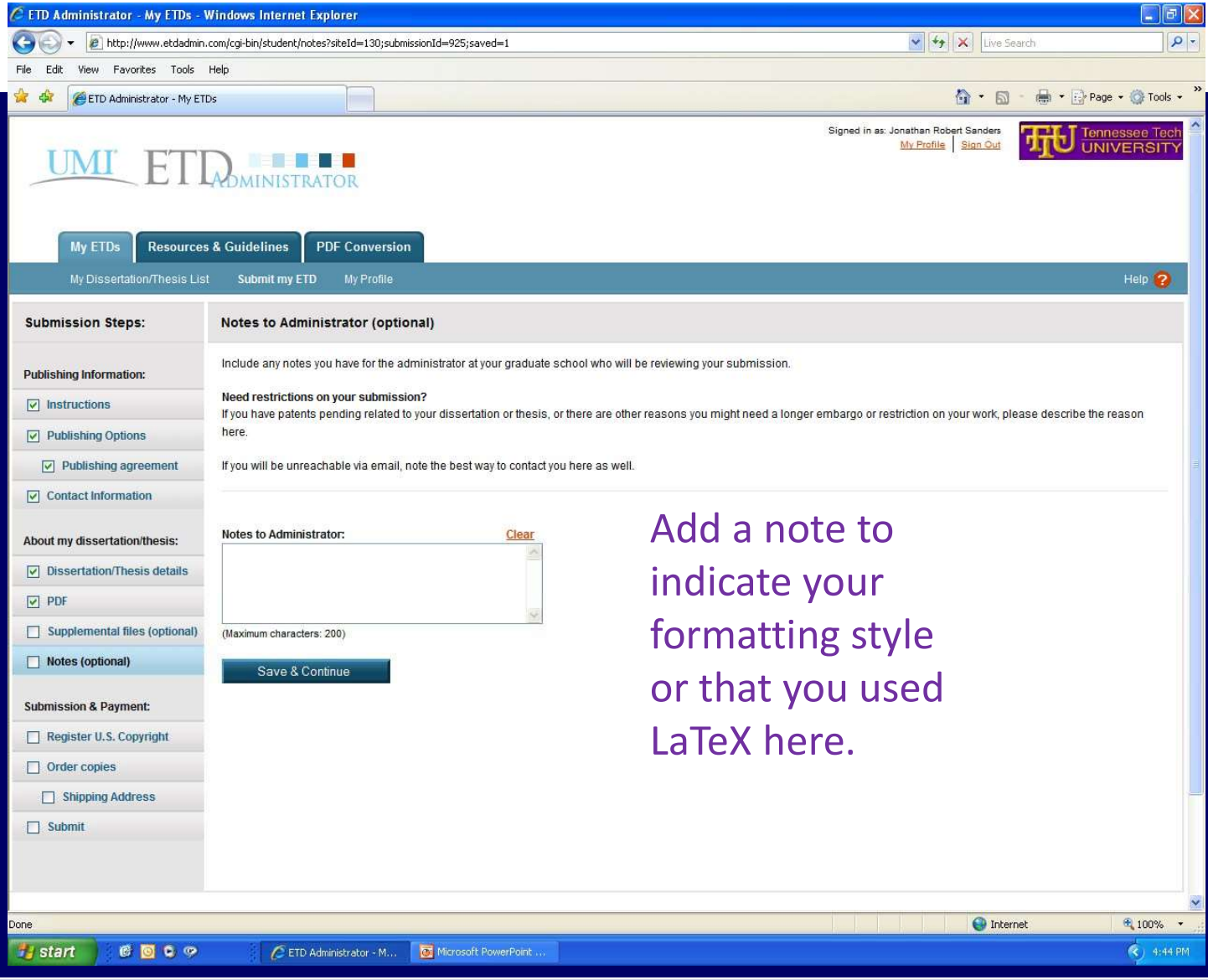
Part 5

Upload supplementary files, in any.



Part 6

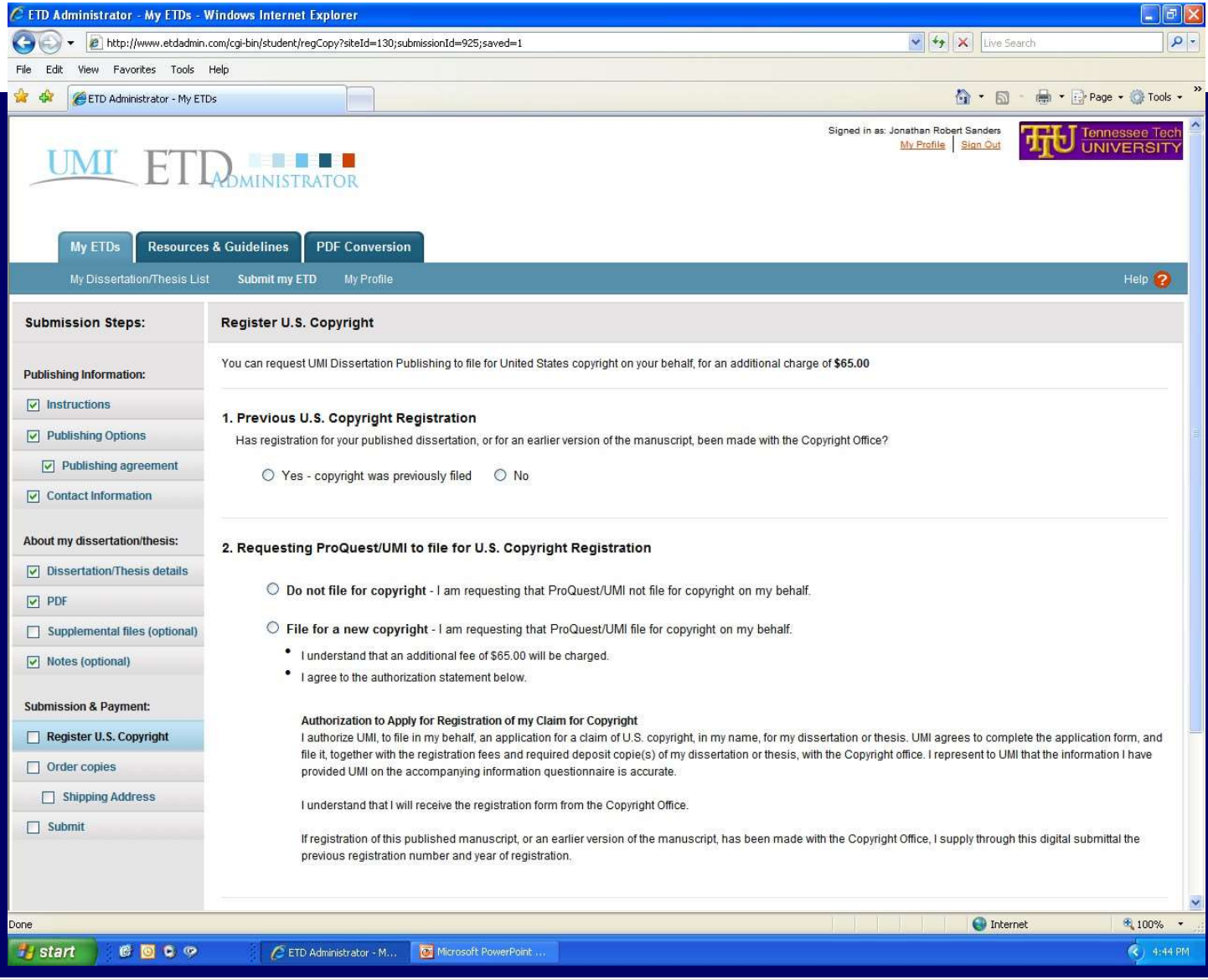
Add any notes to the Graduate School.



Add a note to indicate your formatting style or that you used LaTeX here.

Part 6

Copyright.

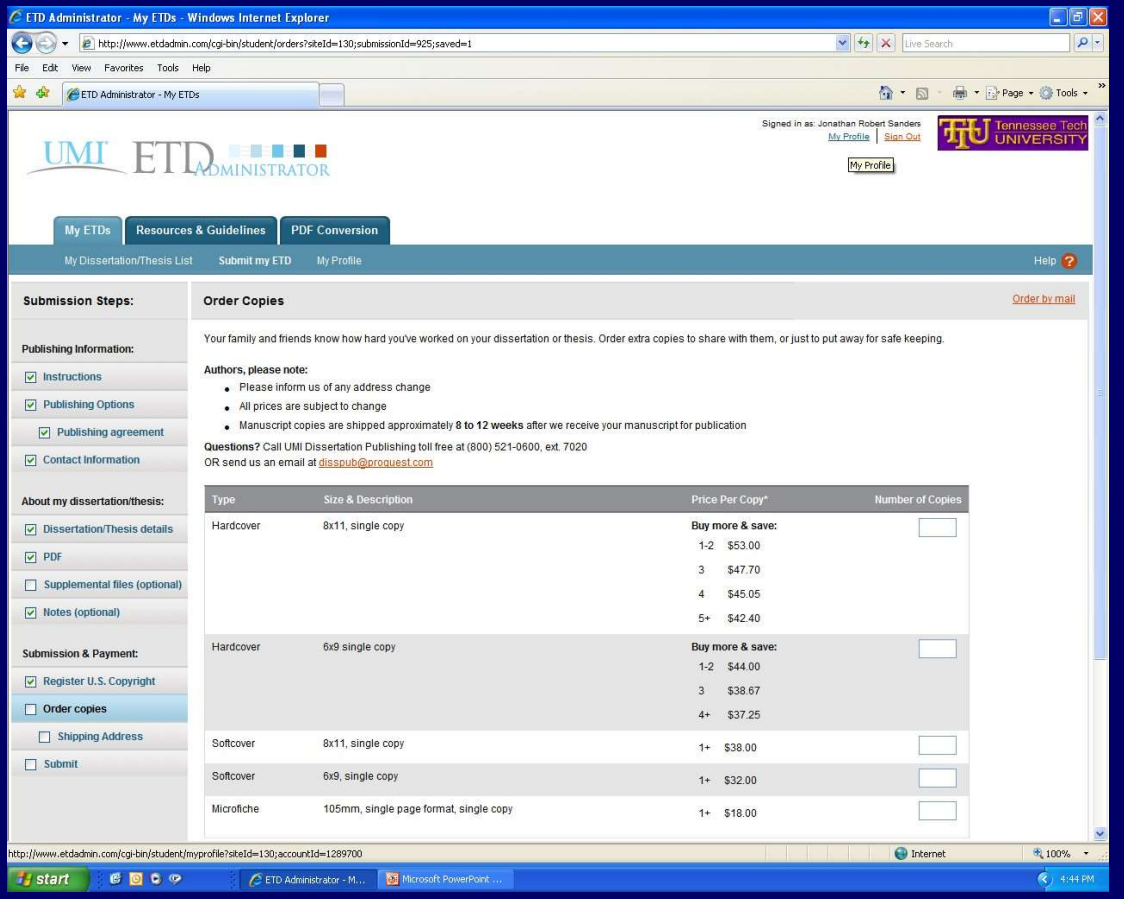


Options for Binding

Part 7

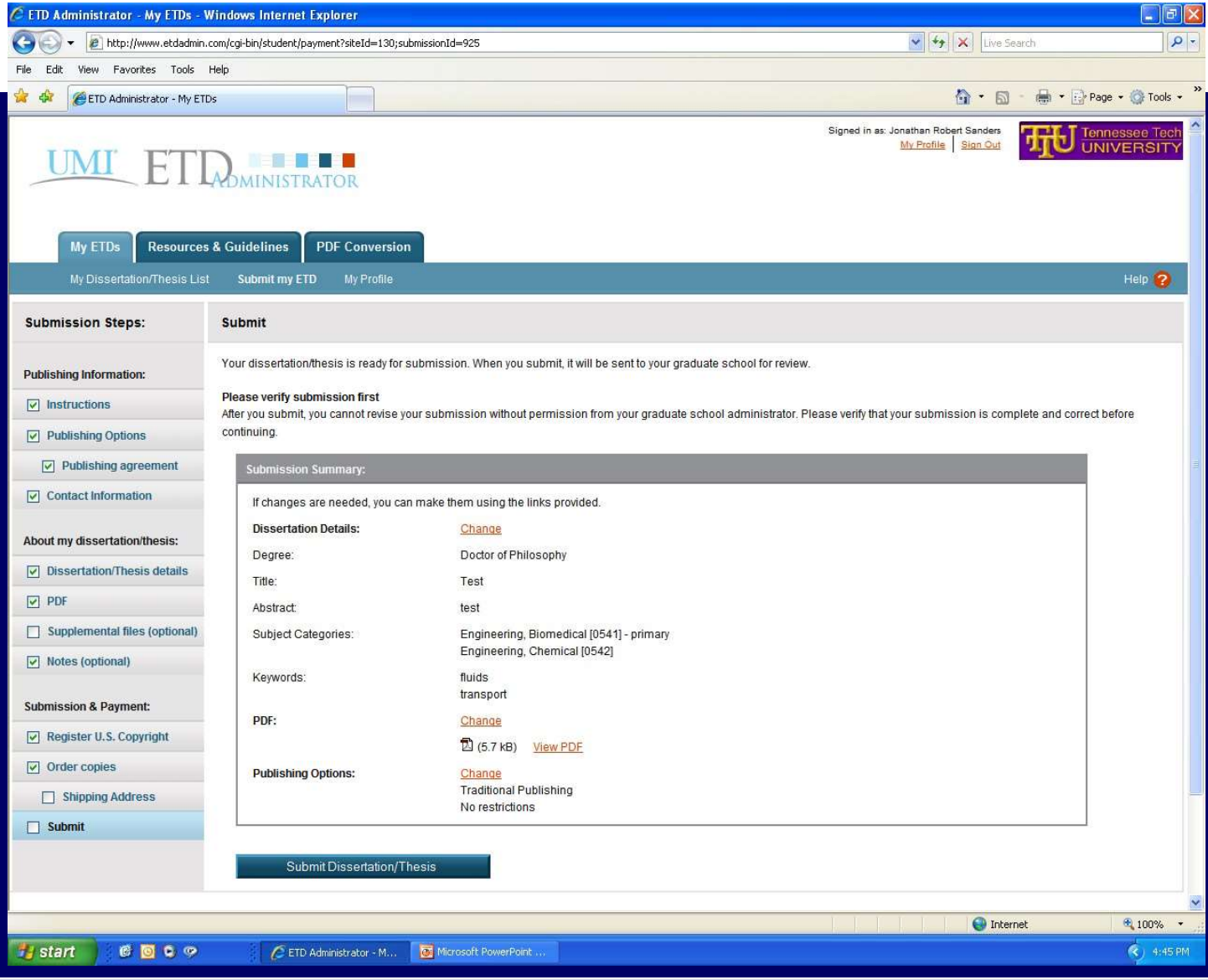
Select option from one of those listed here.

There are many binding options availiable to you on ProQuest.

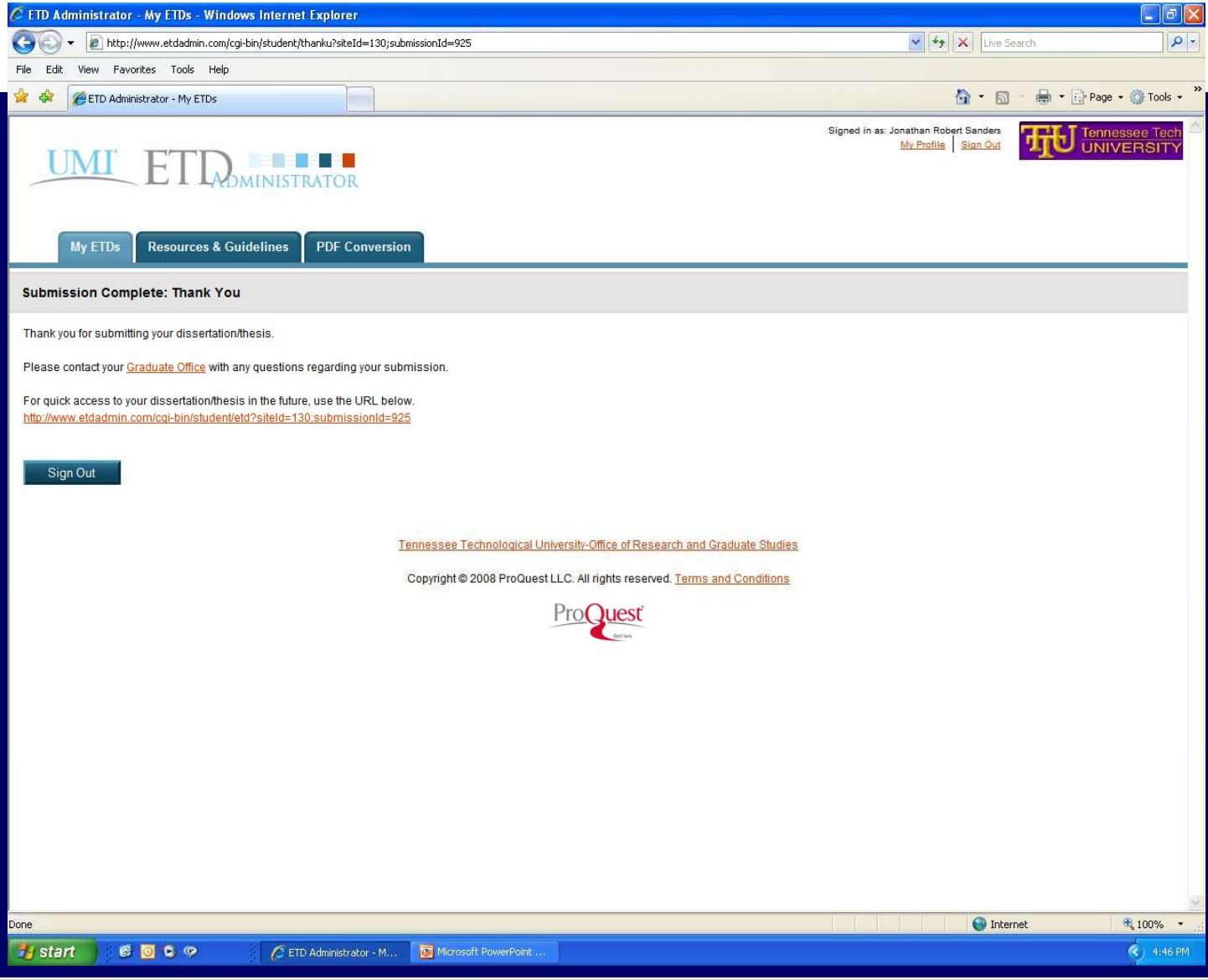


Part 8

Submit.



Confirmation



Thesis/Dissertation Review Process

- Submit your paper to ProQuest no later than the date published in the Graduate Student Calendar (***Thursday*, April 17**).

- 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 correct and consistent formatting. This includes verifying that the page numbers, margins, title page, Certificate of Approval, and vita are formatted as requested on this website. They may also ask for changes to other elements of your paper 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 2**).

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

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 up to two weeks, and you'll receive a notification once your paper has been published.

Resources & Assistance

RefWorks

- RefWorks is a citation and research manager available to all Tennessee Tech students.
- The Volpe Library has information about creating a RefWorks account and more at **https://www.tntech.edu/library/refworks.php**.
- RefWorks Help, Quick Start Guides, and Tutorials: https://refworks.com/RWShibboleth/help/508help/Welcome.htm

Volpe Library

Citation Help:
https://www.tntech.edu/library/cite-research.php

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

APA 7 Formatting & Manuscript Style

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
- Scribbr: https://www.scribbr.com/apa-style/format/
- The 7th edition of the American Psychological Association's Publication Manual and the Concise Guide to APA Style (7th ed.) are excellent resources if you have access to them.

Note: *The APA Style, OWL Purdue, Scribbr, APA 7 manual guidelines may recommend different formatting and style choices than those provided on this website. However, to maintain historical consistency, please follow the formatting instructions for page numbers, margin, title page, Certificate of Approval, and on our website. Do not use a running head.*

Manuscript Style

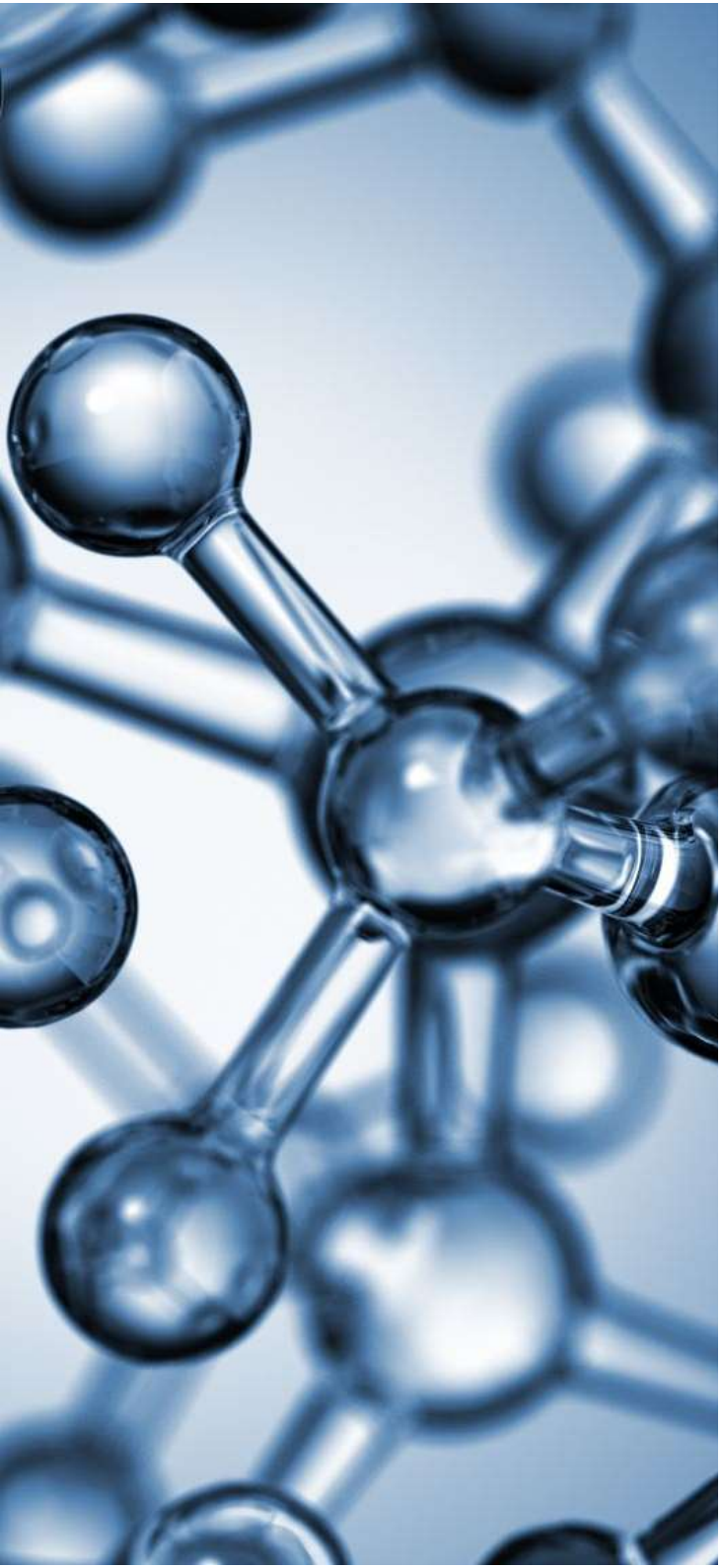
- https://www.tntech.edu/graduatestudies/pdf/etd/Manuscriptformattinguidelines-updatedFeb2025.pdf

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.

RESOURCES



ProQuest Bootcamp

Getting Started	Efficient Discovery and Research Curation	Developing a Productive Writing Plan

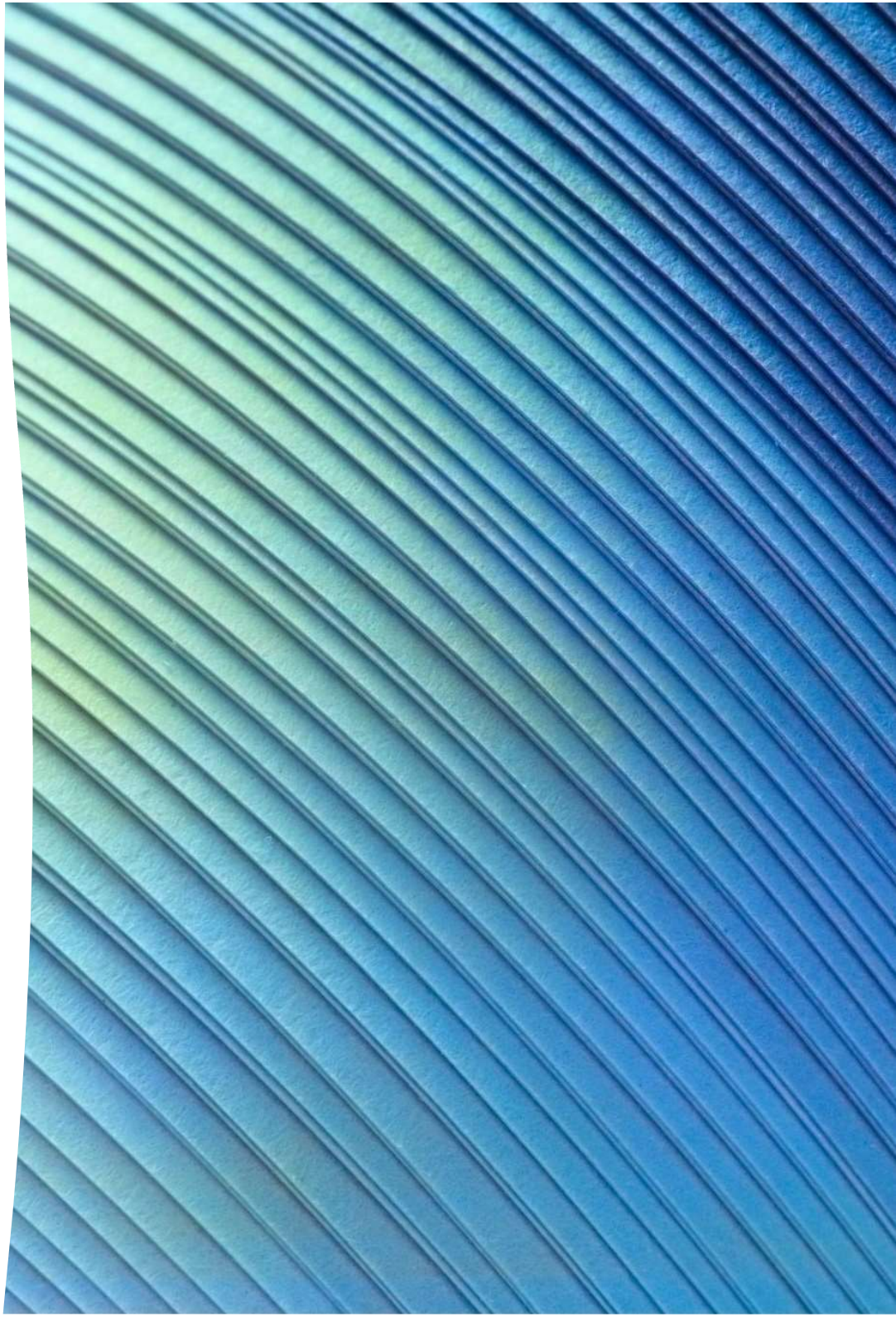
https://about.proquest.com/en/dissertations/dissertation-elearning/

ProQuest - General Information and FAQs

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

ProQuest FAQ – General, Submission and Technical Support, and PDF Questions: ProQuest FAQ (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: Author FAQ (https://about.proquest.com/en/dissertations/proquest-dissertations-frequently-asked-questions/proquest-dissertations-authors-frequently-asked-questions/#aPQpub)

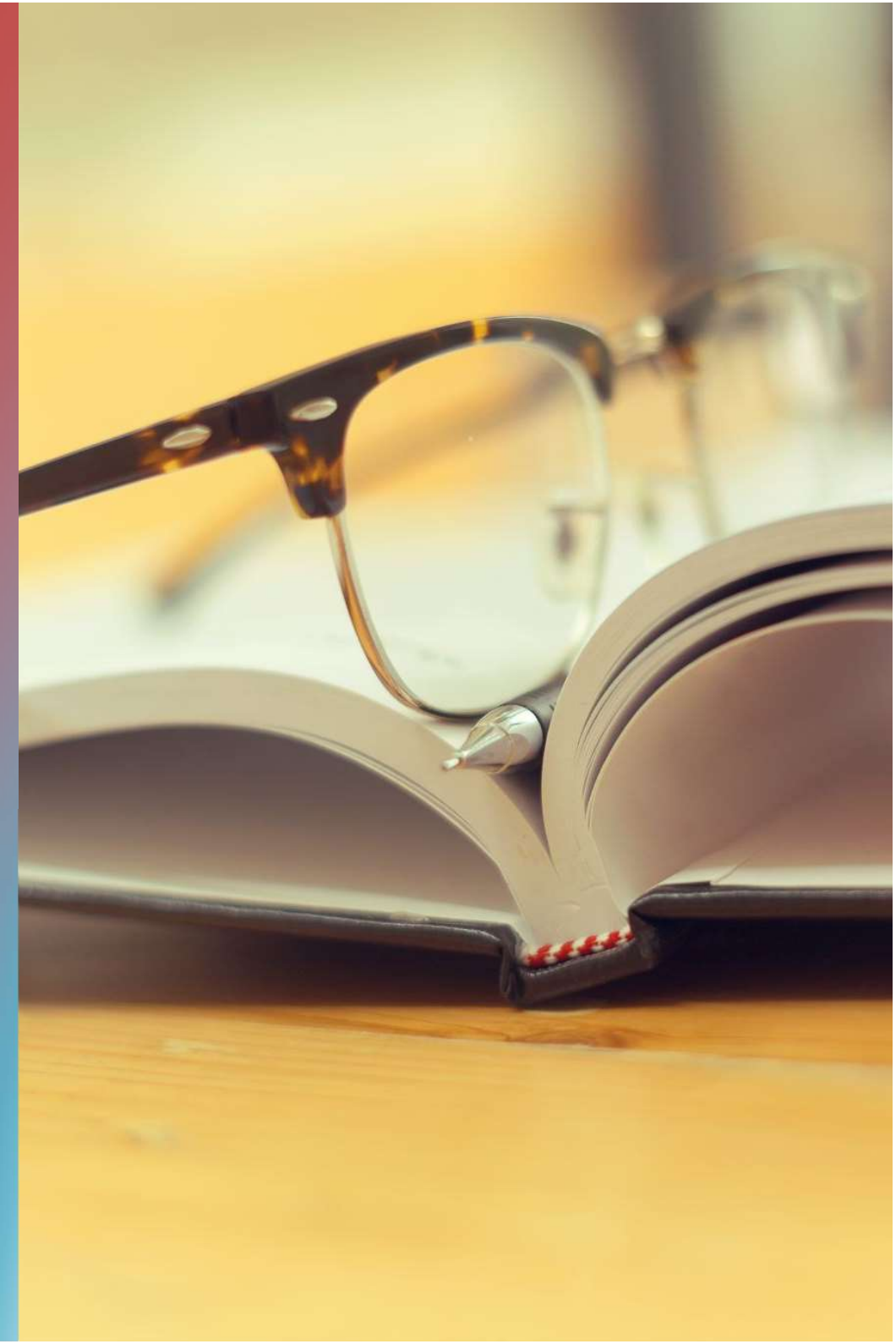


Submitting to ProQuest

- **Create an Account at TTU's EDT Administrator Portal:** https://www.etdadmin.com/tntech/.
- **Submitting Your ETD**: (https://support.proquest.com/s/article/Submitting-your-ETD?language=en_US)
- **Delayed Publishing (Embargo):** To change embargo dates after your paper has been submitted to ProQuest (after graduation), email ProQuest at disspub@proquest.com.
    - ProQuest's Embargoes & Restrictions Guide (PDF) (https://pq-static-content.proquest.com/collateral/media2/documents/umi_embargoesrestrictions_guide.pdf)
- **Ordering a Printed Copy of Your Thesis/Dissertation**: You can order printed and bound copies for a fee during the submission process. Check if your department requires a bound copy. More information: Ordering Printed Copies (https://about.proquest.com/en/dissertations/dissertation-copy-options/)

General Copyright Information:

- **Volpe Library – Copyright Basics:** https://www.tntech.edu/library/copyright.php
- 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 Dissertations & Theses Subject Categories

- Select 1–3 categories
- More information: https://support.proquest.com/s/article/ProQuest-Dissertations-Theses-Subject-Categories?language=en_US

ProQuest Contact

- Contact ProQuest at disspub@proquest.com

Final Tips

- If you're not graduating and submitting your paper this semester, formatting requirements and processes may change.
- Start planning early and consult your advisor frequently.
- Review our online Thesis & Dissertation information: https://www.tntech.edu/graduatestudies/etd/index.php
- Start formatting early to avoid last-minute issues.
- Use consistent formatting.
- If you paste something form another source, choose either "merge formatting" or "keep text only" to preserve your document formatting.
- Seek feedback from peers and advisors during the writing process.
- Know what to expect before submitting your paper (copyright, traditional or open access publishing, etc.).
- Respond to our requests and inquiries as quickly as possible
- Use resources – ask/hunt for them if needed

final tips

- Familiarize Yourself with Guidelines
- Know Your Deadlines
- Start Planning Early
- Consult Your Advisor Regularly
- Seek Feedback
- Write Consistently
- Understand Formatting Requirements
- Maintain Consistent Formatting
- Back-Up Your Work Regularly
- Ask Questions
- Prepare for Submission Early
- Perform a Final Review Before Submission
- Respond Promptly to Submission Reviews

TTU College of Graduate Studies

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(931) 372-3233	(931) 372-3809

Thesis and Dissertation Information:
https://www.tntech.edu/graduatestudies/etd/index.php

Graduate Studies Calendar:
https://www.tntech.edu/graduatestudies/gcalendar.php

Forms:
https://www.tntech.edu/graduatestudies/forms.php