

Thesis and Dissertation Submission & Formatting Guidelines for LaTeX Users

Tennessee Tech University
College of Graduate Studies

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October 2025

Agenda

Introduction

Process, Deadlines, & Timelines

Document Structure

Review Grad Studies ETD Website

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Page Examples

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Review Process & Publication Timeline

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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.

Process, Deadlines, & Timeline



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



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.), <u>if required</u>
Friday, November 14	Your advisor should submit the Defense Results Form to report the results of your thesis/dissertation defense <ul style="list-style-type: none">• 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
Friday, November 14	Comprehensive Exam/Project Results , <u>if applicable</u>
Friday, November 21	Signed Certificate of Approval <ul style="list-style-type: none">• 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
Friday, November 21	Committee-approved thesis/dissertation to ProQuest
Friday, December 5	Submit the final requested thesis/dissertation revisions
Friday, December 5	Remove “Incomplete” grade(s), <u>if applicable</u>
Friday, December 5	Submit Survey of Earned Doctorate (doctoral students only)
Friday, December 5	Graduation

Early in the semester

- Defense Prep & Defense

Deadline: November
14

- Defense Results Form

Deadline: November
21

- Certificate of Approval (with signatures)

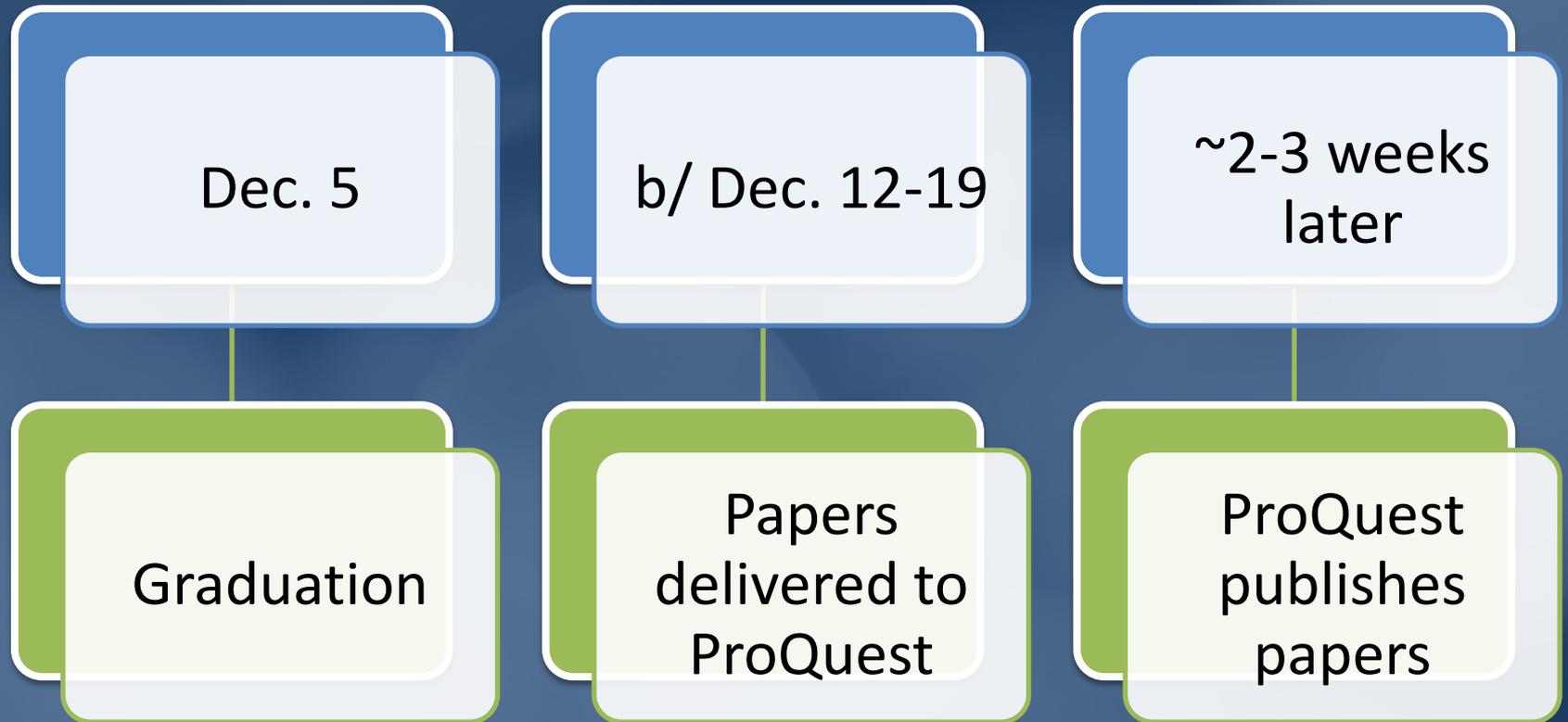
Deadline: November
21

- Submit approved thesis or dissertation to ProQuest

Deadline: December
5

- Finalize all requested revisions

Publication



College of Graduate Studies Calendar & Forms



College of Graduate Studies calendar:

<https://www.tnitech.edu/graduatestudies/gcalendar.php>



College of Graduate Studies forms:

<https://www.tnitech.edu/graduatestudies/forms.php>

Additional links & details may be in your graduation analysis email

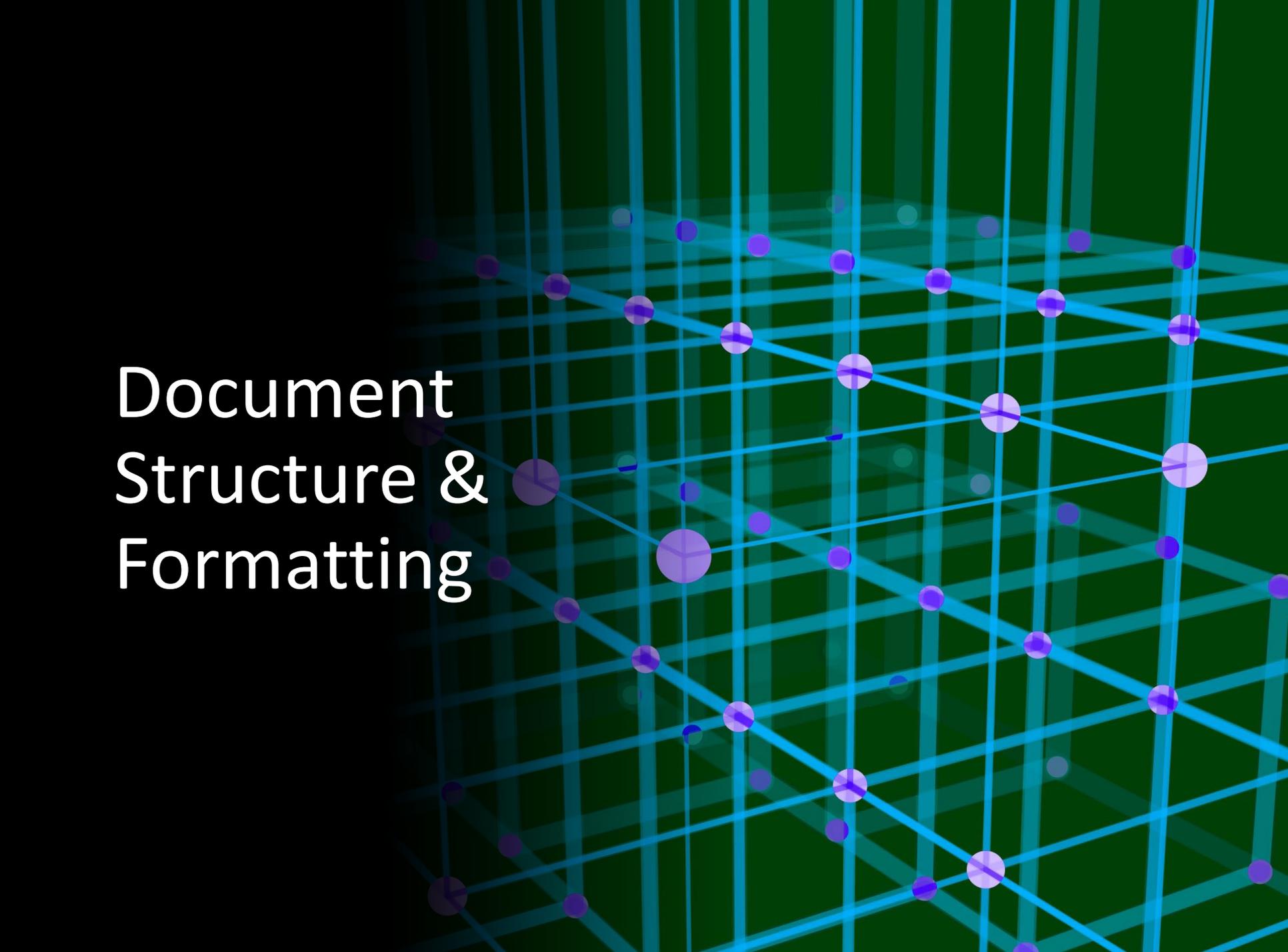
Need to change your graduation term?

Email your graduation coordinator:

- Karen Warren, kwarren@tntech.edu

Thesis/dissertation guidelines may change!

- New federal requirements for document begin in April 2026



Document Structure & Formatting

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](#).

College of Graduate Studies

[ABOUT THE COLLEGE](#) >

[PROSPECTIVE STUDENTS](#) ∨

[CURRENT STUDENTS](#) >

[THESIS/DISSERTATION INFORMATION](#) >

Thesis & Dissertation Information

Students required to submit a thesis or dissertation as part of their program requirements must follow the guidelines listed here. See the [Graduate Student Calendar](#) for important dates including deadlines to submit your defense results, submit your thesis/dissertation, and complete requested revisions.

Please note:

*Hover over **THESIS/DISSERTATION INFORMATION** in the gold menu bar above to find guidelines on general formatting, page order, and formatting requirements for specific pages and elements.*

The sections on this page are:

- [Formatting & Styles](#)
- [Submitting to ProQuest](#)
- [Review Process](#)
- [Publication Timeline](#)
- [Getting Help](#)
- [Information Session Materials \(March 2025\) <<NEW>>](#)
- [Master's Thesis/Final Project Award](#)

Formatting & Styles

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/Manuscriptformattingguidelines-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 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

A decorative purple dashed line curves along the left side of the white oval. A solid teal circle is positioned at the bottom right edge of the white oval.

Changes for Spring 2026

New federal requirements for
document accessibility begin in
April 2026

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 (see previous slide)
- Use the formatting instructions on our [website](#) for:
 - Title page (no page number)
 - Abstract
 - Copyright page
 - Certificate of Approval
 - Dedication (optional)
 - Acknowledgments (optional)
 - Lists (when applicable)
 - Vita
- Use a readable, accessible font like Times New Roman (12 pt), Arial (11pt), Calibri (11pt)
- 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 is more than two lines, the title should be in shape of an inverted triangle
- Use May, August, or December only, plus the four-digit year, for the degree conferral date on the title page

Additional Formatting Considerations

Use page breaks to start a new page

Widow/Orphan Control:

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

Tabs:

- Indent all paragraphs
- Use standard .5" tabs/indents

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, the first time TTU is mentioned in your vita

- Also:
 - If you paste something from another source, choose either "merge formatting" or "keep text only" to preserve your document formatting.



Consistency

- Maintain uniform formatting throughout the document
- Title, name, degree, and major should be the same throughout.
- Use the same font everywhere, including figures and tables.
- Use the same tab size
- The same spacing before and after same-level headings and between paragraphs
- The same spacing before and after 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

Spelling

- American English spelling is preferred
 - “acknowledgments” not “acknowledgements”
 - “fulfillment” not “fulfilment”
- Merriam-Webster Dictionary/Thesaurus:
<https://www.merriam-webster.com/>

Tables and Figures



Numbering	Sequentially number tables and figures as they appear
Font & Spacing	Use the same font as the 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

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

Final Checks

- Update/refresh the Table of Contents, List of Tables, List of Figures, etc.
 - Chapter headings and figure/table titles and page numbers match
- 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 gaps in text or odd patterns

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

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

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

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Sloan M. Parker

In Partial Fulfillment

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Master of Science

Mechanical Engineering

May 2025

Use December 2025

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, certificate of approval, and vita pages
- Only list your **concentration** (if you have one) in your vita
- Check Degree Works or your graduation analysis email for your program information, if needed

AN ABSTRACT OF A THESIS OR DISSERTATION
GUIDE TO THE PREPARATION OF THESES AND DISSERTATIONS
FOR STUDENTS AND FACULTY OF TENNESSEE
TECHNOLOGICAL UNIVERSITY

Jane S. Doe

Master of Arts in English

This guide is designed as a resource tool for students and faculty venturing into the thesis or dissertation process. The material presented is in the approved, required format allowing the reader to see a visual example as well as learn from the written instruction. It has been found that students have less difficulty with the development of the research paper and fewer corrections when provided with a clear and concise set of instructions that are easily followed.

Today's students tend not to read instructions but to imitate what they see. Unfortunately, detailed instructions for a properly formatted paper cannot be condensed like a Reader's Digest story. This results in a lengthy but informative paper to read. Students who followed the guidelines showed greater overall happiness during the review process as there were much fewer corrections noted by the College of Graduate Studies. The average student tends to have approximately five rounds of corrections and resubmissions. The student that follows the formatting guidelines and utilizes spell check in the word processing program tends to have an average of two rounds of corrections and resubmissions.

Keywords: keyword 1, keyword 2, keyword 3, keyword 4, keyword 5

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

You can also include
keywords in your abstract

Does ETD Administrator require that I include keywords when completing my submission?

Article Number: 000032614

No, suggesting keywords is not a requirement. Only the fields marked with an asterisk are mandatory.

The screenshot shows the 'Dissertation/Thesis Details' section of the ProQuest submission form. The left sidebar contains navigation options like 'Publishing information', 'About my dissertation/thesis', and 'Submission & payment'. The main content area includes fields for 'Primary language of your dissertation/thesis' (set to English), 'Title', and 'Abstract'. Below these are fields for 'Year Manuscript Completed', 'Degree Date', 'Degree Awarded', 'Department', 'Primary Subject Category', and 'Additional Subject Categories'. At the bottom, the 'Keywords (include up to 6)' field is highlighted with a red rectangular box, showing six empty input lines.

ProQuest allows up to 6 keywords for the abstract

Although it's not obligatory, we highly recommend including keywords. They help ensure that your paper is discoverable by researchers globally. Keywords will accompany your citation in the ProQuest Dissertations & Theses database and will be included in the DAI index.

If you choose not to provide your own keywords, our editorial team will create them based on your paper's title and abstract.

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

CERTIFICATE OF APPROVAL OF THESIS (or DISSERTATION)

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

by
Jane S. Doe

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

Graduate Advisory Committee:

Jackie Smith, Chair Date

Haywood Brown Date

Paula Ashley Date

Priya Ranganathan Date

Approved for the Faculty:

Use Julie C. Baker, Dean

Julie C. Baker, Dean Date
College of Graduate Studies

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

TABLE OF CONTENTS

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This is a Level 2 Heading in a Chapter.....	1
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REQUIRED PAGES

Title page

Abstract

Copyright

Certificate of Approval

List of Tables (if two or more)

List of Figures (if two or more)

Chapters

References

Appendix/Appendices (if applicable)

Vita

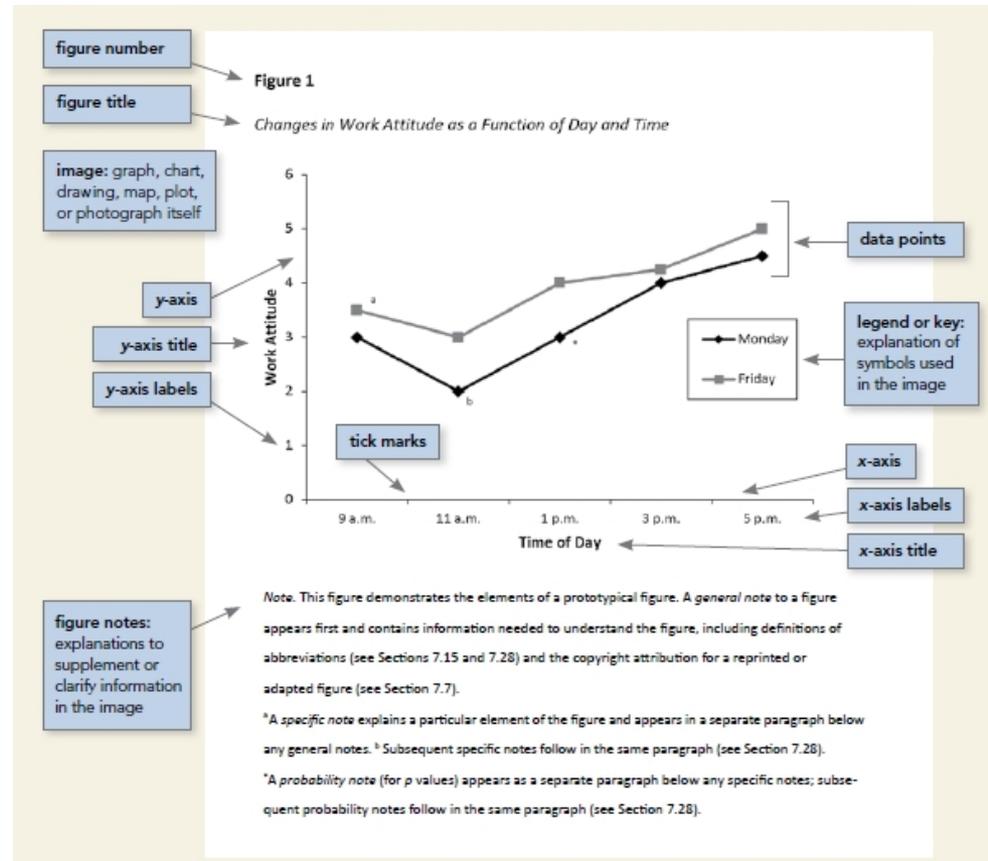
LIST OF FIGURES

Page 12	Figure 1: Title of Figure One
Page 17	Figure 2: Title of Figure Two
Page 26	Figure 3: Title of Figure Three
Page 33	Figure 4: Title of Figure Four in Which the Title is Long Enough to Extend to Another Line
Page 40	Figure 5: Title of Figure Five
Page 48	Figure 6: Title of Figure Six

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

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

APA 7 Figure Example



REFERENCES

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doi:10.1038/sj.bdj.2017.55
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- Brunyé, T. T., Mahoney, C. R., Giles, G. E., Rapp, D. N., Taylor, H. A., & Kanarek, R. B. (2013). Learning to relax: Evaluating four brief interventions for overcoming the negative emotions accompanying math anxiety. *Learning and Individual Differences*, 27, 1-7.
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- Hoermer, M., & Hoermer, K. (2006). Video game violence. *Children's Voice*, 15(1), 12-14.
- Golestani, D., & NBC Nightly News (Producers), & Holt, L. (Director). (2012). *Queen Elizabeth seen as inspiration after 60 years on throne*. [Video.DVD] New York: New York: NBCUniversal Media, LLC.

For One Appendix

APPENDIX: TITLE OF APPENDIX

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus fermentum pulvinar porttitor. Duis gravida, mi ac dictum tristique, orci libero euismod enim, sit amet suscipit enim nisi quis libero. Nam eu bibendum ex. In eu pellentesque nibh. Vestibulum imperdiet vitae tellus a porta. Donec in mattis sem. In est felis, mollis vel enim sit amet, dapibus ultrices lacus. Nam auctor fringilla dolor, in maximus mauris gravida at. Sed diam ligula, faucibus id ex nec, pulvinar bibendum dolor. Mauris eget tristique risus. Donec ex dui, convallis eget lobortis at, suscipit nec turpis. Maecenas feugiat laoreet dignissim. Nullam bibendum urna at semper vulputate. Aliquam ligula dui, aliquam eu nisi in, mattis gravida lorem. Pellentesque ac odio mauris.

Mi massa quis est. Nam ut vehicula metus. Sed scelerisque massa vitae felis ornare rhoncus. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

More Than One Appendix

APPENDIX A: TITLE OF APPENDIX A

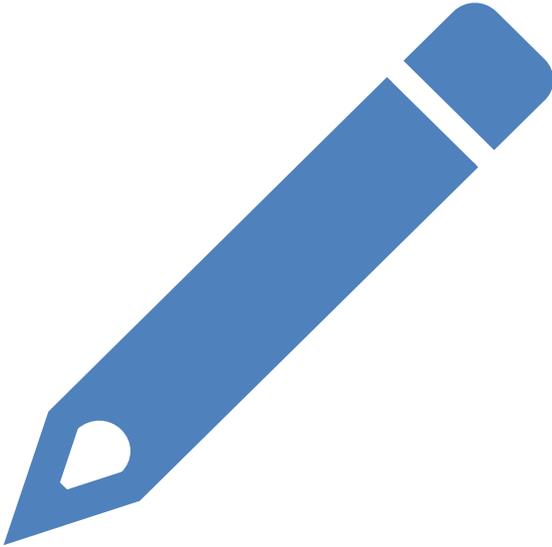
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus fermentum pulvinar porttitor. Duis gravida, mi ac dictum tristique, orci libero euismod enim, sit amet suscipit enim nisi quis libero. Nam eu bibendum ex. In eu pellentesque nibh. Vestibulum imperdiet vitae tellus a porta. Donec in mattis sem. In est felis, mollis vel enim sit amet, dapibus ultrices lacus. Nam auctor fringilla dolor, in maximus mauris gravida at. Sed diam ligula, faucibus id ex nec, pulvinar bibendum dolor. Mauris eget tristique risus. Donec ex dui, convallis eget lobortis at, suscipit nec turpis. Maecenas feugiat laoreet dignissim. Nullam bibendum urna at semper vulputate. Aliquam ligula dui, aliquam eu nisi in, mattis gravida lorem. Pellentesque ac odio mauris.

Mi massa quis est. Nam ut vehicula metus. Sed scelerisque massa vitae felis ornare rhoncus. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

APPENDIX B: TITLE OF APPENDIX B

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus fermentum pulvinar porttitor. Duis gravida, mi ac dictum tristique, orci libero euismod enim, sit amet suscipit enim nisi quis libero. Nam eu bibendum ex. In eu pellentesque nibh. Vestibulum imperdiet vitae tellus a porta. Donec in mattis sem. In est felis, mollis vel enim sit amet, dapibus ultrices lacus. Nam auctor fringilla dolor, in maximus mauris gravida at. Sed diam ligula, faucibus id ex nec, pulvinar bibendum dolor. Mauris eget tristique risus. Donec ex dui, convallis eget lobortis at, suscipit nec turpis. Maecenas feugiat laoreet dignissim. Nullam bibendum urna at semper vulputate. Aliquam ligula dui, aliquam eu nisi in, mattis gravida lorem. Pellentesque ac odio mauris.

Mi massa quis est. Nam ut vehicula metus. Sed scelerisque massa vitae felis ornare rhoncus. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.



VITA

Sloan M. Parker was born in Orlando, Florida, on July 21, 1961. They attended elementary schools in the Orange County School District and graduated from Apopka High School with honors in June 1978. The following August they entered University of Florida and in August 1982 received the degree of Bachelor of Science in Mechanical Engineering. They entered Tennessee Technological University in August 2023 and received a Master of Science Degree in Mechanical Engineering in May 2025.

Vita

- Required
- Written in past tense (because your paper is published after you graduate)
- Include your degree(s)
- Include Tennessee Technological University

• Submitting to ProQuest

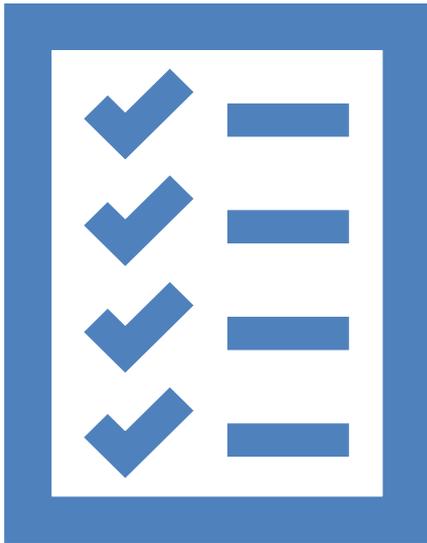
(separate slide deck)



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@tnitech.edu if you have any questions.

Review Process



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).

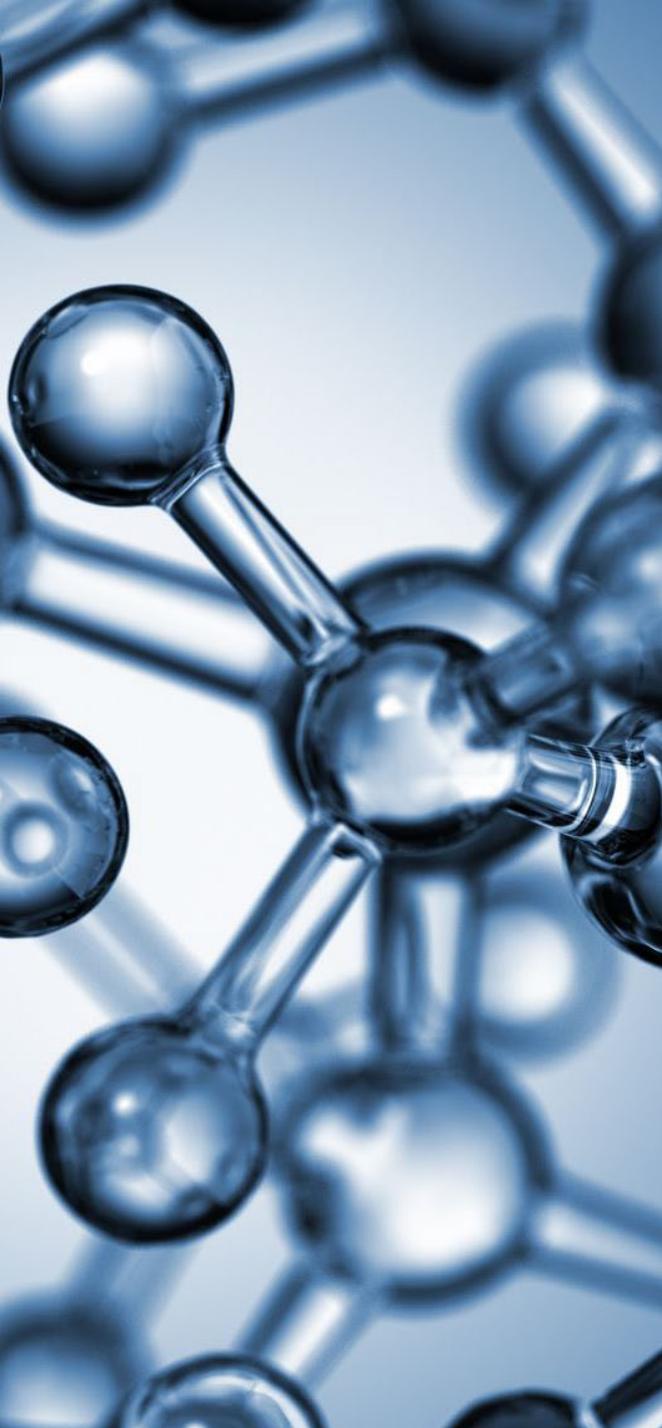
The [Writing Excellence Studio \(WEST\)](#) offers free one-on-one writing consultation by appointment. They will not proofread or make edits to your paper, but they can help with grammar, language usage, citation, and other issues.

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>





ProQuest Bootcamp

Getting Started

Efficient Discovery
and Research
Curation

Developing a
Productive Writing
Plan

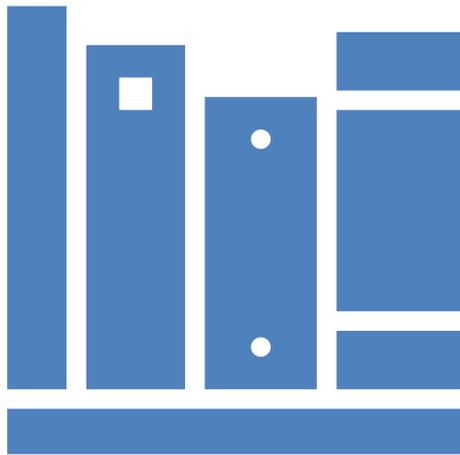


<https://about.proquest.com/en/dissertations/dissertation-elearning/>

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>.

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

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



Submitting to ProQuest

- **Create an Account at TTU's EDT Administrator Portal:**
<https://www.etsadmin.com/tntech/>.
- **Submitting Your ETD:** 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/>)

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>

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_dissthes is_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)

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. Plan your defense as early as possible.
- 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.
- Double check page numbers, etc. before submitting.
- Seek feedback from peers and advisors during the writing process.
- 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.

TTU College of Graduate Studies

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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>



Questions