

2025-2026

Guide to the Preparation of

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# **Theses & Dissertations**

# Thesis and Dissertation Services

## About

For all doctoral candidates and many master's candidates, the creation of the dissertation or thesis is the capstone of your graduate career and signifies the completion of the requirements for graduation. The Graduate School will help students in this process to keep it as smooth and worry-free as possible. The Coordinator of Student Services is available to assist in many areas:

to show students [resources for research approval and understanding of copyright](#);

to demonstrate [how to use iThenticate](#) to validate the work;

to outline the [approval process](#);

to ensure that theses and dissertations conform to the [formatting requirements](#) of the University of Tennessee;

to provide guidance in [submitting the work to Vireo](#);

to simplify the completion of the [Survey of Earned Doctorates](#); and

to explain the [policies](#) regarding the public availability of theses and dissertations.

## Contact Us with Questions or Problems

You are welcome to ask any procedural or technical questions you may have, and you are strongly encouraged to check with the Coordinator of Student Services well in advance of any upcoming deadlines to help work through any possible challenges. This is especially important if you are having difficulties with any particular aspect of preparing or formatting your document.

**The Graduate School**  
Student Services Building, Room 111  
865-974-2475  
thesis@utk.edu  
[tiny.utk.edu/theses-dissertations](http://tiny.utk.edu/theses-dissertations)

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# Section 1: Introduction and General Information

## Purpose of this Guide

This guide provides basic information about thesis and dissertation preparation at the University of Tennessee, Knoxville. It establishes the technical parameters within which all students must work. These parameters include, but are not limited to, margins, formatting and style, and sequence of pages. The guide does not address issues of content such as grammar, punctuation, or wording. **Correction of content is the responsibility of the student as overseen by their thesis or dissertation committee.**

While a student's graduate committee evaluates the technical quality and content of a thesis or dissertation, the Graduate School imposes some formatting requirements. This guide sets forth basic requirements for organizing and formatting a thesis or dissertation, but students in consultation with their committees have the responsibility of making appropriate aesthetic decisions that are reflective of scholarly work.

Students are also encouraged (but not required) to use style manuals such as the MLA Handbook for Writers of Research Papers, Publication Manual of the American Psychological Association, or The Chicago Manual of Style as resources for basic style and grammar.

Students should never use previously accepted theses and dissertations as the final guide for formatting, as examples taken from other theses and dissertations may be out of context, out of date, or incorrect. The existence of a particular style or usage in a previously accepted thesis or dissertation does not establish precedent for its continuation, and students are responsible for obtaining and following up-to-date guidelines.

## Background Information

The Graduate School is responsible for the review and approval of the final copies of theses and dissertations and provides guidance on our formatting requirements.

Students must work directly with the Coordinator of Student Services for formatting reviews and for the final submission of the document. The Graduate School establishes a preliminary review deadline every semester for those students planning to graduate in that semester. This [deadline](#) date (as well as all others) are posted each semester on the [Graduate School's website](#).

# Student Integrity

Conferral of a degree implies in part the graduate's personal integrity and ability to perform within the framework of scholarly methods. There are three areas in which graduate students should be particularly cautious: the proper acknowledgment of cited works; the use of others' copyrighted material; and proper reporting of work subject to federal compliance regulations (i.e., use of human subjects, animal care, radiation, legend drugs, recombinant DNA, or the handling of hazardous materials).

## The Office of Research, Innovation & Economic Development

UT's Office of Research, Innovation & Economic Development drives the campus research enterprise by providing technical expertise in proposal development, faculty development, sponsored programs administration, and compliance requirements. The office assists with identifying external funding opportunities and administering internal funding programs.

The federal government regulates research activities involving human subjects, animal subjects, radiological materials, and biological materials. For each of these areas, there is a campus committee that reviews proposed research projects.

The Office of Research, Innovation, and Economic Development (ORIED) also provides [basic information on these compliance areas](#) as well as campus compliance and safety committees.

All faculty and students who will be conducting any Human Subjects research must complete the online training course in IRB/Human Subjects Research prior to submitting their protocol to ORIED. If you have questions regarding IRB/Human Subjects research, you may email [utkirb@utk.edu](mailto:utkirb@utk.edu) or call 865-974-7697.

You can find additional [information about ORIED on their website](#).

## Scholarly Publishing Toolkit

A thesis or dissertation is a publication and must comply with best practices for publishing scholarly research. The [University of Tennessee Libraries](#) have prepared a [graduate student toolkit](#) which includes information and links to other helpful resources on their site. These resources show how to comply with best practices, and provide guidance when entering agreements with publishers that may conflict with the public nature of a thesis or dissertation at UT. While deciding what research will be used in a thesis or dissertation, be aware of any publishing agreements previously entered into, and consider any future intention of including previously published material elsewhere.

## **iThenticate**

iThenticate is a plagiarism-detection software site that will help faculty and student researchers avoid “cut and paste,” or citation errors that might be unacceptable in funding proposals or scholarly articles.

All theses and dissertations must be scanned with university-approved plagiarism detection software (currently iThenticate) prior to thesis or dissertation defense. More information, including how to get access to iThenticate and interpret a report, can be found on the [Graduate School website](#) and the [Office of Research, Innovation, and Economic Development \(ORIED\) website](#). The [iThenticate website](#) also has several resources and tools available for users.

## **General Policies**

Students should refer to the latest edition of the [Graduate Catalog](#) for policies concerning registration for thesis/dissertation hours, restricted, classified, or proprietary research, and other requirements for completion of the graduate program.

The goal of The Graduate School, as well as the student’s thesis/dissertation committee is to ensure a document was produced that will properly represent and reflect well on the student, the student’s committee, the department, and the university.

## **Additional Resources**

### **Office of Innovative Technologies (OIT)**

[OIT](#) handles all technical support for the university, including assistance with Microsoft Word. OIT regularly holds [training sessions and workshops](#), and their website has many training videos and tutorials. All students also have access to [LinkedIn Learning](#).

### **Subject Librarians**

Meet with a subject librarian for assistance at any stage of the research process. Subject librarians can help identify and locate reliable sources, develop effective search strategies for drawing additional information from sources, or assist in evaluating the reliability of those sources. You can find more information at the [UT Libraries website](#).

## Writing Center

The [Judith Anderson Herbert Writing Center](#) offers consultations for graduate students working on theses and dissertations. They can also recommend freelance editors who may be hired for proofreading/assistance with revisions.

# Section 2: Elements of a Thesis/Dissertation

## Order of Pages

Theses and dissertations must follow a specific sequence of pages. Consult Table A-2 or visit the Graduate School website for the [required order of the pages](#).

## Preliminary Pages

The three preliminary pages that are required for all theses and dissertations are the title page, abstract, and table of contents. Lists of tables, figures, and attachments are required in some cases. All other pages are optional. Sample pages are available in the appendix of this document. The sections below illustrate the order of the preliminary pages.

### Title Page (required)

The [title page](#) should follow the specific layout and wording shown in Figure A-1. The font size of the text on the title page must be consistent. Spaces between the lines of text must be consistent. Due to the limitations of the student information system, thesis and dissertation titles are limited to 160 characters. This includes spaces.

### Copyright Page (optional)

All written materials, including theses and dissertations, are automatically copyrighted under U.S. law; no paperwork or payment is required in order to have copyright protection. Copyright protection is automatic for all such works from the moment of creation in a fixed form, which includes electronic formats.

Students are entitled to place a copyright notice on the page immediately following the title page. The U.S. Copyright office recommends that this statement contain the word “copyright” followed by the copyright symbol (©) and the student’s legal name, with this statement underneath: “All rights reserved.”

However, the University of Tennessee, Knoxville, while acting as a “publisher” for the thesis/dissertation, does not retain any claims to the copyright of the thesis/dissertation—so regardless of whether or not this page is included, the author still has copyright of their own work.

## **Dedication (optional)**

If the student wishes to dedicate the thesis/dissertation, the dedication statement is included on this page. If appropriate, the student may include a short quote or other text here. The student may choose to omit the heading “Dedication” on this page if the intent of the dedication itself is clear.

## **Acknowledgments (optional)**

The acknowledgments page is used to thank those who have helped in the process of obtaining the graduate degree. Permission to quote copyrighted material is listed here, as well as acknowledgment for grants and special funding. If students must include a disclaimer stating, for example, that the views expressed in the thesis or dissertation are not necessarily the views of the agency or institution that funded or supported the research, they should do so on this page.

## **Preface (optional)**

A personal statement about the purpose and scope of the thesis/dissertation could be included in the preface. The tone of the preface; however, must be academic and appropriate to scholarly work.

## **Abstract (required)**

Every thesis and dissertation submitted to the Graduate School must include an abstract. Although the content of the abstract is determined by the student and committee, the following information is appropriate:

- a short statement concerning the area of investigation,
- a brief discussion of methods and procedures used in gathering the data,
- a condensed summary of the findings, and/or
- conclusions reached in the study.

The abstract will be used by the University of Tennessee Libraries in cataloguing the thesis or dissertation. Therefore, the abstract must *not* exceed 350 words in length.

Furthermore, if the abstract contains any special characters (those characters not found on typical English-language keyboards), the student must also write out the term or concept in plain English in square brackets immediately following the special character (i.e.,  $\pi$  [pi]). Please direct any questions about what qualifies as a special character to the Coordinator of Student Services.

## **Table of Contents (required)**

The table of contents may vary in style and amount of information included. **However, entries for preliminary pages should not be included in the table of**

**contents.** Entries for the following sections *must* be included with their page numbers:

- Chapter / Section / Part Titles
- Bibliography / List of References
- Appendix, if used
- Vita

The capitalization of the chapter/section/part titles must be consistent with what is used for chapter/section/part headings on the first page of those sections. Capitalization of titles must also be consistent for the references, appendix (if applicable), and vita titles. The use of italicization or bold font must be consistent throughout the table of contents. Period leader lines and page numbers must be the same font size and style. Justification cannot be used for the table of contents unless you are using Overleaf. The table of contents for this document serves as an example of how this list should appear (it can be found on pages iii-vii).

### **Inclusion of Subheadings**

It is not necessary to refer to subheadings (i.e., the titles of sections within each chapter) in the table of contents. However, any inclusion must be consistent. If a particular level is included at any point, all headings of that level must be included.

### **List of Tables / List of Figures / List of Attachments (sometimes required)**

If there are five or more tables in the thesis or dissertation, a list of tables must be included. If there are five or more figures in a thesis or dissertation, a list of figures must be included. Justification cannot be used in the list of tables or list of figures unless you are using Overleaf.

Because attachments are uploaded separately from the main electronic theses or dissertations (ETD) file, a list of attachments must be included if the student's document includes one or more attachments.

There must be a separate list (on separate pages) for tables, figures, and attachments if you are required to have more than one. Any tables or figures designated as such that appear in the appendix must also be included in the appropriate list; however, students may choose to include tables and figures in the appendix as background material or raw data (without labeling them as tables/figures). In that case, they should not appear on these lists.

The list of tables and list of figures must include each table/figure's title, exactly as it is in the captions themselves, at least up to the first terminal punctuation. They must also include the page number on which each table/figure itself can be found (i.e., "Table 1: Trees in North America.....5"). An example of how these lists must appear can be found on pages vi and vii of this document.

The list of attachments must include a title/brief description of each attachment, as well as its file name (i.e. “Photos of Trees in North America.....NATrees.zip”). Figure A-2 in the Appendix shows how this list should look.

## **Nomenclature / List of Abbreviations / List of Symbols (optional)**

Pages listing nomenclature, abbreviations, or symbols may be included in the front matter or in the appendix. If adding two or more of these lists, they must be separate lists on separate pages.

## **Text**

### **Major Divisions**

The thesis or dissertation must be divided into a logical scheme that is followed consistently throughout the document. The main body of the document must begin with a major division. Chapter is the most common label for these divisions, but sections and parts are also permissible. Each major division (chapter, section, or part) must:

- have a title
- be numbered consecutively throughout the document (i.e., Chapters 1, 2, 3...)
- begin on a new page

A major division entitled *Introduction* may precede the first numbered chapter, section, or part, **only if** the student ends the document with another unnumbered major division entitled *Conclusion*. Please note that both parts are required for multi-part, or “manuscript” theses/dissertations; see Multi-Part / Manuscript Style Theses and Dissertations in this guide.

### **Subdivisions and Headings**

Any logical system of subdivision within chapters or sections is permissible, but the scheme used must be consistent throughout the document.

Although chapters or other major divisions must be numbered, numbering subheadings is optional; however, if a numbering scheme is used, it must be applied consistently throughout the document. If using decimal points in the numbering scheme, there cannot be more than two decimal points in the subheading numbering scheme.

Headings of equal value must be formatted consistently throughout the document; however, unless a numbering sequence is used to indicate level, each level must be formatted differently than all other levels in at least one significant way (i.e., bold vs. not bold, centered vs. left aligned), so that the layout of the thesis or dissertation is obvious.

Once students decide on the format for each level of heading, they must apply the format consistently. This includes font, font size, and other font attributes (bold, italics, underline, etc.), space above and below the heading, numbering, indentation, and punctuation.

### **Beginning New Sections**

The headings within a chapter, section, or part do not begin on a new page unless the preceding page is completely filled with text, or if there is not room for the complete heading and at least two lines of text at the bottom of a page (sometimes referred to as an orphan or widow heading). In those cases, the new heading *should* begin at the top of a new page.

## **Tables, Figures, and Attachments**

### **Tables**

Students should consider carefully whether information is best presented in the text or in a table.

Tables are usually quantitative, though some may consist entirely of words rather than numbers. In either case, care must be taken to organize the material in ways that are readily understood and visually clean.

### **Title and Number**

Tables must have a unique title and a unique number. Tables can either be numbered based on their order within the document as a whole (i.e., Tables 1-5 in Chapter 1 and 6-10 in Chapter 2), or they can be numbered based on their order within a chapter (i.e., Tables 1.1-1.5 in Chapter 1 and 2.1-2.5 in Chapter 2).

**The title and number are placed directly above the table.**

### **Typeface**

Rather than copying tables from another source and inserting them into the document as images, students should create tables themselves. The font type of the table must be consistent with the font type of your other text though it may differ slightly in font size. The line spacing of the table captions may follow the line spacing of the main text or it may differ however, the line spacing and alignment of all table captions must be consistent.

## Required Format

Tables must have at least two columns with headers. The headers describe the material in each column. Headers must apply to the entire column, even if it continues onto additional pages. However, it is permissible to use subheadings below the columnar header separated by a line. If the data does not readily conform to the columns/rows format (such as an outline or list of questions), then it is likely not a table and should not be labeled as such.

The table must include these three horizontal lines:

- At the top of the table above the header row, but below the title/caption. This is known formally as the table opening line.
- Between the header row and the body of the table, this is known formally as the columnar heading closing line.
- At the bottom of the table below the last row, but above any explanatory notes. This is known formally as the table closing line.

Different table styles, such as a full grid (i.e., vertical lines and additional horizontal lines) or shaded rows are acceptable but not required.

## Continued Tables

A table may continue on as many pages as necessary provided that the columnar headers remain the same and are repeated on each continued page. The first page must contain the table number and title, and subsequent pages contain the remainder of the table with “Table # continued” at the top of the page. This must be done for each page the table continues onto. **If the columnar headers change, the table is a new table and not a continued table.**

## Table Footnotes

Footnotes to tables consist of four different categories:

- full source citation
- general notes
- notes to specific parts of the table indicated by superscripts
- notes on level of probability

Students should use any or all types of footnotes that are applicable to a particular table.

Table footnotes must be a font consistent with the typeface of your other text, although the font size may be slightly smaller than the main division text.

## Figures

Illustrations such as photos, maps, drawings, graphs, or charts should be called figures (Gibaldi, 2003, p. 136).

### Title and Number

Figures must have a unique title and a unique number. Figures can either be numbered based on their order within the document as a whole (i.e., Figures 1-5 in Chapter 1 and 6-10 in Chapter 2), or they can be numbered based on their order within a chapter (i.e., Figures 1.1-1.5 in Chapter 1 and 2.1-2.5 in Chapter 2).

**The title and number are placed directly below the figure.**

### Typeface

Since figures may be imported from an external source, any text that is inside the figure can be in any typeface, provided it is neat and legible. The figure number and title must sit below the figure (as opposed to being within the image). The font type of the figure must be consistent with the font type of your other text, although it may differ slightly in font size. The line spacing of the figure captions may follow the line spacing of the main text or it may differ however, the line spacing and alignment of all figure captions must be consistent.

### Lengthy Titles (Legends)

Explanatory material for figures may be placed within the figure or continued after the period following the figure title. The figure title/legend must be the same font as the rest of the text and single-spaced. If a figure has a long title or legend that makes it impossible for it to fit entirely on the same page as the figure itself, the page containing the title and legend must be placed immediately before the figure. The page number assigned to the legend page is considered to be the first page of the figure. Separate legend pages should be used only if needed.

### Continued Figures

A figure containing several related parts too large to be included on a single page may be continued onto other pages. The first page on which the figure appears must contain the figure number and complete title, and all subsequent pages on which the figure appears must have "Figure # continued" below those parts of the figure.

### Figure Footnotes

Footnotes are placed below the figure title but are not separated by a dividing line. If the figure or data within the figure are taken from another source, the source citation must be included.

## Attachments

Students with very large files (such as maps, spreadsheets, or architectural drawings) or multimedia objects (digital video, audio, datasets, or software) should upload these as supplemental files in [Vireo](#). These supplemental files will be called “attachments.”

Attachments should be referred to by their filename. The student should include the filename both in the body of the document and in a list of attachments. If the reader needs any additional information in order to interpret the attachment, that information must be included with reference to the attachment.

## Bibliography/References

Every thesis and dissertation must include a list of materials used in the preparation of the document. The purpose of listing the citations is threefold:

- to serve as an acknowledgment of sources;
- to give readers sufficient information to locate the material; and
- in the case of personal interviews or correspondence, to save the reader the trouble of attempting to locate material that is not publicly available.

The list may consist of only references cited in the text (as in a list of references), or may also include works consulted, but not cited in text (as in a bibliography).

The format used for citations should be that used in the student’s field of study, as determined in consultation with the advising faculty. However, citations may not be collected at the end of each chapter or section; instead, they must be combined and listed only at the end of the document.

## Heading and Numbering

The heading List of References, References, Bibliography, Works Consulted, or Works Cited can either be on a separate sheet with the title at top or center of the page or it can be at the top on the first page of the list. Please note that placing the heading on a separate sheet should only be done if the chapter headings are also on a separate sheet. Formatting for this heading should follow that of the chapter headings, but this heading is not numbered. If using a separate sheet, the page number assigned to the sheet marks the beginning of the references section. Therefore, the table of contents refers to the page number of this separate sheet, rather than the first page of the citations themselves.

## Appendix (optional)

The appendix “...is a useful device to make available material that is relevant to the text but not suitable for inclusion in it” (Turabian, 1996, p. 12). Also, tables/figures can

appear in the appendix to avoid interrupting the text. Appendix material may not be collected at the end of chapters or sections, only at the end of the document unless you are doing a [multi-part thesis or dissertation](#).

## Heading and Numbering

An appendix, if included, can either be on a separate sheet with Appendix or Appendices at the top or center of the page or it can be at the top on the first page of the appendix materials. Please note that placing the heading on a separation sheet should only be done if the chapter headings are also on a separation sheet.

Formatting for this heading should follow that of the chapter headings, but this heading is not numbered. If using a separation sheet, the page number assigned to the sheet marks the beginning of the appendix section. Therefore, the table of contents refers to the page number of this separate sheet, rather than the first page of the appendix materials.

## Appendix Divisions

If the student wishes to subdivide the appendix, the subsections must follow a logical scheme of division (Appendix 1, Appendix 2... or Appendix A, Appendix B...). Each individual subsection should begin at the top of a new page.

## Appendix Material as an Attachment

If appendix material is included as an attachment, a page should be included stating how material is accessible and how it should be used.

## Vita (required)

The vita is a brief biography of the student that should be written in third person and paragraph form; it cannot be a resume or *curriculum vitae*. It should contain appropriate academic and professional information about the author/student. Because copies of the manuscript will be available to the public, personal information such as the student's address or phone number should not be included. The vita will be the very last page of your thesis or dissertation. An example of a proper Vita page can be found in Figure A-3: Example of a Vita Page.

As with the bibliography and appendix, the vita heading must be formatted like the chapter headings; however, unlike those sections, the vita should not have a separation sheet for the title. Instead, the actual vita should begin just below the title (on the same page).

# Section 3: Formatting and Technical Pointers

## Typeface and Quality

### Typeface or Font

Typeface affects the physical appearance of a manuscript more than any other single element. Word processing software provides the opportunity to use different typefaces, type sizes, and font attributes, such as bold or italics. **The student must select a common font (e.g. Times New Roman, Arial, Calibri, Georgia, etc.) that is legible.**<sup>1</sup> This applies to all text in the document except text that is inside of a figure or other imported image.

### Type Size

The size of type is determined by point size. Students may not use a font size smaller than 11-point nor larger than 14-point.

### Spacing

Students may use single, 1.5, or double-spacing for their text but must be consistent in the application. Please note that you cannot exceed double-spacing.<sup>2</sup>

Text must begin at the top of the page. If paragraph indentions are used, they should be uniform throughout the document. Students are encouraged to seek the advice of their committee members about conventions in their specific scholarly fields.

## Other Formatting Considerations

### Margin Settings and Justification

**The inside margin must be one inch on all sides of the page.** These margins define the minimum and maximum white space to be maintained on all sides of the page and apply to page number placement. All material in the document, including text, tables, and figures must fit within the margins. If that is not possible for a certain table or figure, it must be uploaded separately as an attachment.

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<sup>1</sup> LaTeX users can use the standard font type and size for the Overleaf template.

<sup>2</sup> LaTeX users can follow the standard spacing set by the template.

Left alignment or justified alignment must be used for all text except headings or subheading in which center alignment is used to distinguish the different levels. Dividing the text into columns (journal/newspaper style) is not permissible.

## Pagination

Page numbers should appear on every page in the document except the title page (which is still counted in the page numbering, but the page number itself is suppressed).

### Preliminary Pages

Lowercase Roman numerals are used to number the preliminary pages. Although the title page is counted as page i, the page number itself should be suppressed. The page following the title page should be the first one with a visible page number (which should be ii).

### Body of Document

Beginning with the first page of the text, all pages should be numbered consecutively throughout the document (including the references, appendix, and vita) with Arabic numerals beginning with number 1.

### Formatting and Placement of Page Numbers

Pagination using letter suffixes (i.e., 10a, 10b) or hyphenated numbers (i.e. 1-1, 1-2) are not allowed. The page number may be positioned at the top or bottom right edge of the page or at the bottom center of the page and must be consistently placed throughout the document. Page numbers must be placed no less than half an inch and no more than one inch from the top or the bottom edge of the page.

## Running Headers and Footers

**Regardless of the convention in the students' field of study, running headers or footers are NOT permitted in the thesis or dissertation.** The only text permitted to be in the header or footer of any page is the page number.

## Consistency in Format

The element that contributes most to the attractiveness and readability of the thesis/dissertation is consistency. Consistency in formatting means that the student establishes a series of conventions or protocols regarding spacing, heading sequencing, and other aspects of appearance to visually guide the reader through the document; thus, enabling the reader to concentrate on the content. Consistency in thesis/dissertation production is especially critical, since it determines in part the committee reaction to content, and ultimately, the accessibility of the work for a broad audience.

Some common errors and how to avoid them can be found in Table A-1.

## Exemplars

To provide students with visual references for formatting theses and dissertations, we have compiled the following list of previously accepted and published theses and dissertations in our collections. These documents represent different disciplines, document types, and styles (Overleaf, multi-part/manuscript style, etc.) that incorporate the required formatting and follow best practices for consistency.

### Standard Format Dissertations

Amanda J. Zeller *Understanding Information Sharing and Source Credibility on Facebook During COVID-19 and School Closures: A Mixed Methods Analysis*  
[https://trace.tennessee.edu/utk\\_graddiss/11403/](https://trace.tennessee.edu/utk_graddiss/11403/)

Ning Fan *Resisting Epicurean Therapy: On Why Death Is a Fitting Object of Fear*  
[https://trace.tennessee.edu/utk\\_graddiss/12352/](https://trace.tennessee.edu/utk_graddiss/12352/)

### Standard Format Theses

Jillian Dodson *PROMOTING PSYCHOLOGICAL RESILIENCE IN THE FACE OF STRESS: THE COMBINED INFLUENCE OF EMOTIONAL AND SOCIAL FUNCTIONING*  
[https://trace.tennessee.edu/utk\\_gradthes/12830/](https://trace.tennessee.edu/utk_gradthes/12830/)

Camden Carroll *Enhancing Ammonia Synthesis Using Calcium Hydride, Calcium Nitride, and Lithium Hydride as a Catalyst inside a Dielectric Barrier Discharge Plasma Reactor*  
[https://trace.tennessee.edu/utk\\_gradthes/12842/](https://trace.tennessee.edu/utk_gradthes/12842/)

### Multi-part/Manuscript Style Format Dissertations

Alexis Gillmore *Effects of climate, depth, and exposure history on the degradation of biodegradable plastic mulch fragments in soil under field-relevant conditions*  
[https://trace.tennessee.edu/utk\\_graddiss/11355/](https://trace.tennessee.edu/utk_graddiss/11355/)

Karina Strange *Faith Influences on Health of Rural Appalachian Older Adults in East Tennessee: An Ethnonursing Study*  
[https://trace.tennessee.edu/utk\\_graddiss/8120/](https://trace.tennessee.edu/utk_graddiss/8120/)

### Multi-part/Manuscript Style Format Theses

Audrey E. Birdwell *The potential for trypsin inhibitor expression in leaves to convey herbivory deterrence in soybean*  
[https://trace.tennessee.edu/utk\\_gradthes/12839/](https://trace.tennessee.edu/utk_gradthes/12839/)

Angela Price *The Food Desert Reduction Roadmap: A Food-Energy-Water Nexus Analysis for the Appalachian Region*

[https://trace.tennessee.edu/utk\\_gradthes/13896/](https://trace.tennessee.edu/utk_gradthes/13896/)

### **LaTeX Dissertations**

Andrew Deas *Uncovering Patterns in the National Opioid Crisis: Investigating the Links Between Opioid-Related Mortality, Prescription Opioids, and Social Vulnerability*

[https://trace.tennessee.edu/utk\\_graddiss/11346/](https://trace.tennessee.edu/utk_graddiss/11346/)

Jared Deighton *Efficient Neural Representations in Spatial Navigation and Pharmacokinetic Imaging: Information-Theoretic and Machine Learning Approaches*

[https://trace.tennessee.edu/utk\\_graddiss/12347/](https://trace.tennessee.edu/utk_graddiss/12347/)

### **LaTeX Theses**

David J. Anderson *System-Level Health Monitoring of Small Modular Reactors: Neural Network Autoencoder Fault Detection and Fuzzy Logic Classification*

[https://trace.tennessee.edu/utk\\_gradthes/12837/](https://trace.tennessee.edu/utk_gradthes/12837/)

Julia Steed *Application of Neuromorphic Computing to Real World Scenarios*

[https://trace.tennessee.edu/utk\\_gradthes/13907/](https://trace.tennessee.edu/utk_gradthes/13907/)

# Section 4: Special Problems and Considerations

The guidelines given in the previous chapters are sufficient for most theses and dissertations. However, several circumstances require additional guidance. This chapter addresses a few of the more specific questions that may arise in thesis/dissertation preparation, such as the use of papers that have been, or will be submitted to journals and requirements pertaining to creative writing and foreign languages.

## **The Use of Journal Articles in Theses and Dissertations**

A thesis/dissertation may include articles submitted, or about to be submitted, to professional journals. However, certain guidelines must be met before these can be included in the final document.

### **Disclosure**

The student must add a brief explanatory statement at the beginning of each article stating how the article was revised and/or detailing the student's involvement in the article. Any coresearchers should be identified and their role clarified as part of this statement. If the article has been published or will be published by the time of the final submittal process, the source should be cited as part of this statement.

Non-disclosure statements indicating that the article has not been submitted for publication should not be included.

### **Uniformity of Presentation**

Additionally, the individual papers must be integrated into a unified presentation. This may be accomplished through an introductory chapter which might contain, among other things, a detailed literature review that is not present in most journal articles. One or more connecting chapters might be used to expand upon the methodology or the theoretical implications of the findings presented in the individual articles.

The guidelines given in the previous chapters, including a uniform style of headings, reference citations, and bibliographical format, must be used even though the individual papers may have been prepared for submittal to journals with different formatting requirements.

# Multi-Part / Manuscript Style Theses and Dissertations

With committee approval, the multi-part/manuscript style may be used. This is an effective method of organization when research has been performed in two or more areas that cannot be combined into a single presentation.

Students should note that this format is only appropriate if the thesis or dissertation will contain two or more separate, but related essays. If it is comprised only of one essay conceived as a journal article, the student should include a disclosure statement but should otherwise format it as a standard thesis/dissertation.

## Parts of a Multi-Part Thesis or Dissertation

Each chapter may end with its own bibliography and appendix (if needed); or all references and appendix material may be combined and placed at the end of the document. Either way, the student must exercise caution to ensure that formatting is consistent throughout the document such as unique numbers for tables/figures and logically arranged and consistently applied organization for each chapter.

While all of the requirements discussed in previous sections apply to theses and dissertations prepared using this style, it must also include several elements that are not required of those using the standard style (discussed below).

### Introduction and Conclusion

These sections are required. The student has three options for inclusion of these sections:

- the first and last numbered chapters
- unnumbered sections before and after the numbered manuscript chapters
- sections included at the beginning and end of each article

For numbered chapters or unnumbered sections, the introduction and conclusion sections must address the project as a whole. The headings must be formatted like the manuscript chapter headings. For introduction and conclusion sections at the beginning and end of each article, each section must address how that particular article contributes to the overall project. The headings should follow the formatting implemented for subdivision headings.

### Abstract

You must have both an abstract for the thesis or dissertation as a whole *and* an abstract for each manuscript chapter. While the main abstract cannot exceed 350 words, there are no length limitations for the abstracts for each individual essay.

## **Separation Sheets/Title Pages**

Each manuscript chapter must be preceded by a separation sheet/title page. The only text on these pages should be the chapter heading itself (“Chapter #” and the title). The disclosure statement, publication information, and abstract should begin on the very next page. Title pages for the introduction and conclusion are optional.

## **Previously Published Material**

If a manuscript thesis/dissertation includes previously published or submitted material, the disclosure statement discussed above in “The Use of Journal Articles in Theses and Dissertations” must be included.

## **Creative Writing Theses and Dissertations**

In order for the Graduate School to accept a creative writing thesis or dissertation, it must include the following elements:

- a title page, abstract, and table of contents (that follow the same rules discussed in Section 2: Elements of a Thesis/Dissertation)
- introduction which sets the academic tone for the body of the thesis and provides a rationale for the acceptance of the creative work as a thesis
- a bibliography or list of works cited (only if outside sources are referenced/consulted in the document)
- a vita (that follows the same rules discussed in Section 2: Elements of a Thesis/Dissertation)

Creative writing theses and dissertations are expected to follow the formatting requirements as outlined. However, if there is a format or style that is integral to the creative aspect of the work please discuss it with the Coordinator of Student Services.

## **Theses and Dissertations Prepared in a Foreign Language**

All theses or dissertations at UT normally should be written in English. Under exceptional circumstances, another language may be used, only if prior approval is obtained from the Dean of the Graduate School.

[The Request to Use a Foreign Language in Preparation of the Thesis or Dissertation](#) form must be completed and submitted prior to applying for admission to candidacy for the degree sought. The request must include a detailed justification and must be endorsed by the committee chair and the department head.

In all cases, the thesis or dissertation must include an abstract and vita written in English.

# Section 5: Review / Submission Process

## Overview of Process

This section will discuss the submission process in further detail. The following are the basic steps students must take in order to have their thesis or dissertation accepted by the Graduate School:

1. Submit draft to [Vireo](#) for preliminary review.
2. Receive necessary changes from the Coordinator of Student Services.
3. Make requested corrections.
4. Submit revised draft to [Vireo](#) for second review; if further corrections are required, steps 2-4 will be repeated.
5. Upload final/approved version to [Vireo](#). Submit [Thesis/Dissertation Approval Form](#) to the Graduate School, and take [Survey of Earned Doctorates](#) (doctoral candidates only).
6. Notify the Coordinator of Student Services via email ([thesis@utk.edu](mailto:thesis@utk.edu)) that the final version has been submitted and is ready to be accepted.
7. The student will receive email confirmation when the thesis/dissertation has been accepted, and after the Coordinator of Student Services has verified that all requirements have been met.

## Preliminary Review

All theses and dissertations must be submitted to the Coordinator of Student Services for a preliminary review. There is a preliminary review deadline each semester, but students (particularly those with exceptionally lengthy or complex documents, or ones that are table/figure-heavy) can and are encouraged to begin the process earlier than that date. The document does not need to be complete by the time of the preliminary review. **The preliminary deadline is a hard deadline. Students that are intending to follow the second deadline for the term must still submit a draft by the preliminary deadline for that term.** Students who submit their initial draft after the preliminary deadline are not guaranteed to have their draft reviewed and may be ineligible for graduating that semester.

During the preliminary review, the Coordinator of Student Services will identify and address all necessary formatting revisions. The Coordinator of Student Services will not review grammar, spelling, or other content concerns, which are the responsibility

of the student, in cooperation with his/her faculty advisors. Students may also hire an editor, although final responsibility for the document will rest with the student.

The thesis or dissertation cannot be accepted until all formatting issues have been corrected. Therefore, the final version should not be the second submission; instead, all required changes should be made as soon as possible after receiving initial feedback, and the revised document should then be submitted to the Coordinator of Student Services for another review. This process will continue until the document is found free of issues; the number of intermediate reviews a document requires will vary based on the student's needs, the complexity of the document, and so on. A list of common errors can be found in Table A-1.

Once a document is free of formatting errors it will be deemed approved by the Coordinator of Student Services. Approval is NOT the same as acceptance. A thesis or dissertation is accepted in Vireo when the document is complete and free of formatting errors and all required forms have been received. The deadline for acceptance in Vireo for each semester can be found on the [Graduate School's website](#).

## Thesis and Dissertation Review Time

The turnaround time for reviews also varies greatly, as reviews are always done in the order that the documents are submitted. The Coordinator of Student Services makes every effort to have documents reviewed and feedback submitted as soon as possible to allow ample time for students to make revisions. While it is impossible to say exactly when a certain document will be reviewed, the estimated turnaround times are:

- Early in semester (non-peak)—3-5 working days
- Preliminary Review Deadline (peak)—12-18 working days
- Final Deadline (peak)—8-12 working days

## Vireo

**Thesis and dissertation submissions must be uploaded to Vireo in order to be reviewed for formatting. Submissions sent as an attachment via email will not be reviewed.** [Instructions for submitting to Vireo](#) can be found on the Graduate School's website.

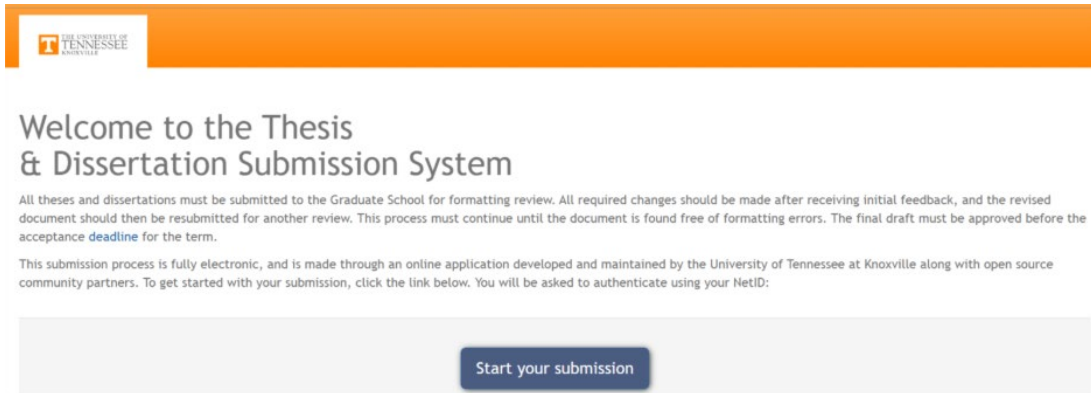
Documents uploaded to Vireo for draft reviews will not be visible to the public. Only the accepted version of the thesis or dissertation will be published. Students can upload as many versions as necessary, but once a document is accepted in Vireo, students cannot replace it. Each draft overwrites the previous one as the main file. The final, accepted version will be published after the student's graduation.

Questions about the publication of documents can be referred to the Coordinator of Student Services at [thesis@utk.edu](mailto:thesis@utk.edu).

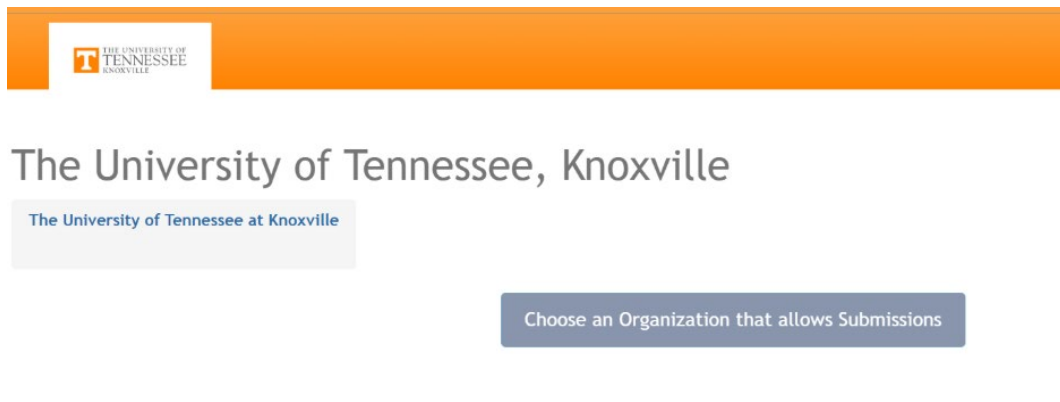
## Initial Draft Instructions

These instructions are for *submitting an initial draft*.

1. You can access Vireo at [etd.utk.edu](http://etd.utk.edu). You will see the following screen:



2. Click the “Start your submission” button.
3. You will see the following screen:



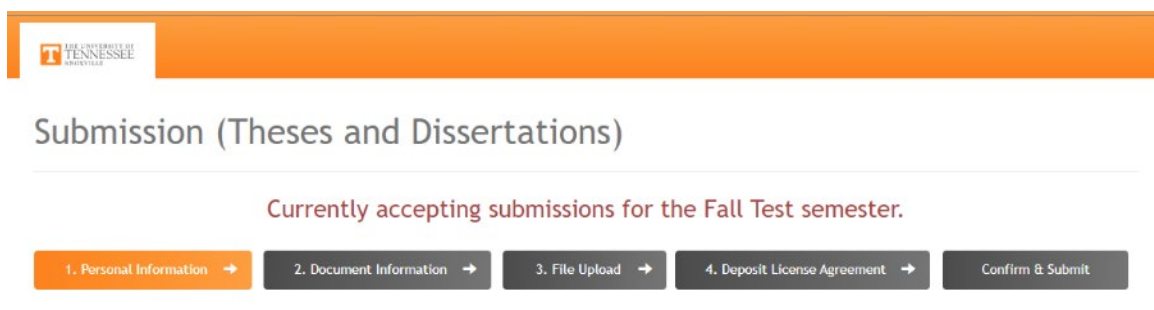
4. Click on the gray box with blue text in the upper left corner that reads “The University of Tennessee at Knoxville”. Then you will see the following option:



5. Click on “Theses and Dissertations”. If you have an approved Classified Research Exemption, there are separate instructions. These instructions are for students who do not have a Classified Research Exemption. Embargos are not the same as Classified Research Exemptions.
6. After you select “Theses and Dissertations”, click on the blue “Start Theses and Dissertations Submission” button.



7. You will have four pages to complete, marked by these five numbered boxes at the top of the screen:



8. On the first page, fill out all fields with asterisks indicating they are required. Some fields will have drop-down menus, and some you will need to fill out yourself.

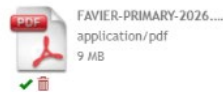
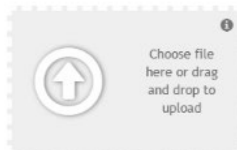
- You will do the same for the Document Information page, including information for all required fields.
- For the File Upload page, you will see two places to select documents. You will need one manuscript document and have the option to add supplemental supporting documents. The supplemental files are optional and are not required.



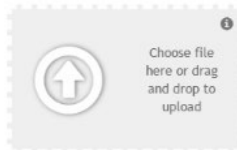
**Instructions:**

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.

\*Manuscript in PDF:



Supplemental Files:



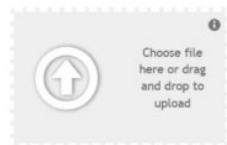
Continue to Deposit License Agreement

- When you choose a file, you will see the following screen:

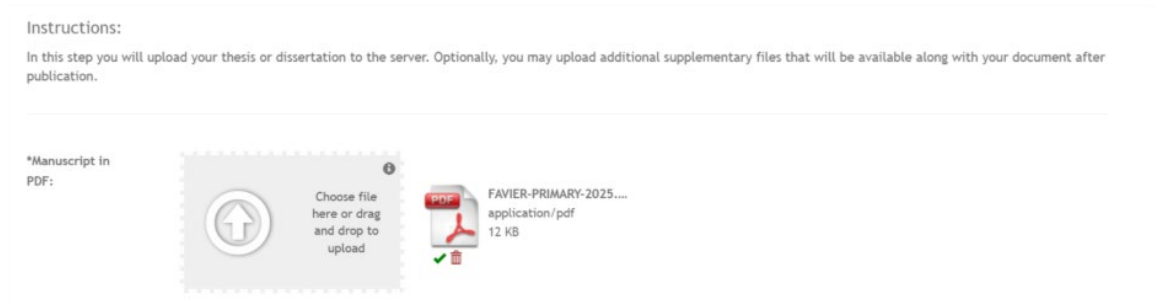
**Instructions:**

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.

\*Manuscript in PDF:



- Please note the file is NOT uploaded yet, until you hit the blue “Upload” button to the right of the file name. When you hit that button, the option will go away and it will look like this:



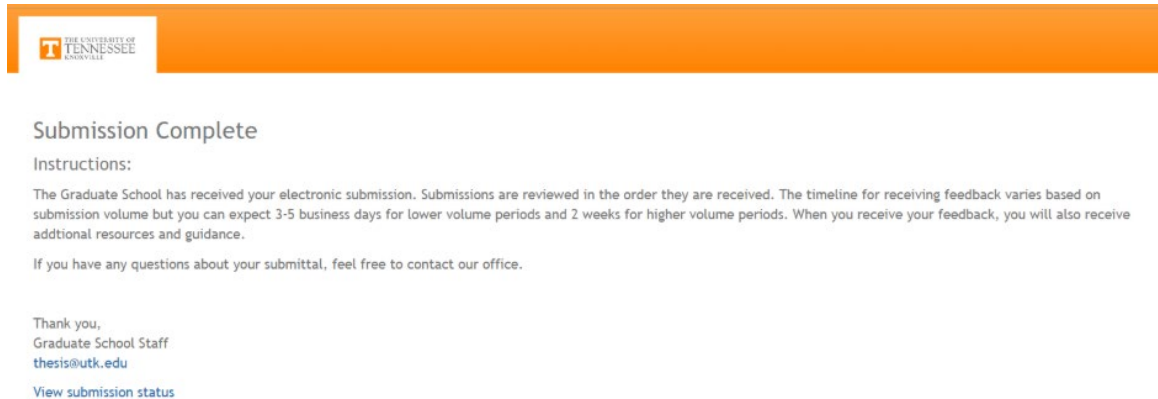
- Click on the “Continue to Deposit License Agreement” button at the bottom. Review the Deposit License Agreement statement and click the box “By checking here, you agree to the above license in its entirety”. You can then choose whether or not to agree to publish in ProQuest separately from in the UT records. This second agreement is optional. Once you have made your selections for this page, click “Continue to Review” at the bottom.
- You will then reach the final page, Confirm and Submit. You should review all information you have entered and make any edits on previous pages as needed. When you are sure that everything is correct, you can click the blue “Confirm and Submit” button:

### Warning:

After pressing “Confirm and Submit” you cannot make any more changes to the form’s data without contacting your local thesis office.

Confirm & Submit

15. You will then receive the following screen showing your submission confirmation:

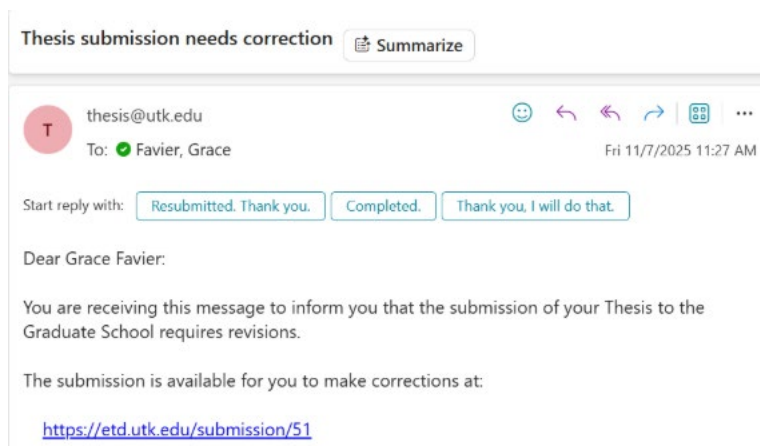


16. You will receive a submission confirmation email from [thesis@utk.edu](mailto:thesis@utk.edu) after you submit.
17. You will receive feedback from [thesis@utk.edu](mailto:thesis@utk.edu), and can then follow the instructions for Revised Draft Submissions.

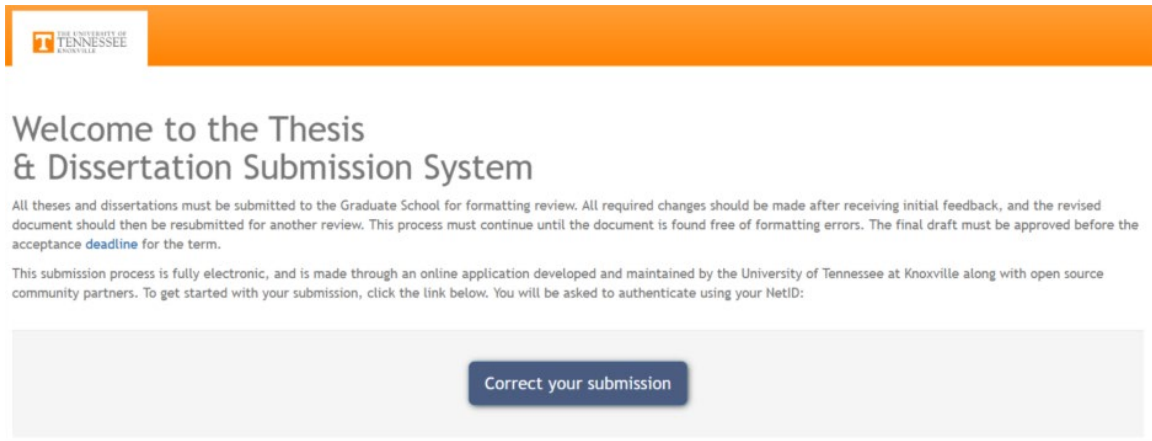
## Subsequent Draft Instructions

The following instructions are for uploading *all subsequent drafts*. If you have not submitted an initial draft, refer to the Initial Draft Instructions.

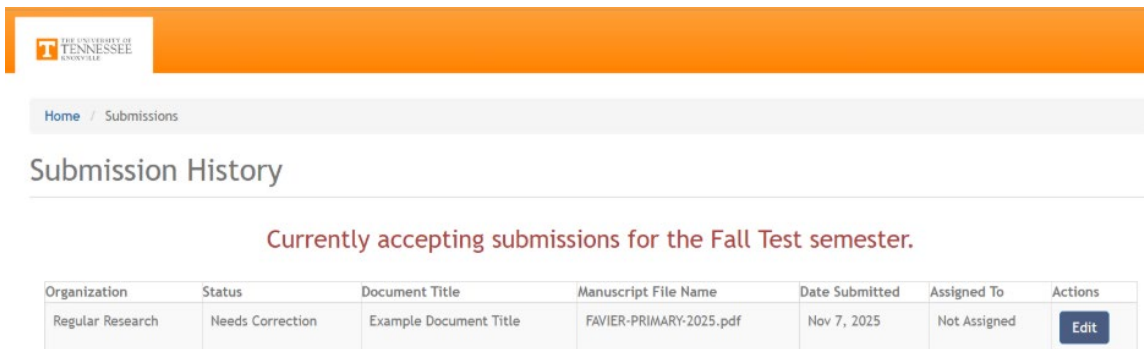
1. You will need to reference the feedback email you received from [thesis@utk.edu](mailto:thesis@utk.edu). Review the email for the link to your document to make revisions.



2. You can either click that link or log in to Vireo from the Graduate School website. Once you have logged in, you will see the following screen:



3. Click the blue "Correct your submission" button. You will then see this page, where you should click on the blue "Edit" button:



- You will see the following red message box, where you can click straight to the replace manuscript option:

The screenshot shows the 'Submission View' page. At the top left is the University of Tennessee Knoxville logo. Below it is a navigation bar with 'Home / Submissions / View'. The main heading is 'Submission View'. There are two expandable sections: 'Requirements Checklist' (blue) and 'Current Submission State' (red). The 'Current Submission State' section contains the following text: 'Needs Correction', 'The application requires you to make corrections. Please make the indicated corrections and upload the new manuscript. After clicking the "Corrections Completed" button you will no longer be able to edit the application.', and 'Click here to jump down to replace manuscript'. A 'Corrections Completed' button is located at the bottom of this section.

- Do not click "Corrections Completed" until you have uploaded your revised draft. Click the message to "jump down" to replace the manuscript first. You can minimize this or expand it again using the small, bracketed minus [-] or plus [+] buttons in the right corner of the red message box.
- Click the white "Replace Manuscript" button on the right:

#### Upload/Remove Files

Manuscript in PDF: FAVIER-PRIMARY-2025.pdf (12 KB) Replace Manuscript

Additional Documents: No additional documents uploaded

Upload Additional Documents: -- select document type --

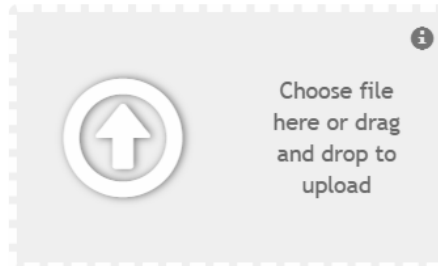
Feedback Documents: No feedback documents uploaded

7. You will again see the option to select a file:

---

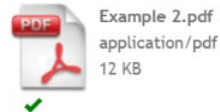
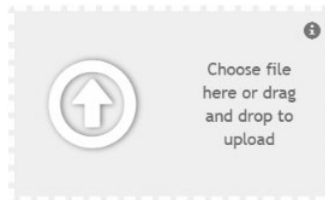
**Manuscript in PDF:**

\*Manuscript in PDF:



8. You must click the blue "Upload" button or it will not upload:

\*Manuscript in PDF:



9. It will look like this after you upload your revised document:

**Upload/Remove Files**

Manuscript in PDF: FAVIER-PRIMARY-2025.pdf (12 KB)

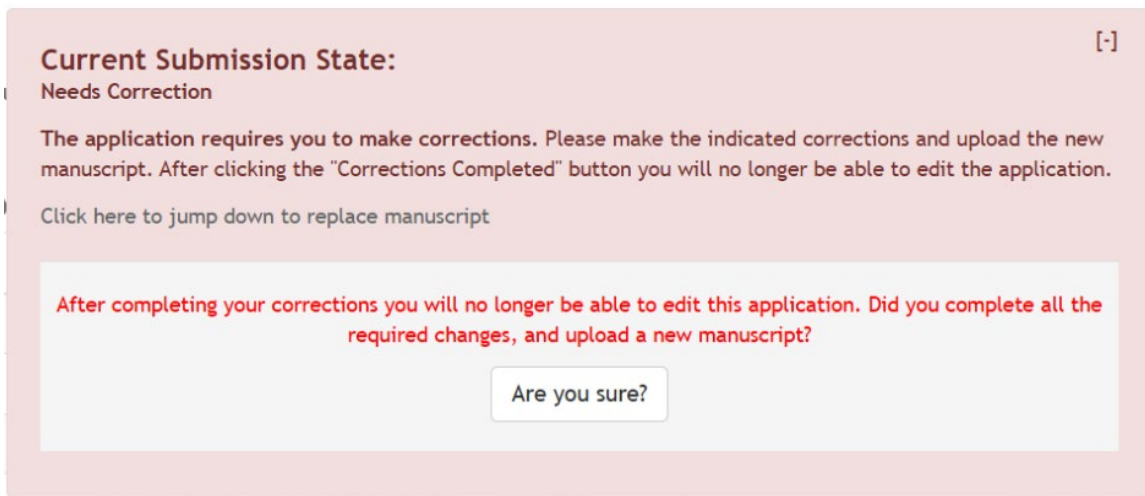
Replace Manuscript

Additional Documents: No additional documents uploaded

Upload Additional Documents: -- select document type --

Feedback Documents: No feedback documents uploaded

10. Reopen the red message box if you have minimized it, and click the “Corrections Completed” button:



**Current Submission State:** [-]

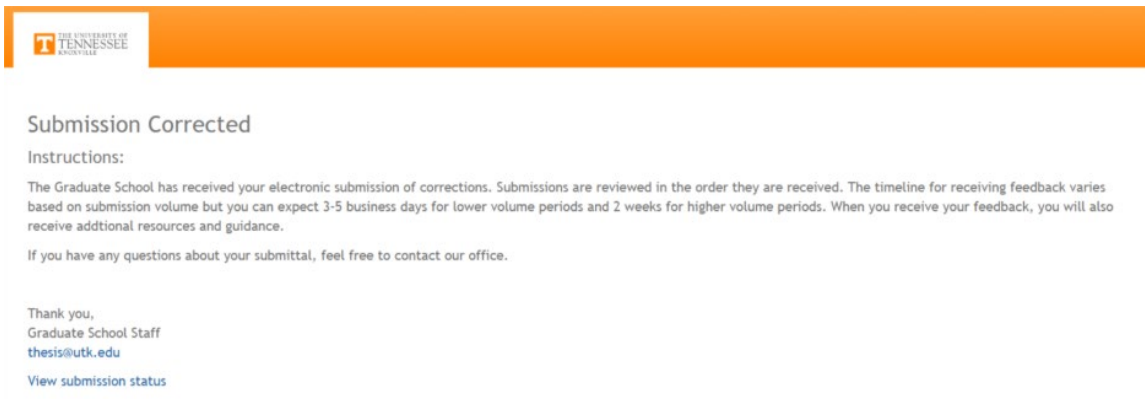
**Needs Correction**


The application requires you to make corrections. Please make the indicated corrections and upload the new manuscript. After clicking the “Corrections Completed” button you will no longer be able to edit the application.

[Click here to jump down to replace manuscript](#)

**After completing your corrections you will no longer be able to edit this application. Did you complete all the required changes, and upload a new manuscript?**

11. You will get a warning before it uploads to be sure you have made the changes. Click the “Are you sure?” button.
12. You will get the following confirmation page of your corrections submission:



 THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

### Submission Corrected

**Instructions:**

The Graduate School has received your electronic submission of corrections. Submissions are reviewed in the order they are received. The timeline for receiving feedback varies based on submission volume but you can expect 3-5 business days for lower volume periods and 2 weeks for higher volume periods. When you receive your feedback, you will also receive additional resources and guidance.

If you have any questions about your submittal, feel free to contact our office.

Thank you,  
Graduate School Staff  
[thesis@utk.edu](mailto:thesis@utk.edu)  
[View submission status](#)

13. You will not receive an email, but you can check the status of your submission using the link on the confirmation page. Please note you may have to refresh the page to show the “Corrections Received” status:

THE UNIVERSITY OF TENNESSEE  
GRADUATE SCHOOL

Home / Submissions

### Submission History

Currently accepting submissions for the Fall Test semester.

Organization	Status	Document Title	Manuscript File Name	Date Submitted	Assigned To	Actions
Regular Research	Corrections Received	Example Document Title	FAVIER-PRIMARY-2025.pdf	Nov 7, 2025	Not Assigned	<a href="#">View</a>

14. You will repeat this process with feedback and revisions until you receive an approved email from [thesis@utk.edu](mailto:thesis@utk.edu).

## Final Submission

When all content edits to the thesis/dissertation have been made and all committee members have signed off on the final version, the final document must be submitted to [Vireo](#).

After that has been completed, the Coordinator of Student Services will review the document to ensure all formatting issues from the last review were corrected; or, if the consultant found the previous submission free of issues (which is what should ideally have been done), and no new issues have arisen during the course of final revisions.

If errors *are* found with that version, they will need to be fixed and resubmitted before the document can be accepted. However, if it is free of formatting issues, it will be accepted when the requirements discussed below have been completed as well. **Submission of the final document must be made before the acceptance deadline.**

## TRACE

Accepted theses and dissertations will be published in TRACE (Tennessee Research and Creative Exchange), UT’s institutional open access repository. TRACE is a publicly-accessible archive of research and creative work done by UT scholars and researchers. The growing collection of official copies of theses and dissertations accepted by the Graduate School is one of the largest collections in TRACE.

## Submission of Thesis/Dissertation Approval Form

This form is used to notify the Graduate School that a student's work has been fully approved by their committee and they give permission to accept the thesis or dissertation. The approval form along with submission instructions can be accessed at [Forms Central](#).

## Email Confirmation

When a student's thesis or dissertation is accepted, it will be locked and the student will be unable to edit it or upload new drafts (even in the event of typos or other errors). It is imperative that all edits are complete well ahead of the acceptance deadline. When the acceptance is done, students will receive an email confirmation. In addition to the final draft with approved formatting, the signed thesis/dissertation approval form must be received. The Survey of Earned Doctorates (Doctoral candidates only) must be received.

All doctoral candidates must complete the Survey of Earned Doctorate (SED). This survey should not take long to complete, so completing it early in the semester is recommended to allow for focusing on the actual thesis or dissertation as the final deadline approaches. The Graduate School website provides [instructions for how to complete the SED](#).

## Deadline Dates

Each semester, [deadline dates](#) are posted for final acceptance. These are the deadlines by which the thesis or dissertation itself, and all appropriate materials mentioned above must be turned into the Graduate School.

Each semester there are two dates for submission of final copies of all theses and dissertations. The first deadline, approximately two weeks before the end of the term, must be met by all students expecting to graduate that semester. The other date is for the "early deadline." Students meeting the early deadline will not graduate until the following semester; however, registration for the thesis/dissertation hours in the semester in which the degree is conferred is not required.

## Publication

After graduation, the thesis or dissertation will be placed into the University Libraries as an electronic document, accessible via the UT Library catalog. The time at which the document becomes publicly available varies, but it occurs after graduation.

## Hard Copies and Binding

The Graduate School only accepts the submission of ETDs (electronic theses and dissertations) and does not provide printing or binding services. If individual

committees/departments require their students to submit a traditional bound hard copy to them and/or if the student wishes to obtain a hard copy for themselves or family/friends, the student will need to locate a vendor for those services.

# Section 6: Copyright/Embargo Policy

## Publication Policies

The [Graduate School Catalog](#) states,

*A student must, as a condition of a degree award, grant royalty-free permission to the university to reproduce and publicly distribute, including by electronic and digital technologies now known or developed in the future, on a non-commercial basis, copies of the thesis or dissertation.*

The world of scholarship depends on people making their research available to others. When that is done electronically, more people can get access at a lower cost, and more knowledge transfer occurs. This can stimulate education and research. It also can ensure that many people give credit to you for your work, and that your research is cited in others' publications, which adds to your prestige and can help your future advancement.

Because of the access restrictions in storing single copies of theses and dissertations on the shelf before they were available electronically, few of these documents were read. Electronic access can dramatically increase the number of times your work is read or used. Since you spent a great deal of time on your research, it should encourage you to know that others are reading that work. Your literature review may guide others, and your results may save others the time of redoing your study.

## Embargo Policy

Although you are required to give UT permission to distribute your thesis or dissertation, you still have and retain copyright of your work. Therefore, you are permitted to also submit your work for publication elsewhere.

Due to many students choosing to do this now, the Graduate School allows students to request that an embargo be placed on their work. An embargo is a delay in the release of a publication, which prevents the work from being publicly available. This is helpful in several instances as discussed on the [UT Libraries website](#).

- When an author wants to submit their thesis or dissertation to the Graduate School but simultaneously has a chapter from it under review (or soon to be submitted for review) as an article at a journal. Most journals want the right of first publication and will not accept or publish anything previously published elsewhere. An embargo prevents your thesis or dissertation from being published in TRACE for a period of time.

- When an author has published a chapter of their thesis or dissertation as an article, but the publication agreement the author signed with the journal publisher prevents them from making the article publicly available for a period of time (usually 12 months from date of publication).
- When an author wants to submit their thesis or dissertation to the Graduate School but also wants to submit their work to a publisher for consideration as a monograph. Again, publishers want the right of first publication, so an embargo allows you to keep your work private until the embargo period ends.

**In order to request an embargo, you must submit the [initial embargo request form](#) to the Graduate School no later than the [thesis/dissertation submission deadline](#).**

Students are given the option to request that their work be held from public release for one, three, or six years—make sure to discuss with your advisor which term will best fit your needs. Under extraordinary circumstances, former students are allowed to extend the embargo for an additional 12 months after the initial embargo period. In order to extend the embargo former students must complete the [embargo renewal request form](#) prior to the expiration of the initial embargo period.

# Appendix

The following table also happens to be an example of how a table that cannot fit entirely on one page should appear.

**Table A-1: List of Most Common Errors.**

Error	Further information / How to avoid
Incorrect date on title page	This date must be the month and year of <i>graduation</i> , regardless of when the student submits or defends. The only possible months are May (for a spring graduation), August (for summer), and December (for fall).
Abstract is too long	350 words is the maximum length for all theses/dissertations regardless of your field of study.
Inaccurate Table of Contents, List of Tables, and/or List of Figures	You are encouraged to use your word processing software's functions to index your headings and tables/figures so that you can automatically generate and update these lists (as opposed to typing them yourselves). <a href="#">The Office of Innovative Technologies (OIT) offers technical support and workshops.</a>
Incorrect page numbering scheme	Lowercase roman numerals must be used in the preliminary pages and Arabic numbers must be used throughout the rest of the document. The title page should be counted as page i—although the page number should be suppressed—and all other page numbers must be visible. Finally, the numbering in the body of the document should start over with 1. Each page must have a unique page number. You cannot start over with your numbering scheme for each chapter.

**Table A-1 Continued**

Error	Further information / How to avoid
Margins are not consistent	Even if you set your margins to at least 1”, large tables/figures can go into them. Also, every time you add a section break (such as to insert a landscape page), the margins can be changed without affecting the margins in the previous section, so make sure to check all sections to ensure the margins are consistent on all sides of the page.
PDF conversion issues	Make sure to always check your converted PDF, not just the source file, before uploading it to Vireo. If there are issues present on the PDF that are not present on the source file (such as blank pages, spacing issues, error messages), you can get technical support from <a href="#">OIT</a> .

## Thesis and Dissertation Submission Key Takeaways

- The preliminary draft deadline is a *hard* deadline. If students do not submit their draft in Vireo by this deadline they may not have their document reviewed before the final deadline. The preliminary draft does not have to be complete. The purpose of the preliminary draft is to ensure the student is on the right track with respect to formatting.
- Only drafts submitted in Vireo will be reviewed. Drafts submitted as attachments via email will not be reviewed.
- The *acceptance deadline* is not simply the deadline for students to submit their document to Vireo. The acceptance deadline is the deadline for the document to be *accepted* in Vireo. Acceptance is confirmed by a notification through Vireo explicitly stating the document has been accepted. This means the document is free of formatting errors and all of the required paperwork (e.g. approval form, Survey of Earned Doctorates certificate for doctoral students) has been received. Submission of the final document must be made before the acceptance deadline.
- Timeline for reviews and feedback varies throughout the semester. It is the recommendation of the Coordinator of Student Services that students submit early. Submissions around the deadline (this encompasses the week of the

deadline date) are extremely high. This makes the review and feedback process take much longer.

## **Thesis and Dissertation Formatting Key Takeaways**

- **Preliminary pages** must be in the right order and (with the exception of the title page) must be numbered using lowercase roman numerals.
- The text should cover as much of the page as possible unless it is the last page of a chapter.
- Be consistent with the stylistic choices you are making.

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**Questions? Concerns? Confused? Reach out early! Email the Coordinator of Student Services at [thesis@utk.edu](mailto:thesis@utk.edu).**

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# Microsoft Word and LaTeX Resources

## MS Word for Theses and Dissertations (asynchronous)

In [this asynchronous course](#), you will explore how Microsoft Word can create different features for your writing and help you format your document. Please note that this course is not a comprehensive list of all of the requirements and guidelines for your thesis/dissertation, but rather a resource to help you structure your thesis/dissertation using Microsoft Word as a tool.

## The Word Group

[Online forum](#) for best practices in Word.

## LaTeX Support from Research Computing Support

RCS provides [minimal support](#) for LaTeX, specifically with the TeXstudio and MacTeX editors. To learn more about installing and accessing LaTeX for Linux, Mac OS, and Windows, [please visit The LaTeX Project website](#).

To schedule an appointment with Research Computing Support (RCS) for help with your research, please contact the OIT HelpDesk by phone at 865-974-9900 or [online](#).

To learn more about LaTeX, [visit the OIT Research Computing Support software website](#).

## LaTeX Codes for Figure/Table Placement (Separate page)

Grad School LaTeX template:

```
% Grad school limits floats to float pages
\renewcommand{\floatpagefraction}{0.0}
\setcounter{totalnumber}{0}
% Grad school requires half inch between figures on float pages
\makeatletter
```

```
\setlength{\@fpsep}{0.5in plus 1fil minus 0pt}  
\makeatother
```

### **Other templates:**

```
\begin{figure}[hp]  
... figure contents...  
\end{figure}
```

### **Overleaf: Positioning of Figures**

**Table A-2: Required Page Sequence— Preliminary Pages**

Order	Required?	Page Numbers
Title page	Yes	Counted as page i but there must not be a page number on this page
Copyright page	No	Visible lower-case roman numeral
Dedication	No	Visible lower-case roman numeral
Acknowledgements	No	Visible lower-case roman numeral
Preface	No	Visible lower-case roman numeral
Abstract	Yes	Visible lower-case roman numeral
Table of Contents	Yes	Visible lower-case roman numeral
List of Tables	If 5+ tables appear in the text	Visible lower-case roman numeral
List of Figures	If 5+ figures appear in the text	Visible lower-case roman numeral
Nomenclature / List of Abbreviations / List of Symbols	No	Visible lower-case roman numeral
List of Attachments	If including any attachments	Visible lower-case roman numeral

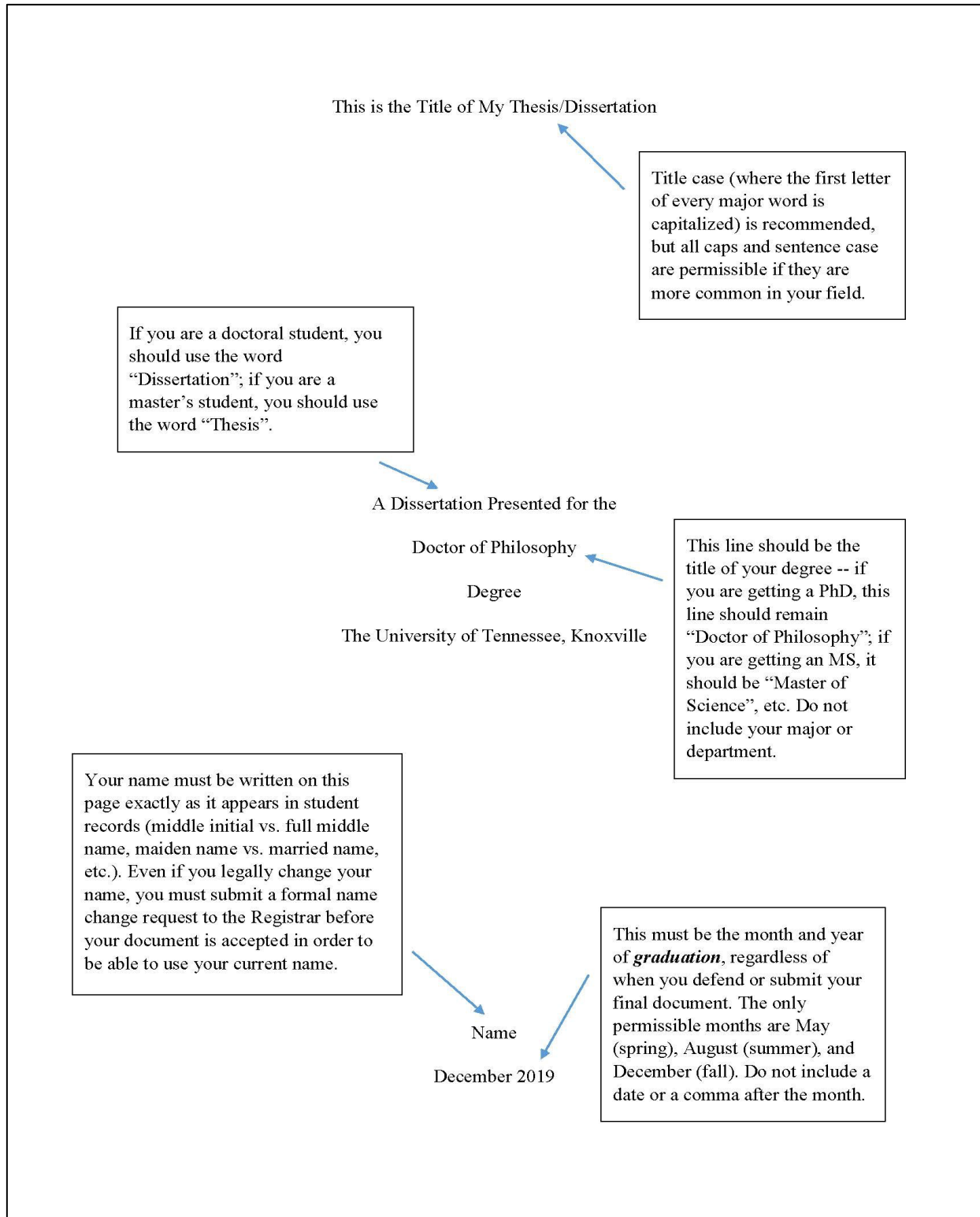
**Table A-3: Required Sequence of Pages—Body of Thesis / Dissertation**

Order	Required?	Page Numbers
Body of text	Yes	Visible Arabic numbers (first page is page 1)

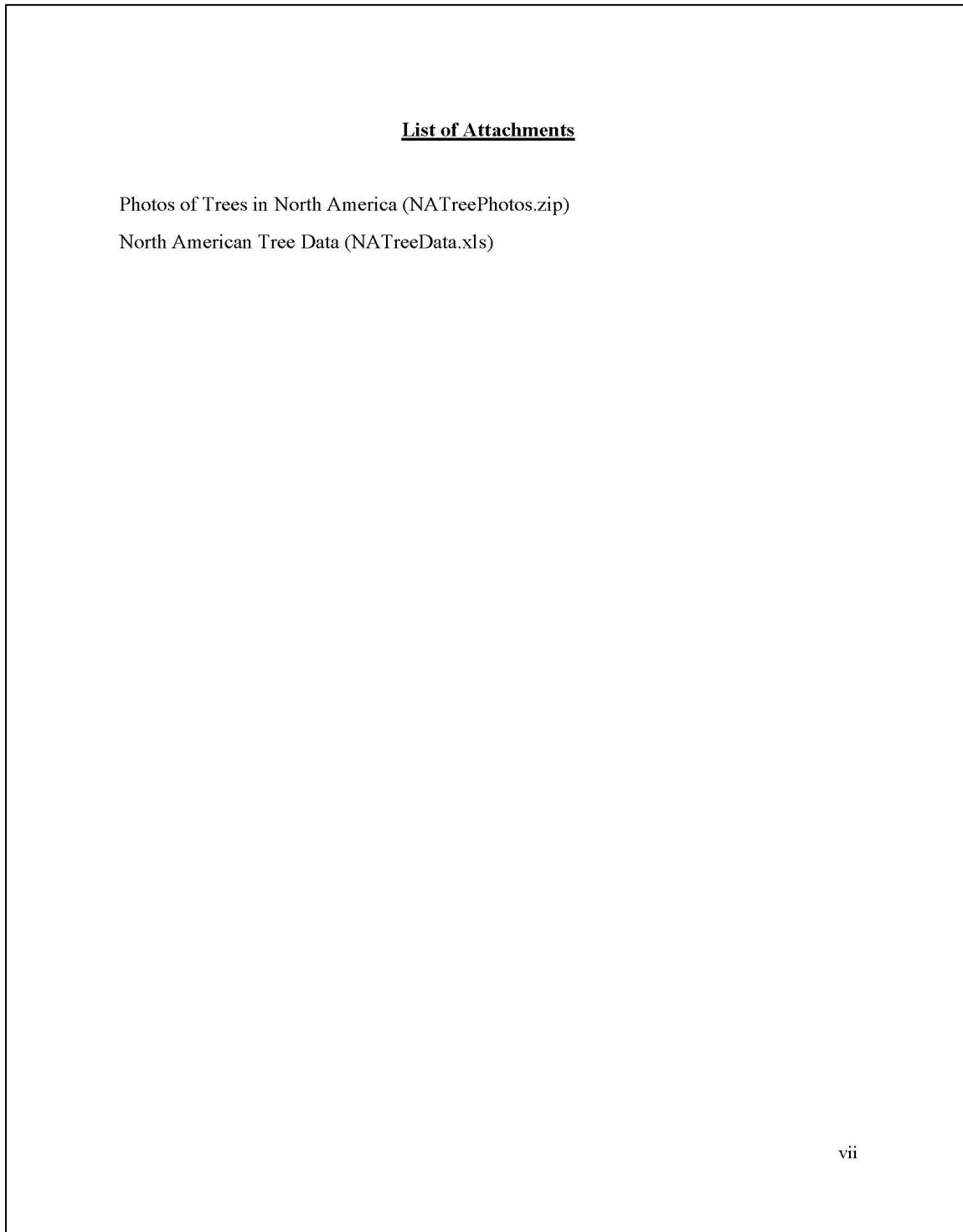
**Table A-4: Required Sequence of Pages—End Pages**

Order	Required?	Page Numbers
Bibliography / List of References	Yes	Visible Arabic numbers (continue sequential numbering)
Appendix	No	Visible Arabic numbers (continue sequential numbering)
Vita	Yes	Visible Arabic numbers (continue sequential numbering)

Figure A-1: Example of Title Page



**Figure A-2: Example of List of Attachments Page**



**Figure A-3: Example of a Vita Page**

Jane Doe grew up in Columbia, South Carolina. After high school, she attended the University of South Carolina and received a Bachelor of Science degree in Chemistry. Before graduating with her undergraduate degree, she knew she wanted to attend graduate school. She chose to attend the University of Tennessee, Knoxville to pursue a Doctor of Philosophy degree in Chemistry with a concentration in Analytical Chemistry. Her research interest includes studying the mechanisms of food related toxins and assessment of exposure. After graduation, she will begin her new position as an assistant professor position at State University. She is incredibly grateful for all the support from her husband, children, and family as she begins her new career.