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Doctoral Forms

or

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Graduate School
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University of Texas at El Paso
Graduate School
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House-rules specific to the UTEP Graduate School
UTEP Graduate School house-rules ensure the consistency and uniformity of UTEP theses and dissertations.
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Order of Thesis or Dissertation

► Signature Page
  Copyright Notice
  Dedication and/or Epigraph
► Title Page
  Acknowledgments and/or Preface
► Abstract
► Table of Contents
  List of Tables
  List of Figures
  List of Illustrations / Maps / Slides
► Text
► References
  Glossary
  Appendix
► Curriculum Vita
**Required Pages**

1. Signature Page  
2. Abstract (Dissertation Only)  
3. Title Page  
4. Table of Contents  
5. List of Figures*  
6. List of Tables*  
7. Text  
8. Bibliography  
9. Curriculum Vita  

*A separate List of Figures & Tables required if there are 3 or more figures or tables.*

All other Pages are Optional unless your committee requires the submission of optional pages.
SAMPLE OF REQUIRED PAGES
Signature Page
TITLE OF THESIS or DISSERTATION

STUDENT’S FULL OFFICIAL NAME

Title of the academic department or program

APPROVED:

Art Johnson, Ph.D., Chair

Maryann Smith, Ph.D.

George Lopez, Ph.D.

Charles H. Ambler, Ph.D.
Dean of the Graduate School
Title Page
TITLE OF THESIS or DISSERTATION

By

STUDENT’S FULL OFFICIAL NAME, DEGREES

THESIS or DISSERTATION

Presented to the Faculty of the Graduate School of

The University of Texas at El Paso

in Partial Fulfillment

of the Requirements

for the Degree of

NAME OF DEGREE

Title of the academic department or program

THE UNIVERSITY OF TEXAS AT EL PASO

Month Year
(May, August, or December)
Table of Contents

Sample pages using

- Chapters
- Sections
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>Introduction</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Problem</td>
</tr>
<tr>
<td>Chapter 3</td>
<td>Solution</td>
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<tr>
<td>Chapter 3</td>
<td>Alternatives</td>
</tr>
<tr>
<td>Chapter 4</td>
<td>Summary and Conclusions</td>
</tr>
<tr>
<td>List of Tables</td>
<td></td>
</tr>
<tr>
<td>List of Figures</td>
<td></td>
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<tr>
<td>Table of Contents</td>
<td></td>
</tr>
<tr>
<td>Acknowledgements</td>
<td></td>
</tr>
<tr>
<td>Abstract</td>
<td></td>
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<tr>
<td>List of References</td>
<td></td>
</tr>
<tr>
<td>Appendix</td>
<td></td>
</tr>
<tr>
<td>Curriculum Vita</td>
<td></td>
</tr>
</tbody>
</table>
The format of all Major Headings must remain consistent so if all Major Headings are written using Only Upper Case Letters as shown in the sample on the previous page, then Major Headings as listed in the Table of Contents should also be written using only Upper Case Letters as shown in the sample Table of Contents on the next page.

This only applies to major headings – not subchapter headings.
# TABLE OF CONTENTS

<table>
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</thead>
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</tr>
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<td>ABSTRACT</td>
<td>v</td>
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<td>vi</td>
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<tr>
<td>LIST OF TABLES</td>
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<tr>
<td>LIST OF FIGURES</td>
<td>ix</td>
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<tr>
<td>Chapter</td>
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<td>2. PROBLEM</td>
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<tr>
<td>2.1 Mechanics</td>
<td>7</td>
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<tr>
<td>2.2 Thermodynamics</td>
<td>8</td>
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<tr>
<td>3. SOLUTION ALTERNATIVES</td>
<td>12</td>
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<tr>
<td>3.1 What Is a Solution?</td>
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<td>3.2 How Do You Apply a Solution?</td>
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<td>4. SUMMARY AND CONCLUSIONS</td>
<td>20</td>
</tr>
<tr>
<td>4.1 Summary</td>
<td>20</td>
</tr>
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<td>4.2 Conclusions</td>
<td>22</td>
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<tr>
<td>CURRICULUM VITA</td>
<td>28</td>
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</tbody>
</table>

vi
Major headings using initial capital letters only.
The format of all Major Headings must remain consistent so if Major Headings are written Capitalizing the First Letter Only as shown in the sample on the previous page, then Major Headings as listed in the Table of Contents should also be written Capitalizing the First Letter Only as shown in the sample Table of Contents on the next page.

This only applies to major headings – not subchapter headings.
# Table of Contents

<table>
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<tbody>
<tr>
<td>Acknowledgements</td>
<td>iii</td>
</tr>
<tr>
<td>Abstract</td>
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</tr>
<tr>
<td>Table of Contents</td>
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<tr>
<td>List of Tables</td>
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<td>Problem</td>
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<td>Solution Alternatives</td>
<td>11</td>
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<tr>
<td>Conclusions</td>
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</tr>
<tr>
<td>Works Cited</td>
<td>22</td>
</tr>
<tr>
<td>Curriculum Vita</td>
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</tr>
</tbody>
</table>
CURRICULUM VITA

Maria Ornelas was born in Tucson, Arizona. The second daughter of Edmundo Ornelas and Alicia Avila Ornelas, she graduated from Burges High School, El Paso, Texas, in the spring of 1980 and entered The University of Texas at El Paso in the fall with the Stevens Scholarship. While pursuing a bachelor’s degree in computer science, she worked with Spartan Software, a software development company in Austin, Texas, during the summers of 1983 and 1984, and later worked with the company full-time after receiving her bachelor’s of science degree from The University of Texas at El Paso in 1985. She was a guest speaker during the Conference in Natural Language Processing in 1985 in San Jose, California and published Techniques in Natural Language Parsing in 1988 in the ACM Journal of Artificial Intelligence. In the fall of 1989, she entered the Graduate School at The University of Texas at El Paso.

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FORMATTING

SUMMARY
Margins

1. One Inch Margins – 4 sides
2. Margins apply to the entire document
Important Notes:

1. First page of every new section or chapter begins on a new page but page numbering is continuous.

2. Use a Standard Font, Style and Size – 12.


4. Smaller font may be used for table and/or figure/graphic captions.

5. Use the same font style throughout the document.
6. Use the same standard font style and size for page numbers.

7. Double space the entire document.

8. Keep the format of all major headings consistent.

Major headings are the titles of your chapters or sections.
9. Captions for Tables are placed above the Table.

<table>
<thead>
<tr>
<th>Table 1</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>

10. Captions for figures/graphics are placed below the figure/graphic.

<table>
<thead>
<tr>
<th>Figure 1</th>
</tr>
</thead>
</table>

Separate List of Figures, Tables, graphics, etc. needed if there are more than three tables, figures, etc.
1. Page Numbers are centered, one inch from the bottom of page.

*Margins on the Template are set at .7 Please do not adjust the margins on the template.*
2. The page AFTER the title page is the first page to appear with a number.

3. All pages are included in the Total Count even though they are not numbered.

4. Preliminary pages are numbered using lowercase roman numerals.

5. The first page of the actual body of the text is always Arabic Numeral “1”.

6. Subsequent pages are numbered consecutively through the last page, the CV.
# Major Headings

<table>
<thead>
<tr>
<th>Section</th>
<th>Page NUMBER Type</th>
<th>Page NUMBER Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>None</td>
<td>None Pages not numbered but included in total page count</td>
</tr>
</tbody>
</table>
| 1. Signature Page  
2. Copyright Page*  
3. Dedication Page*  
4. Title Page | | |
| 2 | lowercase Roman (iii, iv, v, vi, etc.) | Bottom centered on every page |
| 2. Acknowledgements*  
6. Abstract*  
7. Table of Contents  
8. List of Tables*  
9. List of Figures* | | |
| 3 | Arabic (1, 2, 3, 4, etc.) | Bottom centered on every page |
| 10. Chapters  
11. Bibliography  
12. Appendices*  
13. Curriculum Vita | | |
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Mbarraza_Thesis
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   **Thesis**  
   **Spring 2013**
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Questions, comments or concerns:

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