The University of Texas Rio Grande Valley
Graduate College

# Dissertation Formatting Guide

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# I. OVERVIEW

This guide has been prepared to assist students and their advisory committees in the preparation of dissertations.

The primary purpose of this guide is to provide certain uniform standards regarding style and format, but also to allow enough flexibility to satisfy the acceptable practices of each academic discipline. This guide is designed to be used in conjunction with the style manual approved by the student's department or college. It is the responsibility of the student to ascertain the approved style manual to be used. The directions contained in this guide supersede any directions contained in the style guides selected by departments and colleges [for example, AAA, APA, Chicago, CSE (formerly CBE), MLA, etc.]. Students are cautioned to avoid using another student's dissertation as a model because what is acceptable in one instance or in one discipline might not be acceptable in another. In addition, there may have been changes in Graduate College policy and in style manual requirements.

**INTRODUCTION**

Selecting an appropriate dissertation topic is one of the most significant aspects of graduate work. The topic should be the result of thoughtful consideration and cooperation among the student, the Committee Chair, and the entire advisory committee.

The finished dissertation must reflect a comprehensive understanding of the pertinent literature (which must be properly cited), and express in clear and readable language, the method, results, and significance of the student's research. Full documentation and appropriate tabular and/or graphic presentation are especially important. The length of the completed manuscript should be no longer than is necessary to present all pertinent information. This length will of course vary widely, according to research topics, academic disciplines, and the degree being sought.

The dissertation should be presented as a single unit of scholarly and well-integrated narrative, properly supported and documented, reporting the original work done by the student under the supervision of the advisory committee. No dissertation should be a series of separate but related journal-type articles; continuity from chapter to chapter is important. A dissertation corresponds in format to a book with a continuous narrative, not to an anthology.

The dissertation is a requirement for the doctoral degree. Qualitatively, the two works are often distinguished along the following lines: a dissertation contributes wholly original knowledge to a field of study. For issues related to the appropriate content of the dissertation, the student should primarily rely on the recommendations of his or her committee members.

**PROPOSAL**

The proposal is simply a description of the research which the student intends to undertake and on which the student will report in a much more detailed and comprehensive fashion in the completed dissertation. It offers the student an opportunity to convince the Chair and the other members of the advisory committee of the student's ability to pursue the projected topic to a successful conclusion. The nature of the problem to be examined, the status of current research relating to the subject under consideration, the research method, and the importance of the projected work should be carefully but succinctly narrated in the proposal. All

rules of style and format which apply to the completed dissertation also apply to the proposal. The proposal will be double-spaced. The narrative portion of the proposal normally should not be more than ten (10) pages. In addition to the narrative, the student must include a list of the literature cited or a tentative bibliography of those materials which may be used later in the completed dissertation. The filing of the proposal will be in accordance with guidelines developed by the individual departments and/or colleges.

**HUMAN SUBJECTS/ANIMAL USE**

All studies involving human subjects must be reviewed and approved by the UTRGV Human Subjects Review Committee. The criteria are established in accordance with the U. S. Department of Health and Human Services regulations. Departmental and/or college permission may also be required for any study using students and/or faculty as subjects.

All studies using live vertebrate animals must be reviewed and approved by the UTRGV Animal Care and Use Committee. Approval is based on criteria established by the U.S. Public Health Services Policy on Human Care and Use of Laboratory Animals. All students planning research involving live vertebrate animals are under the direction and supervision of a UTRGV faculty member who is responsible for securing any departmental or college permission necessary. Human Subjects or Animal Care Use approval must be secured prior to the final approval of the proposal.

**SELECTION OF A JOURNAL MODEL OR STYLE MANUAL**

The style and format of proposals and dissertations vary widely according to academic disciplines, yet there are standards common to all scholarship. The student may be guided in the writing and documentation practices of the respective discipline by following as a model or pattern for style and formatting a recent issue of one of the more respected scholarly journals in the major field. The completed dissertation must conform as closely as possible to the general format and organization of a published article in the journal, with the exception of specific variations indicated in this guide. If a journal employs a wide variety of styles, then one article from that journal should be selected and its style consistently followed. Consistency of style and form should be the rule throughout the dissertation. The more sophisticated publication and layout practices of some journals (such as double columns on text pages) are not to be followed. The dissertation itself is analogous to a manuscript, not a published final product.

Authors submitting novels, poetry, screenplays, and compositions as dissertations must follow UTRGV margin and frontal page requirements. In some cases, however, variations are permitted regarding pagination and margins; authors must verify any departures from UTRGV and departmental styles with the Graduate College office before submitting their dissertation.

**SELECTION OF DISSERTATION COMMITTEE**

Selection of dissertation committee members will follow guidelines established by each department and/or college.

**COPYRIGHT**

Since a dissertation is legally classified as a publication, care must be taken not to violate U.S. copyright laws. Authors are discouraged from including copyrighted material (printed tests and measuring instruments, etc.) in the appendix to the dissertation, since such published materials are usually easily available to the reader. Moreover, use of copyrighted materials without permission of the copyright holder constitutes plagiarism; therefore, such materials will not be reproduced in the microfilmed dissertation. Inclusion of illustrative graphs, tables, charts, etc. from copyrighted sources is permitted only if a letter of release from the copyright holder is included in a separate appendix of the dissertation. If there is a genuine

need to include copyrighted material, the copyright holder's permission must be secured, and the author must add the proper copyright notice (e.g., "Copyright 2024—by Cristina Maria Aguirre. Used by permission.") at the bottom of the first page of all copyrighted materials.

# II. DISSERTATION PROCEDURES

## SETTING UP DISSERTATION COMMITTEE

- Meet with your Graduate Program Coordinator (also called faculty advisor) and set up your Dissertation Committee during your first semester. The creation of the committee will follow guidelines established by each department and/or college.
- As you create your committee, complete the "Application for Dissertation Committee Form" and submit the form to your Grad Program Coordinator (GPC) through DocuSign. If you are unfamiliar with DocuSign, a representative from the Graduate College office will be able to assist.

## ENROLLMENT IN A DISSERTATION COURSE

- You must continue to enroll in a Dissertation course each semester until you complete your Dissertation.
- Students who are applying for graduation must be enrolled in a Dissertation course in the same semester they plan to graduate in order to be certified for graduation (also applies to Summer graduation.)

## SUBMITTING THE DRAFT

- As you write your Dissertation, refer to Section III of the Dissertation Formatting Guide for formatting guidelines.
- Submit the completed draft, as per instructions noted on the manuscript submission page, to the ProQuest ETD website: **www.etdadmin.com/utrgv**
- Here you will also have the option to select the number of copies to be bound for your personal use. (You are no longer required to purchase two copies for the university).

  Note: The Graduate College does not check the content of your manuscript. Students are responsible for checking grammar and spelling for all names and titles.
- You do not need to wait until either deadline date to submit your draft. It is recommended that you submit your draft as soon as you can, so there is ample time to make any necessary changes.
- A draft that is submitted for review should be as **complete as possible** except for some formatting improvements and changes that will be made based on the committee's recommendations. Therefore, a draft should include:
  - All preliminary pages
  - Table of Contents
  - All chapters (text of dissertation)
  - All supplementary pages

The Graduate College will review the formatting of your draft based on guidelines contained in the "Dissertation Formatting Guide". You will be notified by email after your draft is reviewed with any revisions that need to be made. If major revisions are required, these must be addressed, and the draft resubmitted for review prior to final submission. Dissertations will be reviewed in the order they are received. We hope to have a response within a week of submission.

## SUBMITTING FINAL COPIES

- Once the draft of your dissertation has been approved and after your defense, you will upload the final copy of your dissertation as per instructions posted on the ProQuest ETD. website: **www.etdadmin.com/utrgv**

## COPYRIGHT SERVICES

- Per the Library of Congress website, "Copyright protection subsists from the time the work is created in fixed form. The copyright in the work of authorship immediately becomes the property of the author who created the work. Only the author or those deriving their rights through the author can rightfully claim copyright." For more information go to: http://www.copyright.gov/.
- Students can elect to have ProQuest/ETD handle the application for registration of their claim to copyright their work. This can be done by clicking on the appropriate box while uploading the manuscript for final submission and paying the appropriate fee at that time. It can also be done on their own through the U.S. Copyright office website at www.copyright.gov.

## DEADLINES

- To access the most up-to-date information on dissertation deadlines, please visit the Graduate College website at: https://www.utrgv.edu/graduate/for-new-and-current-students/thesis-and-dissertation/index.htm.
- You do not need to wait for the deadline to submit; you may submit earlier than the posted deadline.
- If you have any questions or require further clarification regarding these deadlines or the submission process, please contact our team at ETD@utrgv.edu.

## EXTENSIONS

- An extension to the draft deadline may be requested by submitting the Dissertation/Thesis Submission Deadline Extension Signature Form located on the Graduate College office website – https://www.utrgv.edu/graduate/_files/documents/thesis-dissertation-final-deadline-extension-form.pdf

## CERTIFICATION OF COMPLETION OF THESIS OR DISSERTATION FORM

- Students must turn in the "Certification of Completion of Thesis or Dissertation" form to etd@utrgv.edu after a successful defense. This form must be signed by all committee members once and must be received by the Graduate College Office by the posted deadline in order to fulfill graduation requirements. It is recommended to send the document through DocuSign for signatures. Contact your GPC for DocuSign assistance.

## DISSERTATION DEFENSE

- The defense must be scheduled no later than two weeks before the final draft deadline.
- Certain graduate programs may require more advanced notice – students are advised to consult with their dissertation chair and Graduate Program Coordinator for more information.
- After a successful defense, please complete the Survey of Earned Doctorates at the bottom of the T/D page: https://www.utrgv.edu/graduate/for-new-and-current-students/thesis-and-dissertation/index.htm

*Make sure to leave enough time between your defense and the final draft deadline in the event your committee has feedback, and you need to make changes to your draft.

# III. DRAFT PREPARATION

## PAGE SIZE

- Page should be letter size 8 ½" x 11"

## FONT

- The font should be Times New Roman, 12 point, in black.
- The same font must be used throughout the dissertation. It is acceptable to reduce the font size on tables, figures and in the appendices in order to make them fit on one page.
- Boldface should *only* be used on Level 1, 2, 3 and 4 Headings

## JUSTIFICATION

- Right justification or full justification is prohibited.

## LINE SPACING

- The text must be double spaced. Ensure spacing before and after is set to "0".
- The start of each paragraph should be indented.
- Orphan and Widow lines should be avoided. A new paragraph should not begin at the bottom of a page or end at the top of a page, unless at least two (2) lines of text can be included in each case. Large expanses of white space within chapters should be avoided.

## QUOTATIONS/BLOCK QUOTES

- Quotations less than three lines should use quotation marks and follow APA style.
- Quotations more than three (3) lines – called block quotes - should be indented from the right and left margins. Ideally those indentations should be at about the 2" and 6.5" mark (in Word, set both margins to 2"). It is recommended, though not required, to fully justify block quotes within the above specified margins. Block quotes do not get quotation marks.

## MARGINS

For pages with major Headers margins should be:

| | |
|---|---|
| LEFT: | 1inch |
| RIGHT: | 1 inch |
| **TOP:** | **2 inches** |
| BOTTOM: | 1 inch |

Subsequent pages to all major Headers should have margins set to:

| | |
|---|---|
| LEFT: | 1 inch |
| RIGHT: | 1 inch |
| TOP: | 1 inch |
| BOTTOM: | 1 inch |

Major Headers: TITLE page, COMMITTEE page, ABSTRACT, DEDICATION, ACKNOWLEDGMENT(s), ToC, LoT, LoF, Chapter headers, REFERENCES, APPENDIX, VITA.

## PAGINATION

- The following pages should *not* have pagination: Title, Committee, Copyright, and all blank pages. Other preliminary pages should have pagination in lower case Roman numerals, starting with "iii" on Abstract. Starting with Chapter I, pagination uses Arabic numerals (1, 2, 3 etc.). The pagination font should also be in Times New Roman, 12 point.
- Pagination should be centered at the bottom .5" margin. In the event an Appendix has a page number, the dissertation page number should be as close to the center as possible, within brackets, i.e. [133]
- If landscape pages are used, pagination should remain in the same location as it would be on a portrait page. So, on a landscape page, it would appear at the left 1" margin, centered, and turned 90 degrees. You have to envision the document as a hard copy book, where the page numbers always appear in the same location.

## MAJOR HEADERS

- All Major Headers should start on a new page, with the header in all upper case, centered at the top 2" margin.
- Major Headers are not underlined, nor do they appear in boldface. If such headers are long, they must be divided and centered in inverted pyramid form, double spaced, and without end punctuation.

# IV. CONTENTS OF THE DISSERTATION

Dissertation should contain the following HEADERS in this order:

**Preliminary Pages**

- TITLE page
  - blank page (no page number)
- COMMITTEE page
  - blank page (no page number)
- COPYRIGHT
  - blank page (no page number)
- ABSTRACT (the first numbered page, iii)
  - blank page (no page number) [blank page needed only if the total number of pages for the abstract is an odd number]
- DEDICATION (optional)
  - blank page (no page number) [blank page needed only if there is a dedication page]
- ACKNOWLEDGMENT(S) (optional)
  - blank page (no page number) [blank page needed only if the total number of pages for the acknowledgments is an odd number]
- TABLE OF CONTENTS
  - blank page (no page number) [blank page needed only if the total number of pages for the table of contents is an odd number]
- LIST OF TABLES (only needed if there is more than one table)
  - blank page (no page number) [needed only if the total number of pages for the list of tables is an odd number]
- LIST OF FIGURES (only needed if there is more than one figure)
  - blank page (no page number) [blank page needed only if the total number of pages for the list of figures is an odd number]

**CHAPTERS (**also referred to as text or body)

**Supplementary Pages**

- REFERENCES
- APPENDIX [or APPENDICES] (optional section)
- VITA

**With the exception of the Copyright and Appendix pages, all of these Headers should start on a new page and be set to the top 2" margin.**
**All Headers on this page should be typed as they appear above – in all uppercase and not in bold.**

## PRELIMINARY PAGES

(a sample of all pages begins on page 17)

### TITLE PAGE

- ***Title:*** The TITLE should be in uppercase, double spaced, and if more than one line is needed, it should be in inverted pyramid.
- ***Pagination:*** TITLE page does not have pagination.
- ***Name of Student:*** The name of the student (author) should be in uppercase without designation of profession, military rank, or marriage. The name on the dissertation must be the same as that recorded in the official records of the Office of Admissions and Records of The University of Texas Rio Grande Valley. Any differences must be cleared by the Dean of the Graduate College.
- ***Name of Degree:*** The full name of the degree to be awarded is typed in uppercase.
- ***Major:*** The student's major subject is listed four (4) lines below name of degree. The major subject must have a degree authorized by the Coordinating Board and listed in the University Catalog (see Current Graduate Degree Offerings.)
- ***Name of University:*** "The University of Texas Rio Grande Valley" to be placed six (6) lines below student's major subject, just above the appropriate month and year.
- The appropriate month and year when the degree will be awarded must be indicated and set at the bottom 1" margin. Degrees are awarded only in May, July, August, and December.

### COMMITTEE PAGE

- ***Title:*** The title should be in uppercase, double spaced, and in an inverted pyramid if necessary. The title on the Committee page must be exactly the same as the title on the TITLE page.
- ***Dissertation***: The name of the student (author) should be in uppercase without designation of profession, military rank, or marriage. The name on the dissertation should be the same as that recorded in the official records of the Graduate College of The University of Texas Rio Grande Valley. Any differences must be cleared by the Dean of the Graduate College.
- ***Committee***: The name of each committee member must be listed, starting with the Committee Chair. The position of each committee member must be indicated under the name (Committee Chair or Committee Member). If the student has co-chairs, the status of each is listed as "Committee Co-chair"; neither is designated as "Committee Chair."
    - If an administrator of the student's major department or college also serves as a member or as Chair or Co-Chair of the student's Advisory Committee, he/she must sign in the signature space allotted for each position.
- ***Degree Date:*** Degrees are awarded in May, July, August, and December. The appropriate month and year when the degree will be awarded must be shown at the bottom of the Committee page.
- ***Pagination:*** There is no page number on the Committee page.

### COPYRIGHT

- Use the format shown in the sample section: centered vertically and horizontally.

## ABSTRACT

- ***Format:*** ABSTRACT should be set at the top 2" margin. This section should be double spaced. If the abstract is more than one page, the top margin on the second page should be set to 1".
- ***Banner:*** The Abstract heading contains the author's name (surname first), the dissertation title, degree, graduation date, number of pages (does not include preliminary pages), number of tables, number of figures, the number of titles included in the references. **Note that the dissertation title is underlined in the abstract heading. If the underlined title of the dissertation contains an italicized title or term, the latter title or term should <u>not</u> be underlined (in order to indicate italics.)**
- ***Description:*** It may include a statement of the problem, the sources of data, the organization of the dissertation, the content treated in each chapter or division, the findings, the conclusions, and, if any, recommendations.
- ***Length:*** The dissertation abstract must contain no more than 350 words, **<u>not</u>** including all words in the banner. Numbers are counted as words. Hyphenated words count as two (2) words; acronyms, initials and abbreviations also count as words.
- ***Other:*** Notes, textual references, or headings are not used in the abstract.
- ***Pagination begins on the Abstract page, with "iii", centered at the bottom 1" margin.***

## DEDICATION PAGE

One page of dedication is permitted.

- ***Title:*** "DEDICATION" should be set to the top 2" margin.
- ***Diction & Content:*** The diction and contents of any dedication must be restrained and appropriate to scholarly work. In this section, authors generally thank the people close to them, who supported and inspired them through their academic journey. (Think of this section as the personal thanks.)

## ACKNOWLEDGMENTS

- ***Title:*** "ACKNOWLEDGMENTS" (or "ACKNOWLEDGMENT", if appropriate) should be set to the top 2" margin.
- ***Diction & Content:*** The diction and contents of any acknowledgments must be restrained and appropriate to scholarly work.
- ***Appropriate Use:*** In this section, the author acknowledges any entities which were part of their research, or agencies that funded part of the process independent of UTRGV.
    - (For example, the National Science Foundation, another agency of the State of Texas, or a private foundation.)
    - When the author has received assistance from a faculty member, or a scientist or scientific establishment, of any institution, (Think of this section as professional gratitude.)

## TABLE OF CONTENTS (ToC)

The Table of Contents indicates the Major Headers of the dissertation and the page number where each section begins. The following sections are listed in the ToC: ABSTRACT, DEDICATION, ACKNOWLEDGMENTS, LIST OF TABLES, LIST OF FIGURES, CHAPTERS, REFERENCES, APPENDIX, and VITA. ***The chapter section must include Chapter numbers and titles, and all Level 1 Headings.***

- ***Format:*** The numbering, wording, and pagination of titles and headings must be exactly the same in the ToC as they are in the text of the dissertation. Leader dots must be used. "TABLE OF CONTENTS" should be set at the top 2" margin; subsequent ToC pages should be set at the top 1" margin.

**LIST OF TABLES AND FIGURES (LoT, LoF)**

If more than one table and/or figure is used, a List of Tables/List of Figures must be included following the Table of Contents.

- ***Format:*** The tables and/or figures and their titles must be listed in order with appropriate page referencing. Titles must be the exact title from the text. If the title is more than one line, only the first sentence should be used. If the list of tables/figures is more than one page, subsequent pages should be set to the 1" margin.

**CHAPTERS**

- Chapter headers should be in all uppercase, and the chapter number in uppercase Roman numerals (i.e. CHAPTER II). Double space between "CHAPTER #" and TITLE, and between TITLE and text.
  Pagination here begins with Arabic numerals (1, 2, 3 etc.)
  Pages without Major Headers should have the following margins:

| | |
|---|---|
| LEFT: | 1 inch |
| TOP: | 1 inch |
| RIGHT: | 1 inch |
| BOTTOM: | 1 inch |

**IN-TEXT TABLES AND FIGURES**

- ***Tables and Figures defined:*** Tables are graphics that organize information comprised of rows and columns, while figures are any other type of illustration or image.
- ***Placement:*** Tables and figures may be placed 1) within the chapter, immediately after they are first mentioned; 2) grouped together at the end of their corresponding chapter; or 3) in the appendix. Note: tables and figures in the appendix must still be included in the LoT/LoF.
- ***Alignment:*** Tables and figures, and their titles, must be centered throughout the dissertation.
- ***Numbering:*** When numbering Tables and Figures, a logical sequence must be followed. You may either use a single number (Table 1, Table 2, Figure 1, etc.), or a double-number format (Table 3.1 is the first table in Chapter 3; Figure 10.5 is the fifth figure in Chapter 10). Whichever numbering format you choose, you must follow that format throughout, and you must ensure that numbering follows a logical, consecutive sequence. A colon should be used to separate the Table/Figure number and title (i.e. Figure 1: Box Turtle photo). Titles that are more than one line should be single spaced.
- ***Titles:*** Because tables are read from the top down, Table titles must always be placed directly *above* the table. Because figures are read from the bottom up, figure titles must always be placed directly *below* the figure. When a table or figure can fit on a single page with its title, it is recommended they do so. If a table or figure must be split across several pages, a title should be placed on each page, beginning with the full title on the first page and "Table x (cont.)" or "Figure xx(continued)" on all subsequent pages.
- ***Margins:*** All tables and figures must fit within the required one (1) inch margins. If necessary, tables and figures may be placed on landscape-oriented pages. Note: On landscape pages, bottom page number must be in portrait orientation. For assistance or clarification, please email the Graduate College office at ETD@utrgv.edu.

## REFERENCES

- ***Format:*** REFERENCES should be set to the 2" margin. All subsequent pages should be set to the 1" margin.
- ***Title:*** All manuscripts must have references. Unless the style manual used requires an alternative title, the title for this section should be "REFERENCES". However, students should confirm with the Graduate College office at ETD@utrgv.edu that the alternative title is acceptable for the section.
- ***Organization:*** Unless the style manual used by your department/college requires something different, references must be organized in alphabetical order and must be formatted using hanging indent (first line is not indented, but subsequent lines are). Lines within each entry should be single spaced; each reference should be double spaced.
- ***Citations***: The reference section should include only those sources used directly in the text of the dissertation.
- ***Other***: Chapter reference lists may be required by individual departments and professors. Additional bibliographic entries may be included as an appendix.

## APPENDIX

It may be necessary or desirable to include various items in an appendix which follow the reference list. In general, it is preferable not to make many distinctions between related or similar items in the appendix; however, if a number of different types of items are included as appendices, they may be identified as APPENDIX A, APPENDIX B, and so on.

- **Appendix Cover Page:** The Appendix must begin with a Cover Page, with "APPENDIX" centered vertically and horizontally on its own page. If using more than one Appendix, each Appendix must be preceded by a title page, labeled "APPENDIX A", centered vertically and horizontally.
- ***Margins:*** Large text or images can be reduced in order to keep items in the appendix within the UTRGV margin requirements. The left margin is especially important.
- ***Format:*** Items in the appendix such as printed forms, questionnaires, and computer-produced tables may differ in type face and format from the body of the dissertation, though the appendix title page should not differ. If reproduced documents in the appendix already contain page numbers, the page number for the dissertation may be put into brackets, as close to center at the bottom of the page as possible.

## VITA

A brief vita of the student is required as a part of each dissertation.

- ***Length***: Must not exceed one page in length.
- ***Title***: VITA should be centered at the top 2" margin.
- ***Format***: Written in paragraph style, **past tense, in third person**. Since the student will have received his/her degree by the time the dissertation is published, it should read (in some form) "…graduated from University of Texas Rio Grande Valley with a degree in…." including month and year.
- ***Location***: The Vita page is the last numbered page of the dissertation and must be included in the ToC. The page number on the VITA page is the total number of pages for the "ABSTRACT" page.
- ***Description***: The Vita should include the student's full legal name (as it appears on the title page) *higher education* background [including schools attended, degrees earned (including the current degree), the years in which all degrees were completed, and major field of specialization,] and the student's *personal* email address. Where applicable, this page should list professional experience in industry, military service, business, and academic life.

# v. SAMPLE PAGES

- Title page
- Committee Members
- Copyright
- Abstract
- Dedication
- Acknowledgments
- Table of Contents
- List of Tables
- List of Figures
- Chapter
- Chapter with level Heading examples
- Figure and Figure Title example
- Figure landscape example
- Table and Table Title example
- References
- Appendix (cover page)
- Appendix A title page
- Appendix A example
- Vita

2” margin from top

# COMPARE AND CONTRAST *ENVISION MATH* CURRICULUM TO COMMON CORE STANDARDS: EMPOWERING STUDENTS TO IMPROVE MATH SKILLS

Equal Spacing

A Dissertation

by

CRISTINA MARIA AGUIRRE

Double spaced

Submitted in Partial Fulfillment of the

Requirements for the Degree of

DOCTOR OF EDUCATION

2 double spaces

Major Subject: Curriculum and Instruction

3 double spaces

The University of Texas Rio Grande Valley

<Month Year>

1” margin from bottom

2” margin from top

# COMPARE AND CONTRAST *ENVISION MATH* CURRICULUM TO COMMON CORE STANDARDS: EMPOWERING STUDENTS TO IMPROVE MATH SKILLS

A Dissertation
by
CRISTINA MARIA AGUIRRE

Single space these lines

COMMITTEE MEMBERS

Dr. John Doe
Chair of Committee

Single space committee member’s name and position

Dr. Maria Smith
Committee Member

Equal spacing between committee members

Dr. Robert Garza
Committee Member

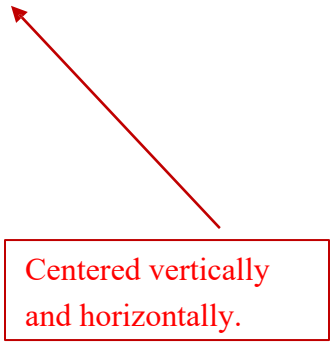
Dr. Susan Jones
Committee Member

Bottom 1” margin

<Month Year>

Copyright <Year> Cristina Maria Aguirre

All Rights Reserved



2” margin

ABSTRACT

One double space between heading and text

Aguirre, Cristina M., Compare and Contrast Envision Math Curriculum To Common Core Standards: Empowering Students to Improve Math Skills. Doctor of Education (Ed.D.), Month Year, 180 pp., 10 tables, 3 figures, 135 references.

The abstract is double spaced, including the heading, which begins two (2) inches down from the top of the page. Note that the dissertation title is underlined. If your title has any italicized words, those words will *not* be italicized on the Abstract banner, nor will they be underlined (lack of underlining indicates italics). If an abstract title contains scientific terminology requiring italics, such terminology should be treated in the same manner. Do not use italic print in the abstract title. The total number of pages for the dissertation correlates with the page number on which the VITA page is located (above, it is “180 pp.”).

The right and left margins are the same as for the body of the dissertation. Pagination begins on this page, with “iii”. Note that on the abstract page, even if a middle name is used elsewhere, only the middle initial is used here. The date of graduation is the same as that shown on the title page. The number of titles is the number of references used. Word limit is 350 for doctoral dissertations. Count numbers as words, hyphenated words as two words. Acronyms, abbreviations, and initials count as one word.

Double space between lines

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DEDICATION

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The completion of my doctoral studies would not have been possible without the love and support of my family. My mother, Jane Aguirre, my father, Javier Aguirre, my wife, Karla Aguirre-Cano, and my daughter, Sara, wholeheartedly inspired, motivated and supported me by all means to accomplish this degree. Thank you for your love and patience.

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DEDICATION is for personal thanks.

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ACKNOWLEDGMENTS

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I will always be grateful to Dr. John Doe, chair of my dissertation committee, for all his mentoring and advice. From database funding, research design, and data processing to manuscript editing, he encouraged me to complete this process through his infinite patience and guidance. My thanks go to my dissertation committee members: Dr. Maria Smith, and Dr. Robert Garza. Dr. Susan Jones has been an invaluable editor of my content. Their advice, input, and comments on my dissertation helped to ensure the quality of my intellectual work.

I would also like to thank the Texas Teachers Association for their contributions.

I would also like to thank my colleagues at the UTRGV library who helped me locate supporting documents for my research. Also, I would like to acknowledge the many volunteers who participated in the focus group research.

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ACKNOWLEDGMENTS is for professional gratitude.

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CHAPTER I

INTRODUCTION

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The chapter number is two inches from the top of the page. There should be one double space between the chapter number and the chapter title, and also between the chapter title and the first line of text. Using the same quote, the following examples show the difference between a fully justified block quote [set both at 2" margin], and one that is left justified within the narrower margin on the right.

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Jimmy Buffett gives this advice to recent college graduates: (fully justified)

> Don't ever take this opportunity as something you deserved. Make your avocation your vocation. "There are four things you need to be successful. Talent is 10 percent. Luck is 20 percent. Work ethic is 30 percent. Passion is 40 percent. Passion, not profit, should always be your guide.

According to Jimmy Buffett, on his advice to young people: (left justified)

> Don't ever take this opportunity as something you deserved. Make your avocation your vocation. "There are four things you need to be successful. Talent is 10 percent. Luck is 20 percent. Work ethic is 30 percent. Passion is 40 percent. Passion, not profit, should always be your guide.

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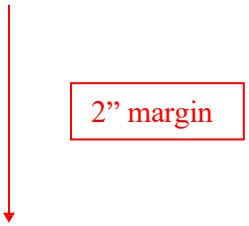


CHAPTER <Number>

CHAPTER TITLE

## Level 1 Heading

A Level 1 Heading is always centered and in boldface, without punctuation. Level 1 Headings must always be included in the Table of Contents (ToC). In the ToC, they will be slightly indented from the Chapter number and title. **Headings are the only part of the draft that are boldface**. However, in the ToC they are *not* boldface, as they are in the text.

### Level 2 Heading

A Level 2 Heading is aligned at the left 1” margin, on a line by itself, in boldface without punctuation. The paragraph below will be indented as usual. You may not use a Level 2 Heading without having used a prior Level 1 Heading. Level 2 Headings are optional in the Table of Contents, but if they are used for one chapter, they must be used for *all* chapters. In the ToC, they will be slightly indented from Level 1 Headings.

**Level 3 Heading.** A Level 3 Heading is indented with the first line of the paragraph. It should be in boldface and end with a period. You may not use a Level 3 Heading without having used a prior Level 2 Heading. Level 3 Headings are optional in the Table of Contents, but if you use them for one chapter, you must use them for *all* chapters. In the ToC, they will be slightly indented from Level 2 Headings.

***Level 4 Heading.*** A Level 4 Heading is indented with the first line of the paragraph. It should be in italics, in boldface and end with a period. You may not use a Level 4 Heading without having used a prior Level 3 Heading. Level 4 Headings are optional in the Table of Contents, but if you use them for one chapter, you must use them for *all* chapters. In the ToC, they will be slightly indented from Level 3 Headings.

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Table 3: Titles for tables are above the table. Titles on List of Tables page must be the exact title from the text. Long titles should be single spaced. Font size may be reduced from 12 point in Tables to keep tables on one page (recommend no smaller than 10 point).

| College | New students | Graduating students | Change |
|---|---|---|---|
| | *Undergraduate* | | |
| Cedar University | 110 | 103 | +7 |
| Elm College | 223 | 214 | +9 |
| Maple Academy | 197 | 120 | +77 |
| Pine College | 134 | 121 | +13 |
| Oak Institute | 202 | 210 | -8 |
| | *Graduate* | | |
| Cedar University | 24 | 20 | +4 |
| Elm College | 43 | 53 | -10 |
| Maple Academy | 3 | 11 | -8 |
| Pine College | 9 | 4 | +5 |
| Oak Institute | 53 | 52 | +1 |
| **Total** | **998** | **908** | **90** |

*Source:* Fictitious data, for illustration purposes only

A table is a means of presenting data in a structured, tabular format, with rows and columns used to display numerical information. It typically includes labels, row and column headings, and numerical values.

Split or Continued Tables Sample:

Table 4: Titles on List of Tables page only need to include first sentence from in-text Table Titles.

| College | New students | Graduating students | Change |
|---|---|---|---|
| | *Undergraduate* | | |
| Cedar University | 100 | 99 | +9 |
| Elm College | 200 | 255 | +1 |
| Maple Academy | 150 | 156 | +78 |
| Pine College | 155 | 199 | +19 |

Table 4 cont. [Split or tables that continue onto the next page must be labeled as shown.]

| | *Graduate* | | |
|---|---|---|---|
| Cedar University | 29 | 25 | +9 |
| Elm College Maple | 56 | 83 | -16 |
| Academy Pine | 3 | 69 | -8 |
| College Oak | 8 | 4 | +9 |
| Institute | 43 | 92 | +8 |
| **Total** | **888** | **708** | **80** |

- Tables and their titles should be centered.
- Tables and their titles should be on the same page.
- Titles for tables are placed *above* the figure.
- Long titles should be single spaced.
- Font size may be reduced from 12 point in Tables to keep tables on one page (recommend no smaller than 10 point).
- Titles on List of Tables page must be the exact title from the text. The exception: long titles only need to include the first sentence from in-text Table Title.

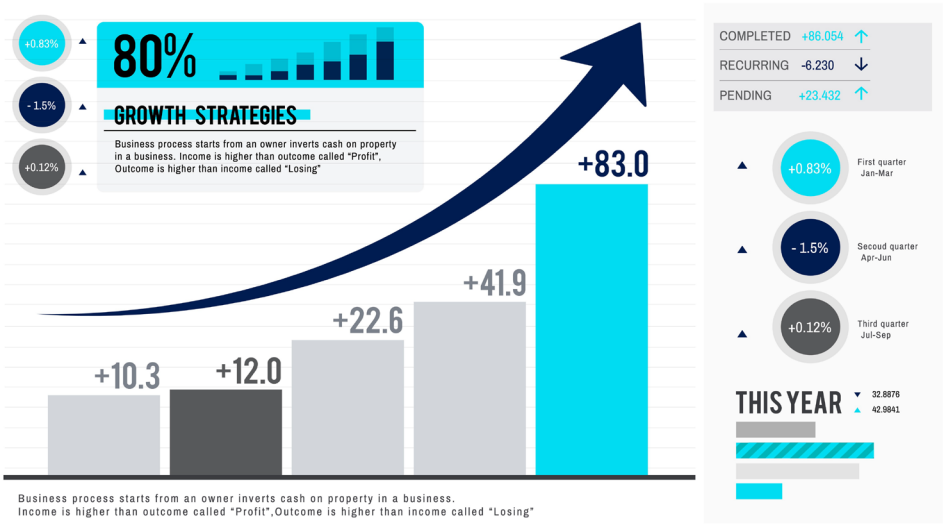


Figure 2: A figure is a visual representation, like a chart or picture. It's used to explain things visually. They're used for graphs, diagrams, and images to make information more understandable and engaging. (image from freepik.com)

- Figures and their titles should be centered.
- Figures and their titles should be on the same page.
- Titles for figures are placed *below* the figure.
- Long titles should be single spaced.
- Font size may be reduced from 12 point in Figures to keep figures on one page (recommend no smaller than 10 point).
- Titles on List of Figures page must be the exact title from the text. The exception: long titles only need to include the first sentence from in-text Figure Title.

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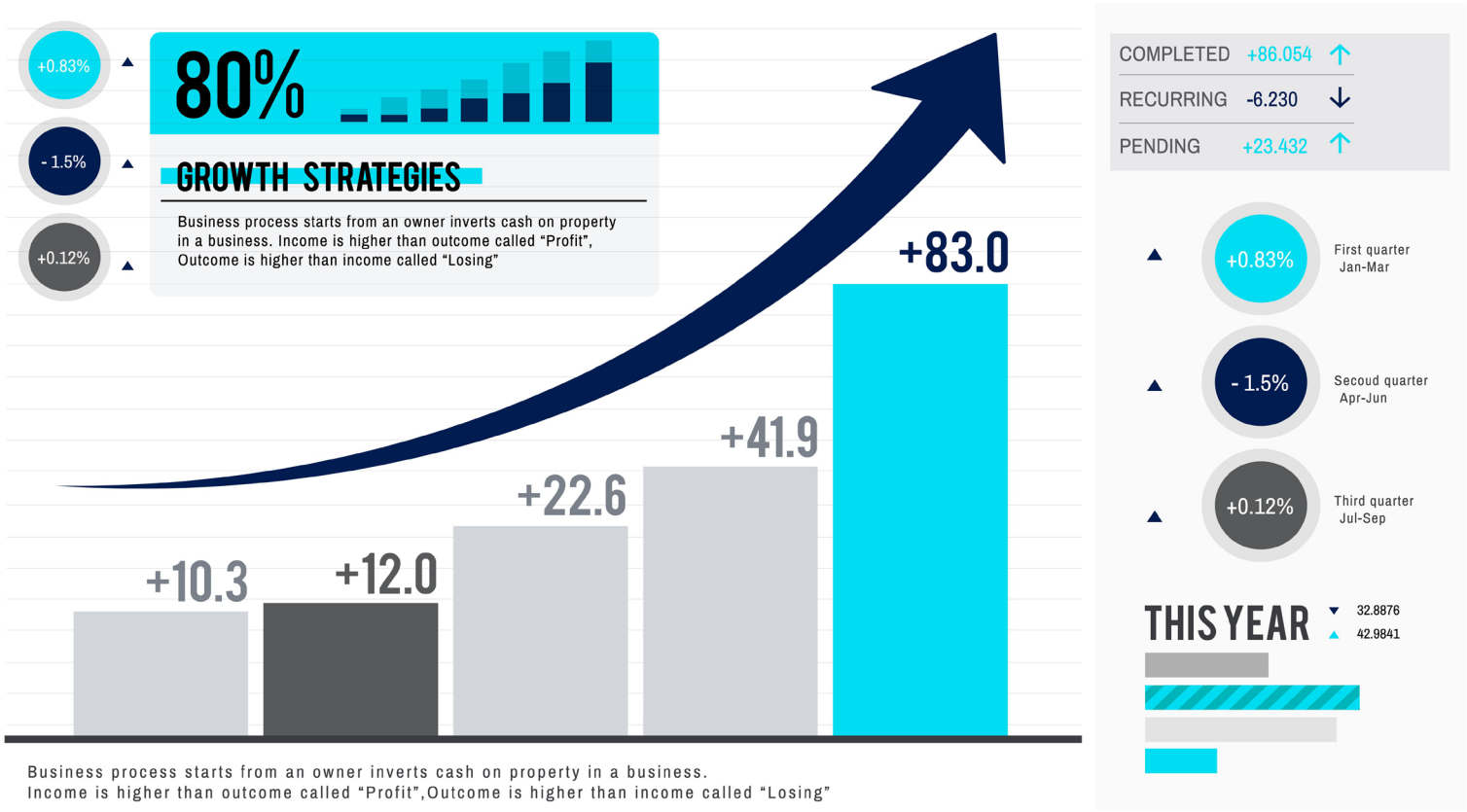


Figure 2: Titles for figures are placed below the figure. Titles on List of Figures page must be the exact title from the text. (image from freepik.com)

This is an example of a landscape layout for a figure/table. The page number will need to be centered and rotated on the left-hand side of the page as if it was in the portrait configuration. Figures/Table Titles should be single spaced if they are more than one line in length. Titles on List of Figures (LoF) page only need to include the first sentence from in-text Figure Title.

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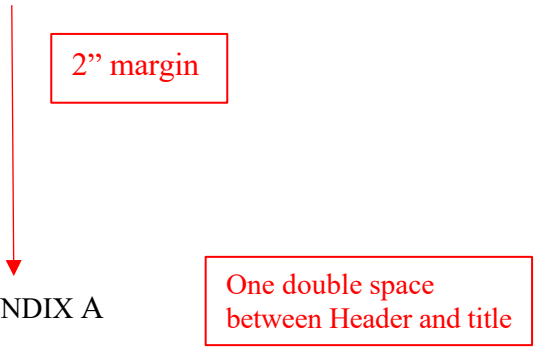
# APPENDIX (or APPENDICES)

# APPENDIX A

Appendix Title Page Centered in the middle of the page vertically and horizontally.




APPENDIX A

DEFINITION OF MERGER AND ACQUISITION

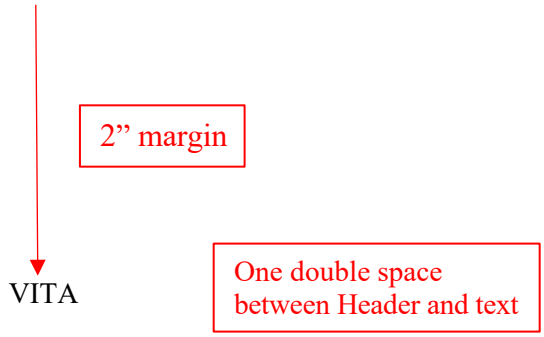
Scott (2003) defines the terms merger and acquisition as follows:

Merger: A combination of two or more companies in which the assets and liabilities of the selling firm(s) are absorbed by the buying firm. Although the buying firm may be a considerably different organization after the merger, it retains its original identity. The merger of equals between Sprint and Nextel is an example.

Acquisition: The purchase of an asset such as a plant, a division, or even an entire company, for example, Procter & Gamble made a major acquisition in 2005 when it purchased The Gillette Company, Inc., in order to extend its reach in the consumer products industry.

Sherman and Hart (2006) explain the terms of merger and acquisition in more detail:

> A *merger* typically refers to two companies joining together (usually through the exchange of shares) as peers to become one. An *acquisition* typically refers to the takeover of one entity by another.

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The vita should include the author’s full legal name (as it appears on the title page and elsewhere), higher education background (including schools attended, degrees earned the years in which previous degrees were completed, and major field of specialization), and the author’s personal email address where the author can be reached. Because this dissertation will be available electronically, be aware that certain personal information could be used to steal your identity. For this reason, it is recommended not to include your birth date, parents’ names, or children’s names. Where applicable, this page should list professional experience in industry, military service, business, and academic life.

Double space between lines

The vita should be written in paragraph style, past tense and in third person. Since the student will have received his/her degree by the time the dissertation is published, it should read, in some form, “…. graduated from University of Texas Rio Grande Valley with a degree in…”, including month and year.