

# Preparation and Filing of Dissertations and Theses

*Release date: Summer 2025*

## GREETINGS FROM THE DEANS

Congratulations at having reached this stage of your graduate career! In fall 1999, the Toulouse Graduate School (TGS) at the University of North Texas (UNT) began requiring electronic theses and dissertations (ETDs) only. This made PDFs the only official version of the thesis or dissertation; bound copies became completely optional. With this change, we became the third institution in the world to require electronic dissertations, but the first to mandate electronic theses.

There have been enormous changes in technologies available to both ends of the ETD production line – the student author, as well as the researchers accessing the ETD collection in the UNT Libraries. One thing, however, has remained unchanged – UNT’s commitment to academic excellence.

The latest innovation to improve our service to students is Vireo, an online thesis/dissertation submission tool. Thanks to the generous support of the UNT Libraries, students are now able to submit all required materials online, from anywhere in the world. Please review the Vireo submission guide, and visit the TGS Thesis & Dissertation web page for detailed information.

Sincerely,

Victor R. Prybutok, Dean of the Toulouse  
Graduate School and Vice Provost for  
Graduate Education  
Joseph R. Oppong, Associate Vice Provost and  
Academic Associate Dean  
Billy Roessler, Assistant Dean, Graduate Studies

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## CHANGES FROM PREVIOUS EDITION AND HOW TO USE THIS GUIDE

Although this manual has been updated from the 2023 edition, the changes are largely organizational. Anything added has been for clarity or further explanation; no new requirements have been implemented to this edition.

The Toulouse Electronic Thesis-Dissertation Manual details various policies, guidelines, and examples to assist with the thesis/dissertation process.

## CHAPTER 1.

### INTRODUCTION

#### Openness and Distribution of Electronic Theses and Dissertations (ETDs)

The University of North Texas (UNT), as a member of the Council of Graduate Schools (CGS), endorses the fundamental tenet of openness and access to thesis and dissertation research as stated in the CGS publication *The Doctor of Philosophy Degree: A Policy Statement*.<sup>1</sup> In compliance with CGS, it is the policy at UNT that “an essential aspect of [thesis] and dissertation research and scholarship is the free and full dissemination of research results. Restrictions, either in the conduct of dissertation [and/or thesis] research or in the sharing of its results, are antithetical to that spirit.” Therefore, research that is classified by a government agency or that is proprietary in nature and restricted, insofar as it must be held to secrecy and cannot be openly evaluated or published, is unsuitable for master’s or doctoral research (CGS, 2005, pp. 29-30).

As part of UNT’s commitment to openness, all UNT ETDs are placed in the UNT ETD repository and made available via the online UNT Libraries catalog for reading and/or downloading by all users, including being crawled and indexed by online search engines. ETDs are available in perpetuity; in addition, there are no restrictions regarding who can download the file or how many times it can be downloaded.

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<sup>1</sup>Council of Graduate Schools. (2005). *The doctor of philosophy degree: A policy statement*. Washington, DC: Author.

## Embargo Policy for UNT ETDs

There may be compelling reasons why an ETD should not be made immediately available. An embargo prevents any and all users from viewing or downloading the ETD PDF, for the duration of the selected embargo period. However, please be aware that the abstract and library catalog entry are available to all users throughout the entire embargo period. The current embargo policy was approved by the Graduate Council in September 2019, and amended April 2022. Please note: Authority to grant restricted access rests with a student's major professor; approval is recorded in Vireo, the online submission system.

The embargo options are:

- None [or no embargo applied]: The file will be immediately and openly available to all users upon publication.
- UNT embargo choices: 6 months, 1 year, 2 years, or 5 years
- ProQuest embargo choices: 6 months, 1 year, 2 years, Opt-Out

Students also have the option of adding a period of restricted access, lasting 5 years, after the embargo expires. Students will need to notify Toulouse Graduate School (email acceptable) within 30 days prior to the expiration of the embargo, if optional restriction is desired. Requests for restriction extension made after the embargo period expires cannot be fulfilled. Faculty approval is not required for extension requests. During the restricted access period, the ETD is available to the UNT community only (i.e., users with a valid UNT login). Distribution via interlibrary loans is not permitted; however, the abstract and library catalog entry continues to be available to all users.



## ProQuest

Students looking for an alternative ProQuest embargo must contact ProQuest directly for such requests as ProQuest is a separate entity. ProQuest is very responsive to student author requests; however, you must wait until after the UNT copy has been published to contact them. If you try to communicate your needs to ProQuest before then, you will not yet exist in their database. Their number is 800-521-0600.

Although students are required to accept the ProQuest License Agreement when submitting to Vireo, the ProQuest Opt-Out embargo selection will allow students' Vireo record to reflect that they do not wish for their ETD to be deposited in ProQuest.

## Contacting the Graduate Reader

If you need clarification on the guidelines specified in this manual or have other formatting questions that are not covered here, please contact the Graduate Reader directly ([graduate.reader@unt.edu](mailto:graduate.reader@unt.edu)).

## CHAPTER 2

### ACADEMIC INTEGRITY AND INTELLECTUAL PROPERTY

Students are specifically encouraged to read the relevant UNT policies if more detailed information is needed or any questions arise regarding academic integrity. If any discrepancies exist between this thesis manual and the official UNT policy manual, the UNT policy manual always takes precedence. In addition, none of what is said here is intended to substitute for professional legal advice. If you have specific concerns that are not addressed here or in the official UNT policy manual, please contact UNT's [Division of Research and Innovation](#), the UNT student attorney's office, or your own personal attorney.

#### Plagiarism

Plagiarism is a serious violation of UNT's academic integrity policy, which is implemented and enforced under the direction of the Provost and Vice President for Academic Affairs, through the [Office of Academic Integrity](#). Sanctions for academic dishonesty (i.e., plagiarism) include being expelled from your program or the university, or having your degree rescinded, so it's extremely important that you know what it is and how to avoid it. In broad terms, plagiarism is using someone else's ideas and/or works without giving credit to that person. UNT's policy manual specifically defines plagiarism as:

Use of another's thoughts or words without proper attribution in any academic exercise, *regardless of the student's intent*, including but not limited to... [t]he knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation. (emphasis added; [section 6.003](#), chapter 6, Def. 15)

## Copyright

Per federal law, copyright protection is automatically granted to any work once it becomes fixed in a tangible medium<sup>2</sup>; this includes the ETD files as you create and save them to a computer. Second, UNT official policy clearly states that students are the copyright holders of their thesis or dissertation (<https://policy.unt.edu/policy/08-003>, “Definitions” in PDF):

“Creator-Owned Intellectual Property” means Intellectual Property owned by the Creator. . . . Creator-Owned Intellectual Property also includes works of students created in the course of their education, such as *theses, dissertations*, papers and journal articles unless otherwise designated in another UNT Policy. (emphasis added, Def. 2, p. 1)

Intellectual Property that would otherwise be designated as Creator-Owned Intellectual Property shall be considered to be University-Owned Intellectual Property if the University pays for Patent, copyright or trademark protection with the *consent of the Creator*. (emphasis added, Def. 10, p. 3)

Together, these mean that the ETD is copyright protected and you, the student author, are the sole copyright holder. You don’t have to do anything or pay anyone money to obtain a copyright for your thesis or dissertation: copyright protection to the ETD occurs at the moment you save the file. You can choose to register your copyright with the US federal government but that is not required to secure copyright protection. The reason some authors choose to register their copyright is because only registered copyright holders can sue for copyright infringement.

### Copyright Resources

The UNT Libraries has created a web page, [Copyright Quick Reference Guide](#), to help students navigate and understand copyright.

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<sup>2</sup><http://www.copyright.gov/title17/92chap1.html#102>

## Proprietary Material and Non-Disclosure Agreements (NDAs)

Sometimes, students are employed at companies where non-disclosure agreements (NDAs) are required as a condition for employment; even certain internships may require NDAs. In other cases, NDAs result from collaborations between corporate entities and UNT, on behalf of faculty members. Regardless of origin, all NDAs must be reviewed by the [Division of Research and Innovation](#).

In any and all cases, it is the student's responsibility to know whether their research is covered by an NDA and, if so, ensure all legal obligations have been met. This may involve obtaining documented waivers and/or approvals from the owner of the proprietary material, which will need to be submitted along with the thesis or dissertation.

## Patents

"Internal" or UNT-developed intellectual property (IP) is handled by the UNT's [Research Commercialization Agreements](#) office (RCA), under the [Division of Research and Innovation](#). Students are encouraged to visit with RCA early in their research career, long before the thesis or dissertation is prepared for submission to TGS. As with NDAs, in any and all cases it is the student's responsibility to inform TGS when submitting a thesis or dissertation that patent concerns exist, and provide any necessary documentation indicating whether release of the ETD should be delayed.

## CHAPTER 3

### STYLE GUIDES

The purpose of this manual is to ensure that all UNT electronic theses and dissertations (ETDs) have a recognizable format; however, the manual cannot address every possible formatting question. It is inevitable that you will use another style guide to supplement the TGS manual, but bear in mind that university guidelines always take precedence. That is, if any instruction in your guide conflicts with the guidelines specified herein, you must follow the TGS manual.

The following colleges/departments have informed TGS that the *Publication Manual of the American Psychological Association, 7th edition* (APA) is the required style guide:

- College of Education (COE)
- College of Health and Public Service (CHPS)
- College of Information (COI)
- College of Merchandising, Hospitality, and Tourism
- Department of Psychology

For all other departments and colleges, choice of supplemental guide is student choice, subject to committee approval.

The UNT Libraries offer resources on the common [style guides](#), as does the [Writing Center](#).

## Headings

Headings are one element in which university guidelines will take precedence over your supplementary style guide. While most style guides specify heading levels, students should use the following heading levels within their thesis/dissertation (see Table 1).

Table 1. Heading Examples

HEADING ONE	Text is centered, in all capital letters, and at the start of a new page
Heading Two	Text is centered, only the first letter of each word is capitalized
Heading Three	Text is left aligned (no indentations), only the first letter of each word is capitalized
<i>Heading Four</i>	Text is left aligned (no indentation), italicized, only the first letter of each word is capitalized
<b><i>Heading Five</i></b>	Text is left aligned (no indentation), italicized, bold, only the first letter of each word is capitalized

### Numbered Headings

Alternatively, students may use a numbered heading style:

#### 1.1 Introduction

The numbering indicates that this heading is the first heading within the first chapter. For subheadings, a third or fourth number is added (i.e., 1.1.2 or 1.1.2.1). For a new heading within

the same chapter, only the second number should be updated sequentially (i.e., 1.2). The first number only changes when the chapter changes (i.e., 2.3 is the third heading within the second chapter).

### Tables and Figures

This manual limits the use of italics and bold font; the primary use being to distinguish Headings Four and Five. To align with this, students should use regular font (no italics, bold, or underline) for their table and figure titles/captions.

While there is no set TGS formatting for the tables and figures themselves, students should follow their supplemental style guides and utilize consistency throughout the document.

### Citations

Students should utilize their committee-approved supplemental style guide for in-text citations and references. Take the time to ensure that all citations have a corresponding reference and vice versa. If a reference generator, such as RefWorks, is being utilized, double check that the generator is providing accurate references.

## CHAPTER 4

### UNIVERSITY STYLE

#### Page Set Up

##### Page Size and Margins

In general, page size should be American standard letter (8 ½ x 11) or A4 page size. Every page should have a 1-inch margin on the top, bottom, left, and right edges of the page. These requirements are the default Microsoft Word settings, so unless you have modified the default, your document should already meet these requirements.

##### Spacing

Spacing should be double spaced throughout the entire document. For consistent spacing that minimizes expanses of white space, navigate to the Paragraph menu; select Double in the Line Spacing drop-down menu; enter 0 pt in the Before and After boxes; select the box for “Don’t add space between paragraphs of the same style”; select “Okay” to apply the settings. You may enter an extra line of space above a subheading that is preceded by text on a page; if the subheading is the first text on a page, do not add additional space. However, this is a rule that should be applied consistently. If you opt to insert an extra line of space before one subheading preceded by text, you will need to do so throughout the entire document.

The first line of paragraphs should be indented 0.5 inch as should numbered/bulleted lists. Justified alignment is acceptable.



Students can use single spacing for the following:

- Titles and subtitles that run over to a second line
- Items in a bulleted or numbered list (maintain double space between items)
- Figure captions
- Footnotes/endnotes
- Items in reference list or bibliography (maintain double space between items)
- Table rows, if this would enable a table to fit on a single page

## Font

Use one typeface (size and style) throughout your document for all text within your document. Students are encouraged to use sans serif font, such as Calibri, Arial, or Aptos, as sans serif fonts are most accessible, but this is not a requirement.

Font should be size 12 point, but footnotes and table size may be 10 point as long as information is still legible. Text color should be black, but hyperlinks/URLs can remain in blue underline.

## Page Numbers

Page numbers should appear in the bottom margin, centered, and 0.5 inch above the bottom of the page, including landscape-oriented pages. The title page and abstract page should not bear a page number; however, the first numbered page within the document (the copyright notice page) is always page ii.

### *Front Matter Numbers*

Pages that make up the front matter (see Table 2) bear lowercase Roman numerals for the page numbers: ii, iii, iv. When setting up your document, navigate to the last front matter page and select Layout from the menu ribbon. From the Breaks drop-down menu, select Continuous from the page break options. This will separate your front matter pages from your body pages in order to have different number types.

### *Body Pages and End Matter*

The rest of your document (i.e., the body, appendices, and references) bear Arabic numerals. The first page of the first chapter must start with Arabic numeral 1, and numbering should continue sequentially.

### *Inserting Numbers*

When you are ready to insert your page numbers, select Insert from the menu ribbon. From the Page Number drop-down menu, select Bottom of the Page followed by Plain Number 2. Use the following steps for updating your front matter pages to Roman numerals:

- Navigate to the page that will be your title page and open the Footer. Within the Header & Footer settings, select “Different First Page.” This will allow you to have a title page that does not bear a page number.
- On your copyright notice page, re-open the Page Number drop-down menu, but this time, select Format Page Number. Select the Roman numeral format; then

enter ii in the “Start at” box. Because you entered a Continuous page break, only your front matter pages should change to Roman numerals

If the first page of your document body does not start on Arabic numeral 1, navigate back to the Format Page Number menu and enter 1.

## Order of Content

All ETDs should be arranged in the order shown in Table 2.

Table 2. Order of Elements

Order	Element		Mandatory?
1	Front Matter	Title page	Mandatory
2		Copyright notice page	Mandatory
3		Acknowledgments	Optional
4		Table of Contents	Mandatory
5		List of Tables	If applicable
6		List of Figures	If applicable
7		Additional lists of relevant data (List of Abbreviations; List of Musical Examples, etc.)	If applicable
8	Body of Document	Document text	Mandatory
9	End Matter	Appendices	If applicable
10		Bibliography or References	Mandatory

## List of Tables/List of Figures

Tables/figures lists in the front matter are required if you have 5 or more of either type.

If you have both tables and figures in your ETD and you want to list the tables, you must also create a figures list.

The inclusion of additional lists of relevant data (list of musical examples, list of abbreviations, etc.) are dependent on your ETD and subject to committee approval.

## CHAPTER 5

### DESCRIPTION OF DOCUMENT ELEMENTS

#### Title Page

The first page of your ETD is the title page. In the following order, this page must include:

- Document title (in all capital letters)
- Student name and previously earned academic degrees

*Note: Enter two or three blank lines following the student name and previously earned degrees*

- Preparation phrase: Thesis \*or\* Dissertation Prepared for the Degree of
- Title of degree being earned (in all capital letters; major title not included here)

*Note: Enter two or three blank lines following the title of degree being earned*

- University of North Texas (in all capital letters)
- Month and Year of degree completion (month should only be May, July, or December)

*Note: Title, student name, preparation phrase, title of degree, university name, and month and year of degree completion are all center aligned and double spaced.*

The last element of the title page is the “Approved” block. Here, you will include the word APPROVED (in all capital letters), your committee members, chair of your department, other departmental administration (as applicable), dean of your college, and dean of the Toulouse Graduate School. Each committee member should have their respective position on your committee following their name (i.e., Jane Doe, Major Professor; Sarah Brown, Committee Member). The formal titles for the other faculty within this list should be used (i.e., Chair of the Department of Biological Sciences; Dean of the College of Education).

Unlike the other elements on the title page, the Approved block is on the bottom right side of the page. To achieve this formatting, type out the word APPROVED and type out every faculty member to be included within the block and their respective title. Next, set the alignment to Left. Under Paragraph menu, enter 3.5 inch in the Left indentation tab. For any line of text that extends to more than one line, open the Paragraph menu again and select Hanging from the Special Indentation drop-down menu, and make sure the indentation is set to 0.5 inch.

### Copyright Notice Page

All UNT theses and dissertations must have the copyright page as page ii, immediately following the title page. The copyright notice page has nothing to do with whether you have registered your copyright with the federal government. The page should bear the following text, with the author's name and the correct year substituted, double spaced, and centered on the line and page:

Copyright 2025  
by  
Phillip C. McGraw

### Acknowledgements

An Acknowledgements page is optional to include. If included, the Acknowledgements title should be formatted as a heading one (H1), meaning it is in all capital letters and centered. Typically, the Acknowledgements page should not exceed one page.

Acknowledgments may be needed when the research which the thesis reports was funded in whole or in part by an agency outside UNT (for example, the National Science

Foundation, another Texas state agency, or a private foundation), or when the author has received assistance from a faculty member of another institution, or a scientist or scientific establishment not a part of UNT. If you wish, it is also appropriate to give acknowledgement to any copyright holders that gave you permission to reproduce protected material in your ETD.

## Table of Contents

With the exception of your document title and the title, Table of Contents, all heading one titles must be included within your table of contents; this includes:

- Acknowledgments
- List of Tables/Figures/Musical Examples, etc.
- Chapter titles
- References/Bibliography
- Appendix titles

For the additional heading levels within the body of the document, it is the student's choice to include them or not within the Table of Contents. However, if subheadings are included for one chapter, then all chapters must display subheadings.

Corresponding page numbers for each title included with the Table of Contents must be included along the right margin. A dotted leader should connect the title to the page number.

## Front Matter Lists

Front matter lists (list of tables/figures, etc.) are always included after the Table of Contents and before the body of your document. If included, the list title should be formatted

as a heading one (H1), meaning it is in all capital letters and centered. On the front matter list, show all tables and figures that appear in the document, giving both the label number and the title/caption. If the caption is particularly lengthy, provide an abbreviated version of the caption in the list. Each item in the list must display a page number. A dotted leader should connect the title to the page number.

## Chapters

A new chapter must start on a new, separate page. Chapter number/titles are formatted as a heading one (H1), meaning that they are in all capital letters and centered. The number (e.g., CHAPTER 1) and the title (e.g., INTRODUCTION) should appear on two separate lines, double spaced. Select one numeral style (Arabic or capital Roman numerals) and consistently use this same style throughout your document, including the Table of Contents.

## Body of Document

The body of the document is largely determined by the committee as they guide and approve the content within the document.

## Headings

As mentioned in Chapter 1, students should follow this manual's guidelines for heading levels, regardless of their supplemental style guide. If the numbered heading style is being utilized, note that the chapter number still follows the word chapter (e.g., CHAPTER 2 LITERATURE REVIEW is correct while 2. LITERATURE REVIEW is incorrect).



## Tables/Figures

Generally speaking, there are only two kinds of non-text material that can appear in theses or dissertations: tables or figures. Anything that is not a table should be labeled as a figure, including such items as charts, graphs, diagrams, or pictures. Exceptions to this general guideline are chemical schemes, equations, maps, and musical examples; specific mathematical labels such as axiom, lemma, or theorem are also allowed.

Tables and figures should appear within the text or collected together at the end of the text prior to the first appendix. Tables/figures may be inserted within a paragraph; however, avoid inserting a table/figure mid-sentence.

There are a few options to adjust a table or figure if you are having difficulty with the fit on the page:

- After creating your table, navigate to the Table Layout menu ribbon. In the Cell Size section, there will be an AutoFit drop-down menu. These autofit options will more easily readjust the size of your table.
- Single spacing in the table (shade alternate rows)
- Single spacing for figure captions or table titles that run over to a second line
- For the table or figure itself, font size can be reduced to 9 or 10 pt (use the largest size that still achieves the goal)
- Change page orientation

All tables and figures must have both a label and a title/caption. Tables and figures should be numbered consecutively, in the order they appear in the document. Never replace the numeral in the label with a spelled-out number, regardless of value.

Students may also use an **x.y** format for numbering, where **x** is the number of the chapter and **y** is the consecutive number in order of appearance in the chapter.

For elements such as images, students should include Alt Text. Alt Text is a description added to an otherwise textless element that is detected by technology such as a screen reader. To add Alt Text, right click on the element and select View Alt Text. Enter the description of the image or element within the text box that appears.

## End Matter

### Appendices

TGS does not dictate what should or should not be within the appendices; this is up to the student and the committee's discretion. Each and every appendix must have a title page that carries both the appendix label and title. On the title page, the label and title should appear in two separate lines, double spaced, and in all capital letters. These should be centered both on the line and on the page.

### Reference List or Bibliography

These titles are treated as heading 1 (HL1) – they must begin on a new page and appear in all capital letters both on the TOC and on the page where they occur. Reference lists are distinguished from bibliographies in that the reference list contains only items that were actually cited in the body of the document, whereas a bibliography lists all items relevant to the research even if these items were not cited in the text. Follow your supplemental style guide's instructions in how to format individual items within the list.

Subject to major professor approval, students can include a reference section after each chapter, instead of a single comprehensive list at the end of the document. In this case, the reference section title would be formatted as heading level 2.

## CHAPTER 6

### REPRODUCING PUBLISHED MATERIAL

#### Using Published or Submitted Journal Articles as Chapter

The decision whether to allow students to use submitted and/or published articles written by the student as chapters (or parts of chapters) in the thesis or dissertation rests with the student's committee; departmental policy can also play a role. However, such use is constrained by the fair use provisions of the US copyright law. Students will need to review the publication agreement that was signed when the article was accepted for publication (in some cases, signed agreements are required when submitting an article) to determine whether reproduction of the article in whole or in part is permitted; author rights are also frequently made available on the publisher's website.

If such use is permissible under the publication agreement and allowed by the student's committee and department, it is the student's obligation to ensure (a) reproduced parts are clearly identified and distinguishable from material for which the student is the sole copyright holder and (b) a permission statement giving both citation AND copyright holder identity exists. Students including a published or submitted journal article may follow the Expanded Journal Format. See Chapter 7 for more information on this format.

#### Survey Instruments

If a student wishes to reproduce an entire instrument in an appendix, they must first determine who owns the copyright for the instrument. Once the copyright holder has been

identified, permission must be obtained and a copy of the permission provided to the Toulouse Graduate School when the thesis or dissertation is submitted for graduation.

### Tables, Figures, Images, and Other Material

Students reprinting or adapting materials, such as tables and figures from a published source need to determine if permission is needed or if such use would fall under “fair use” provisions as sometimes simply citing the original source is not the only step required by the publisher. For more information on fair use, visit the Libraries’ [reference guide](#).

### Requesting Permission

Many publishers utilize Copy Clearance Center’s (CCC) RightsLink, which makes the request process more streamlined. Requests can also be made in letters, emails, and other online forms. The key is written documentation to verify you obtained permission. If you are making a formal, written request, be extremely specific:

- Identify exactly what you want to reproduce, e.g., Figure 1, Table 6 from chapter 10, page 49, measures 25-76 from the first movement, etc.
- Always use the word reproduce instead of asking if you can “use” the material in your research. The copyright holder may grant permission to “use” the instrument within the study, but this does not automatically mean that they would also allow for the instrument to be reproduced within the document.

Explain that UNT theses and dissertations are electronic only, and are available to the entire Internet for free; copies may also be sold on demand through ProQuest. If you are the author of the work, the publication agreement you signed will spell out what rights you have; you can

also include a copy of the agreement or provide a URL to the publisher's website where author rights are described.

### Identifying Reproduced Material within the ETD

Publishers and other copyright holders may specify the language and placement of a permission granted statement. If such is provided, students should follow the specified permission statement. If no specific language is required by the copyright holder, there are a number of options to identify the reproduced material, such as:

- acknowledge permission to reproduce in the Acknowledgements page to the ETD
- If you have reproduced just musical examples, tables, or figures (i.e., no text), then you can put the permission notice under each item or include it as last sentence to the caption or title. Alternatively, you can include the identifying information on front matter lists
- If an entire chapter is a reproduction of a published article, then a footnote on the first page of the chapter usually suffices. If you have reproduced only parts of the article or inserted new material, then identification is more complex and detailed but footnotes can still suffice.

Regardless of the option that students use, it is important to include the source and the copyright holder as in the following sample permission statement:

This [material] is reproduced from [complete citation], with permission from [copyright holder].

## CHAPTER 7

### SPECIAL ETD FORMATS

#### No Chapters

If the ETD is not divided into chapters, the document title itself is treated as a heading one title on the first page of the body of the document, meaning it is centered and in all capital letters. All other sections are treated as heading two titles. These sections may include, but are not limited to, Introduction, Materials and Methods, Results, and Discussion.

#### Expanded Journal

In the expanded journal style, chapters in the body of the dissertation function as “publishable units,” requiring little to no text re-writing and only minor style adjustments. In addition, there are also a number of substantive appendices where the extended literature review, detailed methodology, and complete and/or unabridged results can be found. Multiple chapters may be included, each as stand-alone publishable units; however, students must select one journal style to use for all chapters.

Theses and dissertations written in the expanded journal style must follow the overall university guidelines. Chapter titles (i.e., titles of the publishable unit) are treated as heading 1 titles. Within each chapter are the following items, in this order, formatted as heading 2 titles:

- Introduction
- Methods
- Results
- Discussion
- References

Numbered headings for the above items are also permitted. Tables and figures can be included after the Discussion section (before the references) or inserted in the text where first mentioned. If using numbered headings, students are encouraged to use an **x.y** numbering scheme for tables and figures.

Appendices contain information necessary for the thesis or dissertation, but not needed for published articles. Examples include an extended literature review, detailed methodology, complete or unabridged results, and any other material the committee deems necessary for inclusion. Each appendix is handled according to university guidelines. At the end of the entire dissertation, following all appendices, there should be a comprehensive reference list that lists all resources used throughout the entire document.

### Creative Documents

Creative theses and dissertations are those documents in which a creative work, e.g., collection of poems or short stories, or a musical score, is a significant portion of the final product. Although the document organization for these kinds of documents is slightly different from what is required for all other ETDs, they must still follow the overall university guidelines.

The creative ETD is divided into two parts, numbered with large roman numerals. Part I is the critical analysis or explanatory section; Part II is the creative product. The actual title assigned to these parts is student choice. Each part must have its own title page, which mimics the title page used for appendices. Part I title page is always page 1 Arabic; pagination does not start over with Part II.



Within Part II, students are given the maximum amount of freedom possible, so as to allow the opportunity to craft a document that best expresses their ideas and creativity. If Part II contains “traditional” poems or short stories, the titles of each of these should be handled the same way as chapters in Part I, i.e., heading 2 titles, but should begin on a new page. Also, pagination should continue uninterrupted.

### LaTeX

TGS has LaTeX style files available for use. These are located on the Theses and Dissertations [webpage](#). The style files are designed to produce a PDF document that closely follows these manual guidelines.

### Non-Traditional ETDs

If you are interested in a non-traditional document, please discuss it with your committee very early in your career; you are also encouraged to meet with the Graduate Reader.

APPENDIX A

VISUAL DOCUMENT SAMPLES

## Samples

Example versions of the ETD formatting are available on the TGS website and are hyperlinked below:

- [Traditional](#)
- [Expanded Journal](#)
- [Creative Works](#)
- [No Chapters](#)

The style files for the LaTeX format are also included on the TGS [website](#).

## APPENDIX B

### PERMISSION TO REPRODUCE ACKNOWLEDGEMENT SAMPLES

Figure B.1. Permission Notice in Acknowledgments Page

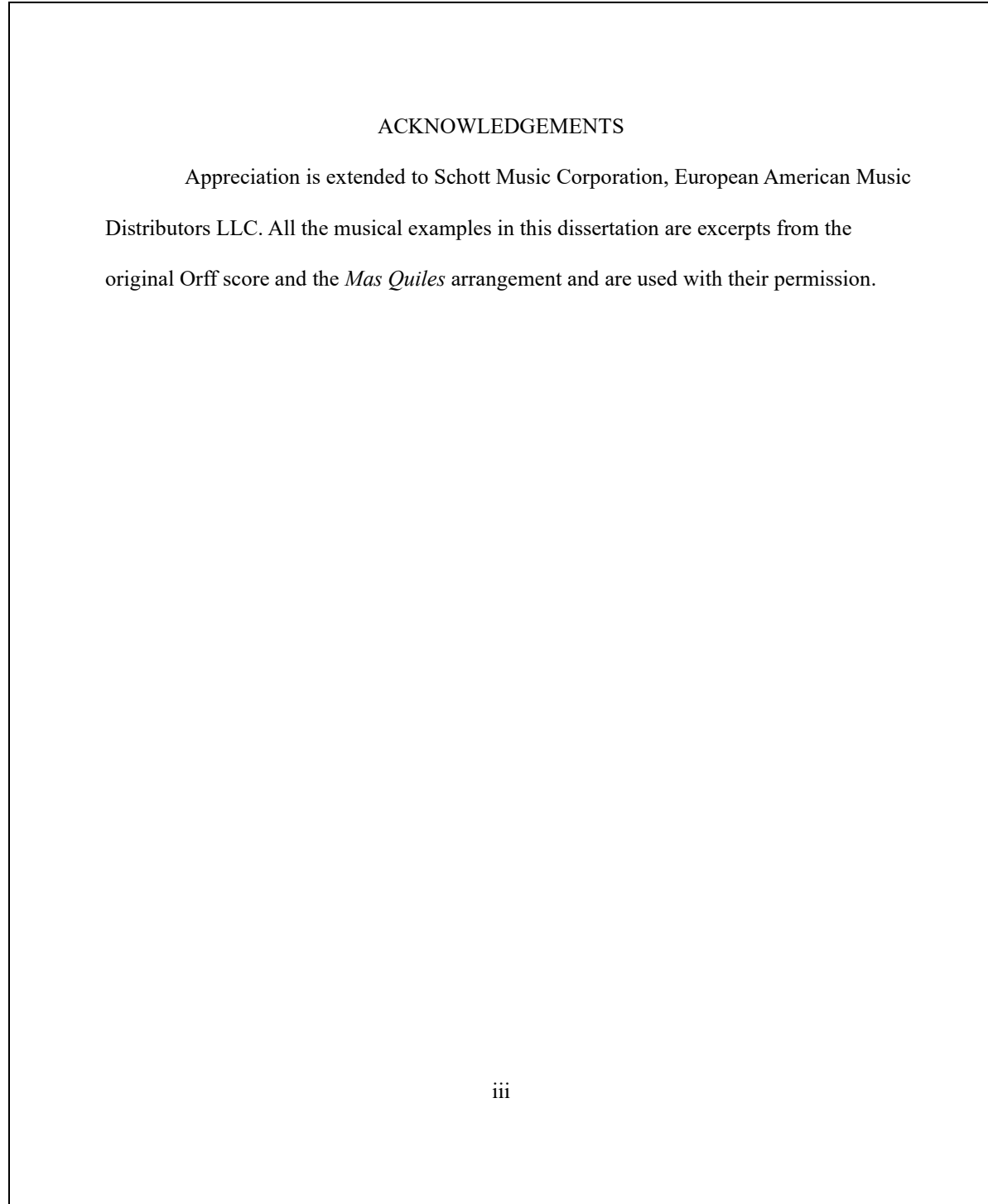


Figure B.2. Permission Notice in Front Matter List

LIST OF MUSICAL EXAMPLES	
All music examples are used by permission from these copyright holders:	
	*1969 Ongaku No Tomo Sha Corporation, Tokyo, Japan
	†1995/2006 Norsk Musikforlag A/S, Oslo, Norway
	‡1969 Minoru Miki, Komae-shi, Tokyo, Japan
	Page
1.     * <i>Time for Marimba</i> , m. 1 .....	11
2.     * <i>Time for Marimba</i> , first part of m. 3 .....	11
3.     * <i>Time for Marimba</i> , last part of m. 311 .....	12
4.     ‡ <i>Concerto for Marimba and Orchestra</i> , Mvt. 1 formal outline .....	20
5.     ‡ <i>Concerto for Marimba and Orchestra</i> , Mvt. 1, mm. 1-19 .....	21
6.     † <i>Concerto for Marimba and Orchestra</i> , Mvt. 1, portion of m. 78 .....	22
7.     † <i>Concerto for Marimba and Orchestra</i> , Mvt. 1, m. 79-80 .....	23
8.     ‡ <i>Concerto for Marimba and Orchestra</i> , Mvt. 1, mm. 97-108 .....	24
9.     † <i>Concerto for Marimba and Orchestra</i> , Mvt. 1, mm. 147-148 .....	25
10.    * <i>Time for Marimba</i> , mm. 29 .....	44
11.    * <i>Time for Marimba</i> , mm. 30 .....	44
12.    * <i>Time for Marimba</i> , mm. 31 .....	44

Figure B.3. Permission Notice for Chapter as a Footnote, entire chapter reproduced

## CHAPTER 3

### HIGHLY ENERGETIC NITROGEN SPECIES: RELIABLE ENERGETICS VIA THE CORRELATION CONSISTENT COMPOSITE APPROACH<sup>†</sup>

#### 3.1 Introduction

One of the most complicated tasks that confronted the major powers during the World Wars was the development of explosives, propellants and projectiles.<sup>67</sup> Of the many energetic compounds developed around the time, RDX (1,3,5-trinitro-1,3,5-triazacyclohexane) has proven to be of high brisance (shattering power) but is also known to be extremely sensitive to shock, impact and friction.<sup>68</sup> Although RDX is still widely used for military and non-military purposes, for instance in Composition H-6 and Cyclotol explosives, it is prone to premature deflagration and detonation when employed in delayed-action payload dropped from high altitude.<sup>69</sup> The risks of catastrophic explosions during manufacture, storage, destruction, demilitarization and disposal of many common sensitive explosives have prompted continuing research on the discovery and synthesis of insensitive high explosives for military and commercial uses (such as fireworks, demolition, excavation, and mining).<sup>67</sup> Such compounds are characterized by the swiftness with which their decomposition, detonation or explosion occur supersonically but are surprisingly insensitive to triggering stimuli such as impact, friction and electrostatic discharge. Potential alternatives to the existing shock and friction-sensitive energetic compounds include caged polynitropolycycloalkanes, polynitramines and many N-heterocycles due to their high nitrogen content. These compounds exhibit high endothermicity, a property that is suggestive of their incredible insensitivity, and high densities, i.e. large amount of energy can be liberated

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<sup>†</sup> This chapter is presented in its entirety from K. R. Jorgensen, G. A. Oyedepo, and A.K. Wilson, "Highly energetic nitrogen species: Reliable energetics via the correlation consistent Composite Approach (ccCA)." *J. Hazard. Mater.* **2011**, *186*, 583 with permission from Elsevier.

## CHAPTER 2

### DESCRIPTIONS OF THE SAMPLES AND CHARACTERIZATION METHODS\*

#### 2.1 Chapter Introduction

The different metrology tools techniques used for sample characterizations and the kind of materials used to study the plasma effects are discussed in this chapter. The details of the experimental methods are discussed in the individual chapter.

OSG/SiCOH materials of different dielectric ( $k$ ) values, and different porosity and pore diffusivity/interconnectedness exposed to plasma are discussed in here. A schematic of the set of materials used for oxygen plasma study is shown in Figure 2.1.

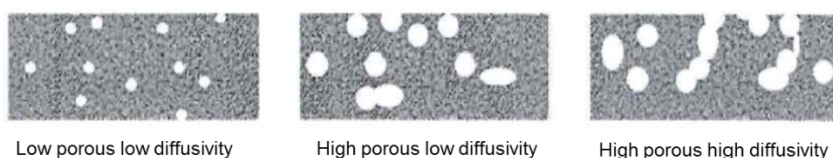


Figure 2.1: OSG materials of different  $k$  values and diffusivity.

The low- $k$  films were provided by Novellus and deposited by plasma enhanced chemical vapor deposition (PECVD) technique in a capacitively coupled reactor. The deposition chamber uses a RF source (13.56 MHz) using alkoxysilane based precursors and other gases. The diffusivity corresponds to the diffusion of isopropyl alcohol (IPA) are measured. Diffusivities were measured according by optical

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\* Parts of this chapter have been previously published, either in part or in full, from M. A. Goldman, D. Graves, G. A. Antonelli, S. P. Behera, and J. A. Kelber, *Journal of Applied Physics*, 106, (2009) 013311. Reproduced with permission from the American Institute of Physics. Figure 2.10 is reproduced from [11] Swayambhu P. Behera, Qing Wang, Jeffry A. Kelber, *Journal of Physics D: Applied Physics*, 44 (2011) 155204 [doi:10.1088/0022-3727/44/15/155204], with permission from the IOP Publishing, Ltd.