

# Electronic Thesis and Dissertation Handbook

*Effective: Summer 2026*

## ELECTRONIC THESIS AND DISSERTATION (ETD) HANDBOOK

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## INTRODUCTION

As part of the thesis/dissertation process, students are required to submit their document to Vireo to be reviewed by the Graduate Reader. This review process ensures the document adheres to university formatting and guidelines. Students are encouraged to use this manual and other resources available to assist with the formatting and submission of their document.

## FORMAT GUIDELINES

### **Style Guides**

Students should follow a style guide of their field (e.g., APA, MLA, etc.) or the style guide determined by your department/college when preparing their thesis/dissertation. Your committee must be in agreement with the selected style guide. The format guidelines listed here take precedence over the style guide (e.g., no running head is required), but you will primarily consult your style guide for elements such as citations, tables/figures, headings, jargon, etc.

### **Page Size and Margins**

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.

### **Spacing and Font**

Spacing must be double-spaced throughout the entire document. Students should 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; Times New Roman is also acceptable. Font should be size 12 point throughout.

### **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. Roman numerals must be

used for the front matter material (excluding the title page), while Arabic numerals must be used for the remaining document.

## ORDER OF CONTENT

### **Title Page (Required)**

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; Preparation phrase: Thesis \*or\* Dissertation Prepared for the Degree of Title of degree being earned (in all capital letters; major title not included here); University of North Texas (in all capital letters); Approval block. The approval block will include the word APPROVED (in all capital letters), your committee members, chair of your department, other departmental administration (as applicable), and dean of your college. See p. 5 within this guide for a sample.

### **Abstract (Required)**

Abstracts are intended to give enough information to your reader, so they can determine if they want to continue reading. This means that your abstract should not be too long. Typically, an abstract should be around 200–300 words, and they should not exceed more than one page.

### **Copyright Notice Page (Required)**

This page should include: Copyright YYYY by Student Name

### **Acknowledgments (Optional)**

The acknowledgments page can be used to give personal acknowledgment or to agencies/institutions/researchers who may have contributed funding/permission to your document. ***Limit to one page.***

### **Table of Contents (Required)**

All page titles (front matter material, chapter titles, references, appendix titles), except for your document title and the title Table of Contents, must be listed within the

TOC. 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.

### **Front Matter Lists (If Applicable)**

Front matter lists include: List of Tables, List of Figures, List of Musical Examples, List of Abbreviations, etc. Each element should be clearly labeled with a sequential number and title. If the caption is particularly lengthy, provide an abbreviated version of the caption in the list.

### **Appendices (If Applicable)**

This handbook 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.

### **References**

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.

## SAMPLES

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

- [Traditional](#)
- [Multi-Article](#)
- [Creative Works](#)

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

DISSERTATION TITLE

Student Name

Dissertation Prepared for the Degree of

DOCTOR OF PHILOSOPHY

UNIVERSITY OF NORTH TEXAS

GradMonth GradYear

APPROVED:

Prof Name, Major Professor

Prof Name, Committee Member

Prof Name, Committee Member

Prof Name, Committee Member

Prof Name, Chair of Your Department

Prof Name, Dean of Your College

Pamela Padilla, Vice President for

Research and Innovation

## DOCUMENT ACCESSIBILITY

In compliance with new federal ADA requirements, all manuscripts submitted for the Spring 2026 semester and onward must meet WCAG 2.1 Level AA accessibility standards. All materials and samples were created to assist with compliance; however, there is the risk that manually making manual adjustments to this material will result in affected accessibility. Students should run an accessibility check on the final PDF document to ensure compliance. It is the student's responsibility to ensure their document complies with accessibility standards. For further support, review the University of Illinois Chicago's [Document Accessibility Guidelines](#).

## COPYRIGHT

Your document is automatically protected under U.S. copyright as soon as it is created in a fixed form. UNT's official policy additionally states the student is the copyright holder of their thesis or dissertation. While not required, students have the option to register their copyright with the U.S. Copyright Office. There are benefits to registering, such as legal remedies in situations of copyright infringement. For information on registering your copyright, visit the [official website](#).

## REPRODUCING MATERIAL

### **From Others' Copyrighted Material**

It is the student's responsibility to determine if permission from the copyright holder is needed or if such use would fall under [Fair Use provisions](#). 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; a copy of the granted permission must be provided to the Graduate Reader. The student should follow all specifications provided by the copyright holder. All material, whether permission is needed or not, must be appropriately credited.

### **From Your Own Work**

It is permissible for students to include articles (or sections of articles) that they have written and published within their thesis/dissertation. 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 the student does not retain the copyright of the work, they will need to obtain permission to reproduce the material.

For additional copyright support, contact UNT libraries' [Copyright Advisory Services](#).

## FINAL SUBMISSION

### **Vireo**

Students will file their document using the ETD system, [Vireo](#). Students should only submit after they have successfully defended *and* have completed all committee-requested revisions.

### **Deadlines**

It is the student's responsibility to meet scheduled deadlines for submitting the committee-approved document via Vireo. These dates are located on the [Graduation Information webpage](#). There are no exceptions for late submission.

### **Corrections**

No content-related changes can be made after the student has submitted to Vireo; the Graduate Reader review only focuses on the document's formatting. The Reader will communicate any necessary changes or corrections to your UNT student email. Any provided corrections must be completed by the specified deadline on the Graduation Information page/communicated by the Graduate Reader.

### **Publication**

All theses/dissertations will be published within UNT's [Digital Library collection](#). This is in support of the university's commitment to open access. Students wishing to temporarily restrict their document from public view for a specific and limited time may consult with their major professor to add an embargo. The different embargo options are detailed in the Vireo Submission Guide and within Vireo.