

**Standard Operating Procedure –New Format for Dissertation/Thesis Front Matter and Abstracts****Responsibility: Associate Dean; College Coordinator****Time Frame:** Prior to uploading proposal and final defense abstracts in *MyAdvisor* and submission of the full dissertation for review.**Definition:** The COE dissertation/thesis front matter format is consistent with University of Houston guidelines. The college's sample manuscript illustrates the front matter standards that apply to all dissertations, both traditional-style and manuscript-style and uses APA7 formatting standards.

All College of Education graduate student abstracts for dissertations and theses have a brief overview of the study in a maximum of 250-350 words (including the header, the section titles, and the keywords). Citations should not appear in the abstract.

**Resources:**

COE Guidance and Examples for Dissertation and Thesis Front Matter and Abstracts can be found here:

[CITE Manuscript Formatting Resources](#)

Additional COE resources (i.e., deadlines, presentations, standard operating procedures, etc.) can be found here: [COE Thesis and Dissertation Resources](#)

**I. Procedures: Proposal and Defense Abstract Format**

**Step 1:** Use the single paragraph structure format for *MyAdvisor* and each abstract should have the following identifiable items embedded in the paragraph:

- i. **Title** (Use title case (i.e., not all uppercase) and include in appropriate text box)
- ii. **Background/Problem Statement**
- iii. **Purpose/Research Questions**
- iv. **Methods**
- v. **Results/Findings** (final defense abstract only)
- vi. **Conclusion** (final defense abstract only)

**PLEASE NOTE:** Your abstract should be double-spaced and have a maximum of 350 words. Incorrectly formatted submissions will be rejected in *MyAdvisor*.

**II. Procedures – Final Submission Front Matter Format**

**Step 1:** Format *Title Page*

- i. Times New Roman, 12 pt. font
- ii. Double-spaced
- iii. Left margin set to 1.5 inches
- iv. Centered on the page
- v. Every page gets a page number (check style and placement in sample manuscript)

**Step 2:** Format *Copyright* (Optional)

**Step 3:** Format *Dedication and Acknowledgement* (Optional)

**Step 4:** Format *Abstract*

- i. Center the word “Abstract” on the page
- ii. Use title case heading
- iii. Do not include citations
- iv. No italics
- v. No underlining
- vi. No quotation marks

**Please Note:** For the Texas Digital Library uploads, students must submit a separate abstract without any words in bold format.

**Step 5:** Format *Table of Contents* (TOC)

- i. Title centered on page
- ii. Single-spaced
- iii. Does not include front matter in list; TOC begins with your document chapters

**Step 6:** Format *List of Figures and Tables*

- i. Title centered on page
- ii. Single-spaced
- iii. Sequential
- iv. Only include figures/tables listed in document chapters