
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