2” top margin

Centered signature page

Title of Dissertation in Mixed Case

By

Candidate Name, degree

Indicate **previous degree searned**: BS, BA, MS, MD, etc.

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
AAA, PhD, Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BBB, PhD

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CCC, PhD

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
DDD, PhD

Date approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No page number on this page

2” top margin

Dissertation Format Guidelines Type Dissertation Title Here

A

Left margin is at least 1.5” for entire document

Dissertation

Right margin is at least 1 inch throughout document

Presented to the Faculty of
The University of Texas
Health Science Center at Houston
School of Biomedical Informatics

in Partial Fulfilment of the Requirements for the Degree of

Doctor of Philosophy

Indicate **last degree earned**: B.S., B.A., M.S., etc.

By

Candidate Name, B.A.

University of Texas Health Science Center at Houston

Year of graduation or degree conference, not necessarily year document is completed.

2012

Dissertation Committee:

Firstname Lastname, PhD1, Advisor

Firstname Lastanme, PhD1

Firstname Lastanme, PhD1

Firstname Lastanme, PhD2

1The School of Biomedical Informatics
2The School of Public Health

No page number on this page

Copyright by

Candidate name

2012

No page number on this page

Dedication

Dedicated to …This page is optional. Limit this section to 1-2 sentences.

Bottom margin is at least 1 inch from the bottom of the page number to the bottom edge of the paper

Begin page numbers on this page with small Roman numeral ‘ii’. If dissertation has no dedication page, begin page number with ‘ii’ on acknowledgment page.

Left margin is at least 1.5” for entire document

2” top margin

Acknowledgements

Write a paragraph here acknowledging everyone who has helped you while you have been preparing the content of your dissertation.

This may be you supervisor or other academic staff that have provided guidance and support, other students or colleagues with whom you have collaborated on any research or project work, interviewees, librarians, or perhaps any external bodies that have given you assistance, such as access to data or the opportunity for hands on experience.

2” top margin

Abstract

The abstract is a summarised version of your complete paper. A reader could get the main ideas from just the abstract, or use the abstract to decide whether to read the rest of the paper. An abstract is required for all dissertations. A maximum of 500 words are recommended. Format paragraphs with the same layout used in the document.

Briefly outline what your paper aims to do.

Briefly outline the results and the conclusions you have drawn from them.

Note: Any pages which come before the content of your dissertation are given using roman numerals, with the traditional numbering starting with the Introduction on page 1. This is achieved by inserting a continuous section break at the heading for your introduction, then setting the page numbers differently for each section.

This section contains personal information such as previous education, work experience and/or awards.

**Vita**

2” top margin

on the first page

Year Degree, Field, University

Year Degree, Field, University

Year Degree, Field, University

Year to present Graduate Teaching Assistant, Department, University

**Publications**

Use standard **APA** citation format. Items listed here are only those actually published in a book or a journal. Items submitted or accepted but not yet published are not included. If you have no published items, leave this entire section blank, including the heading.

**Field of Study**

Health Informatics

The major field must match the official name of your graduate program.

Table of Contents

Left margin is at least 1.5”

2” top margin

on the first page

Leader dots are required.

Dedication ii

Right margin is at least 1 inch

Acknowledgments iii

Abstract iv

Vita v

Table of Contents

List of Tables

List of Figures

Chapter 1: Introduction 1

Chapter 2: Literature review 3

Chapter 3: Methodology 5

Chapter 4: Findings

Chapter 5: Conclusions, discussions, and recommendations

References

Appendix A: Formatting Appendix pages

Appendix B: Additional Appendix Pages

List of Tables

2” top margin

on the first page

Table 1. Title for your first table

Table 2. Title for your second table

2” top margin

on the first page

List of Figures

‘Figures’ refers to all charts, graphs, photographs, drawings and other illustrations. Number everything in the sequence it appears in the text.

Figure 1. Title for your first figure

Figure 2. Title for your second figure

Figure 3. Title for your third figure

Chapter 1: Introduction

2” top margin

on the first page

Paragraph. Explain the purpose of your paper and a little background to your area of research (though not the literature review which comes next)

New paragraph.

If you are using graphs, charts or illustrations, write a paragraph introducing the figure here and then make sure each figure is numbered sequentially.

2 double spaces between text and the top or bottom of an illustration

Right margin is at least 1 inch even with illustrations



Sans Serif

Figure 1. Write a descriptive title for your illustration or graph here

2 double spaces between text and the top or bottom of an illustration

Paragraph. Introduction continues …

Bottom margin is at least 1 inch from the bottom of the page number to the bottom edge of the paper, throughout the document.

Page numbers are now Arabic, beginning with “1”

**Chapter 2: Literature Review**

Paragraph. In this section you give summary of the reading research you have done into your topic area.

Indented quotation – must be more than 3 or more lines long. Notice there are no quotation marks on an indented quote. Remember to reference your quotation. (Name, Year, p.?)

Paragraph with quotation in text: ‘It must have quotation marks. Use single quotes outside and “double” quotes if you need to use them inside as well. Also must be referenced’ (Name, Year, p. ?).

Paragraph that includes another quotation: Notice that you can use a quotation as ‘part of the sentence’ (Name, Year, p.?). You do not need a comma before the quote if it is grammatically part of the sentence.

**Chapter 3: Methodology**

Paragraph. Here you will describe the scope of your research and all of your research methods. Start by describing the process you went through in selecting particular methods of research.

Paragraph. Make sure you also describe any limitations or shortcomings in your research methods.

**Subsection Heading**

Paragraph. If you have different elements to your research, perhaps separate case studies, or a variety of testing procedures, you may want to describe them in separate subsections. Use APA style level 2 heading format (left-aligned, boldface, uppercase and lowercase heading).

 **Sub-sub section heading.** APA level 3 format uses indented, boldface, lowercase heading with a period. Begin body text after the period. You can continue to add further subsections if these are necessary. However, try to avoid if possible as the structure may get too complex.

**Chapter 4: Findings**

Paragraph. You may detail all of the results you collected. You may choose to use tables or graphs to show your results.

Paragraph. If you are using a table to present the summary of data, write a paragraph introducing the information presented here. Make sure each table is numbered sequentially. Use APA style to format tables.

Table 1

*Table title should be italicized*

|  |  |  |  |
| --- | --- | --- | --- |
| Stubhead | Column head | Column head | Column head |
| Row 1 | 123 | 456 | 0.27 |
| Row 2 | 234 | 345 | 0.68 |
| Row 3 | 456 | 789 | 0.58 |

*Note*. Put general notes here to explain or provide extra information about data in the table as a whole.

Paragraph. You may only need brief, connecting text between your tables of results.

**Chapter 5: Conclusions, Discussions, and Recommendations**

In this section you apply your own reasoning and judgement on the findings of your research in order to draw conclusions.

Contextualise your thinking within the literature you surveyed in Chapter 2, but make sure that you draw some of your own, unique conclusions from your work.

Not all dissertations include recommendations. Check with your dissertation committee.

**References**

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. Title of Periodical, volume number(issue number), pages.

Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.

Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Online Periodical, volume number(issue number if available). Retrieved from
<http://www.someaddress.com/full/url/>

Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Journal, volume number, page range. doi:0000000/000000000000 or <http://dx.doi.org/10.0000/0000>

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderlund, L., & Brizee, A. (2010, May 5). General format. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>

Appendix A: Formatting Appendix Pages

Notice that the sequence of your appendices is given using letters ‘Appendix A’, ‘Appendix B’, etc.

Appendices contain pages and materials that do not fit logically in the body of your text or stop the flow of your document. They typically contain data tables, raw data, consent forms, programming codes, permission to use copyrighted materials, etc. Any font and text size can be used in appendix so long as it remains legible. Rules that must be followed are: 1). the word “Appendix” and a title need to appear at the top of the first page of each appendix, centered on the line, two inches down from the top edge of the paper edge, and 2). the margin requirements must be maintained with the pagination continuing unbroken. If you have multiple appendices use the following label format at the top of the first page of each appendix: Appendix A: Title, Appendix B: Title, Appendix C: Title, Appendix D: Title, etc. Label each in the order they physically appear in the document. Each appendix should be listed in the Table of Contents along with the title. Any Tables or Figures contained in the appendices must appear in the appropriate List of Tables or List of Figures.

2” top margin

If the use of a two inch top margin on the first page of the appendix will interfere with the formatting of the contents of that appendix, the use of a ½ Title Page as the initial appendix page is allowed. This page would appear at the beginning of the related appendix, is paginated in sequence, and contains the correct appendix identifiers (see Figure 10 below).

Appendix B: Additional Appendix Pages

With large charts and wide or long tables, some items will not fit on a standard portrait page. Landscaped pages in your document have the same margin requirements, rotated 90 degrees. The binding edge will be at the top of the illustration and remains 1.5 inches, the page number remains bottom center but in the portrait position with a one inch margin between the bottom of the page number and the left edge of the page. The other two margins remain at least one inch. The caption of the landscaped illustration is also landscape.



This margin must be at least 1 inch.

The page number must be formatted to a portrait orientation.

There must be at least 1 inch between this edge and the page number

The binding edge margin, left margin in portrait format, must be at least 1.5 inches at all times

Figure 2. Sample Landscaped Figure

There must be at least 1 inch between this edge of the paper and the bottom of the illustration caption/title.