

# UNIVERSITY of HOUSTON

## KATHRINE G. McGOVERN COLLEGE OF THE ARTS

### **Doctoral Document/Essay and Master's Thesis Page Order Overview** (See "KGMCA Thesis Model" file for more details and formatting specifics; individual thesis committees will determine which of the optional components listed below are required.)

#### **MAJOR REVISIONS WERE MADE TO THIS DOCUMENT IN FALL 2019**

Your thesis manuscript must include the following required items in the order listed; no other order is acceptable. Only items in italics are optional.

**Front Matter** – Note that the manuscript no longer contains a signature page. The signatures will be collected on a separate form (see "KGMCA Doctoral Document/Essay and Master's Thesis Submission Procedure" document).

1. **Title Page** – Counted (as page i), but the number doesn't appear on the page.
2. **Copyright Page** – Optional. Counted (as page ii), but the number doesn't appear on the page.
3. **Dedication/Epigraph Page** – Optional. Counted, include page number (lower case Roman numeral). All pages from this point through the rest of the front matter have lower-case roman numeral page numbers (starting with "iii" if you include this page).
4. **Acknowledgements Page** – Optional but recommended. Counted, include page number.
5. **Abstract** – *ProQuest* will not accept an abstract longer than 150 words for a master's thesis or one that's longer than 350 words for a doctoral essay or document. Include page number(s).
6. **Table of Contents** – May be single-spaced. All entries should match exactly the corresponding headings and subheadings in the manuscript. Include correct page numbers.
7. **List of Tables** – Include if applicable. Titles and page numbers should match those in the thesis. All tables must be incorporated into the text, and not put at the end of the manuscript.
8. **List of Figures** – Include if applicable. Titles and page numbers should match those in the thesis. All figures must be incorporated in the text, and not put at the end of the manuscript.
9. **List of Musical Examples** – Include if applicable. Titles and page numbers should match those in the thesis. All musical examples must be incorporated into the text, and not put at the end of the manuscript.

#### **The Text**

1. **Text of Manuscript** – Must be double spaced. Optionally divided into chapters and/or sections. The first page of the text is numbered with an Arabic numeral 1. The manuscript's format must be consistent throughout.

#### **Reference Matter**

1. **References** – May be single-spaced or double-spaced; if single-spaced, there must be an additional space between references. Follow the guidelines of your style manual (usually Chicago Manual of Style). Only a single list of references is allowed at the end of the thesis. There should not be a list of references at the end of each chapter/section.
2. **Appendices** – Optional
3. **Glossary** – Optional