



Thesis and Dissertation Policies and Procedures

Spring 2026 Presentation

Manuscript Formatting Workshop

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Manuscript Coordinators

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505-277-2711

Deadlines

- Announcement and Report of Exam
- Manuscript Submission
- 90-Day Policy
- Courtesy Policy

AoE, RoE, & Manuscript Submission Deadlines

Term	AoE Deadline*	RoE Deadline*	Manuscript & Manuscript Forms Deadline*
Spring	April 1	April 15	April 15
Summer	July 1	July 15	July 15
Fall	November 1	November 15	November 15

* By 11:59 PM (Mountain Time)

Announcement...

- ❖ It is YOUR responsibility to submit the announcement
- ❖ Submit at least two weeks before your defense date
- ❖ GradForms.unm.edu
- ❖ Enter the Time, Date, and Location of your defense
- ❖ Enter the Title of your manuscript
- ❖ Select your committee members
- ❖ Notify your department right away if there are any issues completing the form

It is highly recommended that you give your committee enough time to read and become familiar with your manuscript.

... and Report of Exam

- ❖ This is your Committee's Responsibility
- ❖ Your Committee Chair will initiate the report via GradForms.unm.edu
- ❖ The Chair enters the consensus of the committee, their vote, and any votes from external members
- ❖ Committee members will submit their votes after the Chair has submitted theirs
- ❖ After all votes are entered, your Department/Program will submit the results to Graduate Studies
- ❖ The Report should be submitted immediately after your defense, and...
- ❖ **MUST** be submitted within two weeks of your defense

The RoE must be complete for our office to certify your defense. An incomplete form will delay your graduation.

Any concerns or questions about your committee, your announcement, or the status of your RoE, contact Tammie Ellis (tellis@unm.edu).



90-Day Policy

Students must submit their manuscript to LoboVault, UNM's digital repository, and ProQuest (if applicable) within 90 days of their defense **OR** by the graduation deadline (whichever comes first).

Courtesy Policy

- You defend by the end of the spring term, but you graduate in summer without summer enrollment.
- Use this option if you are unable to meet the manuscript submission deadline.
- Deadline for Spring 2026 is May 18, 2026, at 11:59 PM (Mountain Time).
- Deadline is always the Monday after the last official day of the term.
- Alert your department to alert Graduate Studies of your correct graduation term.



Now that you have defended...

**...it is time to talk about
formatting and submitting your
forms and manuscript.**

Required Forms

- ❖ Information Cover Sheet
- ❖ Certificate of Final Form
- ❖ ETD Release Form
 - ❖ Be sure to select one of the two options on this form!

For PhD students only:

- ❖ Completion certificate from the SED-Survey of Earned Doctorate

Optional Form: Embargo Restriction Request

- ❖ Should be submitted along with the other forms, but by the end of the term at the latest
- ❖ Recommended if you are thinking of publishing all or part of your manuscript in the future
- ❖ Seeking patents
- ❖ Need to protect sensitive information
- ❖ Manuscript will be restricted from being viewed for 2-years
- ❖ Abstract will still be viewable and searchable in internet search engines
- ❖ One-time \$40 fee, paid at the Cashier's Office
- ❖ Will be placed on the manuscript after the approval of your manuscript

Formatting Guidelines

- Page setup (sections, margins, spacing, font, etc.)
- Front Matter
- Body Text
- Reference Matter

Page Setup

- Sections
 - Set up sections prior to writing
 - Minimum of three sections recommended
 - Front Matter
 - Body
 - References
 - Each Chapter may have its own section
- Margins
 - 1.25” or 1.5” on the left – Antiquated but allowed
 - 1” on the left – Modern
 - 1” top, right, and bottom
- Spacing
 - Double-spacing for text – Antiquated but allowed
 - 1.5 spacing– Modern and preferred
 - Must be consistent throughout your manuscript

Page Setup

- Page Numbers
 - Bottom Center or Top Right Corner
 - Front Matter requires lowercase Roman numerals (i, ii, iii, etc.)
 - Body text and reference materials require Arabic numerals (1, 2, 3, etc.)
- Font
 - 12pt. font in text, headings at least 12 pt. and up to 14pt., captions at 10pt.
 - Make sure headings and subheadings are distinct
 - Professional style (e.g., Arial, Times, Courier, Helvetica)
 - Must be **consistent** throughout your manuscript
 - Font sets the mood! (next slide)

Font samples:

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Arial
- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Courier
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- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Garamond

Front Matter

- Approval Page
- Title Page
- Dedication Page (optional)
- Acknowledgement Page (optional)
- Abstract Page
- Table of Contents
- List of Figures (if applicable)
- List of Tables (if applicable)
- Other (Acronyms, Glossary, Terms, etc.)(if applicable)
- Preface (optional)

Title Page

- 2nd page, ii
- Format it in this fashion, with this text
- If using the template, enter the following:
 - Title
 - Your Name
 - Previous degrees, in chronological order (degree type, discipline, awarding institution, and year awarded)
 - Degree Awarded
 - Month and year of graduation

TITLE

by

NAME OF AUTHOR

PREVIOUS DEGREES (BACHELORS, MASTER'S, ETC.)

THESIS/DISSERTATION

Submitted in Partial Fulfillment of the
Requirements for the Degree of

**MASTER OF ARTS/SCIENCE OR
DOCTOR OF PHILOSOPHY
DEGREE AWARDED**

The University of New Mexico
Albuquerque, New Mexico

MAY/JULY/DECEMBER, YEAR

Dedication/Acknowledgements Pages

These pages can be used for both professional and personal reasons, and both pages are optional.

But...

... this is your opportunity to acknowledge the people who have supported, guided, or inspired you. It is very common to include at least one, and these can mean a lot to those people.

Make sure it is numbered iii, or iv, depending, and the spacing should match the rest of your manuscript (double or 1.5).

Abstract Page

- Title, Author, Previous Degrees, including the degree being awarded, like your title page
- 150-word limit
- Hint: Fit it all on one page and we won't count the words
- Spacing consistent with the rest of your manuscript

TITLE

by

Student Name

LIST PREVIOUS DEGREES

LIST CURRENT DEGREE TO BE AWARDED

ABSTRACT

The use of pre-drawn fill-in concept maps for assessing adult learning in training situations was investigated. A 40-hour training course called Hazardous Waste Operations and Emergency Response (HAZWOPER) was taught to personnel working with hazardous waste and offered in various sites across the U.S. Two types of testing were used, a multiple-choice format and three pre-drawn fill-in concept maps. To identify differences among trainees that might affect concept map scores, the relationship of ethnicity, administration order of the posttests, a repeated measure of time, and their interactions with concept map test scores were investigated.

For traditional testing, a 23-question multiple-choice format was used. For the alternative measure, three pre-drawn concept maps required trainees to fill in 30 map nodes. These maps were developed using a unique, rigorous, and systematic procedural framework. The instructors offering the training used the multiple-choice test. Reliability for the multiple-choice test was moderate; reliability for the concept map measure was high. There was a positive, moderate correlation between concept map posttest scores and multiple-choice posttest scores.

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Table of Contents

➤ Must include:

- List of Figures, if applicable
- List of Tables, if applicable
- Other, if applicable
- Chapter Headings and Subheadings
- Appendix, or Appendices
- References

Use a dot leader tab between the headings and the page numbers to ensure accurate spacing.

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List of Figures/Tables

- List of Figures is listed at the beginning of the ToC, and appears on a separate page immediately following the ToC
- List of Tables is listed after Figures, and appears as a separate page after Figures
- Other (acronyms, glossary, terms, etc. listed after Tables, and appear on a separate page after Tables

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(Note: This page is optional.)

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(Note: This page is optional.)

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Body Text

- Begins on Page 1 with Chapter 1, typically your introduction
- Chapters do not need to be numbered
- Spacing is consistent
- Font is consistent
- Margins are consistent
- Reference matter is at the end
 - Appendices
 - References (Works Cited, Bibliography)

Figures

- May include diagrams, charts, drawings, photographs, etc.
- Should be inserted as near as possible to the referring text
- Should be numbered consecutively
- Captions appear below the figure
- Figures and their captions must appear on the same page
- Captions should be 10pt font, and single spaced; may be italicized

Figures

Chapter 1
Introduction
(The text begins on this page)

Category	Value
A	2
B	4
C	3
D	2

1. Graph

Related text near the figure

Arabic numerals for figures

Figure and caption on same page

Sample

Tables

- Tables must be within the margins
- May be placed alone on a page immediately following the referring text
- May cover more than one page
- Should be numbered consecutively
- Label appear above the table
- Caption, if applicable, may appear above or below the table but must be with the table
- Captions should be 10pt font, and single spaced; may be italicized
- Landscape may be used, if necessary, and must remain within the margins

Formatting Tip

Page numbers placed consistently throughout the manuscript

Margin requirements must be met in landscape orientation

Reference Matter

This is the final section of your manuscript and includes:

- Appendices
 - > Consequential material but material that is not needed in the body of the text, e.g., the survey form used when collecting data
 - > Material in the appendices must be referenced in the text
 - > Appendices are Lettered, not Numbered, e.g., Appendix A, Appendix B
 - > If there is only one, you simply have an Appendix
- “Other” may be placed here instead of with the List of Figures and List of Tables
 - > Acronyms
 - > Glossary
 - > Terms
 - > Nomenclature
 - > Symbols
 - > Notes on Text

Reference Matter

- References
 - > The FINAL section of your manuscript
 - > Follow your discipline's style guide
 - > Collect and list all references at the end
 - > May be variously labeled as:
 - List of References
 - References Cited
 - Works Cited
 - Bibliography

ANNOUNCEMENT

To align with federal requirements, all manuscripts submitted after April 24 must meet ADA accessibility requirements.

Dissertation and thesis manuscript submissions must pass the Adobe Acrobat accessibility checker.

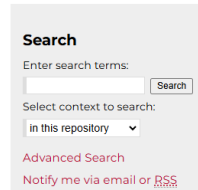
Guidance is in development and will be added to the Graduate Studies website.

Manuscript Submission

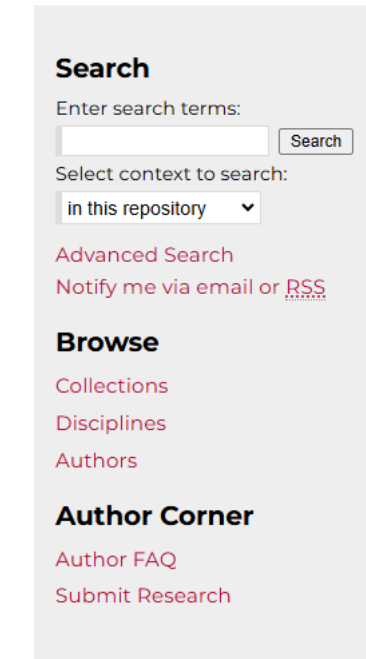
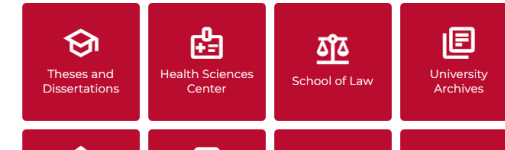
- LoboVault, the UNM Digital Repository
- ProQuest (Required for PhD students; optional for others)

LoboVault

- digitalrepository.unm.edu
- Convert your manuscript into a PDF
- Log in with UNM Net ID
- Click on Submit Research under Author Corner
- Scroll down to Electronic Theses and Dissertations
- Find your department/program's ETDs
- Do NOT upload in Publications



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LoboVault

- Title
- Author (automatically populated with email)
 - Click on the edit button
 - Add your name, it makes finding you easier
- Submission date is the last day of the term
 - Alternatively, you can be selective
 - Only Year is required



SUBMISSION FORM FOR ART & ART HISTORY ETDS



Title (REQUIRED)

Please enter the title exactly as it appears in the manuscript of your dissertation or thesis. Use the Headline Capitalization Format. Please DO NOT use ALL CAPS.

Dissertation/Thesis Title

Author (REQUIRED)



Search For An Author Using: Last Name, First Name, Email, or Institution

1 (rikk@unm.edu)  

Add Author

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Email	First	Middle	Last	Suffix	Institution
rikk@unm.edu					Search...

Add Author

Publication Date (REQUIRED)

Season	Month	Day	Year
--	--	--	

Publication Date (REQUIRED)

Season	Month	Day	Year
Spring	--	--	2026

LoboVault

- Abstract-copy and paste is easiest
- Project Sponsors-optional
- Language
- Document Type
 - Thesis for MA/MS
 - Dissertation for PhD, EdD, MFA
- Degree Name
- Level of Degree
- Department Name
- Committee members



Abstract

Learn how your abstract can [improve the discovery of your article](#) in Google and Google Scholar.

Paste or type Abstract:

B / **I** / **U** / **Y** / **Q** / **X** / **W** / **+** / **+**

Project Sponsors

Language

None ▾

Document type (required)

Document Type:
Thesis ▾

Degree Name

Name of the degree associated with the work as it appears within the work. (example: Masters in Operations Research)

Degree Name:
None ▾

Level of Degree

None ▾

Department Name

Department:
None ▾

First Committee Member (Chair) (required)

Please only enter the complete name of Committee Members, including middle name or initial as listed with their Department. For standardization in searching, please DO NOT include any academic titles or suffixes (such as Dr., PhD, RN, PNP, etc.). If there are more members than spaces, or co-chairs, please note that in the comments box below.

Second Committee Member (required)

Please only enter the complete name of Committee Members, including middle name or initial as listed with their Department. For standardization in searching, please DO NOT include any academic titles or suffixes (such as Dr., PhD, RN, PNP, etc.). If there are more members than spaces, or co-chairs, please note that in the comments box below.

Third Committee Member (required)

Please only enter the complete name of Committee Members, including middle name or initial as listed with their Department. For standardization in searching, please DO NOT include any academic titles or suffixes (such as Dr., PhD, RN, PNP, etc.). If there are more members than spaces, or co-chairs, please note that in the comments box below.

ATE
S

ProQuest

- A little simpler than LoboVault, but has its own quirks
- www.etsdadmin.com
- Create an Account
- Pick “Traditional Publishing”
- Embargoing? Enter info here.
- Optional features-that they will charge you for:
 - Copyright
 - Bound Copies
 - Any and all future changes

Manuscript Review and Resubmission

- Keep checking your email!
- You will receive an email if revisions are necessary
- You will be given time to make revisions, however...
- ...you should make the revisions quickly; most revisions will take you less than an hour to complete
- You will receive another email when the Dean has approved your manuscript

Degree Requirement Reminders

- Don't miss the deadline
- Announcement of Exam—two weeks prior to defense
- Report of Exam—pester your Chair!
- Submit your forms when you submit your manuscript
- manuscripts1@unm.edu

Academic Reminders

- Check your transcript for any oddities, e.g. Incompletes (I) and/or Non-Reported (NR) grades
- Confirm your Program of Studies or your Application for Candidacy was approved
- Make certain you have been continuously enrolled in Thesis or Dissertation hours
- Make certain you are registered for the term you are graduating in
- Confirm you are on your department/program's graduation list

Check in with your advisor!

- Check in with your faculty advisor
- Check in with your program's staff advisor
- Check in with your program's faculty advisor
- Your advisors can help you confirm you have completed ALL requirements.
- If you have any questions, and we do mean any questions, email us. We are here to help you navigate the red-tape maze.

THANK YOU!

Manuscript Formatting Workshop

Emily Dodson

Athena Gordon

Manuscript Coordinators

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