

The background image shows a courtyard with a light-colored building, a pergola with tables and chairs, and various plants including cacti and flowering shrubs. The sky is blue with white clouds.

Thesis and Dissertation Policies and Procedures

Summer 2026 Presentation

Manuscript Formatting Workshop

Emily Dodson, Isabelle Ceranski, & Athena Gordon
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Deadlines

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

Announcements of Exam, Reports of Exam, & 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

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).

- ❖ 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

90-Day Policy

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

Courtesy Policy

- Fall courtesy example: You defend and complete all requirements by the end of the summer term, but you graduate in fall without fall enrollment.
- This is an option if you are unable to meet the manuscript submission deadline.
- Alert your department to alert Graduate Studies of your correct graduation term.
- If semester ends on a Saturday, the deadline is always the Monday after the last official day of the term.
 - Fall 2026 Courtesy Deadline: Tuesday, July 28, 2026, by 11:59 PM (Mountain Time).



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



Upload all forms, including embargo for (if applicable), in the [Manuscript Forms Submission Portal](#).

Optional Form: Embargo Restriction Request

- ❖ Should be submitted along with the other forms (also in portal), 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, or 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
- Accessibility requirements

Quick Announcement

We have new and improved formatting guides on our website! These can be found on our [Manuscript Templates page](#).

These have helpful details for making sure you meet UNM's manuscript formatting requirements.

Page Setup

- Sections
 - Set up sections prior to writing (helps with page numbering!)
 - Minimum of three sections recommended
 - Front Matter
 - Body
 - References
 - Each Chapter may have its own section – take care to update page numbers in each section
- Margins
 - 1.25” or 1.5” on the left – Allowed if wanted for binding
 - 1” on the left – Modern
 - 1” top, right, and bottom
- Spacing
 - Double spacing or 1.5 spacing for text
 - Must be consistent throughout your manuscript, including front matter

Page Setup

- Page Numbers
 - Bottom Center or Top Right Corner
 - Front Matter requires lower-case 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.
 - Make sure headings and subheadings are distinct
 - Use style settings – it helps with accessibility!
 - Professional style (e.g., Arial, Times, Courier, Helvetica)
 - Must be **consistent** throughout your manuscript
 - Font sets the mood (next slide)

Font samples:

- **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:** 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.
- **Times New Roman:** 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.
- **Calibri:** 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.
- **Tahoma:** 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:** 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.

Front Matter

- 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, Sponsor Statement, etc.)(if applicable)
- Preface (optional)

Title Page

- First page (page number i)
- Format as shown here
- Review the guided template and example on our website and follow requirements
- Biggest mistake: entering the wrong month. This example is a fall grad.
 - Fall = December
 - Spring = May
 - Summer = July or August (when term ends)
 - Courtesy – Use actual grad term!
- No more approval page!
 - List all committee members' names at the bottom

EXAMPLE TITLE PAGE

BOOTS WITHOUT STRAPS: AN ANALYSIS OF POVERTY LINE DEFINITIONS
AND BENEFIT PROGRAM EFFICACY IN RURAL
COMMUNITIES

by

SALLY SAMPLE

A.A., Public Health, Arapahoe Community College, 2017
B.A., Sociology, University of Colorado-Boulder, 2019
M.A., Sociology, University of New Mexico, 2023

DISSERTATION

Submitted in Partial Fulfillment of the
Requirements for the Degree of

DOCTOR OF PHILOSOPHY

SOCIOLOGY

The University of New Mexico
Albuquerque, New Mexico

December, 2026

APPROVED BY THE COMMITTEE:
Dr. Lydia Henderson, Chairperson
Dr. Miles Gunderson
Dr. Sarah Jeffries
Maxwell Pendergast

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 (or animals, or offices, or organizations, or....) who have supported, guided, or inspired you. It is very common to include at least one of these pages, and it can mean a lot to those who were a part of this journey.

Make sure it is numbered ii, or iii, 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
- One-page limit limit
- Spacing consistent with the rest of your manuscript
- Continuous front matter page number

EXAMPLE ABSTRACT

BOOTS WITHOUT STRAPS: AN ANALYSIS OF POVERTY LINE DEFINITIONS
AND BENEFIT PROGRAM EFFICACY IN RURAL
COMMUNITIES

by

Sally Sample

A.A., Public Health, Arapahoe Community College, 2017

B.A., Sociology, University of Colorado-Boulder, 2019

M.A., Sociology, University of New Mexico, 2023

Ph.D., University of New Mexico, 2026

ABSTRACT

Lorem ipsum dolor sit amet consectetur adipiscing elit. Quisque faucibus ex sapien vitae pellentesque sem placerat. In id cursus mi pretium tellus duis convallis. Tempus leo eu aenean sed diam urna tempor. Pulvinar vivamus fringilla lacus nec metus bibendum egestas. Iaculis massa nisl malesuada lacinia integer nunc posuere. Ut hendrerit semper vel class aptent taciti sociosqu. Ad litora torquent per conubia nostra inceptos himenaeos.

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Table of Contents (TOC)

➤ 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.

Maintain consistent font and heading formatting.

Recommended: Use Word's auto-build feature and use styles (e.g., Header 1 for headings).

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| | |
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List of Figures/Tables

- List of Figures and/or List of Tables are line items in the TOC
- Separate page(s) each immediately following the TOC
- Include these two lists alphabetically (List of Figures and then List of Tables)
 - The lists themselves should be in order of figures'/tables' appearance in the manuscript
- Other list or statements (acronyms, glossary, terms, etc.) included after Tables, and each on a separate

LIST OF FIGURES

Figure 1. Eight content areas of Hazardous Waste Operations and Emergency Response
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(Note: This page is optional.)

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(Note: This page is optional.)

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That ends the front matter!

Reminder and recommendation: See the templates and samples on our website for detailed guidance when preparing the manuscript.

The front matter is the most common area for which revisions are requested.

Body Text

- Begins on Page 1 with first major section, typically the introduction
- Chapters do not need to be numbered (keep chapter headings consistent!)
- Spacing is consistent
- Font is consistent
- Margins are consistent
- Reference matter is at the end, after the body
 - Appendices
 - References (Works Cited, Bibliography) – very last section!

Formatting Figures

Quick note: Having a heading or subheading on one page and the text it heads on another page is an *orphaned header*. Check for orphaned headers and move them to the same page as the text they head!

- May include diagrams, charts, drawings, photographs, etc.
- Should be inserted as near as possible to the referring text
- Should be numbered consecutively
- Label and captions should follow style guide requirements but must be distinct from main text (format consistently!)
- Figures and their captions must appear on the same page (common issue)
 - Large image? Place on own page.
- May not exceed the margins
- Add alt text to the images for accessibility requirements

Heading 2

Lorem ipsum dolor sit amet consectetur adipiscing elit. Quisque faucibus ex sapien vitae pellentesque sem placerat. In id cursus mi pretium tellus dui convallis. Tempus leo eu aenean sed diam una tempor. Pulvinar vivamus fringilla lacus nec metus bibendum egestas. Iaculis massa nisl malesuada lacinia integer nunc posuere. In **Figure 1.1**, ut hendrerit semper vel class aptent taciti sociosqu. Ad litora torquent per conubia nostra inceptos himenaeos.



Figure 1.1 - Scholes Hall on the main University of New Mexico campus

Tables

- Place immediately following the referring text or on next page
- May run more than one page
 - Strong recommendation: make sure labels/captions and headings are on same page of first data row (easier to follow)
- Should be numbered consecutively
- Label and captions should follow style guide requirements but must be distinct from main text (format consistently!)
- Labels and captions must be on the same page as the table
- May not exceed the margins
- Landscape may be used, if necessary, and must remain within the margins (keep page number location consistent)

Heading 2

Lorem ipsum dolor sit amet consectetur adipiscing elit. Quisque faucibus ex sapien vitae pellentesque sem placerat. In id cursus mi pretium tellus dui convallis. In **Table 1.1**, tempus leo eu aenean sed diam urna tempor. Pulvinar vivamus fringilla lacus nec metus bibendum egestas. Iaculis massa nisl malesuada lacinia integer nunc posuere.

Table 1.1 - Table description or label

| Heading | Heading | Heading | Heading |
|---------|---------|---------|---------|
| 4.5 | 12.7 | 4.08 | 21 |
| 6.8 | 22 | 3.7 | 12.36 |
| 9.2 | 13.5 | 5.92 | 6.39 |
| 5.3 | 8.36 | 8 | 14 |

Appendices and Other Reference Matter

This is the second to last section of the manuscript and may include:

- 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 list or reference items may be placed here instead of after the List of Figures and/or List of Tables
 - Acronyms
 - Glossary
 - Terms
 - Nomenclature
 - Symbols
 - Notes on Text

List of References

- The absolute FINAL section of the manuscript
- Follow your discipline's style guide
- Collect and list all references at the end
 - May use subheadings to break up by chapters
- May be variously labeled as:
 - List of References
 - References Cited
 - Works Cited
 - Bibliography

Final Check: Accessibility Requirements

It is highly recommended that dissertation and thesis manuscripts pass the Adobe Acrobat accessibility checker.

Final step of preparing your manuscript for submission:

- Use the document to create a PDF, run the accessibility checker, and fix any accessibility issues.

Visit the [Formatting Guidelines](#) page on the Graduate Studies website for more details.

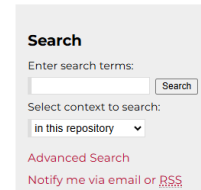
- As we develop more resources, we will add them!

Manuscript Submission

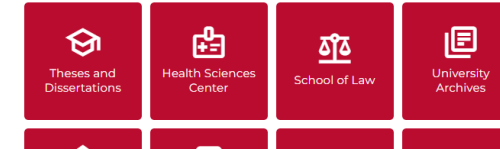
- UNM Digital Repository
- ProQuest (Required for PhD students only)

Digital Repository

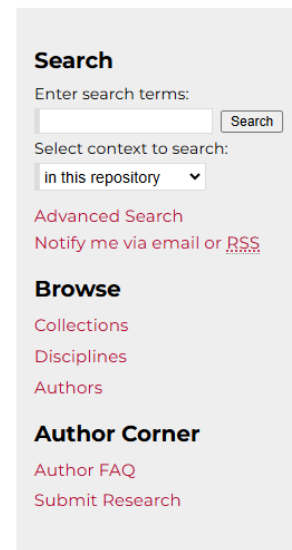
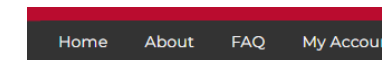
- Convert your manuscript into a PDF
 - Run accessibility check and fix any issues!
- digitalrepository.unm.edu
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- Click on Submit Research under Author Corner
- Scroll down to Electronic Theses and Dissertations
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Digital Repository

- 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 season and 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

Author (REQUIRED)

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Publication Date (REQUIRED)

| | | | |
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| Season | Month | Day | Year |
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Publication Date (REQUIRED)

| | | | |
|--------|-------|-----|-----------------------------------|
| Season | Month | Day | Year |
| Spring | -- | -- | <input type="text" value="2026"/> |

Digital Repository

- Abstract - copy and paste from the manuscript to match
- Language
- Document Type
 - Thesis for MA/MS
 - Dissertation for PhD, EdD, MFA
- Degree Name
- Level of Degree
- Department Name
- Committee members
- Project Sponsors (below abstract) is optional



Abstract

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

Paste or type Abstract:

Rich text editor with icons for bold, italic, list, link, unlink, undo, redo, and a text area for pasting or typing the abstract.

Project Sponsors

Language

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Document Type:

Degree Name

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

Degree Name:

Level of Degree

Department Name

Department:

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, PhD, 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, PhD, 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, PhD, etc.). If there are more members than spaces, or co-chairs, please note that in the comments box below.

Digital Repository

- Optional but helps readers find your work
 - Keywords
 - Disciplines
- Comments – Optional
- Upload Full Text – Required
- *DO NOT* upload additional documents, such as the Graduate Studies manuscript forms, as these will publish with the manuscript

Hit submit once all details are entered and the PDF is uploaded!



Keywords

Please enter up to 8 keywords or phrases, separated by commas. To enhance the indexing and retrieval of your dissertation or thesis, you may add up to six keyword descriptors. These will help identify and classify your thesis or dissertation; for example, geographical localities or scientific names not mentioned in your title or abstract might be added.

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Please select the subject category that best fits your Dissertation/Thesis. Subject Categories will help the indexing of your dissertation or thesis and the eventual retrieval of it by interested parties. Check [here](#) to view the complete list of disciplines.

Available:

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- Business
- Education
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- Law
- Life Sciences
- Medicine and Health Sciences
- Physical Sciences and Mathematics
- Social and Behavioral Sciences

Selected:
History of Art, Architecture, and Arch

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Additional text to be displayed on index page.

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B *I* | **¶** | **☰** | **x₂** | **x³** | **☰**

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Upload Full Text (required)

To locate your file: Click the **Browse** button to locate your manuscript on your computer.

Full text of submission:

- Upload file from your computer
- Import file from remote site
- Link out to file on remote site

Additional Files

Please check this if you'd like to add additional files

Completing your upload may take some time. **Please only click the Submit button once.**

ProQuest (PhD only)

- www.etsdadmin.com
- Create an Account
- Similar to the Digital Repository, but pay attention as there are minor differences
 - Pick “Traditional Publishing”
 - Embargoing? Enter info here.
- Optional features-that they will charge you for:
 - Copyright
 - Bound Copies
 - Any and all future changes (except when we request revisions prior to release for publication)

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
- Graduation is not processed if the manuscript isn't approved

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 to [the forms portal](#) when you submit your manuscript
 - Include an embargo fee receipt if requesting an embargo

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 in which you are graduating
- Confirm you are on your department's/program's graduation list

Check in with your advisor!

- Check in with your faculty advisor *and* your program's staff 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!

Emily Dodson, Isabelle Ceranski, & Athena Gordon
Manuscript Coordinators
manuscripts1@unm.edu
Dane Smith Hall, 220
505-277-2711

