

Thesis and Dissertation Policies and Procedures – Formatting Workshop

Fall 2026 Presentation

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UNM GRADUATE STUDIES

Agenda

- Planning Ahead: Deadlines and Courtesy
- Formatting Requirements
- Uploading the Manuscript
- Preparing for Graduation: Final Reminders

GRADUATE STUDIES

Planning Ahead

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

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Announcement of Exam (AoE)

- Submit at least two weeks before your defense date
- It is YOUR responsibility to submit the announcement
- Must have an approved Program of Studies (master's) or Application for Candidacy (MFA and doctoral)
- 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

In addition to the AoE, it is recommended that you provide your committee with the complete manuscript at least two weeks before your defense so they have time to prepare for the defense.

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… and Report of Exam (RoE)

The R.O.E. 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 R.O.E., contact Tammie Ellis (tellis@unm.edu) or grad@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

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AoE, RoE, & Manuscript Submission Deadlines

Term	AoE – Latest date to be able to defend by RoE 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)

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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).

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Courtesy Policy

- This is an option if you are unable to meet the manuscript submission deadline.

- Spring courtesy example: You defend and complete all requirements by the end of the fall term but after the fall deadline. You request courtesy for spring and graduate in spring without required enrollment.

- Alert your department to alert Graduate Studies of your correct graduation term.

- If the semester ends on a Saturday, the deadline is always the Monday after the last official day of the term.

    - Spring 2027 Courtesy Deadline: Monday, December 14, 2026, by 11:59 PM (Mountain Time).

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Now that you have defended…

…it is time to make sure your manuscript formatting is correct.

HINT! Include formatting considerations when writing manuscript.

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Formatting Guidelines

- Page setup (sections, margins, spacing, font, etc.)
- Front Matter
- Body Text
- Reference Matter
- Hybrid Thesis/Dissertation Notes
- Accessibility Requirements
- Multimodal Dissertation Note

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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.

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Page Setup

- Sections
  - Set up sections prior to writing (helps with page numbering!)
  - Minimum of two sections recommended
    - Front Matter
    - Body and references
  - Each Chapter may have its own section – take care to update page numbers in each section
- Margins
  - 1” all around
  - 1.25” or 1.5” allowed on the left only if wanted for binding (modern binders can work with 1” all around)
- Spacing
  - Double or 1.5 line spacing for text
    - This is for paragraph text, like acknowledgements, abstract text, or body text
    - Spacing on title page, figure captions, references, etc. can be different (follow style guide for references)
  - Must be consistent throughout your manuscript, including front matter

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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. but may be larger (dependent on style guide and committee advise)
  - Make sure headings and subheadings are distinct
    - Use style settings for headings– it helps with accessibility!
  - Professional style (e.g., Arial, Times, Courier, Helvetica)
  - Must be **consistent** throughout your manuscript
  - Font sets the mood (next slide)

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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)

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Title Page

- No more approval page!
  - List all committee members' names at the bottom
- Format as shown here
- First page (page number i)
- Review the guided template and example on our website and follow requirements
- Common 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!

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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

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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 the 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).

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Abstract Page

- One-page limit
- Title, Author, Previous Degrees, including the degree being awarded, like your title page
- Spacing consistent with the rest of your manuscript
- Continuous front matter page number

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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., Sociology, 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.

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.

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).

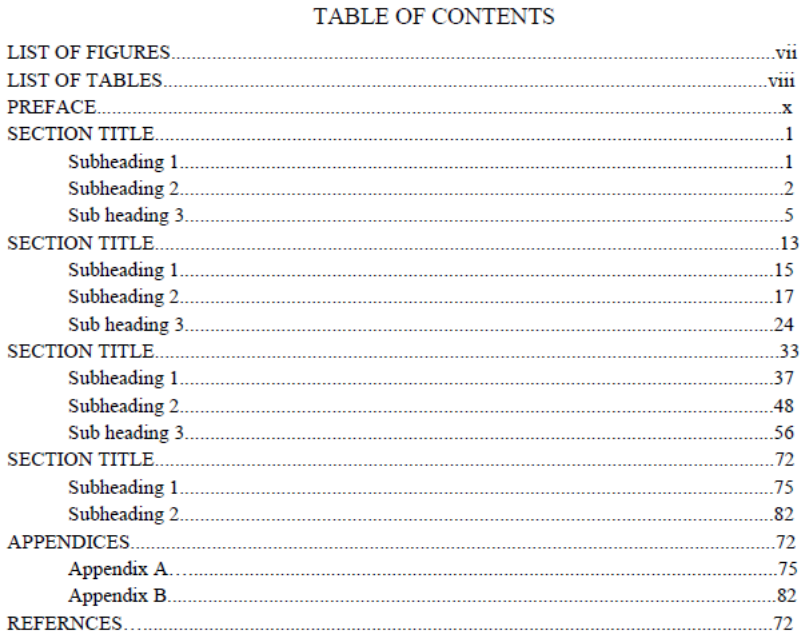


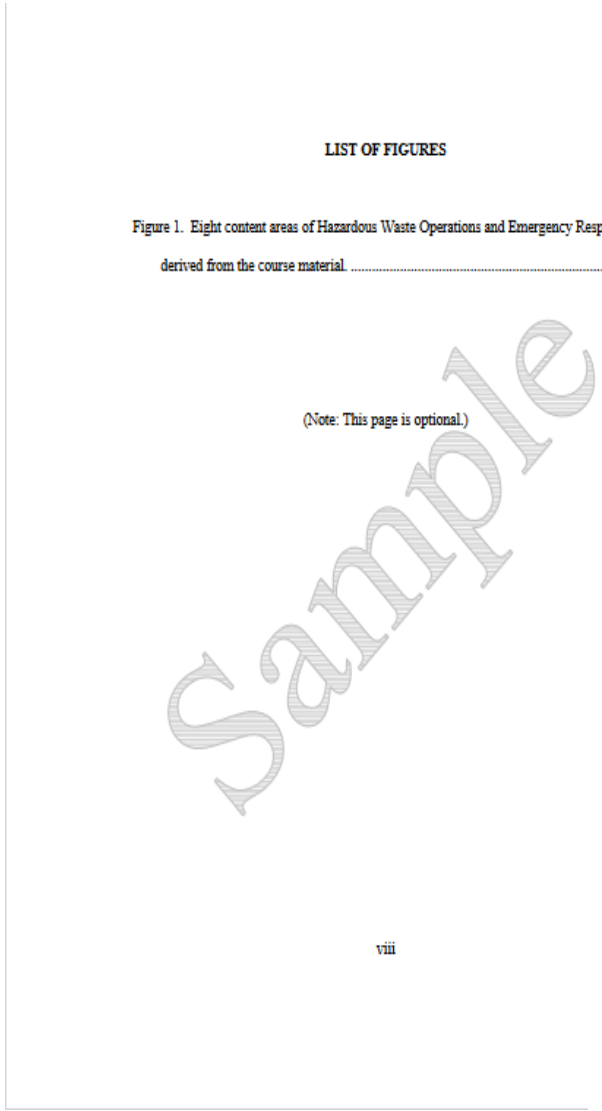
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List of Figures/Tables

- List of Figures and/or List of Tables are line items in the TOC, but…
- They are on 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 optional lists or statements (acronyms, glossary, terms, etc.) included after Tables, and each on a separate



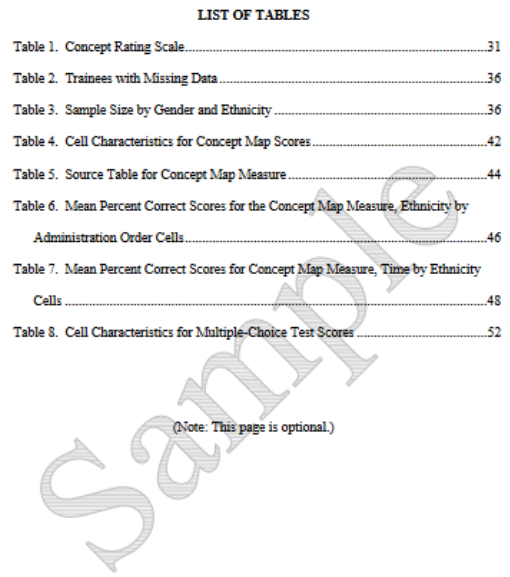
LIST OF FIGURES

Figure 1. Eight content areas of Hazardous Waste Operations and Emergency Response derived from the course material. 31

(Note: This page is optional.)

Sample

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(Note: This page is optional.)

Sample

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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.

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Body Text

- Begins on Arabic number page number 1 with first major section, typically the introduction
- Chapters do not need to be numbered (keep formatting of chapter headings consistent!)
  - If using chapter number, the introduction section may include a chapter number or not include a chapter number
- 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!

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Formatting Figures

- 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

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!

Heading 2

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. 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

Heading 3 ← Move to the next page with the text it heads

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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) – same goes for figures!

Heading 2

Lorem ipsum dolor sit amet consectetur adipiscing elit. Quisque faucibus ex sapien vitae pellentesque sem placerat. In id cursus mi pretium tellus duis 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

Accessibility hint: Avoid tables is not absolutely needed. If using, clearly label headings.

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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

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List of References

- May be variously labeled as:
  - List of References
  - References Cited
  - Works Cited
  - Bibliography
- The absolute FINAL section of the manuscript (unless hybrid)
- Follow your discipline's style guide
  - Maintain consistent font from body, but spacing may change
- Collect and list all references at the end
  - May use subheadings to break up by chapters

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Hybrid Thesis/Dissertation Notes

- Some programs utilize the hybrid option, which is a collection of articles in a single manuscript
- List just yourself as the author on the tile page, abstract, and submission details in the repository
- The manuscript cannot be a combined PDF of the published articles – the manuscript must be formatted per UNM requirements
- If there were additional authors for any of the articles, you may add an authors note at the start of that chapter/section or in the front matter if it applies to all sections
- There are two options for references
  - You may include them at the end of each chapter/section
    - You may also duplicate them at the end in a final references section
  - You may include them all in a references section at the end of the manuscript
    - You may use subheadings to break the references up by chapter/section if doing this

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Final Check: Accessibility Requirements

In accordance with federal guidelines, all manuscripts must meet ADA accessibility requirements.

This helps make UNM publications more inclusive and supports a more diverse readership's access to theses and dissertations. Your work can reach a wider audience!

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Fall 2026 Pending Grads: Accessibility Recommendation

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.

- If we identify additional areas for support, we will add more resources.

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Spring 2027 Pending Grads and Forward: Accessibility Requirements

Dissertation and thesis manuscripts *must* pass the Adobe Acrobat accessibility checker.

- Manuscripts will not be approved without passing this check, and approval of manuscripts is required for graduation.
- Important note: This is required for students who missed the November 15 fall graduation deadline and are graduating under courtesy for spring.

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.

- If we identify additional areas for support, we will add more resources.

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Multimodal Dissertation Note

- There is a multimodal option for doctoral students
- Policy definition:
  - A “multimodal” dissertation may take any digital or media format defined by the graduate unit to be consistent with the audience, purpose, content, and context for scholarly communication. Such formats may include but are not limited to the following: websites, databases, digital archives, media files, or catalogues. Multimodal elements could include video, sound recordings, animation, or other modes not specified here.
- This is rarely used and must meet the academic standards of a dissertation
- If your dissertation is multimodal, please contact Graduate Studies for formatting support

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Manuscript Submission

- Required Forms
- Optional Embargo Form
- UNM Digital Repository
- ProQuest (Required for PhD students only)

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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

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Optional Form: Embargo Restriction Request

Upload all forms, including embargo form (if applicable), in the Manuscript Forms Submission Portal by the deadline.

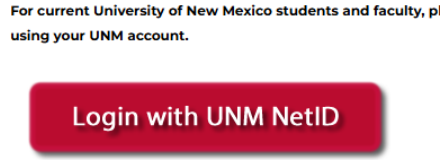
- Manuscript will be restricted from being viewed for 2-years
- Abstract will still be viewable and searchable in internet search engines
- Recommended if you are thinking of publishing all or part of your manuscript in the future, seeking patents, or need to protect sensitive information
- One-time $40 fee, paid at the Cashier's Office
  - No cost to renew after two years
- Embargo form and fee receipt should be submitted along with the other forms (also in portal)
- Will be placed on the manuscript in the Digital Repository after the approval of your manuscript
  - PhD candidates will put it on their manuscript in ProQuest

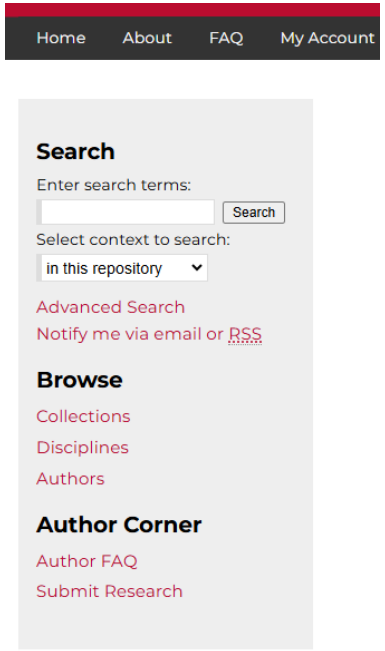
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UNM's Digital Repository

- Convert your manuscript into a PDF
  - Run accessibility check and fix any issues!
- digitalrepository.unm.edu
- Select My Account and 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







Keep scrolling until you find Electronic Theses and Dissertations:



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UNM's 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)

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

1 (rikk@unm.edu)

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

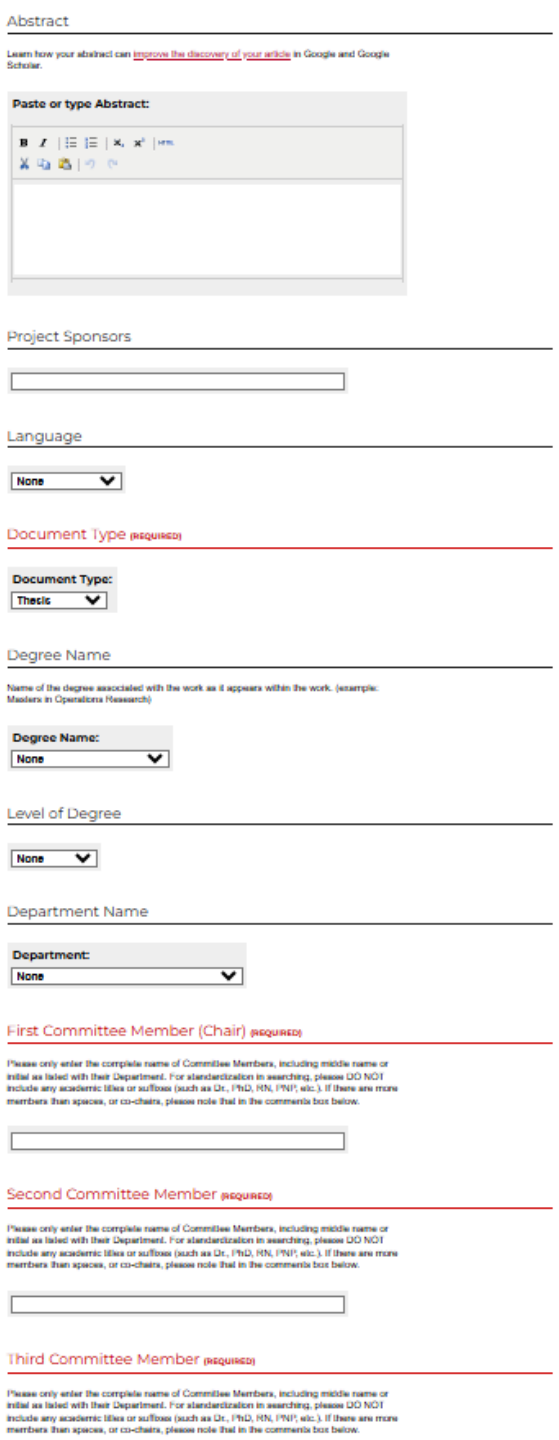
Spring 2026

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UNM's 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

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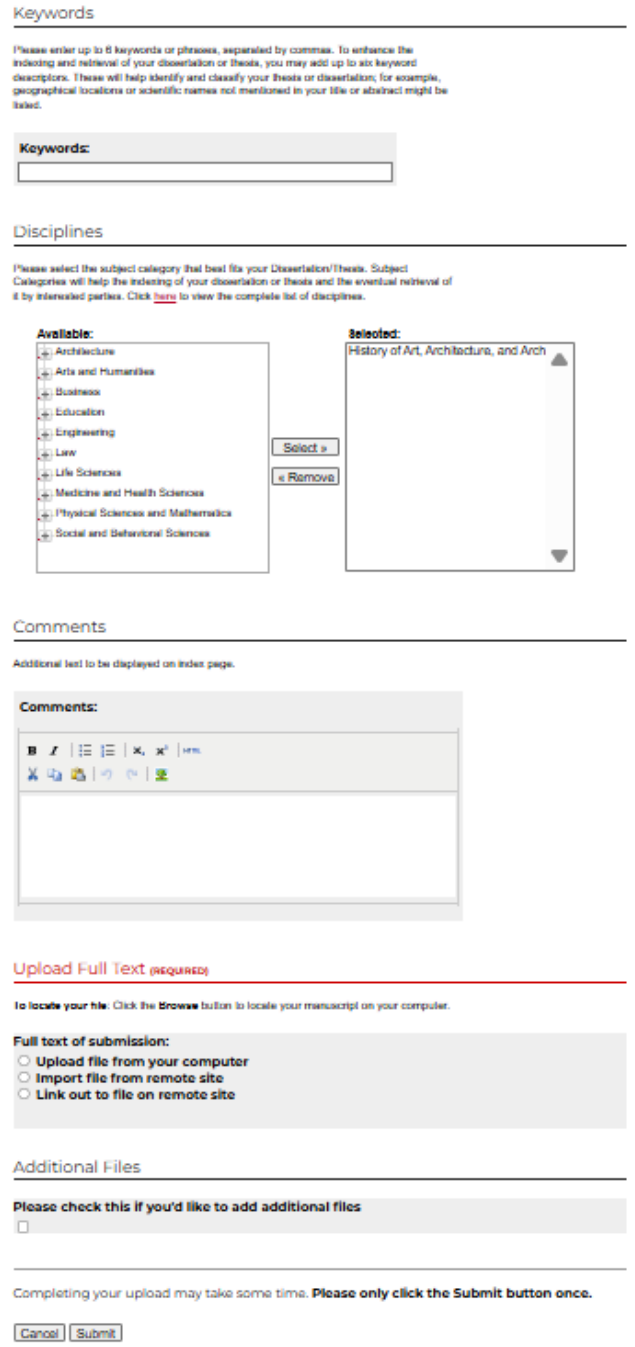


UNM's Digital Repository

- 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!

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ProQuest (PhD only)

- www.etdadmin.com
- Create an Account
- Similar to the Digital Repository, but pay attention as there are minor differences
  - Pick “Traditional Publishing” – UNM’s Digital Repository is already open access
  - If embargoing, you enter that in ProQuest
- Optional features-that they will charge you for:
  - Copyright
  - Bound Copies
  - Any and all future changes

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Manuscript Review and Resubmission

- Keep checking your UNM 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 an email when the Graduate Studies and the Dean have approved your manuscript
- Graduate is not processed if the manuscript isn't approved

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Preparing for Graduation

- Final reminders

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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

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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

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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.

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Additional Campus Support: Graduate & Faculty Engagement Librarians

There is support for your research process as well!

Do you have questions about where to find data and literature for your research? How to manage and organize your citations, data, and other resources? How to make your dissertation accessible?

Graduate & Faculty Engagement Librarians (GFE) are here to provide tips and resources to help you manage the details so you can focus on your teaching and research. From searching databases and organizing your data to understanding research compliance and publishing, GFE is here to answer your questions! Schedule a consultation with us today.

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Library Services for Graduate Students

- Schedule a consultation with a Graduate & Faculty Engagement librarian to learn about UNM resources for:
  - Literature searches and organization (Zotero)
  - Creating accessible webpages and documents
  - Programming and data management resources





Thank you!

Any questions?

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