

# THESIS/DISSERTATION MANUSCRIPT GUIDELINES

## University of New Mexico

---

- 1) Please refer to the Office of Graduate Studies website for manuscript guidelines. The Website is <http://www.unm.edu/grad>. Click on **Thesis/Dissertation guidelines dropdown menu on right side under streaming video. Manuscript procedures for degree requirement either paper or electronic option can be downloaded. Go to OGS Forms to Print Manuscript forms.**
- 2) To Print the **Red Border Sheets** from the OGS Website-Go to **Thesis/Dissertation guidelines dropdown menu on right side under streaming video and scroll down to Templates or go to OGS Forms and scroll down to Front Matter Templates and click on the appropriate table (MS WORD97) for Thesis or Dissertation Red Border sheets (Approval Signature page, Red Border Title page, Red Border Abstract page).** At the beginning of each template page, go to top toolbar and click on **Tools** and scroll down and click on **Unprotect Document**. This will allow you to type in the entire gray field the information needed on each template. In order to keep all typed text within the red border template, use the **cursor** on the lower right border of the unused gray fields and use the **Backspace key** to delete the gray fields until the text is centered for final print (**File and Print**). It is **Important** that you enter your correct name of the degree and the **Last month/Year** of the graduation semester. Print two red border pages per template for the two required manuscript copies. Please refer to the **Example of Completed Front Matter** as a visual resource to format your manuscript which is located at the bottom of the Template Red-Border table as described above at the OGS website. The example is a Dissertation but can be used for Thesis format guidelines. The copyright, dedication, and acknowledgement pages are Optional but follow the lower case Roman numeral pagination carefully for the Front Matter. Start the Arabic pagination as page "1" for the main text to the last arabic page of the body of the research.
- 3) Be sure to place the **Information Cover Sheet** inside the manuscript box with all appropriate fees and forms. You should provide two unbound **single sided manuscript** copies separated by a colored sheet of paper. –

--- continued

# THESIS/DISSERTATION MANUSCRIPT GUIDELINES

## University of New Mexico

---

### 4) Review of the Master's/Doctorate Paper Manuscript Documents:

#### **Master's Manuscript**

- A) Receipt for single \$15.00 Binding fee for two unbound manuscripts from Cashier's Office (Student Services Center-UNM)
- B) Information Cover Sheet- (place in manuscript box)
- C) Certification of Final Form- (place in manuscript box)
- D) Two Final copies of the Thesis in a 8 ½ x 11 box
- E) ProQuest UMI Master's Thesis Microfilm Registration Booklet/Form (optional)

#### **Doctorate (Dissertation) Manuscript**

- A) Receipt for single \$15.00 Binding fee for two unbound manuscripts from Cashier's Office (Student Services Center-UNM)
- B) Information Cover Sheet(place in manuscript box)
- C) Certification of Final Form (place in manuscript box)
- D) Two Final copies of the Dissertation in a 8 ½ x 11 box
- E) Survey of Earned Doctorate form (Survey)-(place in manuscript box)
- F) ProQuest UMI Microfilm Application-(place in manuscript box)
  - ProQuest UMI Doctoral Dissertation Microfilm Registration Booklet/Form is available for download from the OGS forms page ([www.unm.edu/grad](http://www.unm.edu/grad)).
  - Orange hardcopy booklets are no longer being accepted for 2007.
  - Money Order/Cashier's Check of \$65.00 for traditional publishing / additional \$65.00 if copyright (optional).
  - IMPORTANT-Any Cashier's Check or Money Order must be valid for a minimum of one year from the date of purchase.**
  - Copy of Red Border Title Page with the Committee Chair's Name
  - Copy of the Abstract page

- 5) Please be sure to have the **Report of Thesis/Dissertation (Gray Sheets) forms** delivered by the department to OGS by the degree requirement deadline. All Red Border Signature pages must have original signatures from all committee members and submitted with the manuscript for final review and approval to meet the degree requirements for graduation in the semester intended on the **department graduation list**.

*---end*