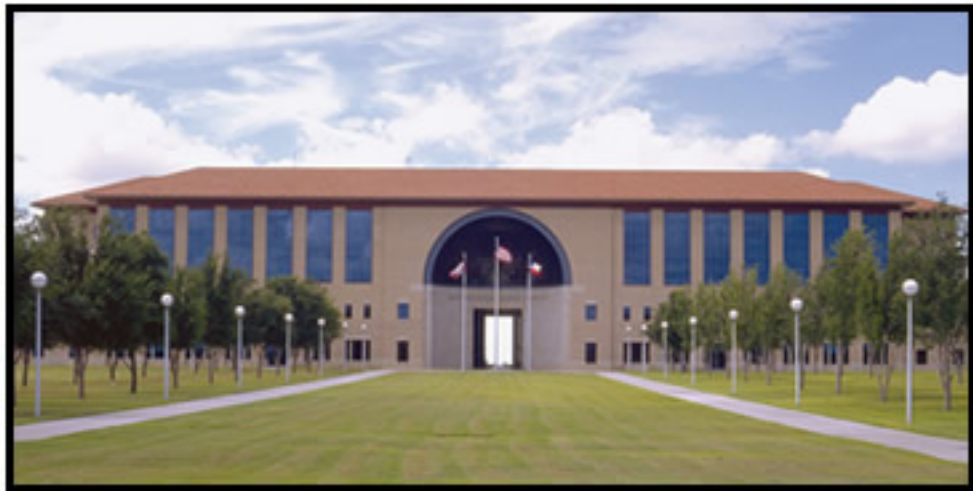


# **THESIS AND DISSERTATION MANUAL**



**OFFICE OF GRADUATE STUDIES & RESEARCH**

**TEXAS A&M INTERNATIONAL UNIVERSITY**

**5201 University Blvd.**

**Laredo, Texas 78041-1900**

**Dr. Jeffrey M. Brown, Dean**

**Fall 2011-Spring 2012**

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Texas A&M International University  
5201 University Blvd.  
Laredo, Texas 78041-1900**

**2011**

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## **ACKNOWLEDGMENTS**

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Jeffrey M. Brown  
Warren J Graffeo

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## INTRODUCTION

This Manual has been prepared by the University Graduate Council at Texas A&M International University to assist graduate students and their advisory committee members in the preparation of proposals, theses, and dissertations. The manual is adapted from one used at Texas A&M University, a prior version previously adopted by Texas A&M International's College of Arts and Sciences, and input from various other manuals of this type.

A thesis or dissertation is created to advance knowledge of a particular discipline within the academic community. In addition, the thesis or dissertation demonstrates the student's/applicant's readiness to join the selected academic community as a successful and productive member who adds to the base of knowledge in that academic discipline. The thesis or dissertation must therefore reflect generally accepted standards recognized by professionals in the field. The Graduate School assists the graduate student by providing individual guidance in the process of thesis or dissertation preparation and specific guidelines and formats.

Each thesis or dissertation is, of necessity, a unique and original work. It is not possible to foresee all possible issues that might arise in the creation of a thesis or dissertation, therefore the student's committee chair or, in some cases, the Graduate School staff, will provide specific guidance. Any deviations from these published guidelines must be arranged in consultation with Dean of the Graduate School.

The primary purpose of this manual is to provide certain uniform standards regarding style and format and to allow enough flexibility to satisfy the acceptable practices of each academic discipline.

Because Texas A&M International University is a public institution, the research conducted here is ultimately for the benefit of the public. To support this goal, all theses, and records of study are available through the TAMIU library. The availability may be delayed temporarily only for patent/proprietary or publication reasons.

Students are cautioned to avoid using another student's thesis or dissertation as a model; what has been accepted in the past may no longer be acceptable.

Theses or dissertation consist on a number of elements. Each of these elements should be weighed and considered in light of the individual work, the style in which it is written, the organization of the work, and that the work is appropriate and acceptable under professional standards.

## INITIAL FACTORS TO CONSIDER

### Style Manuals and Documentation

Academic writing follows standard styles and protocols. Your thesis or dissertation must follow those standards, methods of citation, and be formatted in a manner recognizable and accepted by the professional and academic community. There are several style manuals in common use for theses. Consult your committee or committee chair to determine which style is most appropriate for your thesis or dissertation.

Style Manuals in Common Use:

Turabian, Kate L., John Grossman, & Alice Bennett. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6<sup>th</sup>. Edition Rev. Chicago: U of Chicago P, 1996.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*, 6<sup>th</sup>. ed. New York: Modern Language Association of America, 2003.

*Publication Manual of the American Psychological Association*. 5<sup>th</sup>. ed. Washington, D.C.: American Psychological Association, 2001.

*The Chicago Manual of Style*. 14<sup>th</sup>. ed. Chicago: U of Chicago P, 1993.

This is not an exhaustive list, others exist, but these are the most commonly used.

In some cases, when approved by your thesis or dissertation committee, a professional journal may be used as a template for the thesis or dissertation. Submit a sample article from that journal, with bibliography and endnotes included, to the Graduate School. If a discrepancy exists between the journal model you have chosen, the style manual you have selected, or these Graduate School guidelines, your committee chair will resolve such discrepancies.

### Formatting the Thesis or Dissertation

There are two generally used models for formatting a thesis or dissertation: Traditional style and Compilation style.

**The Traditional Style:** This style usually includes the following: introduction, narrative chapters, or in the case of some scientific papers, one chapter each on materials, methods, results, a discussion and/or conclusions. The purpose of this structure is to develop a hypothesis, comprehensive argument, or open-ended questions over the course of the work. In essence, the traditional style follows good essay formatting.

**The Compilation Style:** Rather than a long narrative, the compilation method allows the student to organize the work as a collection of separate but *relevant and related* pieces such as plays, journal articles, short stories, poems, and essays. Instead of a single comprehensive

argument, hypothesis, or questions, the student presents a collection that demonstrates his/her scholarly or creative interests and contributions to his/her chosen field.

**Using the Compilation Style:** The compilation style allows the student to use a collection of **separate but related** works or pieces that demonstrate his/her academic scholarly or creative abilities. However, the entire work must exhibit consistency and integrity to maintain the thesis or dissertation as a single product rather than an anthology or collection of non-related works.

The following steps will insure unity and integrity of the work:

- a. A single abstract will be used to treat the entire work as a whole, even if individual abstracts are used for the individual works.
- b. There must be a common introduction to illustrate the unity of the separate pieces.
- c. A common conclusion or summary may be used, but it is not required.
- d. The whole work (thesis or dissertation) must be consecutively paginated.
- e. There should be a common table of contents for the whole work.
- f. The student must be the author of each piece.
- g. The student may include articles written for submission to scholarly or professional journals. In this case, when more than one journal is used as a model, the following should be followed when submitting to the graduate school.
  - Identify the journal for each article included. Follow the individual journal's protocol for documenting research and bibliography for the individual article.
  - Supply sample articles from each journal complete with bibliography, note, or endnotes.

For any work or articles you have previously published, observe the following:

- Submit a copy of the published title page listing the student as author.
- Observe all guidelines regarding copyright issues.
- Do not include a copy of your published article in the thesis or dissertation.

In the thesis or dissertation you may include your published work, but as chapters or segments of already published work whether actually published, submitted or intended for submission to professional or scholarly journals.

Continuity in the several-unit thesis or dissertation is provided by common Abstract, Introduction, Conclusion and Reference sections. Each study or experiment may have subdivisions such as Introduction, Materials and Methods, Discussion and Summary. The thesis or dissertation must have only one Abstract and one Reference section; a study or



experiment cannot have a separate Abstract or Reference section. The Reference section of the several-unit thesis or dissertation will be an integrated list, not a series of lists.

### **Thesis or Dissertation Topic and Elements**

Selecting an appropriate thesis or dissertation topic is one of the most significant aspects of graduate work. The topic should be the result of thoughtful consideration by the student in cooperation with their advisory committee.

The final manuscript is to be an independent professional effort and must reflect a comprehensive understanding of the pertinent literature (which must be properly cited) and express in clear and legible English (or Spanish, for MA Spanish students), the method, significance, and results of the student's research. Full documentation and appropriate tabular and/or graphic presentation are especially important. The completed manuscript should be no longer than is necessary to present all pertinent information. Its length will vary widely according to research topics, academic disciplines, and the degree sought.

As noted above, the thesis or dissertation should be presented as a single unit of scholarly, well-integrated narrative, properly supported and documented, reporting the original work done by the student under the supervision of the advisory committee. Continuity from chapter to chapter is important. In most cases, a thesis or dissertation corresponds in format to a book with continuous narrative, not to an anthology. As an alternative to the single-unit thesis or dissertation, several studies or experiments may be presented in separate chapters or major sections (Compilation Method).

### **Research Proposal**

The Research Proposal is simply a description of the research the student intends to undertake and which will be reported in a much more detailed and comprehensive fashion in the thesis or dissertation. It offers the student an opportunity to convince the advisory committee of his/her ability to pursue the projected topic to a successful conclusion. The nature of the problem to be examined, the status of current research relating to the subject under consideration, the research method, and the importance of the projected work should be carefully but succinctly narrated in the Research Proposal.

The completed Research Proposal, with the properly signed cover sheet (supplied by the Office of Graduate Studies & Research), must be submitted in quadruplicate to the Office of Graduate Studies & Research. One cover sheet must have the original signatures of the student, advisory committee, and the department head. The paper for the thesis or dissertation is good quality white bond paper of letter size or 8.5 " x 11 ".

The narrative section of the proposal should be at least ten pages long. In addition to the narrative, a list of the selected references cited must be included. For complete instructions

on the preparation and submission of the Research Proposal, refer to the Research Proposal cover sheet (see page 32).

### **Journal Model**

The student should follow a journal model or pattern for style and format in the writing and documentation of the research proposal, thesis, or dissertation. A recent issue of one of the more respected scholarly journals in the major field can be used for direction and detailed instructions.

The model journal must be noted on the Research Proposal cover sheet and at the bottom of page one of the thesis or dissertation. For the thesis or dissertation, this single-spaced sentence should be separated from the text by a horizontal line ten spaces in length. This sentence does not use a superscript number or symbol of any kind.

An article from the journal model should be selected as a pattern for the placement of table titles, figure titles and equation numbers and for the references citation style. Whenever there are differences in format and layout between the specifications of the Thesis or Dissertation Manual and the journal model, the Thesis or Dissertation Manual overrules the journal. Consistency of style and form should be the rule throughout the thesis or dissertation.

The more sophisticated publication and layout practices of some journals (such as the use of double columns on a text page, etc.) are not to be followed. The thesis or dissertation itself is more like a manuscript submitted to a publisher than a published final product. The thesis or dissertation, therefore, is not expected to duplicate a published journal in typographic arrangement and display.

A journal's "Instructions to Contributors" are not to be followed exactly when writing a thesis or dissertation. These instructions are for the convenience of the editors and printers of a journal and do not necessarily apply to the format of a thesis or dissertation.

When submitting the three copies of the thesis or dissertation for final clearance, a photocopy of an article with an extensive reference section from the journal model must be submitted.

### **Institutional Review Board (IRB)**

The IRB is the Texas A&M International University committee that reviews and approves protocols which use human subjects in research. All research involving human subjects must be approved by the IRB before commencing the research.

The IRB reviews research protocols to ensure that the rights and welfare of subjects are protected and that the proposed use of human subjects is in compliance with federal, state

and university regulations. Researchers must submit a consent form and IRB Form I or II to the IRB for approval.

### **Publication of Thesis or Dissertation Research**

Graduate students may publish materials that will subsequently be used as part of the thesis or dissertation, provided that the Office of Graduate Studies & Research is notified, in writing, by the student at the time the paper is submitted for publication. The complete title, the names of all authors as they appear on the paper, and the name of the journal must be furnished.

### **Copyright**

Since a thesis or dissertation is legally classified as a publication, care must be taken not to violate the United States copyright laws. Inclusion of illustrative graphs, tables, charts, etc. from copyrighted sources is permitted only if a letter of release from the original copyright holder is included in a separate appendix.

*Copyright compliance;* Permissions obtained for special inclusion of copyrighted materials are shown in the body of the thesis or dissertation using the following methods:

1. As an appendix where the exact copy of the letter of permission appears.
2. Using an explanatory footnote on the first page where the material is cited.  
The footnote should read: "Permission to include [cite the material] was obtained from [cite the grantor] and is included as appendix \_\_\_\_\_."

Special permission may be required for:

Permission may be required for inclusion of any work previously authored by you, if published.

Work co-authored by you and other parties whether it was published or not.

If you include work authored by other parties, you must have permission to use that work.

Students should submit a written statement or form acknowledging compliance with copyright laws.

## MANUSCRIPT PREPARATION

### Corrections

No interlineations, crossing out of letters or words, strikeouts, corrections made with liquid paper, or extensive erasures are acceptable on the final copies submitted.

### Reproduction/Duplication

Letter-quality photocopies, offset, or clear originals produced by word processor printers, preferably laser printers, are the only acceptable methods of reproducing copies of theses. Only one method may be used in the final copies of the text; mixing different types of reproduction is only acceptable for tables, figures and appendices.

Quality reproduction and legibility must be emphasized. Broken type or faint print is not acceptable. Photocopies with dark or blurred lines or dark edges are not acceptable.

Arrangements for the reproduction of manuscripts, including potential technical problems related to the production of the manuscript, should be discussed with the printer well in advance of the deadline date for submission. Duplicating centers have many demands on their facilities and cannot meet the desired delivery date unless scheduling is carefully planned.

### Photographs

Photocopies of black and white photographs are acceptable if the photo has enough contrast for a good reproduction.

If the dry mounting technique or spray adhesive (not rubber-based) is used, photographs must be securely and permanently fastened to the paper. Various printing centers or photographic and visual aids laboratories can provide limited assistance and advice to students.

Photographic reproduction on "single weight" paper is acceptable, but such pages must conform to the required margins. Color photographs are discouraged unless the color is essential to the research problem under consideration. Color photographs are discouraged for two reasons: (1) the microfilming process produces only a black and white reproduction in which color differences may not be clearly visible; (2) the color dyes that are the basis of photographic prints will deteriorate and fade over time. All photographs must be within the standard margins. If photographs must be placed lengthwise, or broadside, the top of the photograph should be at the left-hand, binding side of the page. The caption must be at either the top or bottom of the photograph. (See the journal model for correct caption placement).

### **Oversized Illustrative Materials**

Oversized materials, such as large maps or charts, which cannot be reduced but must be included as part of the thesis or dissertation, must be folded to fit into a 6.5" x 9.5" envelope. All oversized materials must be identified with an appropriate number, which is also noted or referred to in the text. The student's name and year of graduation must be displayed in a position where it can be read while the material is folded. For additional information on complex materials, consult the Chair of your committee well in advance of the deadline for turning in the thesis or dissertation.

### **Reductions**

Reductions can be made in narrative text footnotes, tables, figures and appendices material only. Reductions of text footnotes, tables, charts, figures, etc. must be large enough to be clearly legible. The minimum size for numbers and uppercase letters is 1.5 millimeters (approximately 7 points); symbols must be large enough to remain legible after microfilming. The preliminary pages, narrative text, endnotes, reference section and Vita cannot be reduced.

### **Facing Page Captions**

Captions or titles on a facing page are to be used only when absolutely necessary. Facing page captions may be used for illustrations only, never tables. This exceptional format applies only when, for whatever reason, the caption cannot be typed directly onto the page on which the illustration appears. This caption is the only instance in which typing is permitted on the backside of a page of a thesis or dissertation.

Only the page number appears on the front side of the page. The caption itself is typed on the backside of the page containing the page number. The caption must fall within the required margins. The facing page caption is placed in the same direction as its figure. If the figure is placed in a broadside or landscape direction, the caption will be placed in the same direction on the facing page.

The facing page and the page actually containing the illustration are both consecutively numbered, with the page numbers in the standard position. On the List of Figures page, the number of the page on which the illustration itself appears is the only page number recorded.

## Tables and Figures

Each table or figure must be mentioned by number in the text and located within one page of text of the first mention of the table or figure.

Each table or figure in the main body of the text must have a separate number and title. Figures and tables must be numbered consecutively throughout the text or corresponding to the particular chapter. For example, Table 1.1 for Chapter 1, Table 2.2, the second table in Chapter 2, etc. Table and figure titles should be concise, but should clearly describe the content of the table or figure. No two tables or figures in the thesis or dissertation (including those in the Appendices) can have identical numbers or identical titles. In scientific theses, equations should be listed and numbered in the same manner as that of tables and figures.

Placement of the titles on tables and figures must follow the style and format of the journal, which is being used as a model for the thesis or dissertation. If tables or figures must be placed lengthwise or broadside on the page, the top of the table or figure must be at the left-hand, binding side of the page. The caption must be either at the top or bottom of the table or figure, not at the top or bottom of the page. (See journal model for correct caption placement.)

Tables or figures longer than one page in length must have the complete title and number of the table or figure on the first page only. Subsequent pages of the same table or figure must have the table or figure number and the word "Continued," plus the necessary column headings for ease of reading and reference.

A short table or small figure may be placed on the text page itself. In this case the table or figure should be separated from the text by a triple space at the top and bottom. A full-page table or figure should be placed on the page following the first reference to it. A table or figure may be placed on a separate page, regardless of the size of the table or figure.

A List of Tables must be included in all theses which contain two or more tables. A separate List of Figures must be included in all theses which contain two or more figures. A List of Tables or a List of Figures is not necessary if the thesis or dissertation contains only one table or figure. A List of Graphs is not necessary if the thesis or dissertation contains only one graph. On the List of Figures and the List of Tables the numbering and wording of titles and the page number of each figure and table must be identical to the text. Only the first sentence of a lengthy table or figure title must appear in the List of Tables or List of Figures. Appendix tables and figures whose numbering follows consecutively that system used in the text must have their numbers, titles and page numbers recorded in the List of Tables and List of Figures. The spacing on the List of Tables and List of Figures must either be the same spacing as is used in the text (one and one-half or double-spaced) or be single-spaced with a double space between entries.

## FORMAT AND TYPING

Although a journal is used as the model for the thesis or dissertation, the student must not attempt to copy the journal's use of various sizes and styles of typeface or font. The entire thesis or dissertation must be of uniform quality. Handwriting and hand lettering are not acceptable in the thesis or dissertation. The thesis or dissertation must also be written in English (or Spanish, for MA in Spanish students).

### Word Processors

All text must be clear and uniform throughout the thesis or dissertation. Printers capable of "letter quality" production include electric type, print-wheel, laser and ink jet printers. Any standard bookface font may be used throughout the manuscript, including: preliminary pages, text, reference section and Vita. The acceptable fonts are too numerous to mention by name.

Unacceptable fonts include Old English, Script, Xerox 1200, Optical Character Reader, CRT Display Boldface, and APL Medium. Script, italic, block or any other unusual typefaces are not acceptable for the main body of the text. If necessary, typefaces or fonts may be mixed on tables, figures and in the appendices.

The acceptable font size for the text is 10-point minimum and 12-point maximum. Italics, in the same point-size as the text, may be used for emphasis or with foreign words and short sentences or scientific nomenclature which would be italicized in a published format. Underlining is an acceptable alternative to italics. Boldface print in the same font as the rest of the text may also be used for chapter headings, major headings in preliminary pages, subheadings and for emphasis. Do not underline words which have been typed in boldface or italic.

Preliminary page headings and chapter headings should not exceed 14 points. This is the only permitted variation in font size in the manuscript, with the exception of tables, figures, the Appendix and equations.

Identical copies produced by a word processor printer are acceptable for final copies of the thesis or dissertation.

Do not try to mimic the journal style exactly; that is not the intent of a thesis or dissertation.

Questions concerning computer procedures necessary to obtain acceptable output may be directed to the Help Desk of the Office of Information Technology (OIT).

## **Paper**

All copies of theses should be on good quality 8.5" x 11" size acid free 25-percent-cotton paper such as Crane's thesis or dissertation paper. The binding side or wide margin is on the left-hand side of the paper and is 1.25" as is done in this Manual. The margin on the other three sides of the paper is one inch.

Check with the duplication service in advance about typing the original before the copies are made. Good quality, plain white paper without watermark makes the best originals for duplication.

## **Spacing**

The vertical spacing for the narrative text should be either one and one-half space, or double space (three to five lines per inch). Mixing of spacing is not acceptable.

Single spacing is used only for long, blocked and inset quotations, footnotes, endnotes, and itemized or tabular materials. Any quotations of six or fewer typed lines should use the same spacing as the narrative text.

## **Margins**

All typing, except the page numbers, must be within the margins, which are 1.25" on the left side and 1.0" on the other three sides. The page numbers are placed about one-half inch from the top of the page and even with the right-hand margin. When preparing your original, at least two letter character spaces must be left all around the inside of the margin to allow for expansion normally associated with the duplication process.

Justified right-hand margins produced by computerized or word processing equipment may be utilized in theses only with standard internal spacing (i.e. regular and consistent spacing between words in the text). Excessive variable spacing is not acceptable because it inhibits legibility.

All computer data, illustrations, and tables in the thesis or dissertation must conform to the margin requirements in every way. Any illustrations on photographic or other acceptable, good quality paper must conform to the stated margins.



## Pagination

Every page in the thesis or dissertation except the Title Page and the Approval Page must be numbered. The Title Page is considered to be page i and the Approval Page is considered to be page ii, but no pagination numeral is ever shown on these two pages.

Page numbers are placed in the upper right-hand corner of the page, about one-half inch below the top edge of the paper, and even with the right-hand margin. Page numbers are the only typed characters that may appear outside the one-inch top margin.

When facing page captions are necessary, both the caption page and the page containing the illustration must be numbered.

\*\* *Preliminary Pages.* The Abstract, Dedication, Acknowledgments, etc., are numbered with lower-case Roman numerals (iii, iv, v, etc.). The first numbered page is the Abstract, which is numbered iii and follows the un-numbered Approval Page. Acknowledgments are limited to four pages. Dedication is limited to one page.

\*\* *Text and Supplementary Pages.* The text and supplementary pages are numbered with Arabic numerals. The first page of narrative text bears the numeral 1. Numbering runs consecutively to the end of the thesis or dissertation including all tables and figures. The Vita bears the last page number.

## **PARTS OF THE MANUSCRIPT**

All preliminary page titles, major chapter or major section designations and titles, and all supplementary page titles are centered at the top of the page, and are typed in upper-case letters. This format overrules any differences in format or layout followed by the journal model.

The following is an ordered list of components of the finished thesis or dissertation:

Note: Some of these elements are used in all thesis or dissertation and others are used only in the compilation style, whereas some may be required by an individual college or department.

Traditional theses generally follow standard essay structure, that is, they have preliminary material, an introduction (may be included as part of chapter one), the body of the text, and supplementary material. Those optional for all use will be noted (optional) and those optional for the compilation style will be noted (CS).

### **Preliminary Material (precedes the introduction or chapter one)**

1. Title page (CS options may apply).
2. Copyright page (if used).
3. Approval page.
4. Dedication and/or epigraph (if used).
5. Abstract.
6. Acknowledgments.
7. Table of contents.
8. List of tables (If needed – CS options apply).
9. List(s) of figures and illustrations (Optional – CS options apply).
10. Abbreviations lists as used in text or notes (optional – CS options apply).
11. If applicable, a preliminary note explaining conventions of mathematical symbols, unusual or arcane names of places, transliteration, etc. (optional – CS options apply).
12. Foreword (optional).
13. Preface or Prologue (optional).

### **The Body of the Text**

14. Introduction (May be included in Chapter One).
15. Chapters (this is the major part of the thesis or dissertation).

### **Supplemental Material (back matter after the close of the last chapter)**

16. Endnotes (optional).
17. Bibliography (CS options apply).
18. Appendix or Appendices (if used) (CS options apply).
19. Vita.

## **Preliminary Pages**

*Title Page.* The Title Page must follow the style, spacing, and form of the example on page 16.

- The title is typed in upper-case letters, double-spaced if more than one line in length, and centered within the required margins.
  - There is no page number on the Title Page (although it is considered to be page i).
- The full legal name of the student is typed in upper-case letters, without initials or designation of profession, military rank, or marriage. The name on the thesis or dissertation must be the same as that recorded in the official records of the Registrar of Texas A&M International University. Any changes must be cleared by both the Registrar and the Department Chair.
  - The full name of the degree to be awarded is typed in upper case letters.
- Degrees are awarded in May, August, and December. The appropriate month and year when the degree will be awarded must be indicated.
- The student's major subject is typed at the bottom of the Title Page. The major subject must be a degree offering authorized by the Texas Higher Education Coordinating Board, as listed in the current Catalog.
- Master's degree candidates must submit one extra copy of the Title Page and of the Abstract when the final copies of the thesis or dissertation are submitted to the Office of Graduate Studies & Research. Ph.D candidates submit two extra copies of Abstracts and Title Pages.

*Approval Page.* Each copy of the manuscript must have an Approval Page with the original signatures of all Advisory Committee members and the department head or his/her authorized representative. The Approval Page must follow the style, spacing and format of the example on page 17.

- The thesis or dissertation title is typed in upper-case letters, double-spaced if more than one line in length, and centered within the required margins. The title on the Approval Page must be exactly the same as on the Title Page.
  - A copyright page may be included after the title page, but it is not mandatory. If used this page would be page ii.

- There is no page number on the Approval Page (although it is considered to be page ii unless a copyright page is used then it will be iii).
- The full legal name of the student, typed in capital letters, without initials and without designation or profession, military rank, or marriage is listed. The name on the thesis or dissertation must be the same as that recorded in the official records of the Registrar of Texas A&M International University. Any changes must be cleared by both the Registrar and the Department Chair.

**SAMPLE: Title Page for Thesis or Dissertation**

THE DEVELOPMENT OF INSTRUCTIONS ON THE SUBMISSION OF THESES

A Thesis or Dissertation

by

AMANDA LYNE RAMSEY

Submitted to Texas A&M International University  
in partial fulfillment of the requirements  
for the degree of

MASTER OF ARTS

May 200X

Major Subject: Counseling Psychology

**SAMPLE: Approval Page**

THE DEVELOPMENT OF INSTRUCTIONS ON THE SUBMISSION OF THESES

A Thesis or Dissertation

by

AMANDA LYNE RAMSEY

Submitted to Texas A&M International University  
in partial fulfillment of the requirements  
for the degree of

MASTER OF ARTS

Approved as to style and content by:

---

Dr. Jeffrey M. Brown  
(Chair of Committee)

---

Dr. Bonnie Rudolph  
(Member)

---

Dr. Roberto R. Heredia  
(Member)

---

Dr. Cecilia Garza  
(Member)

---

Dr. John C. Kilburn  
(Chair of Department)

---

Dr. Jeffrey M. Brown  
(Dean of Graduate Studies & Research)

May 200X

Major Subject: Counseling Psychology

*Abstract.* The Abstract must follow the style and format in the example on page 19. The Abstract follows the Approval Page and is the first numbered page (usually iii). The Abstract must not exceed 350 words in length. Preliminary lines following the style of the example must appear on all Abstracts.

Numbering of pages starts with the Abstract:

- The word ABSTRACT is centered at the top of the page within the required margins and is typed in upper-case letters.
- The thesis or dissertation title is typed in upper- and lower-case letters (double-spaced if more than one line in length), one triple-space below the word ABSTRACT. The thesis or dissertation title on the Abstract page must be exactly the same as on the Title and Approval pages.
- The date of graduation (same date as shown on the Title Page and the Approval Page) must appear on the Abstract in parentheses after the thesis or dissertation title.
- The student's full legal name, as listed on the Title and Approval Pages, and his or her previous degrees are listed one double-space beneath the title.
- The name of the Chair, or Co-Chairs (see below), of the advisory committee is listed one double-space beneath the last line designating the student's previous degrees.

Example: Co-Chairs of Advisory Committee: Dr. Mary Smith  
Dr. Joe Wilson

- The text of the Abstract begins one triple space beneath the last line designating the student's chair or chairs with a paragraph indentation; it is typed in double-space or a one and one-half space, and is consistent with the spacing style followed in the narrative text.
- Extra copies: Master's degree candidates submit one extra copy of the Abstract with the final copies of the thesis or dissertation.

**SAMPLE: Abstract**

## ABSTRACT

The Development of Instructions on the Submission of Theses (May 200X)

Amanda Lyne Ramsey, B. A., Central College;

Chair of Committee: Dr. Jeffrey M. Brown

The text of the Abstract starts one triple-space below the heading, with a paragraph indentation. The text of the abstract is typed double-spaced or space and-a-half according to the spacing style followed in the narrative text; it must not exceed 350 words in length. A term (or numeral) with space on either side of it will be counted as a word. Note that the Abstract is the first numbered page. Master's degree candidates submit one extra copy of the Abstract.



*Table of Contents.* The Table of Contents indicates the major divisions and principal subheadings of the thesis or dissertation with their beginning page numbers.

All major divisions of the narrative text (i.e., chapters or sections) and principal (or first order) subheadings within each chapter or section must be listed in the Table of Contents. The subordination of the subheadings should be indicated by appropriate spacing and indentation. In the body of the Table of Contents bold face type or italic type (except for Latin terms) is not used. All Supplementary pages - reference section, appendices (if any), and Vita - must be listed in the Table of Contents.

Preliminary pages, although numbered, need not be listed in the Table of Contents; however, if listed, they must start with the Abstract and must include all preliminary pages. (See example on page 22).

The numbering, wording, and pagination of titles and headings must be exactly the same in the Table of Contents as in the text. See example on page 22 for layout, placement of leader dots, etc.

### **Narrative Text**

The narrative text may be divided into either chapters or sections. A combination of these styles is not acceptable. The journal model or the conventional style of the student's academic discipline may help to determine which system is most appropriate.

Each chapter or section begins on a new page. The title of the chapter or section is typed in upper case letters and is centered at the top of the page. Boldface type in the same font as the rest of the text may be used.

Chapters are designated both by upper-case Roman numerals used consecutively throughout the thesis or dissertation and by a chapter title. The chapter designation (i.e., CHAPTER I) in upper-case letters should be centered at the top of the page. The chapter title is also in all upper-case letters and is centered at least one double-space, but no more than two double-spaces below the chapter designation. All chapter titles of more than one line in length must be double-spaced. If boldface type is used for the chapter designation, then the chapter title also needs to be in boldface type.

Section titles need not be numbered, but must otherwise follow the same format as for the chapter titles.

Subdivisions within chapters or sections do not begin on a new page. Subdivision headings are typed in upper and lower case letters and may be either centered or flush left. Only first-order subheadings may be typed in all upper-case letters provided that they are placed flush left. Boldface type or italics may be used for all other levels of subheadings. Do not underline boldface type. If boldface type is used for major titles, it must be used consistently on both preliminary pages and text.

Space and economic considerations of journals used as models for theses often demand brevity in articles. The more expanded presentation of a thesis or dissertation may require a more elaborate system for development and division than a journal employs. If such expansion is necessary, consult one of the manuals suggested under Style Manuals on page 25.

## SAMPLE: Table of Contents

### Chapter Style

#### TABLE OF CONTENTS

	Page
ABSTRACT.....	iii
ACKNOWLEDGMENTS .....	iv
TABLE OF CONTENTS.....	v
LIST OF FIGURES .....	vi
CHAPTER	
I INTRODUCTION .....	1
II PROBLEM.....	3
Mechanics .....	3
Thermodynamics.....	5
Constitution.....	8
Problem Summary .....	14
III SOLUTION ALTERNATIVES.....	15
REFERENCES .....	19
APPENDIX.....	21
VITA.....	23

=====

### Section Style

#### TABLE OF CONTENTS

	Page
ABSTRACT .....	iii
ACKNOWLEDGMENTS.....	iv
TABLE OF CONTENTS .....	v
LIST OF FIGURES .....	vi
INTRODUCTION.....	1
METHODS.....	14
Participants .....	14
Materials.....	15
Procedure.....	19
RESULTS.....	21
DISCUSSION .....	23
REFERENCES.....	27
APPENDIX .....	30
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## Supplementary Pages

*References.* The referencing system used in the thesis or dissertation must follow the method used by the model journal (See Journal Model, page 5). If a journal employs a variety of referencing styles, one article from that journal must be selected and followed consistently. The title of the Reference section is that used in the selected journal article. When the referencing system is alphabetical, a consistent arrangement of multiple entries for the same author must be used as dictated by the journal model being used. The Reference section must be single-spaced with a double-space between entries, or double-spaced.

The Reference section should include only those sources utilized directly in the text of the thesis or dissertation. If desired, general references consulted and used as background study may be listed as a separate subdivision of the Reference section. Some subheadings, such as "Supplemental Sources Consulted," should be added at the end of the sources cited. Background materials cited should follow the style used in the journal model. If the journal model uses a numbering system, the entries in this supplemental section may be numbered. The numbers begin with the numeral 1 and the entries must be listed alphabetically.

*Appendices.* The Appendices follow the Reference section. Appendices may contain supplementary material such as copyright permission letters, research instruments and miscellaneous information. When necessary, this material may be reduced to an acceptable size and single-spacing may be used. All material in the Appendix must be legible.

Appendix designations and titles are all in upper-case letters and are standard font size. The Appendix designation should be centered. The Appendix title is centered at least one double-space below the Appendix designation. A cover page may be used for "APPENDICES" and/or for each separate Appendix. This is the only permitted use for a cover page in a thesis or dissertation.

An alternative to the thesis or dissertation Appendix is Appendix material submitted on a computer diskette.

*Vita.* A brief biographical sketch of the student is required as part of each thesis or dissertation. It must not exceed one page in length. The title, VITA, is typed in upper-case letters, and centered at the top of the page. The Vita is the last numbered page and must be included in the Table of Contents.

The Vita must include:

- the student's full legal name (as it appears on the Title Page and elsewhere)
- educational background

1. schools attended

2. degrees earned
3. years in which degrees were completed
4. major field of specialization
5. permanent mailing address

Where applicable this page should list professional experience in industry, military service, business and academic life.

The name of the typist may be stated at the bottom of the page. (Example: The typist for this thesis or dissertation was Ms. Mary Jones.)

## MISCELLANEOUS

### Two-Volume Manuscripts

A manuscript that exceeds 350 pages (page count includes all preliminary pages) becomes a two-volume thesis or dissertation. A maximum workable bound volume has a spine width of from 2.125 inches to 2.5 inches. Two binding fees will be assessed for each copy.

### Corrections

Corrections should be handled promptly prior to making the required copies. If corrections for style and format are necessary, the student will be notified. The advisory committee chair or the designated representative will be notified in cases where the degree candidate is no longer in town. It will then become the responsibility of one of these two people to see that all required corrections are included in the four copies of the manuscript.

Corrections made directly on the pages of the thesis or dissertation (with liquid paper, etc.) are not acceptable. Changes are made on a master copy of the manuscript, which is then reproduced on the good quality bond, white paper, and the reproductions substituted for the unacceptable pages. At this point, only corrected pages will be substituted; new manuscripts will not be accepted. Only those corrections requested may be submitted at this time. Additional corrections requested by the advisory committee members or the student will not be accepted.

All corrections must be made promptly in accordance with the specified deadlines. Graduation will be postponed for a semester if corrections are not made on time. New Title, Approval, and Abstract pages must be submitted in such cases. Theses deemed unacceptable will be returned to the student's department head. The manuscript must be re-submitted as a new document and the whole process must begin anew. All original submission deadlines must be met during the re-submission process in order to graduate that semester.

### Style Manuals

This Manual does not address all questions pertaining to style and format for the preparation of a thesis or dissertation. Many manuals and handbooks are available for this purpose. For specific questions not answered in this Manual, the current editions of the following may be helpful: Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*; *American Institute of Biological Sciences Style Manual*; *Publication Manual of the APA*; *The MLA Handbook*; *Style Manual for Biological Journals*; and *University of Chicago Press: A Manual of Style*. Other manuals are listed in the subject section of the current on-line catalog in the library under the heading, "Authorship-Handbooks, Manuals."

*Note:* Style manuals such as those indicated above are not intended to be used as a pattern or model for style and format for a thesis or dissertation. Only regularly published scholarly or professional journals may be cited at the bottom of page one of the thesis or dissertation.

### **Final Clearance**

After the defense, the following procedure should be carried out in order to obtain final clearance of the thesis or dissertation:

Pay the required binding, collating and editing fees (for theses) at the Business Office. Present the fee when submitting the four copies of the thesis or dissertation. The thesis or dissertation can be submitted before the fees have been paid, but payment of the fees is a requirement for final clearance. These fees are listed in the current Graduate Catalog and are subject to change without notice.

Four complete, identical, and appropriately signed copies of the thesis or dissertation are submitted, in person, to the Office of Graduate Studies & Research. Theses cannot be mailed. These four copies become the property of Texas A&M International University. After binding, one copy is deposited in the Killam Library, one copy is forwarded to the student's college, one copy is forwarded to the student's department. The final copy, for the student, will be given to the student's Advisory Committee Chair. It is the student's responsibility to coordinate the receipt of their copy of the thesis or dissertation with their Advisory Committee Chair.

Information on additional binding of theses is available within the Office of Graduate Studies & Research.

Copies of theses will not be accepted without all required signatures, nor until all corrections suggested by the advisory committee have been made.

Each copy of the thesis or dissertation must be in a separate manila clasp envelope (not a folder) which must be clearly identified with:

- student's name and I.D. number;
- date of scheduled graduation (May, August, or December and year);
- degree sought;
- department;
- local telephone number at which the student or his/her representative may be reached during business hours. No corrections are given over the telephone.

Master's or Ph.D degree candidates must:

Master's

- Master's degree candidates submit one extra copy of the Abstract and the Title Page. Ph.D Candidates submit two extra copies of abstract and Title Page.
- Submit a photocopy of an article with an extensive reference section from the journal model.

It is the responsibility of the student or his/her representative to incorporate all changes and corrections required into all copies of the manuscript.

### **Binding & Fees**

Students will be required to pay a \$40 binding fee at the Business Office. This fee covers the cost of binding four (4) copies of the thesis or dissertation. One copy will be for the library; one copy for the College Dean; one copy for the Department Chair; and one copy for the student. Additional student copies can be purchased for an additional \$10 per copy.

### **Thesis or Dissertation Checklist**

Theses will be reviewed for acceptability of the following requirements:

- General neatness and legibility
- Quality of duplication/reproduction
- Consistency of style and format throughout the thesis or dissertation
- Title Page, Approval Page, Abstract, and Vita, including:
  - style, spacing, and form;
  - correct month (May, August, December) and year of graduation;
  - full legal name, without initials or designation of profession, military rank, or marriage;
  - double-spacing of titles over one line in length;
  - original signatures of all advisory committee members and department head on all copies of the Approval Page.
- Exact correspondence of titles and page numbers in the text and the Table of Contents, the List of Tables, and/or the List of Figures.
- Journal used as a pattern or model for style and format is listed at the bottom of Page 1.
- Style and spacing of appropriate sections within the thesis or dissertation:



**Major divisions:** Each major division (e.g.; Abstract, Acknowledgments, Table of Contents, List of Tables, List of Figures, References, Appendix, Vita, etc.) is typed in upper-case letters and centered at the top of a new page. Each chapter or section title is a major division, which is typed in upper-case letters and centered at the top of a new page.

**Subheadings:** The style used for different levels of subheadings must be consistent throughout the manuscript. Subdivisions within chapters or sections do not begin on a new page. Subdivision headings are typed in upper and lower case letters and may be either centered or flush left. First-order subheadings may be typed in all upper-case letters provided they are placed flush left. Boldface type or italics may be used for all other levels of subheadings. Boldface type cannot be underlined. A subheading at the bottom of a page must have one line of text under it.

**Table of Contents:** Major divisions and first-order subheadings must be listed in the Table of Contents (See page 22).

- Style of figures and tables within the manuscript following the format of the model journal as closely as possible; placement of figures and tables following Thesis or Dissertation Manual requirements
- Consecutive numbering of tables and figures throughout the manuscript.
- Reference system following the model journal as closely as possible.
- Only page numbers outside the margins.
- No liquid paper or visible corrections on copies submitted.
- Numbering of every page in the manuscript starting with Abstract and ending with the Vita.
- Every thesis or dissertation must have a major introductory chapter or section (the title needs the word "Introduction") and a major concluding or summary chapter or section (the title needs the word "Conclusion", "Summary", or "Discussion").

### **Plagiarism**

All Thesis or Dissertation proposals and final drafts must be accompanied with a Turnitin report (or comparable report from other software) with the Advisory Committee Chair's assessment of said report. Any Thesis or Dissertation that appears to be plagiarized will be brought to the Graduate Council for assessment. If the Graduate Council deems that the Thesis or Dissertation does indeed appear to be plagiarized, the case will be referred to the Honor Council.

**Other Considerations:**

1. Has the manuscript been thoroughly proofed for errors (and then proofed again?).
2. Are your name and thesis or dissertation title Identical in all the places they appear?
3. Have you checked the accuracy of your pagination and assured all pages are included?
4. Are all changes made since the first draft reflected in the table of contents?
5. If your work includes any unbound materials, are they properly labeled, stored and listed in the table of contents?
6. All headings and titles including tables and illustrations are uniform and listed in the table of contents.
7. Correct number of extra copies of abstract and title page have been submitted.
8. Appendices and footnotes of letters of permission for special materials are included.
9. All guidelines for paper quality and formatting have been followed.
10. All figures and illustrations can be reproduced with good quality.
11. Have you confirmed attendance or absence from commencement?
12. Have you paid all fees and retained receipts?

## **APPENDICES**

Checklist for Graduate Students and Faculty Advisors

Thesis or Dissertation Proposal Coversheet

Thesis or Dissertation Clearance Form

**TEXAS A&M INTERNATIONAL UNIVERSITY**  
**OFFICE OF GRADUATE STUDIES & RESEARCH**

**CHECKLIST FOR GRADUATE STUDENTS AND FACULTY ADVISORS**

Student's Name: \_\_\_\_\_ Major: \_\_\_\_\_

Advisory Committee Chair: \_\_\_\_\_ Dept.: \_\_\_\_\_

This checklist is provided to help you and your Advisory Committee keep track of your progress through the various stages of graduate study.

ACTIVITY	Expected Completion Date	Completion Date
• Univ. & Dept. Applications Filed	_____	_____
• GRE & Transcripts in Admissions Office	_____	_____
• Dean's Acceptance Letter	_____	_____
• Approved Degree Plan	_____	_____
• Completion of Course Work	_____	_____
• Comprehensive Exam for Major	_____	_____
• Comprehensive Exam for Minor	_____	_____
• Thesis or Dissertation Proposal Submitted ○ (If applicable)	_____	_____
• Thesis or Dissertation Proposal Approved ○ (If applicable)	_____	_____
• Oral Defense ○ (If applicable)	_____	_____
• Final Thesis or Dissertation Cleared ○ (If applicable)	_____	_____
• Application for Graduation	_____	_____

**TEXAS A&M INTERNATIONAL UNIVERSITY**  
**OFFICE OF GRADUATE STUDIES & RESEARCH**  
**THESIS OR DISSERTATION PROPOSAL COVERSHEET**

I submit for approval the following proposal:

Major: \_\_\_\_\_

Tentative Title: (Title should be concise and the nature of the proposed research clearly stated.)

\_\_\_\_\_

Journal Model: \_\_\_\_\_

This proposal includes \_\_\_ attached sheets. (Proposals should be at least ten pages in length.)

The proposal should present concise information covering the following:

1. Objectives: (Make a clear statement of the results you hope to accomplish through the proposed research.)
2. Present status of the question: (Summarize the previous research in this area, especially citing any gaps which the study may help to fill. Include definite citations in your summary.)
3. Procedure: (Indicate clearly the methods you will use in gathering and analyzing data to accomplish the objectives.) (For further instructions refer to the Thesis or Dissertation Manual.)

**APPROVAL RECOMMENDED:**

\_\_\_\_\_  
 Committee Chair Signature                      Date

\_\_\_\_\_  
 Student's Signature    Date

\_\_\_\_\_  
 Member Signature    Date

\_\_\_\_\_  
 Type Student's Name

\_\_\_\_\_  
 Member Signature    Date

\_\_\_\_\_  
 Student ID Number

\_\_\_\_\_  
 Member Signature    Date

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 Department Chair Signature                      Date

\_\_\_\_\_  
 Dean of the College Signature                      Date

**TEXAS A&M INTERNATIONAL UNIVERSITY**  
**OFFICE OF GRADUATE STUDIES & RESEARCH**  
**THESIS OR DISSERTATION CLEARANCE FORM**

Name \_\_\_\_\_ Date Submitted \_\_\_\_\_ Degree \_\_\_\_\_

Student ID Number \_\_\_\_\_ Graduation Date \_\_\_\_\_ Major Subject \_\_\_\_\_

Committee Chair \_\_\_\_\_ Major Department \_\_\_\_\_

Thesis or Dissertation Title:

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Items to clear:

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\_\_\_\_\_  
Committee Chair Signature

\_\_\_\_\_  
Date cleared

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