THESIS AND DISSERTATION MANUAL

GRADUATE SCHOOL

TEXAS A&M INTERNATIONAL UNIVERSITY
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ACKNOWLEDGMENTS

We would like to thank the following people for their generous help in the preparation of this handbook:

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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 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 the 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 dissertations are available through the Sue & Radcliffe Killam Library at TAMIU. 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 dissertations consist of 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

Enrollment in a Thesis Course

You must continue to enroll in a Thesis course each Fall and Spring semester until you complete your Thesis. Students who are applying for graduation must have enrolled in a Thesis course during the same semester they plan to graduate in order to be certified for graduation (applies to Summer graduation.)

Thesis/Dissertation Deadlines

<table>
<thead>
<tr>
<th>Semester</th>
<th>GAC Written Approved Thesis/Dissertation</th>
<th>Approved Thesis/Dissertation with Formatting Revisions</th>
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<tbody>
<tr>
<td>Fall</td>
<td>4 weeks prior to graduation</td>
<td>the day before graduation</td>
</tr>
<tr>
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<td>4 weeks prior to graduation</td>
<td>the day before graduation</td>
</tr>
<tr>
<td>Summer</td>
<td>4 weeks prior to graduation</td>
<td>the day before graduation</td>
</tr>
</tbody>
</table>

Please refer to the University’s academic calendar for graduation dates. (http://www.tamiu.edu/calendar/#/?i=2)

*No exceptions will be made to the deadline for the final submission of the Thesis/Dissertation

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:


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.

**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.

**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 relevant and 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 ensure 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 Graduate School), must be submitted to the Graduate School. The cover sheet must have the original signatures of the student, advisory committee, Department Chair, and Dean of the College. The paper for the thesis or dissertation proposal 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 38).

**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 e-copy of the thesis or dissertation for final clearance, a photocopy of an article, or PDF, 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. The criteria are established in accordance with the U.S. Department of Health and Human services regulations. Researchers must submit a Protocol for Human Subjects in Research application to the IRB and receive approval prior to commencing the research.

**Institutional Animal Care and Usage Committee (IACUC)**

All studies using live vertebrate animals must be reviewed and approved by TAMIU’s IACUC. Approval is based on criteria established by the U.S. Public Health Services policy on Human Care and Use of Laboratory Animals. All students planning research involving live vertebrate animals are under the direction and supervision of a TAMIU faculty member who is responsible for securing any department or college permission necessary. Animal Care Use approval must be secured prior to final approval of the proposal.
**Institutional Biosafety Committee (IBC)**

The Institutional Biosafety Committee (IBC) is an appropriately constituted administrative body established to oversee the biohazardous or recombinant agents used for research and educational purposes by Texas A&M International University (TAMIU) faculty, employees, graduate, and undergraduate students, regardless of the source of funding. IBC supervises biohazardous or recombinant agent research in accordance with the National Institutes of Health (NIH) Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines). Biosafety approval must be secured prior to final approval of the proposal.

**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 Graduate School 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 Copyright Law of the United States. 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:

- 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.

For additional details on the Copyright Law of the United States, please visit http://www.copyright.gov/title17/
THESIS/DISSERTATION COMMITTEE

Selection of Thesis/Dissertation Committee

The committee should include at least four (4) tenured or tenure-track faculty members who are members of the Graduate Faculty at Texas A&M International University. The committee chair, and one of the four members, must be from the student's major field, and one member must be from a different field.

Selection of committee members should occur after discussion between the student and the committee chair. If the student wishes to include more than four faculty members on the committee, approval by the committee chair is required.

Once the committee has been chosen and the designated faculty members have agreed to serve, the student must obtain their signatures on the form "Request for Service on a Graduate Advisory Committee." The student takes this form to the Graduate School, where it is kept as part of the student's academic records. A copy of this form should also be submitted to the department chair. Students must update their committee membership if any faculty members on the committee have left the university.

Thesis and Dissertation Defense Guidelines for Committee Members

The graduate faculty presumes that its members will exercise sound academic judgment in the conduct of all graduate examinations. The following instructions are guidelines to the conduct of an examination and specify the consequences of the balloting at the end of the examination.

1. ATTENDANCE OF THE COMMITTEE MEMBERS: Each member is expected to attend the entire examination. Those who cannot do so should ask the Thesis or Dissertation Committee Chair and the Dean of the Graduate School to appoint someone else. In no event shall the examination be held without a full complement of committee members. If at the time of the examination a committee member is absent, the student’s major advisor must notify the Dean of the Graduate School and find a suitable replacement or cancel the examination.

2. LENGTH OF THE EXAMINATION: There is no time limit set by the Graduate School. However, at least two hours, but probably not more than three hours, should be scheduled for an examination. If questioning is not completed in a reasonable length of time, the examination may be adjourned until a later time, which is not to exceed three weeks duration from the scheduled examination date.
3. **COPIES OF THE THESIS OR DISSERTATION**: Each committee member shall have a copy to read at least seven working days prior to the examination. The oral examination is not to be held until the thesis or dissertation is in final draft (except for minor points brought out during the examination). A vote to fail the candidate or adjourn the examination may be cast if the thesis or dissertation is incomplete or requires substantial rewriting.

4. **VOTING**: After questioning of the candidate is complete, the candidate is asked to leave the room. General discussion of the examination and the candidate’s performance should be allowed and encouraged before balloting. Committee members may discuss any topics concerning the candidate’s performance and qualification. However, committee members must cast their votes independently. A vote to pass, fail, or adjourn the examination to a later date may be cast. A candidate will pass the examination if all votes but one are to pass. A candidate will fail if there are two or more votes to fail, and the examination will be adjourned if there are two or more votes to adjourn. Two votes of fail override two votes to adjourn. One vote to fail and one vote to adjourn are not acceptable and an additional ballot or ballots must be cast. If the vote is to adjourn, the examination must reconvene within 3 weeks.

5. **VISITORS**: Thesis and Dissertation defense meetings are open to the University community and should be advertised at least one week in advance of the oral defense. Questions from visitors should be restricted to the thesis or dissertation or the clarification of prior answers and should not introduce new topics. Visitors’ questions should be addressed to the chair, who may use discretion in addressing them to the candidate. The length of time devoted to questioning of the candidate by visitors is at the discretion of the major advisor. Visitors should arrive before the examination begins and will be excused when the questioning of the candidate is complete.
MANUSCRIPT PREPARATION

Photographs

Scanned copies of photographs are acceptable if the photo has enough contrast for a good reproduction.

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).

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.

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.

If a short table or small figure is included, it must 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. The top and bottom margins of a page on which a table or figure is placed must be
one inch. If you find too much empty space (especially after a table or figure) at the bottom
of the page, fill that space with text to fit the required one inch margin.

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. 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.

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).

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. Do not allow extra space between paragraphs of the same style.
Single spacing is used only for long, blocked and inset quotations, footnotes, endnotes, and itemized or tabular materials. Blocked and inset quotations should be single spaced. The left margin for blocked and inset quotations is indented with two tab key strikes. The paragraph that follows a blocked or inset quotation is flush left rather than indented. 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 1.0” on all four sides. The page numbers are placed about one-half inch from the top of the page and even with the right-hand margin.

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, tables, and figures in the thesis or dissertation must conform to the margin requirements in every way. Do not allow more than one inch of empty space at the top or bottom of a page that has computer data, illustrations, tables, or figures. Such empty space should be corrected by being filled with text.

Pagination

Every page in the thesis or dissertation, except the Title Page, Copyright Page (if used), 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 (unless it follows the Copyright Page, in which case it is page iii), 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.

**Preliminary Pages.** The Abstract, Dedication (if used), Acknowledgments (if used), Table of Contents, List of Figures (if used), List of Tables (if used), Abbreviations (if used), Forward (if used), and the Preface or Prologue (if used) 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.
Thesis Written in Spanish

The Title Page and Approval Page will follow the standard format of the sample pages in the Thesis Manual. The abstract will appear in both Spanish and English; Spanish and English versions will have identical page numbers. Abstract will come first, then Resumen. The dedication may be in English or Spanish or both. Acknowledgements will appear in English, with the option of a Spanish version as well. Spanish and English versions will have identical page numbers. Acknowledgements will come first, then Agradecimiento. Thus, the ordering of the preliminary pages will be:

- Title Page
- Copyright (if used)
- Approval Page
- Abstract (typically page number iii)
- Resumen (typically page number iii)
- Dedication (if used)
- Acknowledgments (if used)
- Agradecimiento (if used)
- Table of Contents
- List of Figures (if used)
- List of Tables (if used)
- Abbreviations (if used)
- Foreword (if used)
- Preface or Prologue (if used)

The vita will be in English or a combination of English and Spanish. Thesis/Dissertation Manual will be followed for all other requirements.
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
2. Copyright Page (if used)
3. Approval Page
4. Abstract
5. Dedication (if used)
6. Acknowledgments (if used)
7. Table of Contents
8. List of Figures (if used)
9. List of Tables (if used)
10. Abbreviations (if used)
11. Foreword (if used)
12. Preface or Prologue (if used)

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
18. Appendix or Appendices (if used)
19. Vita
**Preliminary Pages**

*Title Page.* The Title Page must follow the style, spacing, and form of the example on page 17.

- The title is typed in upper-case letters, double-spaced in an inverted pyramid 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 Dean of Graduate School.

- 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.
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 201X

Major Subject: Counseling Psychology
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 19.

☐ 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.

☐ Double space between submittal statement and degree. Submittal statement should be single spaced.

☐ Degree is in all capital letters; must match wording on Title Page.

☐ 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 Dean of Graduate School.

☐ Committee Member Names and Positions (Committee members do not sign this page)
  o Names do not include Dr. or Prof. or Ph.D. title
  o If co-chairs, put Co-Chairs of Committee (instead of Chair) before first co-chair’s name
  o If the department head serves as a member, chair or co-chair, his/her name must be included for both positions

- Month and year of graduation. (Graduation dates at Texas A&M International are May, August or December—do not use the final defense or submittal month)
  o No comma between month and year

☐ A copyright page may be included after the title page, but it is not mandatory. If used this page would be page ii.
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:

Chair of Committee, Jeffrey M. Brown
Committee Members, Roberto Heredia
Christopher Ferguson
Claudia San Miguel
Head of Department, Christopher Ferguson

May 201X

Major Subject: Counseling Psychology
Abstract. The Abstract must follow the style and format in the example on page 21. 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.
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 23).

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 23 for layout, placement of leader dots, etc.
## SAMPLE: Table of Contents

### Chapter Style

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABSTRACT</td>
<td>iii</td>
</tr>
<tr>
<td>ACKNOWLEDGMENTS</td>
<td>iv</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>v</td>
</tr>
<tr>
<td>LIST OF FIGURES</td>
<td>vi</td>
</tr>
<tr>
<td><strong>CHAPTER</strong></td>
<td></td>
</tr>
<tr>
<td>I INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>II PROBLEM</td>
<td>3</td>
</tr>
<tr>
<td>Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>Thermodynamics</td>
<td>5</td>
</tr>
<tr>
<td>Constitution</td>
<td>8</td>
</tr>
<tr>
<td>Problem Summary</td>
<td>14</td>
</tr>
<tr>
<td>III SOLUTION ALTERNATIVES</td>
<td>15</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>19</td>
</tr>
<tr>
<td>APPENDIX</td>
<td>21</td>
</tr>
<tr>
<td>VITA</td>
<td>23</td>
</tr>
</tbody>
</table>

### Section Style

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABSTRACT</td>
<td>iii</td>
</tr>
<tr>
<td>ACKNOWLEDGMENTS</td>
<td>iv</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>v</td>
</tr>
<tr>
<td>LIST OF FIGURES</td>
<td>vi</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>METHODS</td>
<td>14</td>
</tr>
<tr>
<td>Participants</td>
<td>14</td>
</tr>
<tr>
<td>Materials</td>
<td>15</td>
</tr>
<tr>
<td>Procedure</td>
<td>19</td>
</tr>
<tr>
<td>RESULTS</td>
<td>21</td>
</tr>
<tr>
<td>DISCUSSION</td>
<td>23</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>27</td>
</tr>
<tr>
<td>APPENDIX</td>
<td>30</td>
</tr>
<tr>
<td>VITA</td>
<td>31</td>
</tr>
</tbody>
</table>
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. Subdivisions must have at least one line of narrative text under them. 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 in both preliminary pages and narrative 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 33.

The journal model must be noted 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 solid horizontal line ten spaces in length. This sentence does not use a superscript number or symbol of any kind.

This thesis follows the model of Arizona Quarterly.
1. SAMPLE FIRST PAGE SHOWING SUBHEADINGS

1.1 Introduction

This page shows samples of three levels of subheadings. *These are examples only.*

*TAMIU graduate theses and dissertations do not have a specific “style” for subheadings.*

1.2 Subheadings in General and First-order Subheadings in Particular

Some rules for ALL levels of subheadings are:

- Vertical spacing above and below each subheading needs to be consistent for *each level*
- Vertical spacing within a subheading with more than one line needs to be the same as spacing of the text
- Style and format need to match for *each level* (numbering is enough to differentiate the levels—if numbered they can look the same *or* each level can look different)
- Type size and style need to follow text
- Capitalization needs to be consistent for *each level* of subheading
- First-order subheadings must be included in the Table of Contents
- Second and third-order subheadings should not be included in the Table of Contents
1.2.1 Second-order subheadings

Second-order subheadings need to differ from first level *unless* they are numbered. If numbered, all levels of subheadings may match for style (but they do not have to). Second levels do not need to be included in the Table of Contents.

1.2.1.1 Third-order subheadings

Third-order subheadings, if numbered, may match the other levels of subheadings. If unnumbered, they need to have a different style. Third levels do not need to be included in the Table of Contents.
### Supplementary Pages

**References.** The referencing system used in the thesis or dissertation must follow the method used by the journal model (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.

**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
  - schools attended
  - degrees earned
  - years in which degrees were completed
4. major field of specialization

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.)
THEESIS SUBMITTAL AND REVIEW

Committee Review and Approval of the Thesis

After the student has passed the final defense and the committee has approved the written thesis or dissertation, the committee, Department Chair, and College Dean signs the Written Thesis/Dissertation Approval Form. This form is available online at http://www.tamiu.edu/gradschool/ThesisForms.shtml. The student delivers the signed original form to the Graduate School. An unsigned Approval Page listing the committee members is included as the second page of the PDF files (see pages 19-20). Each chair, co-chair and committee member (including special appointments) must sign the approval form for him/herself. There are no exceptions. Any student who is having trouble obtaining signatures should contact the Graduate School for guidance.

Submitting the ETD (Electronic Thesis/Dissertation) as a PDF File

The student converts the thesis/dissertation from the original format to PDF using PDF conversion software. Adobe Acrobat Reader and free printing to PDF software can be found on all computers at the open access labs. Free software is also available over the internet.

The student then submits the PDF file to thesis@tamiu.edu. The maximum file size is 20 MB. Call the office if you are having problems with submitting because of excessive file size. The body of the email must contain the following information:

- 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.

Availability of the Thesis to the Public

After the student has graduated, the thesis will be available via the Internet from the Texas A&M International University Killam Library (http://library.tamiu.edu) and the Texas Digital Library (http://repositories.tdl.org/tamiu-ir). Additionally, dissertations will be available from ProQuest/UMI.

All theses and dissertations will eventually be available to the public. At the time of submittal, the student has the option to release the document immediately, have it held for a limited period of time (as specified in the TAMIU Copyright and Availability Form), or have
it held for a longer period for patent/proprietary issues. Except in cases of patent/proprietary holds, information about the work (title, author, abstract, etc.) will be made available to the public during the restriction period.

**Submittal and Review Process**

**Overview of the Submittal Process**

Successfully defend your research.

Make any changes to the written thesis required by the committee.

Obtain appropriate signatures on the approval form: committee chair and members, Department Chair, and College Dean.

Hand deliver the original *Signed Approval Form* to the Graduate School.

Convert the final thesis to a PDF file.

Submit the PDF file to thesis@tamiu.edu for review.

**Overview of the Correction Process**

Receive the necessary changes from the Graduate School after the manuscript has been reviewed. (Student and chair receive an email from the Graduate School.)

Make the requested corrections to the original document.
Convert the changed document to a PDF file.
Submit the new PDF file to thesis@tamiu.edu.

Graduate School will review again; if further corrections are required, the correction process will be repeated.

**Requirements for Submittal of Thesis/Dissertation**

**Items Required to Begin the Review Process (Needed by Submittal Deadline)**

Submit a PDF file of the complete manuscript to thesis@tamiu.edu.

Hand deliver the original *Signed Approval Form* to the Graduate School.
Provide an article from the journal model that contains an example of a table, a figure and an extensive reference section (published within the last five years).

**Deadlines**

To graduate in a given semester, students must submit (1) the signed approval form and (2) the thesis in final form as a PDF file four weeks prior to graduation. **There are no exceptions for late submittal.** Students submitting after Deadline Day cannot graduate until the following semester.

**Thesis/Dissertation Corrections**

Students may make only those corrections required by the Graduate School after the manuscript is submitted electronically. Additional corrections requested by the student, the chair, or other committee members will not be accepted.

The Graduate School will contact the student via email after the review of the manuscript. The student will make requested corrections in the original Word (or other) file, convert the revised document to a new PDF file and email the new PDF file to thesis@tamiu.edu. The body of the email must contain the following information:

- 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.

All corrections must be made promptly and meet the deadlines set by the Graduate School. Graduation will be postponed if corrections are not made on time. (Keep in mind that the Title, Approval and Abstract pages must be changed to reflect the correct date of graduation in the event of a graduation postponement.)

**Unacceptable Manuscripts**

A thesis or dissertation may be declared unacceptable by the Graduate School and returned to the student and department head with a list of needed changes if the requirements outlined in this manual are not followed. In this situation the manuscript must be corrected and resubmitted as a new document. All original submittal deadlines must be met during the re-
submittal process in order to graduate that semester. Unacceptable manuscripts returned to
the student after Deadline Day will not be accepted for graduation in that semester.

Graduate School Review Time

The following are approximate turn-around times after the manuscript and the signed
approval form have been submitted to the Graduate School. Manuscripts are reviewed in the
order received.

   Early in semester - 7 working days
   Week before Deadline Day - 10 working days
   Deadline Day - 15 working days

If a manuscript is submitted in the semester before the semester you plan to graduate (that is,
after Deadline Day for the current semester), turn-around time may be as long as six weeks
because no corrections can be given out for the next semester until all students are
cleared for the current semester. Call us if you have questions about this.
MISCELLANEOUS

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.

Thesis or Dissertation Checklist

Theses and dissertations will be reviewed for acceptability of the following requirements:

- General neatness and legibility
- 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
- 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 (Abstract, Dedication, Acknowledgments, Table of Contents, List of Figures, List of Tables, Abbreviations, Foreword, Preface or Prologue, References, Appendix, Vita) is typed in upper-case letters and centered at the top of a new page. If listing preliminary pages in Table of Contents, include Dedication. Although the Dedication page is not numbered, if a Dedication page is used, it goes after the Abstract and is considered page ii (if the Abstract is more than one page, the Dedication is considered page iii). 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. Subheadings within chapters or sections do not begin on a new page. Subheadings 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 at least 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 22-23).

- 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 proofread for errors (and then proofread 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. All headings and titles including tables and illustrations are uniform and listed in the table of contents.
6. Appendices and footnotes of letters of permission for special materials are included.
7. All figures and illustrations can be reproduced with good quality.
8. Have you confirmed attendance or absence from commencement?
9. Have you paid all fees and retained receipts?

**Binding**

Although TAMIU no longer formally binds theses or dissertations, for a $10/copy fee TAMIU can have copies of your theses/dissertation bound. To do so, you will need to pay the fee at the Bursar’s Office in the Zaffirini Student Success Center, and bring the receipt, and printed hard copy of your document to the Graduate School (ZSC 206). Please note that it may take several weeks before we receive the bound copy.
APPENDICES

Thesis/Dissertation Flowchart

Thesis/Dissertation Timeline

Request for Service on a Graduate Advisory Committee

Thesis or Dissertation Proposal Cover Sheet

Written Thesis (M.S./M.A.) Approval Form

Written Dissertation (Ph.D.) Approval Form

Copyright and Availability Form
1. **Graduate Advisory Committee (GAC)**
   - 4 faculty members (1 committee chair, 3 members)
   - Obtain signatures on the "Request for Service on Graduate Advisory Committee" form - Submit to the Graduate School (ZSC 206) or thesis@tamiu.edu

2. **Thesis/Dissertation Proposal**
   - Prepare/consult with GAC. The GAC determines when you are ready to defend the thesis/dissertation proposal.
   - "Thesis/Dissertation Proposal Cover Sheet" signed by GAC, Department Chair, and College Dean
   - Submit Thesis/Dissertation proposal and cover sheet to the Graduate School (ZSC 206)

3. **Does your research involve human participants?**
   - YES
     - Proceed to Steps 4-7
   - NO

4. **Does your research involve animals?**
   - YES
     - Work with "Animal Use Protocol Application" and provide notification of approval from IACUC
     - Proceed to Steps 4-7
   - NO

5. **Complete Thesis/Dissertation with GAC Guidance**
   - After GAC determines you’re ready, schedule the thesis/dissertation defense

6. **SUBMIT to thesis@tamiu.edu**
   - Copy of an article that you are following for formatting
   - SUBMIT to the Graduate School, ZSC 206
   - "Copyright and Availability Form" signed by Committee Chair

7. **Review & Formatting:**
   - The Graduate School reviews the thesis/dissertation for formatting ONLY, not content.
   - You will receive notification from the Dean of the Graduate School of any required revisions.

Final Submission of the thesis/dissertation, with required revisions, must be received by the Graduate School the day PRIOR to graduation!

Approved thesis/dissertation must be received by the Graduate School (ZSC 206) 4 weeks PRIOR to graduation!
**Texas A&M International University**  
**Graduate School Thesis/Dissertation Timeline**

**Graduate Advisory Committee**
1. Request four faculty members to serve on your Graduate Advisory Committee. Your Graduate Advisory Committee should consist of 1 Committee Chair and 3 Committee Members.
2. Obtain the “Request for Service on a Graduate Advisory Committee” form from the Graduate School webpage.
3. Complete and obtain the original signatures of your Graduate Advisory Committee members on the “Request for Service on a Graduate Advisory Committee” form and submit to the Graduate School, Senator Judith Zaffirini Student Success Center 206 (ZSC 206) or via email to thesis@tamiu.edu as soon as the form is complete.

**Thesis/Dissertation Proposal**
5. Once your committee members have determined that you are ready to defend your thesis/dissertation proposal, schedule your thesis/dissertation proposal defense.
6. Once you have successfully defended your thesis/dissertation proposal, obtain the original signatures of your Graduate Advisory Committee members, the Department Chair, and the College Dean on the “Thesis or Dissertation Proposal Cover Sheet” form from the Graduate School webpage. Submit the original, signed proposal cover sheet and your thesis/dissertation proposal (minimum 10 pages) to the Graduate School, ZSC 206 by the last class day of the semester in which you defended your proposal.

**Thesis/Dissertation**
7. If your thesis/dissertation research involves human participants, work with your faculty advisor to submit the “Determination of Human Research” form to the Institutional Review Board (IRB) in KL 326 or irb@tamiu.edu for approval, http://www.tamiu.edu/irb/irb_forms.shtml
8. If your thesis/dissertation research involves animals, work with your faculty mentor to be added, if not already, to the “Animal Use Protocol Application” and provide notification of approval from IACUC.
9. If your thesis/dissertation research involves biosafety, contact the Office of Research and Sponsored Projects at (956) 326-3028.
11. Once your committee members have determined that you are ready to defend your thesis/dissertation, schedule your thesis/dissertation defense.  
   *Please keep in mind when scheduling your defense that your approved thesis is due to the Graduate School 4 weeks prior to graduation.*
12. Once you have successfully defended your thesis/dissertation, obtain the original signatures of your Graduate Advisory Committee members, the Department Chair, and the College Dean on the “Written Thesis (M.S./M.A.) Approval Form” or the “Written Dissertation (Ph.D.) Approval Form” from the Graduate School webpage. Submit the original, signed form to the Graduate School, ZSC 206. Submit your thesis/dissertation (PDF and Word version), and a copy of an article that you are following for formatting to thesis@tamiu.edu. Complete and obtain your Committee Chair’s signature on the “Copyright and Availability Form” and submit to the Graduate School, ZSC 206.
   *Please note that if you request a journal hold, your work will be held for one year and then it will be released for worldwide access on the Internet (you may request a one-year extension if needed).  
   *Original submission of the thesis/dissertation is due four weeks prior to graduation.*

**Thesis/Dissertation Review and Formatting**
13. The Graduate School will review the thesis/dissertation for formatting only. The Graduate School does not review for content. After the initial review the thesis/dissertation will be returned to you for revisions. The thesis/dissertation may be returned to you multiple times before it is approved.
14. Once final approval of the thesis/dissertation is received you will receive notification from the Dean of the Graduate School.
   *The final submission of the thesis/dissertation must be received by the Graduate School by the day prior to graduation.*

05.16.17
Request for Service on a Graduate Advisory Committee

Student Name: ____________________________  TAMIU ID: ______________________

College: ___________  Degree: □ Master’s  □ Doctoral  Major: ______________________

The above student has requested that I serve on his/her Graduate Advisory Committee. I understand that serving on this committee requires that I be reasonably available to this student for consultation and guidance. Additionally, I understand that I, along with the other members of the committee, have a particular and direct responsibility for the following:

☐ Comprehensive Examination
Examination/Graduation Semester:  Fall  □ Spring  □ Summer  □ Year: ___________
• Designing a degree plan in consultation with the student
• Preparing and evaluating the comprehensive examination

☐ Thesis  □ Dissertation
Graduation/Submission Semester:  Fall  □ Spring  □ Summer  □ Year: ___________
• Designing a degree plan in consultation with the student
• Assisting with the thesis/dissertation
• Reading and evaluating the thesis/dissertation
• Preparing, administering and evaluating the defense of the thesis/dissertation

Cognizant of the above responsibilities, I agree to serve on the Graduate Advisory Committee of the above named student.

Approval / Required Signatures:

Committee Chair  ____________________________  Signature  __________________________
Date

Committee Member  ____________________________  Signature  __________________________
Date

Committee Member  ____________________________  Signature  __________________________
Date

Committee Member  ____________________________  Signature  __________________________
Date

Submit Request for Services on a Graduate Advisory Committee form with all required original signatures to:

Graduate School
Senator Judith Zaffirini Student Success Center 206
Phone: 956.326.3027

Revised: 06/22/17
Thesis or Dissertation Proposal Cover Sheet

College: ____________________ Degree: □ Master’s □ Doctoral □ Major: ____________________

Tentative Title: (Title should be concise)

________________________________________________________

Article/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/Required Signatures:

Student’s Name ___________________________ Committee Chair ___________________________ Date

TAMIU ID ___________________________ Committee Member ___________________________ Date

Mailing Address ___________________________ Committee Member ___________________________ Date

Student’s Email Address ___________________________ Committee Member ___________________________ Date

Student’s Signature ___________________________ Date

Department Chair ___________________________ Date

College Dean ___________________________ Date

Graduate School Dean ___________________________ Date

Submit original signed approval form to:

Graduate School
Senator Judith Zaffirini Student Success Center 206
Phone: 956.326.3027

Revised: 06/22/17
Written Thesis (M.S. / M.A.) Approval Form

Student Name: ____________________________  TAMIU ID: ____________________________
Student Email Address: ____________________________

College: ____________________________  Masters of: [ ] Science  [ ] Arts  Major: ____________________________

Date of Defense (mm/dd/yy): ____________________________  Today’s Date (mm/dd/yy): ____________________________

Anticipated Submission/Graduation:  [ ] Fall  [ ] Spring  [ ] Summer  Year: ________

Thesis Title:

________________________________________________________________________

________________________________________________________________________

We the undersigned duly appointed committee have read and examined this manuscript and certify it is adequate in scope and quality as a thesis for this master’s degree. We approve the content of the thesis to be submitted to the Graduate School for processing and approval.

Approval/Required Signatures:

Committee Chair  Date  Department Chair  Date

Committee Member  Date  College Dean  Date

Committee Member  Date  Graduate School Dean  Date

Committee Member  Date

The student must submit the Written Thesis Approval Form with all required original signatures to the Graduate School. Student must submit a PDF and word version of their thesis to thesis@tamiu.edu. Students must clear the Graduate School formatting requirements within a year of their final defense. To graduate in a given semester, a student must meet the Graduate School scheduled deadline for submittal of the signed approval form and the thesis in final form.
Written Dissertation (Ph.D.) Approval Form

Student Name: ____________________________  TAMIU ID: ________________________
Student Email Address: ____________________________
College: ____________________________  Major: ____________________________
Date of Defense (mm/dd/yy): ____________________________  Today’s Date (mm/dd/yy): ____________________________
Anticipated Submission/Graduation:  Fall ☐  Spring ☐  Summer ☐  Year: ________
Dissertation Title: ____________________________

We the undersigned duly appointed committee have read and examined this manuscript and certify it is adequate in scope and quality as a dissertation for this Ph.D. degree. We approve the content of the dissertation to be submitted to the Graduate School for processing and approval.

Approval/Required Signatures:

Committee Chair  Date  Department Chair  Date
Committee Member  Date  College Dean  Date
Committee Member  Date  Graduate School Dean  Date
Committee Member  Date

The student must submit Written Dissertation Approval Form with all required original signatures to the Graduate School. Student must submit a PDF and word version of their dissertation to thesis@tamiu.edu. Students must clear the Graduate School formatting requirements within a year of their final defense. To graduate in a given semester, a student must meet the Graduate School scheduled deadline for submittal of the signed approval form and the dissertation in final form.
Copyright and Availability Form

Student Name: ____________________________  TAMIU ID: ____________________________

College: ____________________  Degree: ☐ Master’s  ☐ Doctoral  Major: ____________________________

Date of Graduation (Month/Year): ________________  Student Email Address: ____________________________

TAMIU COPYRIGHT AGREEMENT

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis/dissertation allowing distribution as specified below.

I certify that the version I submitted is the same as that approved by my committee chair.

I hereby grant to Texas A&M International University and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis/dissertation in whole or in part in all forms of media, now or hereafter known.

To the extent this thesis/dissertation is an educational record as defined in the Family Educational Rights and Privacy Act (FERPA – 20 USC 1232g), I consent to disclosure of it to anyone who requests a copy.

I retain all other ownership rights to the copyright of the thesis/dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis/dissertation.

AVAILABILITY OPTIONS (check one)

☐ Release the work immediately for worldwide access on the Internet.

☐ (Patent Hold) Secure the work temporarily for patent and/or proprietary purposes and then release the work for worldwide access on the Internet.

☐ (Journal Hold) Hold the work for one year and then release the work for worldwide access on the Internet (one-year extension on request, if needed).

COMMITTEE CHAIR

I have discussed the availability choices with my student, and I am aware of the choice my student has made.

Committee Chair: ____________________________  Signature: ____________________________  Date: __________

STUDENT AGREEMENT

I have read and fully agree to the TAMIU copyright agreement regarding my thesis or dissertation. I agree to the thesis/dissertation availability option I selected above. I understand that the option is my choice and that there may be publishing consequences to my selection.

Student’s Signature: ____________________________  Date: __________

Submit original approval form with signatures to:

Graduate School
Senator Judith Zaffirini Student Success Center 206
Phone: 956.326.3027 ~ Email: thesis@tamiu.edu
Website: www.tamiu.edu/gradschool

Revised: 06/22/17