THE GRADUATE COLLEGE GUIDE TO PREPARING AND SUBMITTING A
THESIS OR DISSERTATION

by

The Graduate College of Texas State University

Effective for the 2017-2018 Academic Year

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I. INTRODUCTION TO THE GUIDE

Purpose of the Guide

This guide provides an overview of the preparation and submission process of a thesis or dissertation at Texas State, including, but not limited to, certain style and formatting requirements. Recent style manuals (i.e. APA, Turabian, MLA, etc.) in the students’ major disciplines may be consulted for style material not included in the guide. Theses and dissertations must be formatted as specified in this guide in order to be approved by The Graduate College.

It is important for students to consult with their departments regarding departmental requirements outside The Graduate College’s requirements outlined in this guide, as well as progress towards a degree. Students are responsible for adhering to both The Graduate College’s requirements and their departmental requirements in order to graduate from Texas State University.

Revisions to the Guide

Texas State University reserves the right to make changes to the requirements in this guide. If changes are considered necessary, they will become effective immediately and will apply to both prospective students and those already enrolled. Current students must not use old manuals, previous theses, or previous dissertations when preparing a current document, as styles and requirements may have changed.

Forms Referenced in the Guide

Forms referenced in the Guide (see Appendix A for a list) may be obtained at http://www.gradcollege.txstate.edu/forms.html.
Resources for Thesis / Dissertation Students

Texas State offers a variety of resources to support you in your thesis/dissertation work, including the Writing Center (www.writingcenter.txstate.edu) and the Student Learning Assistance Center, or SLAC (www.txstate.edu/slac). In this section, we focus on two resources provided by The Graduate College: Shop Talks and Thesis/Dissertation Research Support Fellowships.

Grad College Shop Talks are workshops, seminars, and presentations organized by The Graduate College that are specific to the graduate student experience, including strategizing efficient degree completion, finding research support, disseminating your scholarship, and planning for your career. There are three categories of Shop Talks, degree success, research development, and career prep, and all Shop Talks are always free. You can also earn a Certificate of Completion by attending a certain number of Shop Talks in each category, writing a reflection, and submitting your attendance log and reflection on The Graduate College’s online portal. The Certificate can be displayed in your professional portfolio on items such as your resume, CV, cover letter, ePortfolio, and anywhere else you list your professional development. For information about Shop Talks, navigate to www.gradcollege.txstate.edu/events/shoptalks.html.

The Graduate College has a competitive Research Support Fellowship program for students in Ph.D./Ed.D. programs and thesis master’s programs, to support their dissertation and thesis research. Funds are intended to cover a portion of the expenses directly related to thesis research, with recipients submitting a final report to Associate Dean Paulson that details their progress and the use of their funds. The fellowships are available for continuing master's students and offered twice per year. For information
about the Thesis Research Support Fellowship, navigate to

www.gradcollege.txstate.edu/funding/scholarships/thesis-research.html, and for
information about the Doctoral Research Support Fellowship, navigate to

www.gradcollege.txstate.edu/funding/scholarships/doctoral-research.html.
II. ESTABLISHING A COMMITTEE

Thesis/Dissertation Committee Members

Committee Chair

The first steps in writing a thesis/dissertation are to find a viable research topic and a committee chair. As students take courses of study in a field, they should look for areas of interest and problems that need to be solved. The thesis/dissertation topic must also have a clear relationship to literature in the major field of study. Students should discuss potential research topics with graduate faculty members in the department/graduate program and identify a faculty member willing to serve as their committee chair. Students should also see their programs for any additional requirements needed to form a committee.

Thesis students obtain the consent of a graduate faculty member in the major department to serve as their thesis committee chair. Co-chairs are allowable. The thesis committee chair(s) must hold at least Regular Graduate Faculty status with their master’s program. Ph.D./Ed.D. students obtain the consent of a graduate faculty member in the doctoral program to serve as the dissertation committee chair. Co-chairs are allowable. The dissertation committee chairs must hold Core Doctoral Graduate Faculty status for their doctoral programs. The Dissertation Committee Chair Assignment Form must be completed and signed by the student, the proposed dissertation committee chair, doctoral program director and the department chair, and then submitted to The Graduate College to be approved by the Dean or Associate Dean.
Selection of Other Committee Members

The student, in consultation with the thesis/dissertation committee chair, will establish a thesis/dissertation committee. All committee members must be approved by The Graduate College as graduate faculty.

Thesis Committee Composition

In addition to a committee chair, thesis students will obtain the consent of a minimum of two additional members to serve as committee members. If students have a minor, one of the two other committee members must be from the students’ minor department. Otherwise, the other two committee members are chosen from graduate faculty in the major department, from another Texas State department, or external to the university. At a minimum, the thesis committee will have three members: a committee chair and two other committee members. However, students can choose to have a thesis committee with more than three members. The thesis committee is officially formed and approved by the department chair and the Dean or Associate Dean of The Graduate College when the Thesis Proposal Form is submitted to The Graduate College (see Chapter IV). Refer to Table 1 for requirements and procedures for committee members outside the student’s major department or external to the university.
Table 1. Thesis Committee Members Outside of Student’s Major Department or External to Texas State University.

| Thesis Committee Members who are Texas State faculty outside the student’s major department at Texas State: | - Must be approved and current Texas State graduate faculty. |
| Thesis Committee Members who are external to the university and are nominated as Adjunct Graduate faculty: | - Must hold professional credentials equivalent to those associated with graduate faculty status in the student’s major department. |
| | - The department chair should submit the Graduate Faculty Nomination Form (specified in PPS 7.03 [www.provost.txstate.edu/pps.html](http://www.provost.txstate.edu/pps.html)) to appoint an outside committee member who is not affiliated with Texas State. |
| | - The form must be accompanied by a written statement, wherein the member states that they are willing to serve on the student’s committee and that they understand that the university will not be responsible for expenses associated with committee service. (The Graduate College will accept verification from the department chair.) |
| | - The form, curriculum vitae and written statement are submitted to the Dean or Associate Dean of The Graduate College for approval. |

**Dissertation Committee Composition**

Members of the dissertation committee must be core doctoral, associate doctoral, or adjunct doctoral graduate faculty. The dissertation committee chair serves as the chair of the dissertation committee. The breakdown for a dissertation committee for the different doctoral programs is as follows:

- **Adult, Professional, and Community Education (APCE):** The dissertation committee includes the dissertation committee chair and a minimum of three additional committee members.

- **Aquatic Resources:** The dissertation committee includes the dissertation
committee chair and a minimum of four additional members, two of whom must be from the Department of Biology, one from another Texas State department, and one external to the university.

- **Computer Science**: The dissertation committee includes the dissertation committee chair and a minimum of three additional members, one of whom must be outside of the Computer Science Department or the university.

- **Criminal Justice**: The dissertation committee includes the dissertation committee chair and a minimum of three additional members, one of whom must be from outside the department of Criminal Justice or university.

- **Developmental Education (Ph.D. and Ed.D.)**: The dissertation committee includes the dissertation committee chair and a minimum of three additional committee members, one of whom must be external to the program.

- **Geographic Education**: The dissertation committee for a student in Geographic Education includes the dissertation committee chair and a minimum of three additional committee members, two of whom must be from the Department of Geography and one from outside the department.

- **Geographic Information Science**: The dissertation committee for a student in Geographic Information Science includes the dissertation committee chair and a minimum of three additional committee members, two of whom must be from the Department of Geography and one from outside the department.

- **Geography**: The dissertation committee for a student in Geography includes the dissertation committee chair and a minimum of three additional committee members, two of whom must be from the Department of Geography and one
from outside the department.

- **Materials Science, Engineering, and Commercialization (MSEC):** The dissertation committee for a student in MSEC includes the dissertation committee chair and a minimum of four additional members, three of whom must be from the College of Science and Engineering and one external member.

- **Mathematics Education:** The dissertation committee for a student in Mathematics Education includes the Dissertation committee chair and a minimum of three additional members, one of whom must be an external member.

- **School Improvement:** The dissertation committee for a student in School Improvement includes the dissertation committee chair and a minimum of three additional committee members.

Refer to Table 2 for requirements and procedures for committee members outside the student’s major department or external to the university.

To form the dissertation committee, the Dissertation Committee Request Form must be completed and signed by the student, committee members, committee chair, doctoral program director, and the department chair and then forwarded to the Dean or Associate Dean of The Graduate College for approval.
Table 2. Dissertation Committee Members Outside of Student’s Major Department.

<table>
<thead>
<tr>
<th>Dissertation Committee Members from Texas State departments and schools that do not offer Ph.D./Ed.D. degrees:</th>
<th>- Must be members of the Texas State graduate faculty and must hold professional credentials equivalent to those associated with core or associate doctoral faculty status in the student’s major department.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertation Committee Members who are external to the university and are nominated as Adjunct Doctoral Graduate faculty:</td>
<td>- Must hold professional credentials equivalent to those associated with core or associate doctoral graduate faculty status in the student’s major department. - The department chair should submit the Graduate Faculty Nomination Form (specified in PPS 04.01.30 <a href="http://www.provost.txstate.edu/pps.html">www.provost.txstate.edu/pps.html</a>) to appoint an outside committee member who is not affiliated with Texas State.</td>
</tr>
<tr>
<td>Dissertation Committee Members who are external to the university and are nominated as Adjunct Doctoral Graduate faculty:</td>
<td>- This form must be accompanied by a written statement, wherein the member states that they are willing to serve on the student’s committee and that they understand that the university will not be responsible for expenses associated with committee service. (The Graduate College will accept verification from the Department chair.) - The form, curriculum vitae and written statement are submitted along with the Dissertation Committee Request Form to the Dean or Associate Dean of The Graduate College for approval.</td>
</tr>
</tbody>
</table>

Changes in Committee Members: Thesis Committee

If changes in the membership of the thesis committee are necessary, students will need to fill out the Thesis Chair/Committee Member Change Form, and submit it to The Graduate College for approval by the Dean or Associate Dean. Please see Appendix A for a link to the form. It can also be found on The Graduate College website.

A committee member that retires or resigns from Texas State, but wishes to remain on a thesis committee may do so with the approval of the student, committee chair, and the department chair. A written request accompanied by a written statement (can be an emailed request) wherein the member states that they are willing to continue
serving on the student’s committee and that they understand the university will not assume responsibility for expenses associated with committee service must be submitted to The Graduate College for approval by the Dean or Associate Dean.

**Changes in Committee Members: Dissertation Committee**

If changes in the membership of the dissertation committee are necessary, the Dissertation Chair/Committee Member Change Request form must be completed and submitted to The Graduate College for approval by the Dean or Associate Dean. Committee changes must be made at least sixty days prior to the dissertation defense.

A committee member that retires or resigns from Texas State, but wishes to remain on a dissertation committee may do so with the approval of the student, committee chair, doctoral program director, and the department chair. In addition to submitting the appropriate graduate faculty status form for external members of a committee, a written request accompanied by a written statement (can be an email) wherein the member states that he or she is willing to continue serving on the student’s committee and that he or she understands that the university will not assume responsibility for expenses associated with committee service must be submitted to The Graduate College for approval by the Dean or Associate Dean.

**Availability of Committee Members**

Thesis and dissertation students will rely on the advice and knowledge of each committee member. While committee members are committed to working on the thesis/dissertation, they also have other commitments. The student should verify that the committee members will be available at required times.
III. RESPONSIBLE CONDUCT OF RESEARCH

All graduate students should be aware of Responsible Conduct of Research (RCR). RCR covers the following topics: research misconduct, human subjects and IRB, nonhuman animal subjects and IACUC, conflicts of interest, data management practices, mentor/trainee relationships, collaborative research, authorship and publication practices, and peer review. For information about RCR at Texas State, navigate to the following web page: http://www.txstate.edu/research/orc/RCR.html

Plagiarism

Credit must be given for direct quotations, for paraphrases, for information, and for ideas. The exact methods of documenting sources will vary from one style guide to another, but the underlying principle remains the same. It is imperative that credit is given for material that is not students’ own. Students at the graduate level who plagiarize will face severe penalties, per the Texas State Honor Code, UPPS 07.10.01 (www.txstate.edu/effective/upps/upps-07-10-01.html).

Using Copyrighted Materials

If students plan to include work that has been created by others in their theses/dissertations, such as text, charts, drawings, photographs, computer programs, music, etc., they have the responsibility to determine whether the intended use qualifies for the Fair Use provision of U.S. copyright law.

Fair Use stipulates that certain uses of copyrighted material are not an infringement. Limited use of copyrighted material for the purpose of criticism, comment, news reporting, and teaching are commonly considered to be fair use. Guidance for making a fair use evaluation may be found in the free resource, Copyright and Your
Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities

(online at media2.proquest.com/documents/copyright_dissthesis_ownership.pdf). If the intended use is Fair Use, students do not need permission to use the items. If the intended use of copyrighted material does not meet the Fair Use standard, students must secure written permission from the copyright holder prior to using any copyrighted materials. A sample permission letter is available at media2.proquest.com/documents/UMI_CopyrightGuide.pdf. Written permission(s) should be included in the thesis/dissertation as an Appendix.

An acknowledgement of permission should be included in for each item used (e.g. “graph X used with permission of…”). Whether or not permission is needed, proper attribution for each source must be given in the text and references section of the thesis/dissertation.

The Alkek Library has prepared a Copyright Guide, which includes general legal information, links to policies, handouts from the workshops and much more. The guide may be accessed at libguides.txstate.edu/copyright.

Laws and University Regulations

Students are responsible for ensuring that proposed research procedures do not violate laws or university regulations. Students must be aware of and comply with any federal, state, local, or university regulations pertaining to thesis/dissertation related research.

If the thesis/dissertation requires approvals, permits or permission from the university or governmental or private agencies, any necessary approvals, permits and documentation must be obtained before the research project can begin. Students should
be aware that all thesis and dissertation material must be accessible to the general public. They are responsible for ensuring that no exclusive rights to publication are given to the third parties, and no classified information is included in the work. For special cases, consult The Graduate College.

Institutional Animal Care and Use Committee

If the thesis/dissertation involves the use of vertebrate animals, students and thesis/dissertation committee chairs must understand university regulations governed by the Texas State Institutional Animal Care and Use Committee (IACUC). Refer to the Texas State IACUC website at [www.txstate.edu/research/orc/animals-in-research.html](http://www.txstate.edu/research/orc/animals-in-research.html) for additional information and to ascertain whether Texas State IACUC approval is required for the proposed research project. If IACUC approval is required, the IACUC approval code must be included on the Thesis Proposal Form or the Dissertation Proposal and Proposal Defense Form submitted to The Graduate College.

Institutional Review Board

If the thesis/dissertation involves human subjects, students and thesis/dissertation committee chairs must understand university regulations governed by the Texas State Institutional Review Board (IRB). An application must be submitted and be approved by the Texas State IRB before a research project involving the use of human subjects can begin. Refer to the IRB website at [www.txstate.edu/research/orc/IRB-Resources.html](http://www.txstate.edu/research/orc/IRB-Resources.html) for additional information. If the thesis/dissertation requires IRB review, students must attach a copy of the approval letter sent by the IRB to the student to the Thesis Proposal Form or Dissertation Proposal and Proposal Defense Form submitted to The Graduate College. IRB approval letters are found in the applicant’s IRB account.
Shop Talks on the IRB for graduate students are offered periodically. These are announced via The Graduate College Website and The Graduate College Bulletin.

**Sponsored or Shared Research Initiatives**

Graduate students should discuss authorship and publication practices with their thesis/dissertation committee chair prior to the onset of the research project. A clear understanding of authorship for both research presentations and publications should exist. If the work is based on data generated through research that is sponsored by or shared with other people, such as the thesis/dissertation committee chair, it is strongly encouraged that students discuss copyright and embargo options with their chair(s), committee and research team prior to submission. Embargos can be given to documents in the electronic submission system, to withhold those documents from release to Alkek Library’s Digital Collections. The electronic system offers several different lengths of embargo (e.g., one year, two year, special request). Preparation of publications based on thesis/dissertation data may impact the release date of the students’ thesis/dissertation, so it is important to discuss copyright and embargo options prior to submission.
IV. THESIS/DISSERTATION PROPOSAL

Proposal Preparation

With guidance from thesis/dissertation committees, students will produce a proposal. This proposal states the problem the students intends to address and the means and resources by which the students intends to solve it. In preparing the proposal, the students should use a style structure specific to their disciplines and follow any specific guidelines in their major departments and/or graduate programs.

Required Permits and Approvals

Students are responsible for making sure that proposed research procedures do not violate laws or university regulations. Any necessary permits and approvals (IRB, IACUC, etc.) must be secured prior to beginning the proposed research project.

Submission of the Thesis Proposal

One copy of the Thesis Proposal Form and attached thesis proposal is submitted to The Graduate College, along with any necessary IACUC or IRB approval information. The completed Thesis Proposal Form and attached proposal are submitted to The Graduate College for review by the Dean or Associate Dean.

The Dean or Associate Dean of The Graduate College reviews the Thesis Proposal for approval, and if approved, The Graduate College retains the approved Thesis Proposal Form and attached paperwork. Students and committee chairs will be notified via email if the Thesis Proposal is approved. Students’ degree audits are also updated to reflect The Graduate College’s receipt and approval of the Thesis Proposal.

Submission of the Dissertation Proposal and Proposal Defense

After the dissertation proposal is defended by the student to the committee, one
copy of the Dissertation Proposal and Proposal Defense Form and attached dissertation proposal is submitted to The Graduate College, along with any necessary IACUC or IRB approval information. The completed form and attached proposal are submitted to The Graduate College for review by the Dean or Associate Dean.

The Dean or Associate Dean of The Graduate College reviews the Dissertation Proposal and Proposal Defense for approval, and if approved, The Graduate College retains the approved form and attached proposal paperwork. Students and doctoral program directors will be notified via email once the Dissertation Proposal and Proposal Defense Form is approved. Students’ degree audits are also updated to reflect The Graduate College’s receipt and approval of the Dissertation Proposal and Proposal Defense Form.

**Signature Policy for Paperwork**

While original (wet) signatures are preferred, there may be situations as determined by the chair of the committee in which obtaining original signatures is inefficient or has the potential to delay the student’s progress. In those situations, the following methods of signing are acceptable:

- signing and faxing the form
- signing, scanning, and emailing the form
- notifying the department in an email from their university's or institution's email account that the committee chair can sign the form on their behalf
- electronically signing the form using the university's licensed signature platform (which is currently Adobe Acrobat).

If this process results in more than one document with signatures, all documents need to
be submitted to The Graduate College together. The Graduate College must receive the paper copy of each form, whether signatures are original or electronic.

Changes in the Thesis/Dissertation Topic

The research design may need to be modified over the course of the project. Revisions to the proposal are not necessary under such circumstances. However, if the committee chair judges that major changes in the research design are necessary, or if a new topic is selected, the student must submit a new proposal.

If a dissertation topic changes resulting in submission of a new Dissertation Proposal and Proposal Defense Form (see Chapter V for dissertation proposal defense procedures), the student must repeat the procedure to defend the new dissertation proposal.
V. Ph.D./Ed.D. ADVANCEMENT TO CANDIDACY PROCEDURE

Comprehensive Examination

Ph.D./Ed.D. students are required to complete a comprehensive examination to be eligible for advancement to candidacy. The nature and timing of examinations vary among the Ph.D./Ed.D. programs. The examination procedure may be obtained from the doctoral program director.

Following the comprehensive examination, members of the dissertation committee sign the Doctoral Comprehensive Examination Report Form, which indicates the results of the exam. The form is routed through the doctoral program director and department chair to The Graduate College for review by The Dean or Associate Dean.

Defense of the Dissertation Proposal

Each Ph.D./Ed.D. program prepares its own procedures for the dissertation proposal defense. The specific procedures may be obtained from the doctoral program director.

The student must defend the dissertation proposal in a public presentation. Each department prepares its own procedures for the defense. The specific procedures may be obtained from the doctoral program director.

Following the dissertation proposal defense members of the dissertation committee sign the Dissertation Proposal and Proposal Defense Form, which indicates the results of the proposal defense. The form is routed through the doctoral program director and department chair to The Graduate College for review by The Dean or Associate Dean.
Advancement to Candidacy

Once all Ph.D./Ed.D. program requirements for advancement to candidacy have been met, the Application for Advancement to Candidacy Form is completed. The form is routed through the doctoral program director and department chair to The Graduate College for review by The Dean or Associate Dean.

Time limits for advancement to candidacy vary among the Ph.D./Ed.D. programs. Information on time limits is available in the Texas State Graduate Catalog. Students will receive correspondence from The Graduate College confirming their advancement to candidacy. The correspondence will include the time limit by which to complete dissertation requirements.
VI. THESIS AND DISSERTATION COURSES

Required Thesis/Dissertation Credit

Thesis Coursework

Masters students pursuing a thesis must complete six credit hours of thesis coursework to satisfy master’s degree program requirements. The Thesis Proposal Form and attached proposal are normally submitted to The Graduate College no later than the end of enrollment in Thesis 5399A, the student’s first thesis course. Students should complete Thesis 5399A and then enroll in a Thesis B course until the thesis is approved by The Graduate College. While working on the thesis, students must be enrolled each long semester (and summer if receiving thesis supervision and/or using university resources) for at least one thesis hour until the thesis has been completed, defended, submitted, and approved in accordance with the procedures described in this guide. A student must be enrolled in Thesis B during the term in which the degree is to be conferred. In the rare case when a student has not previously enrolled in thesis and plans to complete the thesis in one term, the student must obtain permission of The Dean or Associate Dean of The Graduate College to enroll in both Thesis A and Thesis B simultaneously. Only six hours can be used as credit towards a master’s degree. Additional hours taken cannot be used for degree credit of any kind.

Dissertation Coursework

Each doctoral degree requires a specific number of dissertation hours for completion. Those are listed as follows:

- **APCE**: 12 dissertation credit hours required
- **Aquatic Resources**: 15 dissertation credit hours required
• **Computer Science**: 24 dissertation credit hours required

• **Criminal Justice**: 12 dissertation credit hours required

• **Developmental Education (Ph.D./Ed.D.)**: 12 dissertation credit hours required

• **Geographic Education**: 15 dissertation credit hours required

• **Geographic Information Science**: 15 dissertation credit hours required

• **Geography**: 15 dissertation credit hours required

• **MSEC**: 18 dissertation credit hours required

• **Mathematics Education**: 18 dissertation credit hours required

• **School Improvement**: 12 dissertation credit hours required

Ph.D./Ed.D. students may begin registering for dissertation courses during the semester following completion of all required coursework specified by the Ph.D./Ed.D. program. After advancement to candidacy, students must be continuously enrolled each long semester (and summer if receiving dissertation supervision and/or using university resources) for at least one dissertation hour until the dissertation has been completed, defended, submitted, and approved in accordance with the procedures described in this guide. Doctoral program directors will assist students in determining the correct dissertation course(s) for registration.

**Registering for Thesis/Dissertation during the Final Semester**

**Thesis Coursework**

A thesis student must be enrolled in a Thesis B course during the term the thesis is completed. If students are not enrolled in a Thesis B course in their last anticipated semester, graduation will be postponed until students register for a Thesis B course and the term in which the student has enrolled is completed. This is an enforced requirement,
no matter how many times students may have previously taken thesis coursework. If students anticipate a summer graduation, they will enroll in Thesis B in Summer I only; they will not need to enroll in Thesis B for Summer II.

**Dissertation Coursework**

Doctoral students must be registered for dissertation credit during the term that the dissertation is completed and the degree is conferred. The dissertation coursework enrollment requirement stated earlier in this chapter must be met or graduation will be postponed. If doctoral students anticipate a summer graduation, they will enroll in dissertation in Summer I only; they will not need to enroll in dissertation for Summer II.

**Thesis and Dissertation Grades**

The only grades assigned for thesis/dissertation courses are PR (progress), CR (credit), W (withdraw), and F (failing). If acceptable progress is not being made in a thesis/dissertation course, the instructor may issue a grade of F. If the student is making acceptable progress, a grade of PR is assigned until the thesis/dissertation is completed. The minimum number of hours of thesis/dissertation credit (“CR”) will be awarded only after the thesis/dissertation has been both approved by The Graduate College and released to Alkek Library. Any additional thesis/dissertation coursework taken over the minimum required hours for the degree will keep a PR grade and will never be counted towards that or any subsequent degree.

**Fee Reduction**

A master’s or doctoral degree candidate for graduation may be eligible for a one-time fee reduction under V.T.C.A. Education Code, Section 54.054, if the student is registered for thesis/dissertation credit only and provided such credit is the final credit hour
requirement for the degree in progress. Please see Appendix A for the form.
VII. DEADLINES AND CANDIDACY INFORMATION

Applying for Graduation

Deadlines to apply for graduation are posted online at

www.gradcollege.txstate.edu/students/deadlines.html. Students can apply to graduate by doing the following:

- go to the Texas State homepage, www.txstate.edu,
- select Catsweb from the Online Services Menu,
- select Students from the Catsweb menu,
- click on Apply to Graduate under the Academic Records section of the next landing page.

**Students will not be able to graduate if they miss the deadline to apply to graduate.** The Graduate Dean does not allow any late exceptions. Students that miss the graduation application deadline will be delayed from graduating for at least a semester, regardless if all coursework and thesis or dissertation requirements have been met.

Students are encouraged to apply to graduate if they anticipate completing degree requirements in a given semester. There is no penalty to students for not completing a degree after applying to graduate; students can simply reapply the next semester. If students know they are not going to finish degree requirements in a semester in which they applied to graduate, they should contact The Graduate College by emailing gcdegspcl@txstate.edu and inform the Degree Audit Specialists accordingly.

**Commencement Information**

Each semester The Graduate College updates the Commencement Information website at www.gradcollege.txstate.edu/students/commencement.html. This website
provides students with commencement information, as well as other important reminders for potential graduation candidates.

Participation in Commencement is not a degree requirement. It is optional. Students participate in the commencement ceremony of their academic college in the semester in which they graduate. With approval from their graduate advisor, a master’s degree student can petition to participate in the commencement activities one semester early, if they have one degree requirement left. Students apply to graduate and contact The Graduate College staff at gcdegspcl@txstate.edu with a request to participate. They will reapply for graduation in the following semester, when they anticipate completion of a degree. Any questions about eligibility for participation can be directed to The Graduate College at the email address listed above.

**Clearing Candidates for Graduation**

The Dean of The Graduate College certifies candidates for graduation after the completion of all degree requirements and with the approval of the department(s) concerned. The Graduate College will determine if all requirements for the degree have been met. If a student has any questions about their degree progression, they will need to contact their graduate advisor.

**Thesis/Dissertation Deadlines**

Thesis/dissertation deadline dates are posted on The Graduate College website at [www.gradcollege.txstate.edu/students/thesis-dissertation.html](http://www.gradcollege.txstate.edu/students/thesis-dissertation.html). Students must adhere to these deadlines. Extensions to the thesis/dissertation submission date can be granted for up to six (6) days, only for medical and/or family emergencies. Requests can be made to Dr. Eric Paulson, the Associate Dean of The Graduate College by email at
eric.paulson@txstate.edu. Any request for an extension must include a rationale and submitted via email by the committee chair, graduate advisor, or doctoral program director. In order for an extension to be considered, the petition must arrive prior to the deadline date for thesis/dissertation submission to The Graduate College.

The Comprehensive Examination for Master’s Students

All candidates for master’s degrees must pass a comprehensive examination. In many thesis graduate programs, the thesis is the comprehensive exam, and the thesis committee is also the examining committee, and thus the thesis defense serves as the comprehensive examination. However, students should check with their departments regarding specific Comprehensive Examination information, details, and expectations.

The thesis/examining committee members sign the Master’s Comprehensive Examination Report Form, indicating pass or fail. The report is routed through the department chair to The Graduate College. The results of the comprehensive examination must reach The Graduate College ten business days before commencement. For specific deadline dates refer to The Graduate College website at www.gradcollege.txstate.edu/students/deadlines.html.

Dissertation Defense

All candidates for doctoral degrees must successfully defend the dissertation. When each committee member is satisfied that the dissertation is ready for defense, they communicate this to the dissertation committee chair in writing (email is acceptable). After all committee members have communicated to the committee chair that the dissertation is ready to be defended, the committee chair proceeds with scheduling the dissertation defense. The defense must be scheduled and notice posted at least two weeks
in advance of the defense. Notice of the time and place of the defense must be posted within the major department and with The Graduate College. The students’ department staff will complete the Graduate College dissertation defense announcement form on behalf of their students. The defense is open to the public and is presided over by the committee chair. All members of the dissertation committee are expected to be present at a dissertation defense. Committee members may attend via Skype, FaceTime, other web-based video program, or conference call, at the discretion of the committee chair.

Following the dissertation defense, members of the dissertation committee sign the Dissertation Defense Report Form, which indicates the results of the defense. The form is routed through the doctoral program director and department chair to The Graduate College for review by The Dean or Associate Dean.

**Time Limit for Completing the Dissertation**

The Graduate College requires successful completion of the doctoral degree to occur within ten years of the student’s entry into a Ph.D./Ed.D. program. After advancement to candidacy, each doctoral program requires a student to complete the dissertation within a specific amount of time. The breakdown is as follows:

- **Adult, Professional and Community Education**: Five (5) years to complete a dissertation.
- **Aquatic Resources**: Three (3) years to complete a dissertation.
- **Computer Science**: Five (5) years to complete a dissertation.
- **Criminal Justice**: Three (3) years to complete a dissertation.
- **Developmental Education (Ph.D./Ed.D.)**: Five (5) years to complete a dissertation.
• **Geographic Education:** Three (3) years to complete a dissertation.

• **Geographic Information Science:** Three (3) years to complete a dissertation.

• **Geography:** Three (3) years to complete a dissertation.

• **Materials Science, Engineering, and Commercialization:** Two (2) years to complete a dissertation.

• **Mathematics Education:** Three (3) years to complete a dissertation.

• **School Improvement:** Five (5) years to complete a dissertation.

Other departmental time limits may apply. Exceptions to these time limits require the approval of the doctoral program director and The Dean or Associate Dean of The Graduate College. A written request for a time extension to complete degree program requirements is submitted by the committee chair to the doctoral program director and then to the Dean or Associate Dean of The Graduate College for consideration.

**99 Hour Rule**

In accordance with Texas Education Code, Section 54.066, once a doctoral student accumulates 100 or more doctoral semester credit hours, the doctoral student will be charged tuition at a rate equivalent to nonresident tuition for all doctoral semester credit hours exceeding 99. Courses taken by a doctoral student at the master’s or undergraduate level will not count towards the 99 hours. If the student is admitted to a doctoral program from the bachelor’s degree, the count begins after 30 hours of graduate coursework. This tuition structure applies to Texas residents as well as out-of-state residents and international students who were eligible to be charged tuition at the resident rate as a result of scholarship and fellowship awards or employment as graduate assistants. Students should contact the doctoral program director regarding appeals.
Overview of Thesis Student General Requirements

- The approved Thesis Proposal Form must be on file with The Graduate College.
- The student applies for graduation in the final semester by the deadline on The Graduate College website.
- All required coursework must be completed.
- Six hours of thesis coursework (Thesis A and Thesis B) must be completed.
- The student must be enrolled in Thesis B during the semester of graduation.
- The final thesis draft must reach the committee by the deadline posted or deadline agreed upon by the committee.
- After a successful thesis defense, the Thesis Submission Approval Form must be signed by the student and all committee members and submitted to The Graduate College prior to electronic submission of the thesis.
- The final committee-approved thesis must be submitted using Vireo (see Appendix B) for The Graduate College to review by the deadline posted on The Graduate College website.
- Revisions required by The Graduate College must be made and the final thesis approved by the deadline posted on The Graduate College website.
- The Master’s Comprehensive Examination Report Form, indicating pass, must be signed by the committee members, graduate advisor, and the department chair of the major department. It must reach The Graduate College by the deadline on The Graduate College website.
- Please refer to www.gradcollege.txstate.edu/students/deadlines.html for a full list of each semester’s deadlines for the academic year.
Overview of Dissertation Student General Requirements

- The comprehensive examination must be passed.
- The dissertation proposal must be defended.
- The Dissertation Proposal and Proposal Defense Form, indicating passage, must be signed by the committee members and routed through the doctoral program director and department chair to The Graduate College for review by the Dean of Associate Dean.
- Once all Ph.D./Ed.D. program requirements for advancement to candidacy have been met, the Application for Advancement to Candidacy Form is completed and routed through the doctoral program director and department chair to The Graduate College for review by the Dean of Associate Dean.
- The student applies for graduation in the final semester by the deadline on The Graduate College website.
- All required coursework must be completed, including the minimum number of dissertation hours required by the program.
- The student must be enrolled in dissertation during the semester of anticipated graduation.
- The dissertation draft must reach the dissertation committee by the posted deadline or deadline agreed upon by the committee.
- The dissertation defense must be scheduled and notice posted at least two weeks in advance of the defense. The dissertation defense must be successfully passed.
- The Dissertation Submission Approval Form must be signed by the student and all committee members and submitted to The Graduate College prior to electronic
submission of the dissertation, but after the final dissertation defense.

- The final dissertation, approved by the committee, must be submitted using Vireo (see Appendix B) for The Graduate College to review by the deadline posted on The Graduate College website.

- Revisions required by The Graduate College must be made and the final dissertation approved by the deadline posted on The Graduate College website.

- The Dissertation Defense Report Form, indicating pass, must be signed by the dissertation committee, doctoral program director, and by the department chair of the major department. It must reach The Graduate College by the deadline posted on The Graduate College website.

- The Survey of Earned Doctorates (SED) must be completed online by 5 p.m. by the deadline posted on The Graduate College website.

- Please refer to www.gradcollege.txstate.edu/students/deadlines.html for a full list of each semester’s deadlines for the academic year.
VIII. SUBMITTING THE THESIS/DISSERTATION

Submission to The Graduate College for Review

Prior to submitting the thesis/dissertation to The Graduate College, the Thesis Submission Approval Form or Dissertation Submission Approval Form must be submitted to The Graduate College. The form should be submitted to The Graduate College after the final thesis/dissertation defense, but before students electronically submit their documents in Vireo for The Graduate College to review.

The approval forms must have the appropriate signatures. While original (wet) signatures are preferred, there may be situations as determined by the chair of the committee in which obtaining original signatures is inefficient or has the potential to delay the student's progress. In those situations, the following methods of signing are acceptable:

- signing and faxing the form
- signing, scanning, and emailing the form
- notifying the department in an email from their university's or institution's email account that the committee chair can sign the form on their behalf
- electronically signing the form using the university's licensed signature platform (which is currently Adobe Acrobat).

If this process results in more than one document with signatures, all documents need to be submitted to The Graduate College together.

The student must then submit the final thesis/dissertation, both defended and approved by the committee, to The Graduate College for review by the deadline posted at www.gradcollege.txstate.edu/students/deadlines.html. Theses and dissertations are
reviewed by The Graduate College in order of receipt. While it is to the student’s advantage to submit their theses/dissertations as early as possible, it is ultimately the student’s responsibility to meet the deadlines posted on The Graduate College website.

Students are also responsible for ensuring that their theses/dissertations are formatted in accordance with this guide and thoroughly proofread before submitting to The Graduate College. Theses/dissertations submitted to The Graduate College with numerous errors will be returned to the student to reformat and resubmit, which can cause delays in meeting semester deadlines. The Graduate College does not provide thesis/dissertation proofreading or formatting services.

Once the thesis/dissertation is submitted to The Graduate College, there can be no revision to the document other than any formatting and editorial revisions required by The Graduate College. Committees may not request additional revisions to the documents, and students may not make any revisions of their own after the thesis/dissertation has been submitted to The Graduate College. Any additions or deletions of material outside of what is required by The Graduate College will be marked by the reviewers for removal or replacement.

**Vireo Online Submission**

All theses and dissertations are submitted through Vireo, the university’s electronic thesis/dissertation deposit platform. The Vireo system is accessible 24/7, and Alkek Library directly harvests approved documents from this system for their online repository. Please note that individual graduate programs may require students to submit a paper or electronic copy to the department, but a hard copy submission is not required or permitted for The Graduate College’s review.
After students initiate a submission in Vireo, they upload their documents in PDF form. Instructions to the online submission and review process using Vireo are included in Appendix B. See Chapter IX for instructions to convert the document to a PDF.

Following submission, the thesis/dissertation is reviewed by The Graduate College. If revisions are required, students and committee chairs are notified by email about revisions and given a link to access the revisions document marked by The Graduate College staff. Appendix C contains commonly used editorial symbols staff use to mark revisions. Students then make the revisions to the original document and upload the revised document to Vireo as a PDF. The Graduate College staff verify the revisions have been made. If more revisions are required, another email is sent to students and committee chairs. This process will continue until all revisions required by The Graduate College are made. Once the revision process has been completed, The Graduate College will approve the thesis/dissertation and send correspondence via email students and committee chairs regarding approval. All communication through Vireo uses Texas State email accounts for students and committee members, so it is very important that Texas State email accounts are regularly checked. Upon approval, the Graduate College releases the electronic document to Alkek Library, and the library will upload the document to Digital Collections based on the embargo option chosen in Vireo.

**Copies for Personal Use**

Alkek Library provides binding services for personal copies of theses/dissertations. Copies and associated fees may be submitted to the Circulation Desk of Alkek Library between 8:00am and 5:00pm, Monday through Friday. Personal and department copies must be paid for at the time the order is placed. The Library is not responsible for
document collation. Students must ensure that their theses/dissertations are complete, the pages face the correct direction, and the page order is also correct. Printing one-sided is highly recommended. This allows for ½ inch book binding on the left. Students can choose to use regular, non-archival paper for personal copies, though The Graduate College and Alkek Library recommend using acid-free paper for longevity. When bound copies are ready, the personal copies of the thesis/dissertation will be shipped to addresses provided by students. If applicable, departments will receive copies through campus mail. Any questions about binding fees, binding requests, or other questions related to binding can be directed to Shirley Lipinski, Bindery Manager, preferably via email at sl34@txstate.edu, or by phone at 512.245.3890.

**Additional Requirements for Dissertation Students: ProQuest Submission**

All dissertations and their abstracts are required to be submitted to ProQuest for inclusion in the ProQuest Dissertations & Theses database and Dissertation Abstracts International. If an embargo is selected, only the abstract will be displayed in the databases until the embargo period has expired. The ProQuest submission process is included in Vireo, so students are not required to submit additional documentation to ProQuest directly. See Appendix B for instructions.

**Library Collection Copies and Preservation Practices for Theses/Dissertations**

One print copy of each thesis/dissertation is deposited in the circulating collection in Alkek Library. The theses/dissertations are made available for use by researchers and scholars both inside and outside the Texas State community. The library will produce a print copy of all theses and dissertations regardless of embargo status. Supplementary files will not be reproduced or included in the circulating copies.
Under the "Fair Use" exemption of the copyright law, library users may copy brief excerpts of a work. However, an amount that exceeds “Fair Use” may not be duplicated without the author's permission unless otherwise indicated in the “Fair Use and Author’s Permission Statement” in students’ theses/dissertations.

Theses and dissertations submitted through Vireo will be available in Texas State’s online institutional repository, Digital Collections. Embargo options are provided in the Vireo guide (See Appendix B). All theses/dissertations without an embargo are deposited in the institutional repository, are openly available on the Internet, and can be discovered and cited by scholars using the library catalog or by major search engines.
IX. STYLE, ORGANIZATION, AND MECHANICS

As noted earlier, Grad College Shop Talks are workshops, seminars, and presentations organized by The Graduate College that are specific to the graduate student experience. One of those Shop Talks – titled “Formatting Your Thesis/Dissertation” – is focused specifically on formatting requirements for your document. If you were not able to attend that Shop Talk, you might find it useful to access our recording of that session, found in our Shop Talk archives, at:

www.gradcollege.txstate.edu/events/shoptalks/recorded.html. Once you log in, enter “formatting” in the search box and you will find the “Formatting Your Thesis/Dissertation” Shop Talk recording to view.

Style

Though the formatting specifications set by The Graduate College are required for all theses and dissertations, students are also encouraged to use the style manual appropriate to their field for their content. Table 3 below lists the major disciplines at Texas state and appropriate style manuals to be considered. Students should ultimately consult with their committees regarding the appropriate style manuals and manual versions for their documents.

<table>
<thead>
<tr>
<th>Table 3. Style Guides by Major.</th>
<th>Doctoral Majors and Recommended Style Manuals</th>
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</thead>
<tbody>
<tr>
<td>Major</td>
<td>Style Manuals Used</td>
</tr>
<tr>
<td>Adult, Professional, and Community Education</td>
<td>APA$^5$</td>
</tr>
<tr>
<td>Aquatic Resources</td>
<td>CBE$^7$</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Turabian/APA$^5$</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>APA$^5$</td>
</tr>
<tr>
<td>Developmental Education (Ph.D./Ed.D.)</td>
<td>APA$^5$</td>
</tr>
<tr>
<td>Geographic Education</td>
<td>Turabian</td>
</tr>
<tr>
<td>Geographic Information Science</td>
<td>Turabian</td>
</tr>
</tbody>
</table>
Table 3. Continued.

<table>
<thead>
<tr>
<th>Major</th>
<th>Style Manuals Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geography</td>
<td>Turabian</td>
</tr>
<tr>
<td>Materials Science, Engineering, and Commercialization</td>
<td>Turabian/ACS²/AIP³</td>
</tr>
<tr>
<td>Mathematics Education</td>
<td>APA⁵</td>
</tr>
<tr>
<td>School Improvement</td>
<td>APA⁵</td>
</tr>
</tbody>
</table>

Master’s Majors with a Thesis and Recommended Style Manuals

<table>
<thead>
<tr>
<th>Major</th>
<th>Style Manuals Used</th>
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</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td>APA⁵</td>
</tr>
<tr>
<td>Agricultural Education</td>
<td>APA⁵</td>
</tr>
<tr>
<td>Anthropology</td>
<td>AAA¹/CBE⁷/SAA¹¹</td>
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<tr>
<td>Applied Mathematics</td>
<td>None Specified</td>
</tr>
<tr>
<td>Aquatic Resources</td>
<td>CBE⁷</td>
</tr>
<tr>
<td>Athletic Training</td>
<td>AMA⁴/APA³</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>Turabian/ACS²</td>
</tr>
<tr>
<td>Biology</td>
<td>CBE⁷</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Turabian</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Turabian/ACS²</td>
</tr>
<tr>
<td>Communication Design</td>
<td>None Specified</td>
</tr>
<tr>
<td>Communication Disorders</td>
<td>APA⁵</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>APA⁵/MLA¹⁰</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Turabian/APA⁵</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>Turabian/MLA¹⁰</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>APA⁵</td>
</tr>
<tr>
<td>Dementia and Aging Studies</td>
<td>See Department</td>
</tr>
<tr>
<td>Developmental Education</td>
<td>APA⁵</td>
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<tr>
<td>Elementary Education</td>
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</tr>
<tr>
<td>Elementary Education-Bilingual/Bicultural</td>
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<tr>
<td>Engineering</td>
<td>See Department</td>
</tr>
<tr>
<td>Exercise Science</td>
<td>APA⁵/MLA¹⁰</td>
</tr>
<tr>
<td>Family &amp; Child Studies</td>
<td>APA⁵</td>
</tr>
<tr>
<td>Geography</td>
<td>Turabian</td>
</tr>
<tr>
<td>Health Education</td>
<td>APA⁵</td>
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<tr>
<td>Health Information Management</td>
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<tr>
<td>Healthcare Administration</td>
<td>APA⁵</td>
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<tr>
<td>History</td>
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</tr>
<tr>
<td>Human Nutrition</td>
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<tr>
<td>Interdisciplinary Studies with a Concentration in Sustainability</td>
<td>See Department</td>
</tr>
<tr>
<td>Table 3. Continued.</td>
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<tr>
<td>International Studies</td>
<td>Turabian</td>
</tr>
<tr>
<td>Literature</td>
<td>MLA&lt;sup&gt;10&lt;/sup&gt;</td>
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<td>Mass Communication</td>
<td>APA&lt;sup&gt;5&lt;/sup&gt;</td>
</tr>
<tr>
<td>Materials Physics</td>
<td>AIP&lt;sup&gt;3&lt;/sup&gt;</td>
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<td>Mathematics</td>
<td>Turabian</td>
</tr>
<tr>
<td>Merchandising and Consumer Studies</td>
<td>APA&lt;sup&gt;5&lt;/sup&gt;</td>
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<tr>
<td>Music</td>
<td>Turabian</td>
</tr>
<tr>
<td>Philosophy - Applied Philosophy and Ethics</td>
<td>Turabian/MLA&lt;sup&gt;10&lt;/sup&gt;</td>
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<tr>
<td>Physical Education</td>
<td>APA&lt;sup&gt;5&lt;/sup&gt;</td>
</tr>
<tr>
<td>Physics</td>
<td>Turabian/AIP&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td>Political Science</td>
<td>Turabian</td>
</tr>
<tr>
<td>Population &amp; Conservation Biology</td>
<td>Turabian</td>
</tr>
<tr>
<td>Professional Counseling</td>
<td>APA&lt;sup&gt;5&lt;/sup&gt;</td>
</tr>
<tr>
<td>Psychological Research</td>
<td>APA&lt;sup&gt;5&lt;/sup&gt;</td>
</tr>
<tr>
<td>Recreation Management</td>
<td>APA&lt;sup&gt;5&lt;/sup&gt;</td>
</tr>
<tr>
<td>Rhetoric &amp; Composition</td>
<td>APA&lt;sup&gt;5&lt;/sup&gt;/MLA&lt;sup&gt;10&lt;/sup&gt;</td>
</tr>
<tr>
<td>Secondary Education</td>
<td>APA&lt;sup&gt;5&lt;/sup&gt;</td>
</tr>
<tr>
<td>Sociology</td>
<td>ASA&lt;sup&gt;6&lt;/sup&gt;</td>
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<tr>
<td>Software Engineering</td>
<td>Turabian/APA&lt;sup&gt;5&lt;/sup&gt;</td>
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<tr>
<td>Spanish</td>
<td>Turabian/MLA&lt;sup&gt;10&lt;/sup&gt;</td>
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<tr>
<td>Sustainability Studies</td>
<td>See Department</td>
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<tr>
<td>Technical Communication</td>
<td>MLA&lt;sup&gt;10&lt;/sup&gt;</td>
</tr>
<tr>
<td>Technology Management</td>
<td>APA&lt;sup&gt;5&lt;/sup&gt;</td>
</tr>
<tr>
<td>Theatre</td>
<td>MLA&lt;sup&gt;10&lt;/sup&gt;</td>
</tr>
<tr>
<td>Therapeutic Recreation</td>
<td>APA&lt;sup&gt;5&lt;/sup&gt;</td>
</tr>
<tr>
<td>Wildlife Ecology</td>
<td>JM&lt;sup&gt;8&lt;/sup&gt;/JWM&lt;sup&gt;9&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

1AAA = American Anthropological Association  
2ACS = American Chemical Society  
3AIP = American Institute of Physics  
4AMA = American Medical Association  
5APA = American Psychological Association  
6ASA = American Sociological Association  
7CBE = Council of Biology Editors  
8JM = Journal of Mammalogy  
9JWM = Journal of Wildlife Management  
10MLA = Modern Language Association  
11SAA = Society for American Archaeology

**Arrangement of Thesis and Dissertation**

Per Texas State requirements, the thesis/dissertation consists of three major components: The Front Matter, the Text Section, and the Back Matter. The Front Matter
section is best thought of at the Texas State requirements section. It consists of many informational and required pages, such as the title page, copyright page, fair use and author’s permission statement page, dedication (optional), acknowledgements, table of contents, list of tables (if applicable), list of figures (if applicable), list of illustrations (if applicable), list of abbreviations (if applicable), and abstract (required in dissertations, optional in most theses). The Text Section is where the students’ work and research is reflected. It contains the individual chapters (the number will vary by thesis/dissertation), tables and/or figures (if included), and any additional information that either precludes or concludes the thesis/dissertation. Items like Prologues and Epilogues will go in the Text Section, as they are part of the document’s content. The Back Matter includes the appendix section (optional) and literature cited (also referred to as bibliography, references, work cited, etc.). Table 4 indicates the overall arrangement of the thesis and dissertation. The required pages and sections should be listed and arranged in the document in the order indicated in the chart. Documents missing required pages and/or sections will be sent back for reformatting.

Abstract Requirement

Doctoral students are required to include an abstract in their dissertations. The abstract is optional in the thesis, with the exception of a thesis written in a language other than English. For students writing theses for the Master of Arts degree in Spanish and choosing to submit the thesis in a language other than English, the thesis must include an abstract written in English. A duplicate abstract in the non-English language may also be included, if desired.
<table>
<thead>
<tr>
<th>Page</th>
<th>Required or Optional</th>
<th>Format of Page Number</th>
<th>Description and Helpful Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Page</td>
<td>Required</td>
<td>Counted, but not numbered</td>
<td>2” top margin; do not use bold on this page. See example in Appendix D for formatting and required text.</td>
</tr>
<tr>
<td>Copyright Page</td>
<td>Required</td>
<td>Counted, but not numbered</td>
<td>2” top margin; Copyright is bold and in All Caps. See example in Appendix D for formatting and required text. Copyright is automatic once the work is in fixed form. The student holds the copyright to their thesis/dissertation. Students may have their copyright registered with the U.S. Copyright Office.</td>
</tr>
<tr>
<td>Fair Use and Author’s Permission Statement</td>
<td>Required</td>
<td>Counted, but not numbered</td>
<td>2” top margin; Fair Use and Author’s Permission Statement is bold and in All Caps. See example in Appendix D for formatting and required text. Include only one of the two duplication permission options.</td>
</tr>
<tr>
<td>Dedication</td>
<td>Optional</td>
<td>Counted, but not numbered</td>
<td>2” top margin; Dedication is bold and in All Caps. See example in Appendix D for formatting and required text.</td>
</tr>
<tr>
<td>Acknowledgements</td>
<td>Required</td>
<td>This is the first page numbered, using lower case Roman Numerals, centered on the bottom of the page. All pages will be numbered from this point forward.</td>
<td>2” top margin; Acknowledgements is bold and in All Caps. This page gives credit and acknowledgement to those who have helped the student during their academic career. See example in Appendix D for formatting and required text.</td>
</tr>
<tr>
<td>Table of Contents (TOC)</td>
<td>Required</td>
<td>Continuing from previous page,</td>
<td>2” top margin; Table of Contents is bold and in All Caps. All chapter titles, headings, and subheadings listed should be worded in the TOC exactly the same as in the text. Dot leaders must be used. Instructions for dot leaders are in this chapter (Chapter IX). See example in Appendix D for formatting and required text.</td>
</tr>
<tr>
<td>List of Tables (LOT)</td>
<td>Required if document contains 2 or more tables</td>
<td>Lowercase Roman Numerals, centered on the bottom of the page.</td>
<td>2” top margin; List of Tables is bold and in All Caps. All table titles listed should be worded in the LOT exactly the same as in the text. Dot leaders must be used. Instructions for dot leaders are in this chapter (Chapter IX). See example in Appendix D for formatting and required text.</td>
</tr>
<tr>
<td>Page</td>
<td>Required or Optional</td>
<td>Format of Page Number</td>
<td>Description and Helpful Tips</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------</td>
<td>------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>List of Figures (LOF)</td>
<td>Required if document contains 2 or more tables</td>
<td>Lowercase Roman Numerals, centered on the bottom of the page.</td>
<td>2” top margin; List of Figures is bold and in All Caps. All figure titles listed should be worded in the LOF exactly the same as in the text. Dot leaders must be used. Instructions for dot leaders are in this chapter (Chapter IX). See example in Appendix D for formatting and required text.</td>
</tr>
<tr>
<td>Any additional List entry in the document</td>
<td>Optional</td>
<td>Lowercase Roman Numerals, centered on the bottom of the page.</td>
<td>2” top margin; List title is bold and in All Caps. See example in Appendix D for formatting and required text.</td>
</tr>
<tr>
<td>Abstract</td>
<td>Optional for theses written in English, required for dissertations and theses in a foreign language.</td>
<td>Lowercase Roman Numerals, centered on the bottom of the page.</td>
<td>2” top margin; Abstract is bold and in All Caps. See example in Appendix D for formatting and required text.</td>
</tr>
<tr>
<td>Text Section</td>
<td>Required</td>
<td>The first page of the text is where the numbering will change from Roman to Arabic numerals. Page numbering starts over at 1, and is still centered on the bottom of the page.</td>
<td>1” top margin throughout text section. Chapter titles must be bold and in All Caps, with the number designation listed in the TOC. See example in Appendix D for formatting and required text.</td>
</tr>
<tr>
<td>Appendix Section</td>
<td>Optional</td>
<td>Continuing from previous section, lowercase Arabic Numerals, centered on the bottom of the page.</td>
<td>1” top margin; Appendix Section is bold and in All Caps. Appendices are listed here with page numbers. Dot leaders must be used. Instructions for dot leaders are in this chapter (Chapter IX). See example in Appendix D for formatting and required text.</td>
</tr>
<tr>
<td>Literature Cited/References/ Bibliography/Works Cited</td>
<td>Required</td>
<td>Lowercase Arabic Numerals, centered on the bottom of the page.</td>
<td>1” top margin; Literature Cited (or whichever name the student calls this section) is bold and in All Caps. Use the style appropriate for your discipline. Do not split a single citation over two pages.</td>
</tr>
</tbody>
</table>
Typography

The same font must be used throughout the Front Matter, Text Section, and Back Matter of the document. Fonts recommended by most style manuals include Times New Roman or Garamond, but any professional font will be accepted for this document. The body of the thesis/dissertation and required pages in the Front Matter must be in 12 point font. Tables and figures may contain as small as 10 point font to allow for inclusion of all required information. Also, captions and legends for tables and figures may as small as 10 point font and no bigger than 12 point font. The body of a figure and equations in the text may have a font size larger than 12 point. The document should be left aligned, which creates an uneven right margin.

Documents submitted to The Graduate College must not be in Track Changes mode. Any document in Track Changes will not be reviewed by The Graduate College until that mode is removed.

Margins

The Front Matter has a different top margin than the Text Section and Back Matter. Pages in the Front Matter require a two (2) inch top margin, a one and one-half (1.5) inch left margin, and one (1) inch right and bottom margins as shown in Figure 1. For all other pages in the document (Text Section and Back Matter), the top margin changes to one (1) inch, the left margin remains one and one-half (1.5) inches, and the bottom and right margins remain one (1) inch (Figure 2). Students will need to use “Next Page” section breaks within their theses/dissertation, as pagination and margins are different between the Front Matter and Text Section. Instructions for setting next page section breaks are provided later in this chapter.
Figure 1. Example Showing Margins for Front Matter. Please note that required and optional pages of the Front Matter include: title page, copyright page, fair use and author’s permission statement page, dedication, acknowledgements, table of contents, list of tables, list of figures, list of illustrations, list of abbreviations, abstract, and preface.

Figure 2. Example Showing Margins for Text Section and Back Matter. Body of the text and Back Matter include: chapter(s) of document, appendix section, and literature cited section.
Spacing

Overall, the text throughout the thesis/dissertation is double spaced. However, there are specific required text portions in the Front Matter that must be single spaced, and formatting of these examples can be found in Appendix D. The body of the abstract is either one and one-half or double spaced and must follow formatting in the example in Appendix D. The Text Section and Back Matter are doubled spaced. Items in the Appendix Sections of the document can be single spaced. Lengthy quotations may be double or single spaced.

Table and figure captions may be single spaced or double spaced in the document. However, entries within a Table of Contents, List of Tables, and/or List of Figures must be single spaced. Citation entries in the references section may be double spaced throughout or may be formatted single spaced with a double space between each citation.

Text Alignment

Throughout the document, different alignments are used for formatting certain sections (i.e. title page, copyright page, body of the document, etc.). The instructions listed in this chapter will be for Microsoft Word, both for a Mac and a PC.

Text Alignment – PC

To align text in the PC version of Microsoft Word, select the Home tab on the ribbon at the top of the page. Locate the Paragraph section (the word ‘Paragraph’ is below the section). There are four icons with blocks of lines that designate the alignment types available: Left, Center, Right, and Justified. You can either select the alignment type needed and start typing text, or type the text needed, highlight the text with your
cursor, and select the appropriate alignment for that section (See Figure 3).

![Figure 3. Setting Text Alignment – PC.](image)

**Text Alignment – Mac**

To align text in the Mac version of Microsoft Word, select the Home tab on the ribbon at the top of the page. Locate the Paragraph section (the word ‘Paragraph’ is above the section). There are four icons with blocks of lines that designate the alignment types available: Left, Center, Right, and Justified. You can either select the alignment type needed, and start typing text, or type the text needed, highlight the text with your cursor, and select the appropriate alignment for that section (see Figure 4).

![Figure 4. Setting Text Alignment – Mac.](image)
Dot Leaders

Dot leaders add a consistent line of dots between tabs in a document. These leaders should be used instead of periods in the table of contents, list of tables, list of figures, or any other list included where page numbers from the text are referenced. Dot leaders are required and must be used in the thesis/dissertation.

Dot Leaders – PC

To set dot leaders, under the Home tab in Microsoft Word, click on the small arrow at the bottom right corner of the Paragraph box, and select Tabs. Figure 5 shows the menu that will appear and gives further instructions. Once the dot leader tabs are set, in the document, click the cursor between the entry and page number, and hit the tab key to insert dot leaders.

![Figure 5. Setting Tabs for Dot Leaders – PC](image)

Dot Leaders – Mac

To set dot leaders, go to the Format section from the Word bar at the top of the screen. Click on Paragraph to open the paragraph menu. Click on the tabs box at the
bottom left corner of the Paragraph menu. Figure shows the menu that will appear and gives further instructions. Once the dot leader tabs are set, in the document, click the cursor between the entry and the page number, and hit the tab key to insert dot leaders.

![Image of Tabs dialog box with highlighted options]

Enter 6.0 as the tab stop position to allow for a one inch right margin.

Choose these options to align numbers on the right.

Be sure to select “Set” to save the settings before selecting “OK”.

Figure 6. Setting Tabs for Dot Leaders – Mac

**Pagination**

All page numbers throughout the document must appear centered and one-half (.5) inch from the bottom of the page within the footer. Numbers on pages in the Front Matter of the thesis/dissertation are lower-case Roman numerals. All pages of the Front Matter are counted in overall page numbering, but the actual page numbers start on the Acknowledgement’s Page; they are **not** placed on the title page, copyright page, fair use and author’s permission statement page, or dedication page.

Numbers in the Text Section of the thesis or dissertation are Arabic, and the page numbers will start over at one (1) in the Text Section. Arabic numeral pagination continues through the end of the document.
It is easiest to paginate a thesis/dissertation when all sections of a thesis/dissertation are contained the same document. Breaking down the individual document into subsections using section breaks will help with changing the page numbers. Sections of the paper include, but are not limited to the Front Matter prior to the Acknowledgements Page, the Front Matter before the Text Section, the Text Section, and/or any landscaped pages throughout the document. Instructions on how to add section breaks for both PC and Mac versions of Microsoft Word can be found later in this chapter.

Page Numbers – PC

To add a page number in Microsoft Word, click on Insert on the ribbon at the top of the page and then click on Page Number. A dropdown menu will show, allowing you to select placement of a page number. Select Bottom of the Page from the dropdown menu and the option that allows for centered alignment. In Figure 7, that option is Page Number 2.

![Figure 7. Diagram Showing Location of Page Numbers](image)

*Figure 7. Diagram Showing Location of Page Numbers.* From Insert tab, select the Page Number option and scroll down to the Plain Number 2 option listed under Bottom of Page.
To change the page number type (Roman or Arabic numerals), click on Insert again at the top of the page, click on Page Number, and select Format Page Numbers. This will allow you to select the number type (Roman or Arabic), the page number at which to start, and indicate if you would like to continue numbering from the previous section (See Figure 8).

Figure 8. Diagrams Showing Page Number Format Box – PC. From Insert tab, select the Page Number option and scroll down to Format Page Numbers. The Page Number Format Box will appear, allowing customization of page numbers.
Page Numbers – Mac

To add a page number in Microsoft Word, click on Document Elements on the ribbon at the top of the page and then click on Page # under the Header and Footer section. A menu will pop up, allowing you to select placement of a page number. Select Bottom of the Page (Footer) from the menu, and center for the alignment.

To change the page number type (Roman or Arabic numerals), click on Format in the Page Numbers menu. This will allow you to select the number format (Roman or Arabic), the page number at which to start, and indicate if you would like to continue numbering from the previous section (See Figure 9).

![Page Number Format](image)

Figure 9. Diagrams Showing Page Number Format Box – Mac.

Next Page Section Break

To change numbering, insert a Next Page Section Break between pages that have different margins, page orientations, etc. **(do not use continuous page breaks for every page in the document)**. Sections of the paper include, but are not limited to the Front Matter prior to the Acknowledgements Page, the Front Matter before the Text
Section, the Text Section, and/or any landscaped pages throughout the document.

**Section Break – PC**

In Microsoft Word 2010, the section break is located in the Page Layout tab. Select Breaks at the top, then choose Next Page from the drop down list (See Figure 10).

![Diagram Showing Location of Next Page Section Breaks Option in Page Layout](image)

**Figure 10. Diagram Showing Location of Next Page Section Breaks Option in Page Layout.** From Page Layout tab, select the Breaks option and scroll down to the Next Page option listed under Section Breaks.

Before making any changes to the headers and footers, remove the "Link to Previous" setting in each footer. This will ensure that the page numbers or other formatting will not be the same as the previous section. When you remove the “Link to Previous,” there will no longer be a “Same as Previous” designation in the header or footer. See Figure 11 for an example of the location of “Link to Previous” in the footers and in the header/footer menu and an example of the appearance of two sections. Section
one in Figure 11 is shown with the footer and section two is shown with the subsequent section’s footer.

Figure 11. Diagrams Showing Header/Footer Components – PC. When a next page section break is added to the document, each section can be seen in the header and/or footer. The headers and footers will remain the same, until the Link to Previous button is unclicked. This will allow different page numbers, margins, and page orientations to be selected, without affecting previous sections.

Section Break – Mac

In Microsoft Word for Mac, the section break is located in the Document Elements tab. Under Insert Pages, click the down arrow next to Break for the break menu. Choose Next Page from the drop down list (See Figure 12).
Figure 12. Diagram Showing Location of Next Page Section Breaks Option in Document Elements. From Document Elements tab, select the Breaks option and scroll down to the Next Page option listed under Section Breaks.

Before making any changes to the headers and footers, uncheck the "Link to Previous" setting in each footer. This will ensure that the page numbers or other formatting will not be the same as the previous section. When you uncheck the “Link to Previous,” there will no longer be a “Same as Previous” designation in the header or footer. See Figure 13 for an example of the location of “Link to Previous” in the footers and in the header/footer menu and an example of the appearance of two sections. Section one in Figure 13 is shown with the footer and section two is shown with the subsequent section’s footer.
Figure 13. Diagrams Showing Header/Footer Components – Mac. When a next page section break is added to the document, each section can be seen in the header and/or footer. The headers and footers will remain the same, until the Link to Previous button is unchecked. This will allow different page numbers, margins, and page orientations to be selected, without affecting previous sections.
Supplementary and Illustrative Materials

In electronic theses and dissertations, supplementary materials may consist of any additional resources that could be used to support a thesis/dissertation. This material includes, but is not limited to, complex digital objects such as images, video, and audio. If you do include supplementary materials with your thesis/dissertation, please include a list of these materials after the Appendix Section (if applicable) in your document.

Illustrative materials included in the body of the thesis/dissertation must fit the margins described under the subheading “Margins.” Illustrations may be reduced if necessary. Please include a List of Illustrations if the document will contain two or more illustrations.

Headings and Subheadings

Headings throughout the thesis/dissertation must be set up as instructed in this manual.

Headings: Front Matter

All headings in the Front Matter are required to be centered, capitalized, in 12 point font and in bold (with the exception of the title page; do not use bold on this page). Chapter titles/headings and headings in the Back Matter are also required to be centered, capitalized, in 12 point font and in bold. Chapter titles in the text, must include the chapter number as listed in the table of contents and the chapter title all on one line. Please see the examples of chapter titles throughout this document and Appendix D, as they are formatted in the style required for theses and dissertations.

Headings: Body of the Text

The body of the thesis or dissertation should utilize a heading and subheading
format from a style guide acceptable to the student’s program (see Table 3: Style Guides by Major). The formatting of subheadings will vary among theses and dissertations.

Please do not refer to any previously submitted thesis/dissertation for any formatting guidelines. Consult recent style manuals in the major discipline and this guide for appropriate formatting.

The Graduate College will check throughout the document for consistency. Use as many subheading levels as the committee deems necessary. Any subheadings included in the document must be worded exactly the same in both the Table of Contents and the text of the document. Subheadings appearing at the bottom of a page should be moved to the next page, if two lines of text cannot fit beneath them.

Heading and Subheading Example

The American Psychological Association (APA) style guide is one of the more common formatting style guides used in Texas State theses and dissertations across subject areas. The heading and subheading structure for APA style has five levels, applied to text in order:

<table>
<thead>
<tr>
<th>Level</th>
<th>APA Headings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Headings</td>
</tr>
<tr>
<td>2</td>
<td>Left-aligned, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase heading with a period. The body text begins after the period, on the same line as the subheading.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, boldface, italicized, lowercase heading with a period. The body text begins after the period, on the same line as the subheading.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, italicized, lowercase heading with a period. The body text begins after the period, on the same line as the subheading.</td>
</tr>
</tbody>
</table>

Thus, if the thesis or dissertation uses APA heading level 3, it also by definition uses heading levels 1 and 2. If level 2 headings are included in the Table of Contents for a
particular chapter, all other chapters that have level 2 headings must also have them represented in the Table of Contents as well.

The guiding framework here is one of consistency. No matter which formatting guide is used, it must be used consistently throughout the thesis or dissertation

**Abbreviations and Acronyms**

Standard abbreviations such as time and measurements may be used without explanation; however, other abbreviations or symbols should be fully spelled out either upon their first use followed by the abbreviation, or in a List of Abbreviations in the Front Matter. After the first use, the abbreviation will be sufficient.

Acronyms must be typed in all capital letters without periods. Again, upon first use, the acronym should be fully spelled out and thereafter the acronym will be sufficient.

The abbreviation "et al." is often confusing when used in references. Keep in mind that the full Latin term is et alli; therefore, "et" does not require a period, but “al.” does, as it is the shortened form of “alli.”

In referencing the university in the text of the thesis/dissertation, use Texas State University the first time it is mentioned. Thereafter, Texas State may be used if an abbreviation is desired.
Tables and Figures

Tables and figures may be included in the text with the tables/figures placed after their first reference in the text. Add adequate spacing before and after the table/figure to offset it from the text. Be consistent in this spacing. A table/figure may either be included on a page with text or on a page by itself. Two or more tables/figures may appear on the same page.

Alternately, tables and figures may either be placed following the body of the chapter in which they are cited, or grouped together and placed following the last chapter but before an appendix section and/or the literature cited section. In this case, the tables should be grouped together and figures grouped together. Include the list of tables and/or list of figures in the table of contents, if there are two or more tables/figures in the document. Tables and figures included in an Appendix Section should not be included as entries in the list of tables and/or list of figures.

Tables

- Table title formatting must be consistent throughout the manuscript.
- Each table is titled and numbered using Arabic numbers.
- Table titles and descriptions appear above the table and should not extend beyond the document margins.
- If a table carries over to one or more additional pages, include the table number and “Continued” (ex: Table 2. Continued) as well as any headings that describe the table information at the top of each additional page.
- Captions must be consistently formatted for all tables. Refer to the recommended style manual in the major discipline for appropriate formatting. Be consistent in
punctuation and typography (capitalization, use of bold, etc.).

- The font style for the table and title should match the text of the manuscript. Use 10-12 point fonts for the title and caption.
- Font size may be smaller in the body of a table, but no smaller than 10 point.
- Table titles must exactly match what is listed in the list of tables, including the capitalization of letters. Only the first sentence, or through the separation of text by a period, should be listed in the list of tables.
- See sample tables throughout this guide as formatting examples.

**Figures**

- Figure title formatting must be consistent throughout the manuscript.
- Each figure is titled and numbered using Arabic numbers.
- Figure titles and descriptions appear **below** the figure and should not extend beyond the document margins.
- Charts, graphs, maps, etc. are considered figures. Text within a figure may be larger than 12 point font and does not have to match the font style used in the body of the text.
- The entire figure should be included on the same page. If a figure carries over to one or more additional pages, include the figure number and “Continued” (ex: Figure 2. Continued) as well as any headings that describe the figure information below each figure.
- Captions must be consistently formatted for all figures. Refer to the recommended style manual in the major discipline for appropriate formatting. Be consistent in punctuation and typography (capitalization, use of bold, etc.).
The font style for the figure title should match the text of the manuscript. Use 10-12 point fonts for the title and caption.

Font size in a figure may be less than 12 pt., but no smaller than 10 pt.

Color figures may be used. However, the library copies will be printed in black-and-white and thus labeling within figures should be by means other than color.

Figure titles must exactly match what is listed in the list of figures, including the capitalization of letters. Only the first sentence, or through the separation of text by a period, should be listed in the list of figures.

See sample figures throughout this guide for formatting example.

Citations

It is imperative that credit is given for material that is not the student’s own.

Credit must be given for direct quotations, paraphrases, information, and ideas. The exact methods of citing sources will vary from one style guide to another, but the underlying principle remains the same.

One style should be chosen for citations within the text for consistency. The most common methods of referencing works are author-date, footnotes, and numbered references. The student should follow recent style manuals in the major discipline for the appropriate formatting.

All works cited in the text must appear in the literature cited section. Likewise, all works listed in the literature cited section must be cited in the text. Personal communication should be cited in the text.

Use an appropriate style for the literature cited section. Entries may be single spaced with a double space between entries or double spaced throughout. Be consistent
with the spacing chosen in the literature cited section.

**Computer Use**

To avoid complications with the document, it may be advisable to use the same computer and word processing software version throughout the thesis/dissertation process. If different machines or word processing software versions are used to prepare the thesis or dissertation, settings and format may change between edits, which could result in a submission being returned for reformatting by The Graduate College. Tables, figures, illustrations, etc. can be either in color or black and white, as long as they are readable within the document.

**Vireo**

**Conversion to PDF for Online Submission in Vireo**

PDF is the required format for electronic online submission. It is viewable and printable on any platform, and it preserves fonts, formatting, and graphics of source documents. The primary document of the thesis/dissertation must be in PDF, however supplementary materials in various formats are allowed. Refer to the end of this section for additional details.

If the electronic thesis/dissertation consists of multiple text documents, it is best to consolidate them into one document and convert the consolidated file to a PDF. If complex digital objects (digital video/audio, 3-dimensional multimedia) are to be included they may be submitted separately as Supplementary Materials.

**Conversion Tools**

Regardless of the conversion tool chosen, the following criteria **must** be met to create a compliant PDF/A document, suitable for preservation and archiving:
• Embed all fonts.
• Make sure there is no password protection on the PDF.
• Ensure that security settings allow printing.

**PDF Conversion for PC Users.** The preferred method of converting is to use the PDF conversion tool included in Microsoft Office for PCs, because this is the most prevalent software on campus.

To save a Word document as a PDF/A file, click on File and point the arrow to Save as Adobe PDF. If prompted to save the file with PDFMaker before continuing, select Yes. Before clicking on Save, click on Options and choose Create PDF/A-1a:2005 compliant file. Leave all other default settings and click OK.

To save a Word 2013 document as a PDF/A file, click on File and point the arrow to Export. By default, Create PDF/XPS Document should be selected under Export. Click on the Create PDF/XPS icon. In the next window, check that Save as type is set to PDF. Choose Optimize for Standard (publishing online and printing), click on Options, check the box next to ISO 19005-1 compliant PDF/A. Make sure the Page range is set to All, then click OK. This setting ensures that all conversion criteria are met.

To save a Word 2007 document as a PDF/A file, click on File, point to the arrow next to Save As, and choose PDF or XPS. Choose Optimize for Standard (publishing online and printing), click on Options, select the ISO 19005-1 compliant PDF/A, and click OK. (For Microsoft Office 2007 users, the PDF conversion tool may not be pre-installed and will need to be downloaded from [www.microsoft.com/downloads](http://www.microsoft.com/downloads))
PDF conversion for Mac users. Mac users must use Adobe Acrobat Pro to convert a text document into PDF/A file. This software is available at all computer labs on campus. To save a document as a PDF/A file simply click on File, point to the arrow next to Save as other, and choose Archivable PDF (PDF/A).

To save a WordPerfect document as a PDF/A file simply click on File, then Publish to PDF. From drop down PDF style menu choose PDF/A-1a-Level A compliance and Save. This setting ensures that all conversion criteria are met.

PDF Conversion for LaTeX

LaTeX users will need to use the pdflatex tool to convert documents to PDF. More information is available at www.tug.org/texlive/ and www.tug.org/begin.html.

Make Sure to Check the Final PDF

Regardless of which conversion tool is chosen, make sure the final PDF document has been checked before it is submitted. Do not assume that if the final Word or other file looks fine, the PDF will be fine. Look at charts, graphs, and any graphics files that were imported into the document, and look for correct conversions of fonts and diacritical marks such as accents.

Supplementary Materials

Supplementary materials may consist of any additional resources that could be used to support a thesis/dissertation. This material includes, but is not limited to, complex digital objects such as images, video, and audio. If supplementary materials are submitted with the thesis/dissertation, please include a list of these materials within the Appendix Section in the document.

Supplementary materials may be uploaded in Vireo to accompany the
thesis/dissertation. Long-term preservation and accessibility of the supplementary material may be subject to change due to changing technologies. Choosing standard and commonly used formats will increase the likelihood of successful migration to future technologies. The following formats are recommended for the long term preservation of supplementary material:

- For images: PNG, TIFF, JPEG, GIF
- For audio: WAV, MP3, AIFF, MIDI
- For video: MPEG, AVI, MOV
- For spreadsheets/datasets: comma-separated values (CSV) or other delimited text.

Students are also welcome to submit supplementary material in their original format if the standard formats do not provide the best representation of their work. The standard format copy may be retained as an archival copy, while the student’s preferred format will be the accessible copy.

**Technical Support**

For general technical support please contact the Texas State IT Assistance Center (ITAC). ITAC is available via phone and LiveChat 24 hours a day/7 days a week. Contact information can be found at [www.tr.txstate.edu/itac.html](http://www.tr.txstate.edu/itac.html).

For assistance converting documents to PDF and Vireo technical assistance in general, contact Stephanie Larrison, Librarian, at [Larrison@txstate.edu](mailto:Larrison@txstate.edu) or 512.245.8613.

The Alkek computer lab hours mostly follow the hours of the Library. The computer lab closes 15 minutes prior to the closing of the Library, and the computer lab will remain closed until 10:30 A.M. on Friday mornings for routine maintenance. Please see [www.library.txstate.edu/about/hours.html](http://www.library.txstate.edu/about/hours.html) for Library hours.
X. REMINDERS AND CHECKLISTS

Please refer to the following checklists before submitting the thesis/dissertation to The Graduate College. As each item is completed, check off the appropriate bullet. Using these checklists will help save time during final editing and ensure documents are in the appropriate format. Appendix D in this document has visual examples of the Front Matter, Text Section, and Back Matter.

Title Page

☐ Page has a 2 inch top margin.

☐ Page has a 1.5 inch left margin. Right and bottom margins are 1 inch.

☐ Page does not have any Bold font.

☐ Title is in ALL CAPS, is double spaced, and formatted in an inverted pyramid (if more than one line is needed). An inverted pyramid style has the longest line on top, with lines getting increasingly shorter as they are added below.

☐ Degree type of any previously earned degree(s) listed is abbreviated correctly (B.S., M.S., etc.) after student’s name. Student’s name is the official name on file with the Registrar’s Office at Texas State. Exceptions can be made on an “as needed” basis.

☐ The following text is centered on the page, with the student’s official degree and major as listed by the University:

A thesis/dissertation (pick the applicable document) submitted to the Graduate Council of Texas State University in partial fulfillment of the requirements for the degree of Degree Type (Master of Science, Doctor of Philosophy, etc.) with a Major in Major Name (Biology, Criminal Justice, etc.) Graduation Month and year (e.g. December 2016)
Graduation month (December, May, or August) and year are correct.

Names of committee members are spelled correctly. No titles (e.g., Dr., Mrs., Mr., etc.) other than Chair or Co-Chair are listed with a committee member’s name.

**Copyright Page**

- Page has a 2 inch top margin.
- Page has a 1.5 inch left margin. Right and bottom margins are 1 inch.
- Text on this page is centered.
- The word “COPYRIGHT” is bold and in ALL CAPS.
- Text on this page is double spaced.
- Degrees and/or titles are not included with the student’s name. The student’s name must exactly match the name listed on the Title Page.
- The year of graduation is listed on this page.

**Fair Use and Author’s Permission Statement Page**

- Page has a 2 inch top margin.
- Page has a 1.5 inch left margin. Right and bottom margins are 1 inch.
- The “FAIR USE AND AUTHOR’S PERMISSION STATEMENT” heading is in ALL CAPS, bold, and centered.
- The Fair Use text listed in Appendix D must be included exactly as it appears in the example.
- Choose one of the two Duplication Permission statements, and include it on the page.
Dedication Page

*This page is optional. If it is included, please format it as follows:

☐ Page has a 2 inch top margin.

☐ Page has a 1.5 inch left margin. Right and bottom margins are 1 inch.

☐ Formatting is not required to follow any specific guidelines, other than conforming to the required margins of Front Matter and heading style for the word “Dedication”. It is suggested to use formatting that is similar to other sections of the document (same font, etc.).

Acknowledgements

☐ Page has a 2 inch top margin.

☐ Page has a 1.5 inch left margin. Right and bottom margins are 1 inch.

☐ The “ACKNOWLEDGEMENTS” heading is in ALL CAPS, bold, and centered.

☐ This is the first numbered page of the document. The page number is a lower case Roman numeral and should be centered in the footer. Though this is the first page numbered in the document, this is not page i; this page will be numbered according to where it is located in the document. Please see Appendix D for an example and for clarification.

Table of Contents

☐ Page has a 2 inch top margin.

☐ Page has a 1.5 inch left margin. Right and bottom margins are 1 inch.

☐ The "TABLE OF CONTENTS" heading is in ALL CAPS, bold and centered.

☐ The word “Page” is right justified and in bold on the second line of the Table of
Contents (below the page header).

☐ Dot leaders with a right tab are used to connect entries with page numbers. Items in the Table of Contents are correctly numbered with the corresponding page number.

☐ Font type matches what is chosen for the document. Only the items listed above will be in a particular font style.

☐ Headings, chapter titles, and subheadings appear exactly as in the text (e.g. capitalizations and words).

☐ Chapters are numbered, and numbering is consistent between the Table of Contents and the text. Either Roman or Arabic numerals are acceptable but once chosen, only one numbering choice must be used.

☐ If one subheading is included in the Table of Contents, all subheadings of the same level must be included in the Table of Contents. Subheadings are not required to be listed in the Table of Contents, despite whether or not they are listed in the text.

☐ Page numbering continues from the previous page, with a lower case Roman numeral, centered in the footer.

**List of Tables, List of Figures, etc.**

*A list of tables, figures, etc. is only included if the document contains two or more tables, figures, etc.*

☐ Page has a 2 inch top margin.

☐ Page has a 1.5 inch left margin. Right and bottom margins are 1 inch.

☐ Heading (**LIST OF TABLES, FIGURES**, etc.) is in ALL CAPS, bold and
centered on the page.

☐ The word “Table/Figure/Illustration”, etc. is left justified and bold on the page.

☐ The word “Page” is right justified on the same line and also bold.

☐ Dot leaders with a right tab are used to connect entries with page numbers.

Items in the List of Tables/ Figures/ Illustrations, etc. are correctly numbered with the corresponding page number.

☐ Titles of tables/ figures/ illustrations, etc. appear exactly as they are in the text (e.g. capitalizations).

☐ Only the first sentence of the table or figure title is listed in the List of Tables or List of Figures.

☐ Additional lines of table/ figure/ illustration, etc. titles are indented, and the entire entry is single spaced.

☐ Page numbering continues from the previous page, with a lower case Roman numeral, centered in the footer.

Abstract

*This page is required for all doctoral students. It is also required for those master’s students writing a thesis in a language other than English (the abstract must be in English in those cases). Abstracts are optional for all other masters students.*

☐ Page has a 2 inch top margin.

☐ Page has a 1.5 inch left margin. Right and bottom margins are 1 inch.

☐ The “ABSTRACT” heading is in ALL CAPS, bold and centered.

☐ The text in the abstract is either one and one half spaced or double spaced.

☐ Page numbering continues from the previous page, with a lower case Roman
numeral, centered in the footer.

**Text Section**

**Margins and Pagination**

- All pages in the Text Section and Back Matter have a 1 inch top margin.
- All left margins are set at 1.5 inches for binding purposes. All other margins are 1 inch.
- Use left alignment (creating uneven right margin).
- Page numbers start over at 1 (using Arabic numerals) in the Text Section.

**Spacing**

- All text is double spaced except where single spacing is appropriate. Single spacing is allowed for:
  - Subheadings that carry over onto two lines,
  - Table and figure titles and captions,
  - Reference entries in the literature cited section,
  - Block quotations,
  - Footnotes.

**Grammar and Punctuation**

- Grammar, punctuation and spelling must be correct.
- Use the word data correctly. Data is plural; datum is singular. The text should read: data were (not data was), these data (not this data), etc.
- Acronyms and abbreviations appear correctly in document.
  - Any usage of "et al." appears correctly in text, with the period after al.
  - Acronyms and abbreviations are fully spelled out the first time mentioned
in the text or included in a list of abbreviations.

- Commas and periods are inside quotation marks.
- Semicolons and colons are outside quotation marks.
- Be consistent in spacing after punctuation throughout the text. Punctuation at the end of a sentence should preferably be followed by two spaces (some style manuals specify one space).
- Texas State University is referenced correctly. The first time the university is mentioned in the text, the full university name, Texas State University, is used. Thereafter, the name may appear as Texas State if an abbreviation is desired.

**Headings and Subheadings**

- Headings/subheadings must be worded exactly the same in both the Table of Contents and Text Section, including capitalizations.
- Subheading format style is consistent among chapters.

**Tables, Figures, Illustrations, etc.**

- Titles on the tables, figures, illustrations, etc. in the Text Section must exactly match the titles in the list of tables, list of figures, list of illustrations, etc.
- Table titles and descriptions are placed above the tables.
- Figure titles and descriptions are placed below the figures.
- Captions should be approximately the same width as the margins of the table or figure.

**Citations in the Text**

- Follow the guidelines in the appropriate style manual for formatting citations.
- Be consistent in citation format within and among chapters.
Literature Cited

*Section may also be referred to as Bibliography, References, Works Cited, etc.*

- Follow the guidelines in the appropriate style manual for formatting citations.
- Do not divide an individual citation entry between pages.
- Spacing is consistent (one space or no space) between author’s initials.
- Author’s names are spelled correctly.
- Dates are correct and match those cited in text.
- Titles of works cited and page numbers in the entries are correct.
- Punctuation is consistent within and between citations.
- Black font is used throughout the literature cited section, including any website listed.
APPENDIX SECTION

A. FORMS ..........................................................................................................................75
B. VIREO ONLINE SUBMISSION INSTRUCTIONS......................................................76
C. SYMBOLS COMMONLY USED TO MARK REVISIONS.........................................106
D. EXAMPLES OF FRONT MATTER ..............................................................................107
APPENDIX A: FORMS

Master’s Degree Forms:

- Thesis Proposal Form
- Thesis Chair/Committee Member Change Request Form
- Master's Comprehensive Examination Report Form
- Thesis Submission Approval Form

Ph.D./Ed.D. Degree Forms:

- Form A – Dissertation Committee Chair Assignment Form
- Form B – Dissertation Committee Request Form
- Form C – Doctoral Comprehensive Examination Report Form
- Form D – Dissertation Proposal and Proposal Defense Form
- Form E – Application for Advancement to Candidacy
- Form F – Dissertation Defense Report Form
- Form G – Dissertation Submission Approval Form
- Dissertation Chair/Committee Member Change Request Form

Fee Reduction Form (for students in last semester of thesis/dissertation coursework only)
APPENDIX B: VIREO ONLINE SUBMISSION INSTRUCTIONS

With the Vireo system, the thesis/dissertation submission and review processes are completed entirely online. The submission process is a five step process. Instructions for each of the five steps are provided below. The student will be notified by email once the submission is complete and received by The Graduate College. After The Graduate College reviews a thesis/dissertation, the student and committee chair are notified by email if revisions are required or if the document is approved. All email correspondence in Vireo is sent to Texas State University email accounts, so it is very important that those accounts are regularly checked once a thesis/dissertation has been submitted to The Graduate College for review. Instructions to complete the revision process are included below.

The Library will retain a print copy of every student’s thesis/dissertation for their circulating collection and a microfilm copy for the University Archives, regardless of the embargo selection. Supplementary files are excluded from this policy.

Students submitting in Vireo are not required to submit paper copies to the Library. However, a student has the option of taking one or more printed copies to the Circulation Desk of Alkek Library to be bound for personal use. Some programs require the student deposit a hard-copy with the department, so students should check with their departments regarding bound copies of theses/dissertations. The student is responsible for paying the binding fee at the time the order is placed at the Circulation Desk of Alkek Library for personal and departmental copies.
Prior to beginning the submission process in Vireo the student should do the following:

- Convert the thesis/dissertation to a PDF (see Chapter IX of this Guide for instructions).

- Discuss embargo options with the Chair of the committee and decide the best option to select for the document. All MFA Creative Writing theses will have a permanent embargo, regardless of what embargo option is selected in Vireo.

- Select several key words to enter into Vireo for searchability.

- Gather the Texas State email address(es) of the committee chair(s). These will be entered into the Vireo system, as the committee chair is requested to approve the document submission and embargo.

Please contact Dr. Eric Paulson at eric.paulson@txstate.edu with any questions regarding thesis/dissertation submission in Vireo. If any of the student’s information needs to be changed in Vireo, students should complete their submissions, and contact Dr. Paulson in The Graduate College for correction.

**Link to Vireo and Instructions**

Although other browsers may be used, the system works best with Google Chrome. Please clear the cache and cookies before opening the browser of choice. To log on to Vireo go to the following URL: [https://etd.library.txstate.edu/vireo](https://etd.library.txstate.edu/vireo). **Students should only log in to Vireo when ready to submit a defended and committee-approved thesis/dissertation to The Graduate College for review.** Logging in and creating a partial submission prior to uploading a thesis/dissertation will result in immediate deletion of the submission.
Instructions for Submission

Welcome screen and verifying information. This is the welcome screen for Vireo (shown in the figure below).

Click on the “Start your submission” button. A login screen will appear. Here, a student enters their Texas State NetID and password.
Once logged in, the next screen allows a student to begin a submission by clicking on the “Start your submission” button.

At the top of the submission screen, the graduation semester for which The Graduate College is accepting documents is shown. Students will then begin to enter their Personal Information, Affiliation (College, Department, Degree, and Major), and Phone & Address, per the diagrams below. Though some information will populate automatically, any field marked with an asterisk is required. Once the required information has been entered, students will click the Save and Continue button and move to the next screen.
Students must list an alternative email to their Texas State email addresses as their Permanent Email Address. The University may use this permanent email to contact
students in the future with communications such as the Graduate Student Alumni Survey.

An ORCID ID is optional. ORCID is a digital identifier that links your research to you; information and registration is found at www.orcid.org.

**License agreement.** The next screen (shown below) contains the license agreement, which gives students (the authors) the copyright of their theses/dissertations. It also provides The Alkek Library non-exclusive rights to keep a copy of every thesis/dissertation submitted in the university repository. This license is non-exclusive; students can freely publish their work in other venues. To continue the submission process, students must click on the checkbox and agree to the license.
The ProQuest Publication agreement is applicable only to Ph.D. and Ed.D. students; Masters students may disregard this section. All Ph.D. and Ed.D. dissertations at Texas State are submitted to ProQuest, so doctoral students must click on the checkbox approving release of their dissertations to ProQuest to continue the submission process. The full ProQuest Publication agreement is listed below. Once the required information has been entered, students will click the Save and Continue button and move to the next screen.

ProQuest Publication (Required for Ph.D. and Ed.D.)

Applicable only to doctoral students
PhD and Master’s Dissertations and Theses Dissemination Agreement

This Agreement is between the author (Author) and ProQuest LLC, through its ProQuest dissertation business (ProQuest). Under this Agreement, the Author grants ProQuest certain rights to preserve, archive and disseminate the dissertation or thesis, abstract, and index terms (the Work) provided by Author to ProQuest.

License for Inclusion of the Work in the ProQuest Program.

Grant of Rights. Author hereby grants to ProQuest the non-exclusive, worldwide right to reproduce, distribute, display and transmit the Work (in whole or in part) in such tangible and electronic formats as may be in existence now or developed in the future. Author further grants to ProQuest the right to include the abstract, bibliography and other metadata in the ProQuest Dissertations and Theses Global database [PQDT] and in ProQuest’s Dissertation Abstracts International and any successor or related index and/or finding products or services.

ProQuest Dissemination Program - Election and Elements. The rights granted shall be subject to the following additional requirements:

Redistribution of the Work. Except as restricted by the Author, the rights granted by the Author automatically include (1) the right to allow sale and distribution of the Work, in whole or in part, by agents and distributors, and (2) the right to make the Abstract, bibliographic data and any metadata associated with the Work available to search engines and harvesters.

Restrictions.

ProQuest will use commercially reasonable efforts to restrict the distribution of the Work as provided under the publishing option selected by Author or as later elected by Author through direct contact with ProQuest. Such election is subject to Author’s Degree Granting Institution Directives (see below). With respect to restrictions requested after submission of the Work, Author acknowledges that ProQuest cannot recall or amend previously distributed versions of the Work.

Removal of Work from the Program.

ProQuest may elect not to distribute the Work if it believes that all necessary rights of third parties have not been secured. If Author’s degree is rescinded, and the degree granting institution so directs, ProQuest will expunge the Work from its publishing program in accordance with its then current publishing policies.

The Author will retain the right to remove the work from the ProQuest program. ProQuest will remove the Work upon written request from the Author.
Document information. This section is where students will enter the document-specific information and embargo choice (see figures below). Students will start with their document information (title, keywords, subjects, etc.) by either typing the requested information or selecting the information from a drop-down menu. Next, students are asked to enter in all committee members. In the Roles drop-down menu, students should only select Chair or Co-Chair for those committee members actually serving as chair or co-chair. Though there are only four spaces initially for committee members, more members can be added as needed (per the Add Additional Members button). Then, the committee chair’s contact email must be listed. Texas State emails are preferred, as The Graduate College cannot guarantee Vireo communications will work when sent to non-Texas State email addresses. Students can check whether or not their documents
contained the students’ own previously published material in the next section. Lastly, students will choose an embargo. An embargo is a delay in release to Alkek Library’s digital collections online repository. Students should consult with their committee members about appropriate embargos for their materials. Any Special Request embargos must be emailed from the students’ committee chair(s) to the Associate Dean, Dr. Eric Paulson (eric.paulson@txstate.edu), for his review and approval.
Document Information

Instructions:
In this step you describe your thesis or dissertation. Please make sure that the information entered below matches the information contained in your document.

* Title (do not use all CAPS):

* Degree Date:
  Degree Month: [choose]
  Degree Year: [choose]

Defense Date: MM/DD/YYYY

* Document Type: [choose]

Abstract (Required for Ph.D. and Ed.D.):

* Keywords: Keyword one; Keyword two

* Subjects:
  Primary Subject: [choose (required)]
  Additional Subjects: [choose (optional)]
  Additional Subject: [choose (optional)]

* Language: [choose]
Your Committee

First Name | MI | Last Name
-----------|----|----------

Roles: ... no role selected

Add Additional Members

Committee Contact Email

* Chair’s Contact Email: 

Previously Published Material

Previously Published Material: [ ] Check the box if any part of the material being submitted has been previously published (i.e., book chapters or journal articles). If so, you will be asked to identify the section where these materials are used in whole or in part.
Previously Published Material

Check the box if any part of the material being submitted has been previously published (i.e. book chapters or journal articles). If so, you will be asked to identify the section where these materials are used in whole or in part.

Embargo Options

* Options for Electronic Access Embargos

With your advisor’s approval you may request a delay (embargo) in the inclusion of your work in Texas State University Digital Collections.

None: The work will be included in Texas State University Digital Collections after approval.

One year embargo: The work will be delayed for inclusion in Texas State University Digital Collections by one year.

Two year embargo: The work will be delayed for inclusion in Texas State University Digital Collections by two years.

Special Request: Only use when patents are involved or there are confidentiality issues related to national security or funding issues. If you check this box, the Chair of your committee must submit an email to Dr. Paulson, Associate Dean of the Graduate College, at eric.paulson@txstate.edu indicating the delay time period requested and providing justification for that time period. NOTE: Special Request dissertations will not be submitted to ProQuest. Embargo requests should not exceed 5 years.

Save and Continue >>
Committee Contact Email

* Chair's Contact Email:

Previously Published Material

Previously Published Material: □ Check the box if any part of the material being submitted has been previously published (i.e. book chapters or journal articles). If so, you will be asked to identify the section where these materials are used in whole or in part.
Embargo Options

* Options for Electronic Access Embargos

With your advisor's approval you may request a delay (embargo) in the inclusion of your work in Texas State University Digital Collections.

None:  ○ The work will be included in Texas State University Digital Collections after approval.

One year embargo:  ○ The work will be delayed for inclusion in Texas State University Digital Collections by one year.

Two year embargo:  ○ The work will be delayed for inclusion in Texas State University Digital Collections by two years.

Special Request:  ○ Only use when patents are involved or there are confidentiality issues related to national security or funding issues. If you check this box, the Chair of your committee must submit an email to Dr. Paulson, Associate Dean of the Graduate College, at eric.paulson@txstate.edu indicating the delay time period requested and providing justification for that time period. NOTE: Special Request dissertations will not be submitted to ProQuest. Embargo requests should not exceed 5 years.

Please note every field with a star is required to continue the submission process. If a student skips over a starred field, he/she will be redirected to the top of the page to fill out the missing fields. Once the required information has been entered, students will click the Save and Continue button and move to the next screen.
Upload the thesis/dissertation. The next section is where students will upload their theses and dissertations for The Graduate College to review. Only PDF documents are acceptable for upload; instructions on how to convert a document to a PDF are listed earlier in this document. Students first click on the Choose File button and select the appropriate document from their computer files. The name of that file will show up next to the Choose File button. To upload the document, students must click on the Upload button below the Choose File button. The document will not upload without clicking on the Upload button. After clicking on the Upload button, the document is renamed to STUDENTLASTNAME-DOCUMENTTYPE-YEAR.pdf. Every time a document is uploaded here, the name of the document will always change to the format listed above. Additional (supplementary) files can be uploaded also. However, these documents will not be added to the online repository, nor will they be reviewed by The Graduate College staff for formatting. In the example below, the document has been correctly uploaded, so the Choose File and Upload buttons are not showing. When a student arrives at this screen for the first time, the Choose File and Upload buttons will be present. If an incorrect document is accidentally uploaded, students can upload the correct document by clicking on Replace Manuscript and following the prompts. Once the document and required information has been entered, students will click the Save and Continue button and move to the confirmation screen.
Confirm & submit. Lastly, students arrive at the Confirm & Submit screen (shown below), where they can check all information entered for accuracy before
submitting their documents to The Graduate College for review. To edit any of the previously entered information, students click on the edit text in brackets below each section. Please note that once a document is submitted to The Graduate College for review, the only changes that can be made are changes specifically marked by The Graduate College staff. Students cannot add/remove any additional items (e.g. chapters, references, acknowledgements, etc.) to their documents. Students should make sure the document they are uploaded to Vireo is the approved and defended document. If all is correct, click on Confirm and Submit.

**Confirm & Submit**

**Instructions:**
Please verify all the information displayed below before proceeding. Once you click the button to approve this document, you cannot make any more changes to the form's data without contacting your local thesis office.

**About You**

- **Name:** Lowden, Bryttna
- **Email:** b1191@tstate.edu
- **Permanent Phone:** 5122452054
- **Permanent Address:** 601 University Drive
- **Permanent Email:** b1191@tstate.edu
- **Current Phone:**
- **Current Address:**

[edit your personal information]

**Academic Affiliation**

- **School:** Texas State University
- **College:** Business Administration
- **Department:** Agriculture
- **Degree:** Master of Fine Arts
- **Major:** Adult, Professional, and Community Education

[edit your academic affiliation]
This completes the submission process! The following screen will now show once the
Submission is complete:

Students can click on the View submission status link at the bottom of the confirmation
page to view their submission, and check the status. Both the student and his/her
committee chair(s) are also sent confirmation emails of the submission. The committee
chair(s) must approve the document and embargo selection in Vireo. The Graduate
College will not review a document without the committee chair’s approval in Vireo, so
both students and committee chairs are encouraged to check email often during the thesis
and dissertation deadlines.

If students do not receive an email confirmation but believe their submissions have
been completed, please contact Dr. Paulson, Associate Dean of The Graduate College, at
eric.paulson@txstate.edu.

To exit the system, either click the Logout button in the top right corner, or close
the browser window. Either option will be sufficient.
Committee Chair’s Approval

Committee chairs receive an email (shown below) instructing them to review and approve the document as submitted and embargo selection in Vireo. The Graduate College will not review a thesis/dissertation without approval in Vireo from the committee chair.

Dear Committee Chair:

You are receiving this message because Bryitne Lowden has submitted a Dissertation entitled Title to the Graduate College for review. As chair of the Dissertation committee we ask you to confirm that the Dissertation submitted has been approved by you and the other committee members. We also ask you to approve the release option the student selected. You may view the student’s submission at http://etd.library.txstate.edu/advisor/YhbeGtVApag/review. You do not need to reply to this message. Your approval can be noted, along with any necessary comments or information, at the web address listed above. Once your approval is provided, the Graduate College will proceed with reviewing the student’s Dissertation.

The Graduate College

To log on to the submittal system, a committee chair will click on the unique URL in the email message he/she receives, not the URL listed in the example above. Each URL is student specific, so the URLs shown in this guide are examples, not the actual URL you will be provided. The committee chair will use his/her Texas State NetID and password in the Authenticated Access screen. A Review Application screen is shown, listing all of the student’s information, embargo, and uploaded document. An Application Activity log is also listed, showing all actions taken on the thesis/dissertation, as well as all email communications sent. At the bottom of the page, is a section for the chair to either approve or reject both the embargo and application (submitted document). The Application Activity log and the Approval section are both shown in the figure below:
The committee chair will then click submit, and that feedback is immediately sent to The Graduate College.
Student Email and Submission

Students receive the following email once their document is received by The Graduate College:

Dear Bryttne Lowden,

The Graduate College has received your Dissertation entitled Title. The chair of your Dissertation committee has been notified and asked to confirm that the Dissertation submitted is the final document approved by your committee. Your chair has also been asked to approve the release option you selected. Pending your committee chair’s approval, the Graduate College will review your Dissertation and notify you of any required revisions. You do not need to reply to this email. The status of your submission along with any pertinent comments is available at http://etd.library.txstate.edu/submit. Congratulations on reaching this stage of your graduate studies.

The Graduate College

The link in the email is where students can go to check their document’s status and see their submission. After logging in to the Texas State Authenticated Access screen, students find the Submission Status screen, where they can see the status of their documents and take action on their submission (see figure below).

Submission Status

Currently accepting submissions for the May 2016 semester.

<table>
<thead>
<tr>
<th>Title</th>
<th>Manuscript</th>
<th>Status</th>
<th>Date Submitted</th>
<th>Assigned To</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>LOWDEN-DISSERTATION-2016.pdf [view]</td>
<td>Submitted</td>
<td>20 May 2016</td>
<td>Unassigned</td>
<td></td>
</tr>
</tbody>
</table>

Clicking on the View button will take a student to the View Application screen. A checklist will pop up on the side of the screen, letting a student know which items The Graduate College needs to review the document. Once The Graduate College staff take action on a document, these items will be checked off, if they have been fulfilled. Not having paperwork submitted or meeting thesis/dissertation enrollment requirements can cause a delay in document review.
After initial submission, a student can only view his/her thesis/dissertation submission. No changes can be made. Students also have an Application Activity log, where all action on the document and any correspondence can be viewed. Lastly, students can leave a message for The Graduate College, if any questions arise. The figures below show the described sections in the above paragraphs.

Revisions and Re-uploading

There are several statuses a student may see once The Graduate College takes action on a thesis/dissertation. They are:

- Under Review – The Graduate College is in the process of reviewing the document.
• Waiting on Requirements – There are missing requirements for this submission (e.g. missing paperwork, needing committee chair approval, etc.).

• Needs Correction – The thesis/dissertation submission has formatting revisions required by The Graduate College.

• Corrections Received – The student successfully uploaded a revised document for The Graduate College to review.

• Approved – The document has been approved by The Graduate College.

• Pending Publication – The document has been released to Alkek Library. Documents will be released for inclusion in Texas State University Digital Collections depending on embargo selections.

• On Hold – Documents with a permanent embargo will have this status. The document will never be released for inclusion in Texas State University Digital Collections.

• Published – The document has been released for inclusion in Texas State University Digital Collections. Documents with an embargo will not have this status until their embargos expire.

Students may log on to the Vireo submittal system at any time to view the status of their submissions. The Graduate College will communicate with students and their committee chairs by email if there are any required materials not on file (e.g. Thesis Submission Approval Form, Dissertation Submission Approval Form, Thesis Proposal, etc.). Any missing materials must be submitted before the thesis/dissertation can be reviewed by The Graduate College. A checklist is also provided in the Vireo submission page,
showing students which documents have and have not been received by The Graduate College.

Once The Graduate College receives verification that the thesis/dissertation submitted has been approved by the committee, The Graduate College will review the document. Students and committee chairs will receive an email notification if any revisions are required with a link students can use to access Vireo and the revisions document from The Graduate College. The section below describes the process of receiving revision requirements from The Graduate College. That process usually entails a feedback document from The Graduate College that details revision requirements; however, when there are numerous, major revisions needed, The Graduate College will not provide a feedback document but will instead ask the student to undertake larger structural formatting revisions.

An example of the email is:

Bryttnie Lowden,

Your Dissertation entitled Title has been reviewed by the Graduate College and requires revisions. The required revisions may be viewed or downloaded by logging in to the submittal system at https://etd.library.txstate.edu/submit and clicking on Feedback Document from our office staff. Carefully make the required revisions, convert your document to a PDF, and replace the Manuscript (as the Primary Document) in the submittal system with the revised PDF.

NOTE: The primary manuscript will automatically be renamed to lastname-documenttype-year. Be sure to click Complete Corrections at the bottom of the screen before exiting.

The Graduate College will review the revised document to ascertain the necessary revisions have been made. Please submit the revised document within 3 business days of receiving the feedback document to ensure our office will have enough time to review your corrections.

The Graduate College

When students follow the link in the email, they initially reach the Submission Status screen, showing the status of Needs Correction (see below). To access the revisions needed, students will click on the Edit button, which takes them to the View Application page.
Under the Uploaded Files section, students can access the Feedback Document, which has the required revisions marked by The Graduate College. Students will need to click on the Feedback Document to view the required corrections needed to their theses/dissertations. The figure below has an example of the Uploaded Files section. It is located right above the Application Activity section and Submission Action Log. The feedback revisions documents will be titled StudentLastName DocumentType Revisions. Though the revisions document is circled in the example below, it will not be circled once a student logs into Vireo.

Students can download the document to view the revisions by clicking directly on the file
name. Only the revisions marked must be made on a student’s thesis/dissertation; additional information cannot be added or removed. The Graduate College will ask students to remove or re-add anything changed other than the revisions marked in a thesis/dissertation.

(Note: if the initial thesis/dissertation submitted needs major reformatting, there will not be a Feedback Document provided; instead, students will be referred to the Thesis/Dissertation Guide for formatting instructions. In that case, students will reformat their thesis/dissertation and upload it according to the process outlined below.)

Once all revisions have been made, students will convert their theses/dissertations to a PDF again, and upload the document in Vireo. To upload the corrected document, students will click on Replace Manuscript, then Choose File, then Upload (once a file has been chosen from the student’s computer). Please note the corrected document name will maintain the name of the original document when uploaded (STUDENTLASTNAME-DOCUMENTTYPE-YEAR).

After uploading the revised thesis/dissertation, students can leave a message for The Graduate College in the box at the bottom of the page. This is optional. To complete submission of the revised document, students must click on the Corrections Completed button on the side of the page (see figure below). If the Corrections Completed box is not clicked, the student’s revised thesis/dissertation will not be received by The Graduate College.
Once revisions are received by The Graduate College, the student is taken on a Corrections Submitted page (see figure below) and can access his/her submission status page from there. The student’s status is now Corrections Received.

The Graduate College has received your revised document. We will review the document to ascertain all corrections have been made. If all corrections have been made, you will receive email confirmation that the document is approved. If you did not make all of the revisions, we will notify you of any corrections still required.

If you have any questions about your submittal, feel free to contact our office.

Thank you.

Graduate College

View submission status

Currently accepting submissions for the May 2016 semester.

<table>
<thead>
<tr>
<th>Title</th>
<th>Manuscript</th>
<th>Status</th>
<th>Date Submitted</th>
<th>Assigned To</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOWDEN-DISSERTATION-2016.pdf</td>
<td>Corrections Received</td>
<td>23 May 2016</td>
<td>Unassigned</td>
<td>View</td>
<td></td>
</tr>
</tbody>
</table>

The Graduate College will review the revised document and inform the student of any changed needed or approval of the document through email from Vireo. If additional revisions are required, the process to upload revisions will remain the same as listed above.

Approval emails are sent once the document has been revised to the formatting requirements outlined in this document. Students and committee chairs will receive the approval email, informing all that the document has been approved and released to Alkek Library, according to the selected embargo. There are also instructions on how students can have personal copies bound by Alkek Library. It is not required for students to have their theses/dissertations bound by Alkek Library as terms of completing a degree at
Texas State. Departments and committee members may request bound copies from the student, so students should work with their Graduate Advisors and Committee Chairs for any requirements of this nature.

Ph.D. and Ed.D. students, upon approval of their dissertations, will receive an email with instructions for the Survey of Earned Doctorates. This is a required census survey which takes about 10-15 minutes to complete. Once a student completes the survey, The Graduate College will receive a certificate of completion for that student. The student will also receive the same certificate of completion for his/her records. Ph.D. and Ed.D. students must complete this survey; if it is not completed by The Graduate College’s deadline, the student will not be eligible for graduation.

Once a master’s student has received the approval email, or the doctoral candidate has received the approval email AND completed the SED survey, the student/candidate is finished with the thesis/dissertation process!
APPENDIX C: SYMBOLS COMMONLY USED TO MARK REVISIONS

The symbols shown on this page are those commonly used to mark required revisions in the thesis/dissertation.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>insert something</td>
</tr>
<tr>
<td>.</td>
<td>add a period</td>
</tr>
<tr>
<td>,</td>
<td>add a comma</td>
</tr>
<tr>
<td>;</td>
<td>add semicolon</td>
</tr>
<tr>
<td>:</td>
<td>add colon</td>
</tr>
<tr>
<td></td>
<td>close up space</td>
</tr>
<tr>
<td>+</td>
<td>insert a space</td>
</tr>
<tr>
<td>_</td>
<td>delete</td>
</tr>
<tr>
<td>¶</td>
<td>begin new paragraph</td>
</tr>
<tr>
<td>SS</td>
<td>single space</td>
</tr>
<tr>
<td>-</td>
<td>indent</td>
</tr>
<tr>
<td>▼</td>
<td>move to next page</td>
</tr>
<tr>
<td>cAp</td>
<td>use capital letter(s)</td>
</tr>
<tr>
<td>lc</td>
<td>use lower case letter(s)</td>
</tr>
<tr>
<td>ital</td>
<td>use italics</td>
</tr>
<tr>
<td>Il</td>
<td>align vertically</td>
</tr>
<tr>
<td>bF</td>
<td>use boldface</td>
</tr>
<tr>
<td>Ok/?</td>
<td>query to author: is this set as intended</td>
</tr>
<tr>
<td>wF</td>
<td>wrong font</td>
</tr>
</tbody>
</table>
APPENDIX D: EXAMPLES OF FRONT MATTER

For the purpose of example, Appendix D does not follow the pagination rules. Instead, roman numerals are included as they would appear in the Front Matter and text pages of an actual thesis/dissertation. The appendices of actual theses and dissertations must be numbered according to the pagination guidelines in this document.

The following example is that of a thesis student pursuing a Master of Science. Thesis students pursuing other degrees will need to insert the appropriate degree type on the title page. Doctoral students will use the word “dissertation” instead of “thesis” on the title page, and insert Doctor of Philosophy or Doctor of Education for the degree type. (Note that from the following page forward, page numbers will reflect the illustrative example and not the page number of the Thesis/Dissertation Guide.)
TITILE OF IHESSI DOUBLE SPACED USING ONE OR MORE LINES

AS NEEDED

by

Jane Q. Doe, B.S.

A thesis submitted to the Graduate Council of Texas State University in partial fulfillment of the requirements for the degree of Master of Science with a Major in Biology December 2016

Committee Members:

Eric Paulson, Chair
Paula Williamson
Bryttne Lowden
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by

Jane Q. Doe

2016
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OR

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DEDICATION (OPTIONAL)

This dedication page is optional. If used, it should have a two inch top margin.

The word “DEDICATION” is the heading and should be in all CAPS and centered. This page will not be numbered, but will count in the overall numbering of the document.
ACKNOWLEDGEMENTS

The acknowledgements page should have a two inch top margin. The word "ACKNOWLEDGEMENTS" in all CAPS, centered is the heading.

Many students use this section to thank their committee members, fellow students, family members, or any person they feel has contributed significantly to their document.

Page numbering for the Front Matter will start on this page with whichever page number that corresponds to this page in the document. It does not start with page number i.
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## List of Abbreviations (optional)

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<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AI</td>
<td>Artificial Intelligence</td>
</tr>
<tr>
<td>EOR</td>
<td>Enhanced Oil Recovery</td>
</tr>
<tr>
<td>Pubs</td>
<td>Publications</td>
</tr>
</tbody>
</table>
ABSTRACT

Indent and begin typing the abstract. The abstract is a continuous summary, not disconnected note or an outline, and is brief and to the point. The text of the abstract is double-spaced or one and one-half spaced. The abstract may continue on to additional pages.

This page is required for Ph.D. and Ed.D. students, as well as Masters students writing a thesis in a language other than English. The abstract must be in English.
1. INTRODUCTION or I. INTRODUCTION

This page should have a 1” top margin, 1.5” left margin, 1” right margin, and 1” bottom margin. The chapter title and chapter number (either a Roman numeral or Arabic numeral) must be centered on the page, in bold, and in ALL CAPS. Whichever style of numerals you choose, Roman or Arabic, must also be reflected in the Table of Contents.
APPENDIX SECTION

APPENDIX A Insert supplementary material here.
REFERENCES

Insert references here.