

GRADUATE COLLEGE GUIDE TO PREPARING AND SUBMITTING A THESIS
OR DISSERTATION

TEXAS STATE UNIVERSITY-SAN MARCOS
THE GRADUATE COLLEGE

Prepared by
The Graduate College

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CHAPTER I

INTRODUCTION TO THE GUIDE

Purpose of the Guide

This guide provides an overview of the process to obtain a master's (thesis-option) or doctoral degree at Texas State University-San Marcos. The guide also provides details for the preparation and submission of a thesis or dissertation at Texas State. The guide addresses certain style and formatting requirements. Recent style manuals (i.e. Turabian, APA, MLA, etc.) and/or scholarly journals in the student's major discipline may be consulted for style material not included in the guide. Only theses and dissertations formatted as specified in this guide will be accepted by the Graduate College.

Revisions to the Guide

Texas State University-San Marcos 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 should not use old manuals, previous theses, or previous dissertations when preparing a current document; styles and

requirements may have changed substantially. All requirements in this guide must be met.

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/Thes-Diss_Info/Appendix_A.html.

The following forms are obtained from the Office of the Graduate College (JCK 280):

- Doctoral Dissertation Agreement
- Fee Reduction Verification of Enrollment

CHAPTER II

ESTABLISHING A COMMITTEE

Thesis or Dissertation Committee Members

Committee Chair

The first step in writing a thesis or dissertation is to find a viable research topic and a research advisor. The thesis or dissertation topic must have a clear relationship to literature in the major field of study. As a student takes courses of study in a field, he or she should look for areas of interest and for problems that need to be solved. The student should discuss potential research topics with Graduate Faculty members in the department/graduate program and identify a faculty member willing to serve as the student's research advisor.

A thesis student obtains the consent of a Graduate Faculty member in the major department to serve as research advisor (Committee Chair). Co-chairs are allowable.

A dissertation student obtains the consent of a Graduate Faculty member in the doctoral program to serve as research advisor. This individual chairs the

student's dissertation committee. Co-chairs are allowable. The Committee Chair must be a member of the Core Doctoral Graduate Faculty of the doctoral program. The Ph.D. Dissertation/Research Advisor Assignment form must be completed and signed by the student, research advisor, Ph.D. Program Director and the Department Chair and then forwarded to the Dean of the Graduate College for approval and signature.

Other Committee Members

The student, in consultation with the thesis or dissertation Committee Chair, will establish a thesis or dissertation committee. All committee members must be approved by the Graduate College as Graduate Faculty.

Thesis Committees

Thesis students will obtain the consent of a minimum of two other members of the Graduate Faculty to serve as committee members. If the student does not have a minor, the other two committee members are chosen from Graduate Faculty in the major department, from another Texas State department, or external to the university. If the student has a minor, one of the two other committee members must be from the student's minor department. These three - thesis committee chair, two other committee members -- comprise the thesis committee. The thesis committee, however, may include additional Graduate Faculty members and be comprised of more than three members. The thesis

committee is officially formed and approved by the Department Chair and Dean of the Graduate College when the Proposed Thesis Research form is submitted (see Chapter III, Thesis Proposal). 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-San Marcos.	
Thesis Committee Members who are Texas State faculty outside the student's major department or part-time faculty at Texas State, must meet the following requirements:	Thesis Committee Members who are external to the university, must meet the following requirements:
<ul style="list-style-type: none"> ◦ Must be members of the Texas State Graduate Faculty. 	<ul style="list-style-type: none"> ◦ Must hold professional credentials equivalent to those associated with Graduate Faculty status in the student's major department. ◦ The Department Chair should submit a Graduate Faculty Nomination form (http://www.txstate.edu/academicaffairs/pps/pp7/7-03attachmenta.doc) to appoint an outside committee member who is not affiliated with Texas State. ◦ The Graduate Faculty Nomination form must be accompanied by a written statement wherein the member states that he or she is willing to serve on the student's committee and that he or she understands that the university will not assume responsibility for expenses associated with committee service. (The Graduate College will accept verification from the Department Chair.) ◦ The Graduate Faculty Nomination form, curriculum vitae and written statement are submitted to the Dean of the Graduate College for approval.

Dissertation Committees

Members of the dissertation committee must be Core or Associate Doctoral Graduate Faculty of the doctoral program. The dissertation committee for a student in Aquatic Resources includes the Ph.D. Dissertation/Research Advisor 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). The dissertation committee for a student in Education includes the Ph.D. Dissertation/Research Advisor and a minimum of three additional committee members. The dissertation committee for a student in Geography includes the Ph.D. Dissertation/Research Advisor and a minimum of three additional committee members (two of whom must be from the Department of Geography and one from outside the department). The dissertation committee for a student in Mathematics Education includes the Ph.D. Dissertation/Research Advisor and a minimum of three additional members (one of whom must be an external member). 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 Ph.D. Dissertation Committee Request form must be completed and signed by the student, committee members, Committee Chair, Ph.D. Program Director and the Department Chair

and then forwarded to the Dean of the Graduate College for approval and signature.

Table 2. Dissertation Committee Members Outside of Student's Major Department or External to Texas State University-San Marcos.	
Dissertation Committee Members from Texas State departments that do not offer Ph.D. degrees must meet the following requirements:	Dissertation Committee Members who are part-time faculty at Texas State or external to the university must meet the following requirements:
<ul style="list-style-type: none"> ◦ 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. 	<ul style="list-style-type: none"> ◦ 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 a Graduate Faculty Nomination form (http://www.txstate.edu/academicaffairs/ppls/ppls7/7-03AttachmentA.doc) to appoint the committee member. ◦ The Graduate Faculty Nomination form must be accompanied by a written statement wherein the member states that he or she is willing to serve on the student's committee and that he or she understands that the university will not assume responsibility for expenses associated with committee service. (The Graduate College will accept verification from the Department Chair.) ◦ The Graduate Faculty Nomination form, curriculum vitae and written statement are submitted along with the Ph.D. Dissertation Committee Request Form to the Dean of the Graduate College for approval.

Changes in the Thesis/Dissertation Committee

If changes in the membership of the thesis committee are necessary, the Committee Chair submits a written request (email request is acceptable) via the Department Chair to the Dean of the Graduate College for approval.

If changes in the membership of the dissertation committee are necessary, the Ph.D. Dissertation Advisor/Committee Member Change Request form must be completed and signed by the student, new committee member, the Committee Chair, the Ph.D. Program Director, and the Department Chair and then forwarded to the Dean of the Graduate College for approval and signature. 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 thesis or dissertation committee may do so with the approval of the student, Committee Chair, Ph.D. Program Director (Ph.D. students only), and the Department Chair. A written request accompanied by a written statement 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 Dean of the Graduate College for approval.

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 or dissertation, they also have other commitments. The student should verify that the committee members will be available at required times.

CHAPTER III

THESIS OR DISSERTATION PROPOSAL

Proposal Preparation

With the guidance of the student's thesis or dissertation committee, the student will produce a proposal. This proposal states the problem the student intends to address and the means and resources with which the student intends to solve it. In preparing the proposal, the student should use a style appropriate for the discipline and follow any specific guidelines in the student's major department/graduate program.

Required Permits and Approvals

It is the student's responsibility to see that the proposed research procedures do not violate laws or university regulations. Any necessary permits and approvals must be secured prior to beginning the proposed research project. If the student's proposed research project involves the use of vertebrate animals, the student and thesis/dissertation research advisor must understand university regulations governed by the Texas State Institutional Animal Care and Use

Committee (IACUC). Refer to the Texas State IACUC website at <http://www.txstate.edu/research/iacuc/index.php> for additional information and to ascertain whether Texas State IACUC approval is required for the proposed research project.

If a student's research project involves human subjects, the student and research advisor must understand university regulations governed by the Texas State Institutional Review Board (IRB). A request for exemption or 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 <http://www.txstate.edu/research/irb/> for additional information.

Submission of the Thesis or Dissertation Proposal

One copy of the thesis or dissertation proposal and required form bearing original signatures are submitted to the Graduate College. The signed thesis or dissertation proposal is the commitment between the student and the university.

Thesis Proposal

One copy of the Proposed Thesis Research form and attached thesis proposal is submitted to the Graduate College. The proposal form must bear original signatures of the student, the student's committee members, and the Department Chair. The form and attached proposal are forwarded to the Dean of the Graduate College.

The Dean of the Graduate College reviews the proposed research for approval. The Office of the Graduate College retains the approved proposal form with attached thesis proposal.

Dissertation Proposal

One copy of the Ph.D. Dissertation Proposal form and attached proposal is submitted to the Graduate College. The proposal form must bear original signatures of the student, the student's committee members, the Ph.D. Program Director and the Department Chair. The form and attached proposal are forward to the Dean of the Graduate College.

The Dean of the Graduate College reviews the proposed research for approval. The Office of the Graduate College retains the approved proposal form with attached dissertation proposal.

Changes in the Thesis or Dissertation Topic

It is anticipated that 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 proposal after the initial proposal has been defended (see Chapter IV. for dissertation

proposal defense procedure), the student must repeat the procedure to defend the new dissertation proposal.

CHAPTER IV

Ph.D. ADVANCEMENT TO CANDIDACY PROCEDURE

Comprehensive Examination

Ph.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. programs. The examination procedure may be obtained from the Ph.D. Program Director.

Following the comprehensive examination, members of the dissertation committee, the Ph.D. Program Director and the Department Chair sign the Comprehensive Examination Report form, which indicates passage or failure. The signed form is then submitted to the Dean of the Graduate College.

Defense of the Dissertation Proposal

Each Ph.D. program prepares its own procedures for the dissertation proposal defense. The procedures may be obtained from the Ph.D. Program Director.

The student must defend the dissertation proposal in a public presentation and must defend the dissertation proposal in an oral examination. Each department prepares its own procedures for the oral examination and public presentation. The procedures may be obtained from the Ph.D. Program Director.

Following the dissertation proposal defense, members of the dissertation committee, the Ph.D. Program Director and the Department Chair sign the Defense of the Dissertation Proposal form, which indicates passage or failure. The form is then submitted to the Dean of the Graduate College.

Advancement to Candidacy

Once all Ph.D. Program requirements for advancement to candidacy have been met, the Application for Advancement to Candidacy form is completed. The form must bear original signatures of the Ph.D. Program Director and Department Chair. The form is then submitted to the Dean of the Graduate College for approval and signature.

CHAPTER V

THESIS AND DISSERTATION COURSES

Required Thesis or Dissertation Credit

Each semester a student is receiving official guidance on a thesis or dissertation, the student must be enrolled in a thesis or dissertation course.

A student must complete six semester hours of thesis credit (5399A and 5399B) to qualify for a master's degree. Although it is possible in most departments for the thesis student to enroll for the first three hours of thesis credit (5399A) without having an approved thesis proposal, the thesis proposal form should be submitted by the end of the student's enrollment in 5399A. Once the student begins enrolling in a thesis course, the student must continue to enroll in at least three hours of the thesis course during any semester in which the student will receive thesis supervision or guidance. It is possible to take 5399A and 5399B concurrently, but this can be done only with the approval of the Dean of the Graduate College, and it is highly unlikely that the student will receive approval without an approved thesis proposal on file.

A student must be enrolled in 5399B during the semester in which the degree is to be conferred. The maximum thesis credit that can be counted for degree credit is six semester hours.

The Ph.D. degree requires a minimum of twelve dissertation credits for Education, fifteen dissertation credits for Aquatic Resources and Geography, and eighteen dissertation credits for Mathematics Education. A Ph.D. student may begin registering for dissertation courses during the semester following completion of all required course work specified by the Ph.D. program. Once the student begins enrolling in a dissertation course, the student must continue to register for at least one hour of dissertation credit each semester until the dissertation has been completed, defended, and submitted in accordance with the procedures described below. After advancement to candidacy, students must be continuously enrolled each long semester for at least one dissertation hour, and must be enrolled for dissertation during the semester in which the degree is to be conferred. The Ph.D. Program Director will assist the student in determining the correct dissertation course for registration.

Thesis and Dissertation Grades

The only grades assigned for thesis and dissertation courses are PR (progress), CR (credit), W (withdrew), and F (if failing). If acceptable progress is not made in a thesis or 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 or dissertation is completed. When the thesis or dissertation is completed and filed into the Texas State Alkek Library, the instructor assigns a grade of CR. The Office of the Graduate College will then convert the PR grade of the most recently completed thesis or dissertation course(s) to a grade(s) of CR to award the total thesis/dissertation credit hours required by the student's graduate program.

Registering for Thesis or Dissertation During the Final Semester

A student must be enrolled for 5399B the semester the thesis is completed and submitted to Alkek Library. If the student is not enrolled, graduation will be postponed until the student has registered for 5399B and the term in which the student has enrolled is completed. This requirement remains in force no matter how often a student may have previously taken 5399B.

Dissertation students must be registered for dissertation credit during the semester that the dissertation is completed, submitted to the Alkek Library for binding and the degree is conferred. The requirement must be met or graduation will be postponed.

Fee Reduction

If a student is a Texas resident enrolled in only thesis (5399B) or dissertation, the student may qualify for a fee reduction during the final semester. For details see Figure 1.

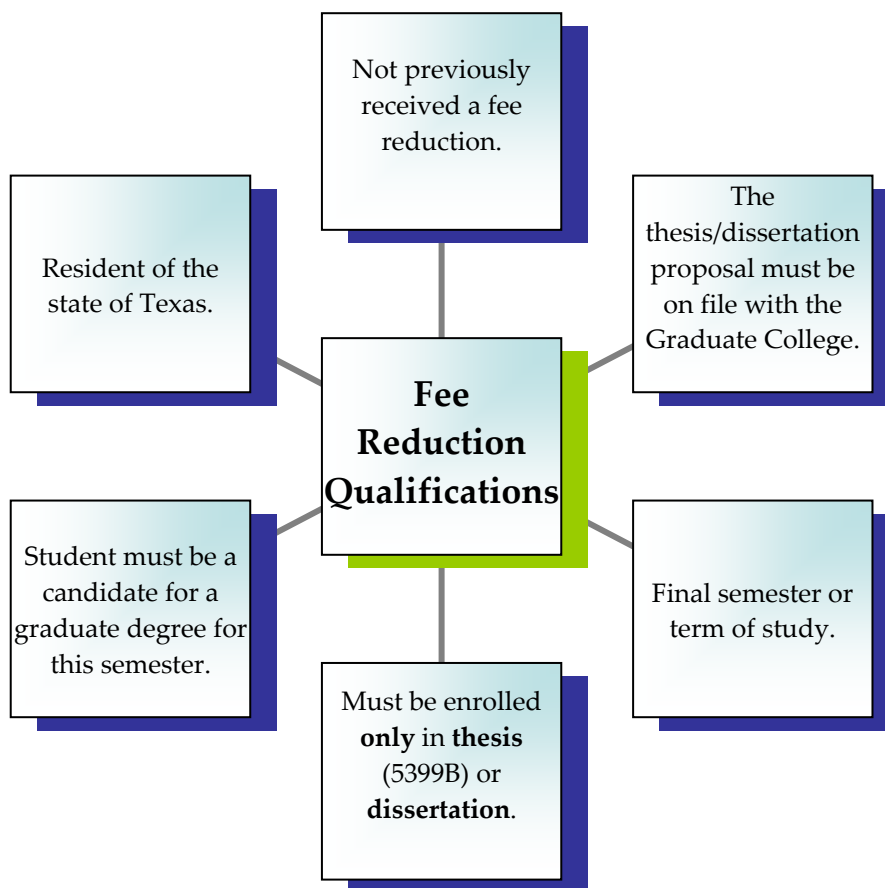


Figure 1. Fee Reduction Qualifications. The student is entitled to a one-time, \$40.00 fee reduction under V.T.C.A., Education Code, Section 54.051 if they meet each of the qualifications diagramed above.

Procedure for Obtaining a Fee Reduction

1. Contact the Office of the Graduate College to request a "Fee Reduction Verification of Enrollment" form.
2. The Office of the Graduate College will verify the student is eligible to obtain reduction and then forward the Fee Reduction Verification of Enrollment form to the Student Business Services Office to have his/her bill adjusted.
3. The student must return to the Office of the Graduate College with the receipt for payment of fees and file an application for graduation.
4. If the student is unable to come to campus to complete step 3, the student should contact the Office of the Graduate College (512-245-2581) for assistance.
5. If the waiver is on file in the Student Business Services Office prior to a payment of fees, the student's bill will be adjusted. If the waiver is filed after a payment is made, the student will receive a refund if there are no outstanding charges on the student's account.
6. The deadline to file the waiver is the 12th class day.
7. If the student receives a fee reduction but does not graduate in that semester, the student must reimburse the university for the fee reduction received (see Procedures for Reimbursement of Fee Reduction).

Procedures for Reimbursement of Fee Reduction

If the student applies for and receives a fee reduction, but then does not graduate that semester, a notification letter will be sent to the student advising that the student must reimburse Texas State for the fee reduction.

If the student changes his/her degree program to non-thesis after receiving a thesis fee reduction, he/she will need to reimburse the university for the fee reduction received.

Summer Thesis Registration for August Graduation Candidates

If the student's anticipated graduation date is in August, the thesis student must register for 5399B during Summer I. The student does not need to enroll again in Summer II because during the summer the thesis course runs ten weeks. If this is the student's first thesis enrollment and the student anticipates graduating in August, the student must enroll in both 5399A and 5399B for thesis. Enrolling in 5399A and 5399B concurrently requires approval of the Dean of the Graduate College.

Prior to enrolling, the student must verify that the thesis committee members will be available to assist during the summer.

CHAPTER VI

DEADLINES AND CANDIDACY INFORMATION

To File for Graduation

Deadlines for filing for graduation are posted online at http://www.gradcollege.txstate.edu/Current_Students/Graduation.htm. Apply for graduation at <http://catsweb.txstate.edu/catsweb/catsstud.htm>.

IT IS IMPORTANT TO APPLY BY THE POSTED DEADLINE DATE OR GRADUATION MAY BE DELAYED AN ENTIRE SEMESTER. If the student misses the online deadline, the student should contact the Graduate College to determine if it will still be possible to file.

Thesis Deadlines

Specific deadline dates are posted by semester on the Graduate College website at [http://www.gradcollege.txstate.edu/Current_Students/Graduation.html#Applying for Graduation](http://www.gradcollege.txstate.edu/Current_Students/Graduation.html#Applying_for_Graduation). Students are to adhere to these deadlines. Any request for an extension must be justified in writing and submitted (email request is acceptable) by the Committee Chair to the Graduate Dean for approval.

The Comprehensive Examination for Master's Students

All candidates for master's degrees must pass a comprehensive examination. In many graduate programs, the thesis committee is also the examining committee. The examination typically covers the thesis, as well as any other areas the thesis/examining committee deems appropriate. The thesis/examining committee indicates pass or fail on the Comprehensive Examination Report for Master's Degree form. The Committee Chair routes the report to the Department Chair who signs it and routes it to the Graduate College. The Comprehensive Examination Report form must contain the original signatures of the thesis committee members and the Department Chair. The results of the comprehensive examination must reach the Graduate College ten days before commencement, not counting weekends and holidays. For specific deadline dates each semester, refer to the Graduate College website at http://www.gradcollege.txstate.edu/Current_Students/Graduation.html#Applying_for_Graduation.

Time Limit for Completing the Dissertation

In accordance with approved regulations, after advancement to candidacy, a student has three years in Aquatic Resources, Geography and Mathematics Education and five years in Education to complete the dissertation. Once the student goes beyond the required time limit, continuation in the

program is subject to the approval of the Ph.D. Program Director, Department Chair, and Dean of the Graduate College. Requests for a time extension to complete degree program requirements must be justified in writing, approved by the Committee Chair, Ph.D. Program Director, Department Chair and submitted to the Dean of the Graduate College for approval.

If a student fails to complete the dissertation within the required time limit following advancement to candidacy, the student's dissertation committee may require the student to take additional coursework and/or to repeat the comprehensive examination. This potential requirement is intended to ensure that the student's research area knowledge base remains current.

Dissertation Deadlines

Specific deadline dates are posted by semester on the Graduate College website at

http://www.gradcollege.txstate.edu/Current_Students/Graduation.html#Applying_for_Graduation. Students are expected to adhere to these deadlines. Any request for an extension must be justified in writing and submitted (email request is acceptable) by the Committee Chair to the Graduate Dean for approval.

Dissertation Defense

All candidates for doctoral degrees must successfully defend the

dissertation. The dissertation defense is not perfunctory; it is a formal occasion that provides an opportunity for discussion, dialogue, and defense of the work that the student has completed.

After all committee members have read the dissertation draft and have recommended changes, the candidate working with his or her Committee Chair incorporates the changes into the dissertation. Individual committee members have the right to review changes prior to the dissertation defense if they wish. When each committee member is satisfied that the dissertation draft is ready for defense, he or she communicates this to the research advisor in writing.

After all committee members have communicated to the Committee Chair that the dissertation is ready to be defended, the Committee Chair proceeds with the scheduling of the dissertation defense. The defense must be scheduled at least two weeks in advance. Notice of the time and place of the defense must be posted throughout the university and within the major department. The defense is open to the public. The defense is presided over by the Committee Chair. All members of the dissertation committee are expected to be present.

Questions must pertain primarily to the dissertation itself and to the implications of the results for future research in the dissertation field. All members of the dissertation committee are afforded the opportunity to ask questions. At the discretion of the Committee Chair, members of the audience

may be invited to ask questions.

Following the dissertation defense, members of the dissertation committee, the Ph.D. Program Director and the Department Chair sign the Dissertation Defense Report form, which indicates passage, provisional pass or failure of the defense. The signed form is then submitted to the Dean of the Graduate College.

Master's and Doctoral Degree Commencement Information

Each semester the Graduate College updates the Commencement Information website at http://www.gradcollege.txstate.edu/Current_Students/Graduation.html. This website provides the student the exact date on which all of the above deadlines fall, as well as other important reminders.

CHAPTER VII

SUBMITTING THE THESIS OR DISSERTATION

Submission for Initial Review

The student must present the Dean of the Graduate College with a copy of the final thesis or dissertation, approved by all committee members, for review by the posted deadline. For specific deadline dates each semester, refer to the Graduate College website at

[http://www.gradcollege.txstate.edu/Current_Students/Graduation.html#Applying for Graduation](http://www.gradcollege.txstate.edu/Current_Students/Graduation.html#Applying_for_Graduation).

There are two options for submission:

1. Traditional Submission: The student submits a printed copy of the final document to the Office of the Graduate College. This copy should be printed on regular (non-archival quality) paper for editing.
2. Electronic Submission: The student submits a CD containing the thesis or dissertation as one document [non-encrypted PDF (preferred) or Microsoft Word].

Signature Pages

Thesis

A thesis student submits the required number (see Submission Options in this Chapter) of official signature pages with the original signatures of all committee members on archival quality paper (refer to Chapter VIII. Paper) to the Graduate College for signature by the Dean of the Graduate College. Extra signature pages may be included for additional copies of the thesis that the student wants bound. It is suggested that the student refer to the sample signature page in Appendix B to verify that the page is formatted correctly before he/she obtains committee member signatures.

Dissertation

A dissertation student submits the required number (see Submission Options in this Chapter; also see Doctoral Program requirements) of signature pages with the original signatures of all committee members on archival quality paper (refer to Chapter VIII. Paper) to the Graduate College for signature by the Dean of the Graduate College. Extra signature pages may be included for additional copies of the dissertation that the student wants bound. It is suggested that the student refer to the sample signature page in Appendix B to verify that the page is formatted correctly before he/she obtains committee member signatures.

The dissertation abstract must be submitted to the Dean of the Graduate College for final approval along with the dissertation. All dissertation abstracts must be published in Dissertation Abstracts International.

Editing Process

Theses and dissertations are reviewed by the Office of the Graduate College in order of receipt. It is to the student's advantage to submit the thesis or dissertation as early as possible. The thesis or dissertation is reviewed by Graduate College staff and the Graduate Dean. If edits are necessary, the student will be required to meet with Graduate College staff to discuss the edits. When the necessary corrections (if any) have been made to the thesis or dissertation and have been verified by the Graduate College, the student's thesis/dissertation card will be sent via email to the library. See Figure 2 for the process.

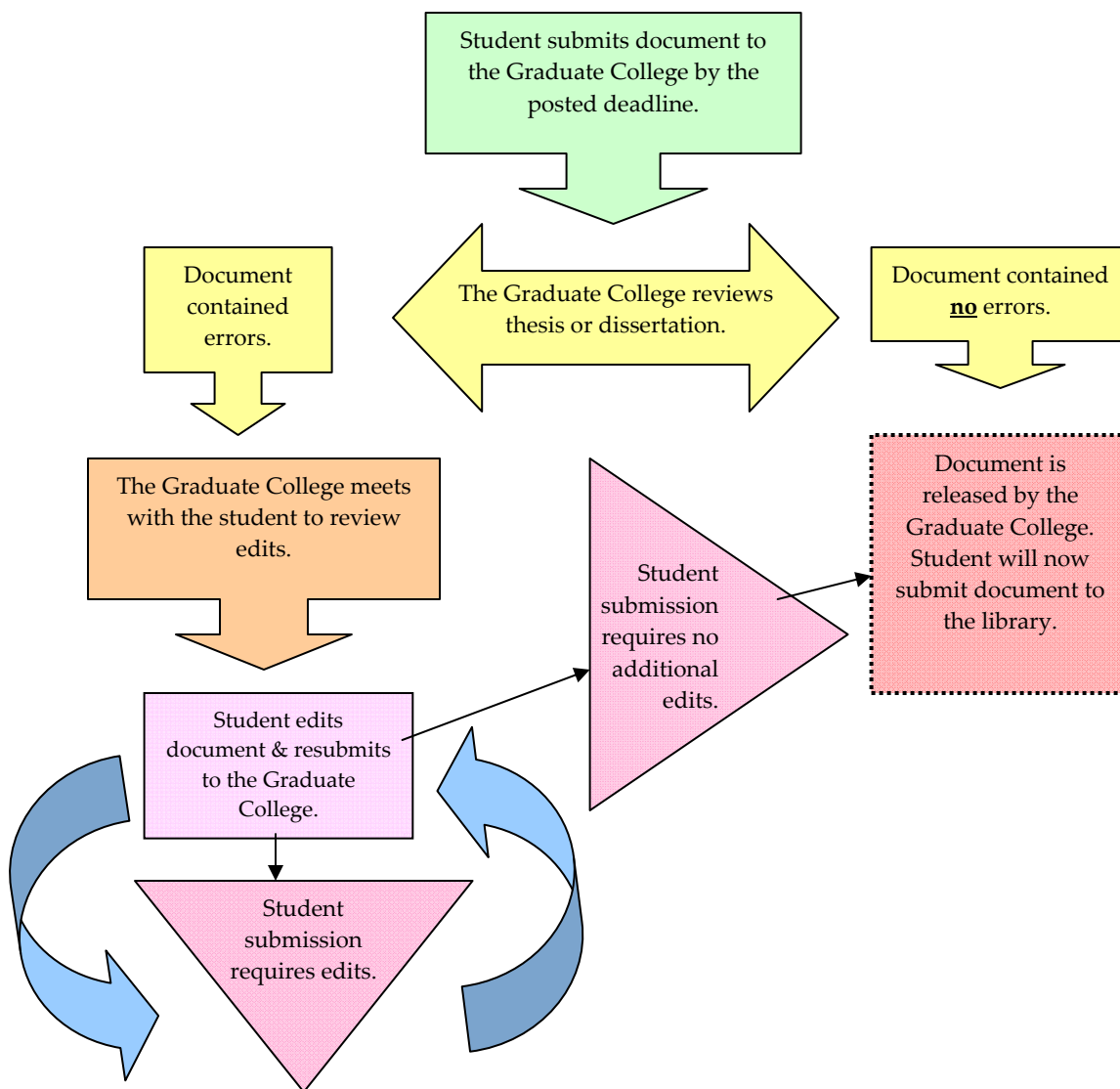


Figure 2. Submission and Editing Process. Student submits document to the Graduate College. If edits are required, the student must continue to edit the document until it is acceptable to be released to the library.

Final Submission

The student is required to submit the thesis or dissertation to the Alkek Library using the same option (print copy or electronic document) that was used when first submitted to the Graduate College for initial review.

Submission Options

1. Traditional Submission: The student submits two print copies of the thesis or dissertation to Alkek Library on archival quality paper (programs may require students to submit an additional copy; check departmental program requirements). Additional copies that the student wants bound may be submitted if desired. Print copies must contain the signature page with original signatures of the committee members and the Dean of the Graduate College.
2. Electronic Submission:
 - a. To the Office of the Graduate College: The student *must* submit a signed Electronic Thesis and Dissertation (ETD) Access Agreement form (obtained from the Office of the Graduate College) along with a CD containing the final document as a non-encrypted PDF [preferred] (see Conversion to PDF in Chapter VIII) or Microsoft Word document. Supporting materials such as datasets may be included as separate files. The electronic document includes the signature page without signatures.

The Graduate College will deliver the CD to Alkek Library.

b. To Alkek Library: The student submits one copy of the thesis or dissertation on archival quality paper to the Circulation Desk (programs may require students to submit an additional copy; check departmental program requirements). Additional copies that the student wants bound may be submitted if desired. Print copies must contain the signature page with original signatures of the committee members and the Dean of the Graduate College.

Additional Requirements for Dissertation Students

Ph.D. students also submit the following to Alkek Library:

- Doctoral Dissertation Agreement
- One copy of the Dissertation Abstract
- Dissertation publishing fee
- Submission of the copyright fee (optional)

Procedure at the Circulation Desk

The student deposits the thesis/dissertation and any other required materials (see above) at the Circulation Desk of Alkek Library. The Library is not responsible for collation. The student must be sure that his or her thesis/dissertation is complete (including original signature pages with print copies), the pages are right side up, and the pages are in the proper order. The

student pays the binding fee at the Circulation Desk. To find the exact amount call (512) 245-3681. The student will be given a receipt and the Thesis or Dissertation Card will be dated and signed by the Bindery Assistant. The Thesis or Dissertation Card will be sent back to the Graduate College via email. The student will be given a Reproduction of Thesis or Dissertation form, on which one of three options is selected: blanket permission for reproduction of the thesis or dissertation, reproduction by specific permission only, and blanket refusal of permission. The student will sign the Reproduction of Thesis or Dissertation form, placing on it his or her name, address, and the title and date of the thesis or dissertation.

Mailing of Copies and Notification

The library does not send copies of the thesis or dissertation to other university departments through campus mail. The student is responsible for delivery of any copies to their major department. A fee will be charged for each copy mailed off campus. When bound copies are ready, the Bindery Assistant contacts the student via email or phone. The student picks up the copies at the Circulation Desk. If the student has a question about their binding request, call (512) 245-3681.

Deadline for Thesis or Dissertation Submission to the Library

In order for the student to be cleared for graduation, the student's thesis

or dissertation must reach the library by 5 p.m. on the Thursday a week prior to graduation. For specific deadline dates each semester, refer to the Graduate College website at

[http://www.gradcollege.txstate.edu/Current_Students/Graduation.html#Applying for Graduation](http://www.gradcollege.txstate.edu/Current_Students/Graduation.html#Applying_for_Graduation).

Summary of Thesis Approvals and Deadlines

- The Proposed Thesis Research form must be signed by the thesis committee, the chair of the major department, and the Dean of the Graduate College.
- The final thesis must be signed by the committee members and by the Dean of the Graduate College. It must reach the committee and the Dean of the Graduate College by the posted deadlines.
- The Comprehensive Examination Report for Master's Degree form must be signed by the committee members and by the chair of the major department. It must reach the Office of the Graduate College ten (10) days before commencement, not counting weekends and holidays.
- The Thesis Card is electronically sent to the library by the Office of the Graduate College and is dated and signed by the Bindery Assistant when the thesis is submitted to the Circulation Desk for binding.

- Submit the print copy/copies to Alkek Library by 5 p.m. on the Thursday a week prior to graduation.

Summary of Dissertation Approvals and Deadlines

- The Ph.D. Dissertation Proposal form must be signed by the dissertation committee, the Ph.D. Program Director, the chair of the major department, and the Dean of the Graduate College.
- The dissertation must reach the dissertation committee and the Dean of the Graduate College by the posted deadlines.
- The Dissertation Defense Report form must be signed by the dissertation committee and by the chair of the major department. It must reach the Office of the Graduate College 10 days before commencement, not counting weekends and holidays.
- The Dissertation Card is electronically sent to the library by the Office of the Graduate College and is dated and signed by the Bindery Assistant when the dissertation is submitted to the Circulation Desk for binding.
- Submit the print copy/copies to Alkek Library by 5 p.m. on the Thursday a week prior to graduation.

CHAPTER VIII

STYLE, ORGANIZATION, AND MECHANICS

Paper

The entire thesis or dissertation must be presented to the library on white, 8 1/2 by 11 inch, 20/24 pound bond, archival quality (acid-free), flat-finish paper, including the signature page. Exceptions are made only if the department has made arrangements with the Graduate College. The thesis or dissertation will be shelved permanently in the university library and must be durable and of high quality. Thesis and dissertation quality paper can be found at campus bookstores and most office supply stores.

Remember that the first submission of the thesis or dissertation to the Graduate College for review should not be on archival quality paper; however, when it is submitted to the library, it must be on archival quality paper.

Style

Only theses and dissertations formatted as specified in this guide will be accepted by the Graduate College. Recent style manuals (Table 3) and scholarly

journals in the student's major discipline should be consulted for style material not included in the guide.

Table 3. Style Guides by Major.	
Major	Style Guidelines
Thesis	
Agricultural Education	APA ⁴
Anthropology	AAA ¹ /SAA ¹⁰
Aquatic Biology	Turabian
Biochemistry	Turabian/ACS ²
Biology	Turabian
Business Administration	Turabian
Chemistry	Turabian/ACS ²
Communication Disorders	Turabian/APA ⁴
Communication Studies	MLA ⁹ /APA ⁴
Computer Science	Turabian/APA ⁴
Counseling and Guidance	APA ⁴
Creative Writing	Turabian/MLA ⁹
Criminal Justice	APA ⁴
Developmental & Adult Education	APA ⁴
Educational Administration	Turabian/APA ⁴
Elementary Education	APA ⁴
Bilingual/Bicultural	APA ⁴
Early Childhood Education	APA ⁴
Family & Child Studies	APA ⁴
Geography	Turabian
Land/Area Development & Management	Turabian
Cartography/Geographic Info Systems	Turabian
Resource & Environmental Studies	Turabian
Health and Physical Education	APA ⁴
Healthcare Administration	APA ⁴
Health Education	APA ⁴
Healthcare Human Resources	APA ⁴
Health Psychology	APA ⁴
Health Services Research	APA ⁴
History	Turabian
Industrial Mathematics	Turabian
Industrial Technology	APA ⁴
International Studies	Turabian
Literature	Turabian/MLA ⁹
Mass Communication	APA ⁴

Table 3-Continued	
Major	Style Guidelines
Thesis	
Material Physics	AIP ³
Mathematics	Turabian
Music	Turabian
Physical Education	APA ⁴
Physical Therapy	AMA ⁰
Physics	Turabian/AIP ³
Political Science	Turabian
Professional Counseling	APA ⁴
Recreation & Leisure Services:	APA ⁴
Recreation Management	APA ⁴
Therapeutic Recreation	APA ⁴
Secondary Education	APA ⁴
Sociology	ASA ⁵
Software Engineering	Turabian/APA ⁴
Spanish	Turabian/MLA ⁹
Technical Communication	MLA ⁹
Theatre	MLA ⁹
Wildlife Ecology	JWM ⁸ /JM ⁷
Aquatic Resources	CBE ⁶
Dissertation	
Biology	
Aquatic Resources	CBE ⁶
Education	
Adult, Professional & Comm Edu	APA ⁴
School Improvement	APA ⁴
Geography	
Environmental	Turabian
Geographic Education	Turabian
Geographic Information Science	Turabian
Mathematics	
Mathematics Education	Turabian

⁰ AMA=American Medical Association

¹ AAA=American Anthropological Association

² ACS=American Chemical Society

³ AIP= American Institute of Physics

⁴ APA= American Psychological Association

⁵ ASA= American Sociology Association

⁶ CBE= Council of Biology Editors

⁷ JM= Journal of Mammalogy

⁸ JWM= Journal of Wildlife Management

⁹ MLA= Modern Language Association
of America

¹⁰ SAA= Society of American
Archeologists

Arrangement of Thesis and Dissertation

The thesis or dissertation consists of three major components: the preliminary pages (also referred to as front matter), the text and the back matter. The preliminary pages include: the fly page, title page, signature page, copyright page (optional), dedication (optional), acknowledgements, table of contents, list of tables (if applicable), list of figures (if applicable), abstract (required in dissertations, optional in most theses), a list of illustrations, list of abbreviations, and preface may also be included as needed. The text includes: the chapters (the number will vary by thesis or dissertation), and tables and/or figures (if included). The back matter includes the appendix (optional), literature cited (also referred to as bibliography, references, work cited, etc.), vita, and fly page. Table 4 indicates the arrangement of the thesis and dissertation. The sections should be shown in the order listed. Be sure to include all required sections in the document.

Foreign Language Thesis

A student in the Modern Languages department that chooses to submit the thesis in a language other than English must include an Abstract written in English. A duplicate abstract in the language of the thesis may also be included, if desired.

Table 4. Arrangement of Thesis and Dissertation.

Please note that all listed pages are considered "major" headings and require a two inch top margin. The only exception to this is the text. Only the first page of each chapter requires the two inch margin.

Page	Required or Optional?	Format of Page Number	Description and Helpful Tips
Fly Page	Required	Not numbered	Blank page for protection of thesis.
Title Page	Required	Counted, but not numbered	2" top margin; do not use bold on this page.
Signature Page	Required	Counted, but not numbered	2" top margin; do not use bold on this page. When signature pages are submitted to the Graduate College, they must contain original signatures on archival quality paper.
Copyright Page	Optional	Counted, but not numbered	Texas State does not copyright theses or dissertations, but without applying for a copyright, the student may include a copyright page. If this form is not used, the student must write a copyright disclaimer in its place. For copyright information, reference the Library of Congress , Copyright Office, Washington, D. C. 20599. Doctoral students may have their dissertations copyrighted through the University Library. There are additional fees for this service.
Dedication	Optional	Counted, but not numbered	
Acknowledgements	Required	This is the first page numbered using lower case Roman numerals. All pages should have numbers from this point forward.	This page gives credit and acknowledgement to any person who has helped the student during his/her academic career. The date on which the thesis or dissertation was submitted to the committee is placed at the conclusion.
Table of Contents (TOC)	Required	Lower case Roman numerals	Chapter titles should be in all caps. Subheadings should be in headline case. All chapter titles, headings, and subheadings should appear on the TOC exactly as they appear in the text. Use dot leaders with a right tab instead of periods to lead to page numbers.

Table 4-Continued

Please note that all listed pages are considered "major" headings and require a two inch top margin. The only exception to this is the text. Only the first page of each chapter requires the two inch margin.

Page	Required or Optional?	Format of Page Number	Description and Helpful Tips
List of Tables (LOT)	If applicable (two or more)	Lower case Roman numerals	Formatting should resemble the TOC. All table titles should appear on the LOT exactly as they are in the text. Use dot leaders with a right tab instead of periods to lead to page numbers.
List of Figures (LOF)	If applicable (two or more)	Lower case Roman numerals	Formatting should resemble the TOC and LOT. All figure titles should appear on the LOF exactly as they are in the text. Use dot leaders with a right tab instead of periods to lead to page numbers.
List of Illustrations (LOI)	If applicable	Lower case Roman numerals	Include if applicable; same formatting as the LOT and LOF. Use dot leaders with a right tab instead of periods to lead up to page numbers.
Abstract	Optional for thesis*; Required for dissertation	Lower case Roman numerals	Make sure that spacing resembles that of the example in Appendix A. *Modern Languages students who submit their thesis in a language other than English are required to include an Abstract in English!
Text	Required	The first page of the text is where the Arabic numbering begins, starting with 1.	Begin each chapter with a 2" top margin, triple space between chapter title and the text. Each chapter must be numbered.
Appendix	Optional	Arabic numerals	An appendix is used for supplementary material. Pagination continues through the appendix; numbering does not start over.
Literature Cited	Required	Arabic numerals	The Literature Cited is usually formatted by single spacing each entry and double spacing between entries. The first line of an entry is aligned with the left margin. The second line and any additional lines of an entry should be indented with a .5" tab space. Include a period at the end of each entry. Do not split an entry between pages.
Vita	Required	Not numbered	This page is not numbered. See example in Appendix B.
Fly Page	Required	Not numbered	Blank page for protection of thesis.

Conversion of Two or More Related Studies or Published Journal Articles to Thesis/Dissertation Format

Thesis and dissertation students are strongly encouraged to pursue publication. Taking this into consideration, the Graduate College will accept the following variations in formatting:

- If the thesis/dissertation will consist of two or more published journal articles or two or more studies expected to be submitted separately as journal manuscripts, each separate study may be treated as a separate chapter.
- Each of these chapters may include figures and/or tables (positioned within the text or grouped at the end of each chapter) and literature cited pertaining to the chapter.
- If literature cited is included with each chapter, a comprehensive reference list does not need to be included at the end of the thesis.

Typography

The same font must be used throughout the front matter, text, and back matter of the document. Acceptable fonts include Bookman, Helvetica, New Century Schoolbook, Palatino, Times, Times New Roman and fonts similar to these with a font size 12. The body of tables may include 10-point font to allow for inclusion of all required information. Footnotes may also be 10-point font. The use of correction fluid or handwritten corrections is not allowed. A high

quality printer must be used to ensure legibility of the entire thesis/dissertation, including all illustrations, figures and tables.

Computers and Printers

To avoid complications with the document, it is best to use the same computer and printer throughout the thesis/dissertation process. If different machines are used to word process and print, settings and format may change.

Printers must be of sufficiently high-quality to produce legible text, including all tables and figures. Tables, figures and illustrations may be printed in color, but again must be completely legible.

Conversion to PDF

PDF is the recommended format for electronic submission because it is viewable and printable on any platform and because it preserves fonts, formatting, and graphics of source documents.

If the electronic thesis/dissertation consists of multiple documents, it is best to consolidate them into one document and convert the consolidated file to a PDF. If the electronic document contains complex digital objects (digital video/audio, 3-dimensional, multimedia), submit those in a separate folder and link to them from the PDF file. Related files may also be submitted separately, for example datasets.

The best way to create the PDF is by converting the electronic format into a PDF. Below is a step-by-step tutorial on converting a Microsoft Word document into Adobe PDF:

Creating an ETD Using Adobe Acrobat (The Ohio State University)

<http://dissertations.umi.com/tutorial.html>

The Acrobat Reader, which is freely available for downloading, cannot be used to create a PDF. The recommended software to produce PDF files is Adobe Acrobat, which supports conversion from many different file types. Adobe Acrobat is included in several of the various Adobe Creative Suite editions. The Alkek Library Computer Lab (on the fourth floor of the library) has this software. Some of the other campus labs may also have it but it is best to check with the lab staff in advance.

If the student cannot use software on campus, there are a few other possibilities:

- Adobe offers an online service for PDF file creation:
<https://createpdf.adobe.com/> The service supports many different file types. The first five conversions are free.
- If you use Microsoft Office 2007 software, Microsoft offers a PDF plug-in that allows saving as PDF. The “add-in” program is available for

download at:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=F1FC413C-6D89-4F15-991B-63B07BA5F2E5>.

Although various PDF creation software applications may differ in how the file is created, the following settings should be selected, if possible (check product documentation):

- Embed all fonts
- Print optimized

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.

Make sure the PDF is not encrypted. If it is, the text cannot be extracted from them for full text indexing or storage.

Additional Resources:

Adobe Documentation and Support

<http://www.adobe.com/support/documentation/>.

If the student needs help when converting the PDF, he/she should contact Dr. Sam Khosh-Khui in the Alkek Library, (512) 245-2288 or sk03@txstate.edu.

Margins

Major headings (see Table 4) require a two inch top margin, a one and one-half inch left margin, and a one inch right and bottom margin as shown in Figure 3. For all other pages in the document, the left margin is one and one-half inches (required for binding) and the other margins are one inch (Figure 4). Justified margins are used for the table of contents, tables, or lists of numbers, but are not used elsewhere in the thesis or dissertation. Do not use full justification for the body of the text or in the Literature Cited section.

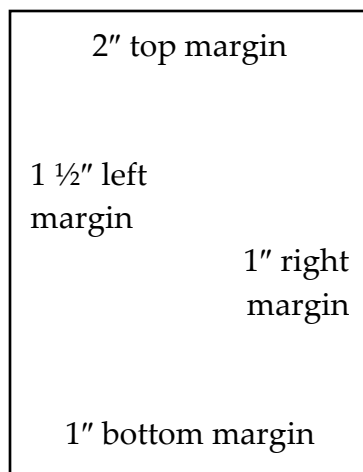


Figure 3. Example Showing Margins for Major Sections of Document. Please note that major sections include: Title Page, Signature Page, Acknowledgements, Table of Contents, List of Tables, List of Figures, Abstract, Chapter Beginnings, Appendix, Literature Cited and Vita.

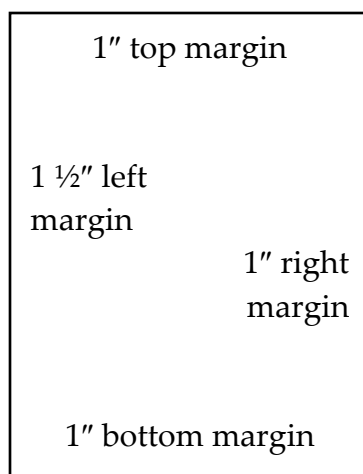


Figure 4. Example Showing Margins for Pages Not Considered "Major" in Document. Non-major pages of the document can include, but are not limited to: Additional Pages required for Table of Contents, List of Figures, Text, etc.

Spacing

The body of the abstract may be one and one-half spaced or double spaced, and must follow formatting in the example in Appendix B.

The body of the text is doubled spaced. Paragraphs should have the first line indented or should be in block format leaving an extra space between paragraphs. Lengthy quotations may be double or single spaced.

Most style manuals specify single spacing for table and figure captions. In most theses/dissertations citation entries are single spaced with a double space between entries. However, captions and citations may be double spaced if specified by the approved style manual. Footnotes are single spaced with a double space between entries.

Dot Leaders

Dot leaders with a right tab should be used instead of periods in the Table of Contents, List of Tables, List of Figures, etc. where page numbers from the text are referenced. 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 instructions on its use.

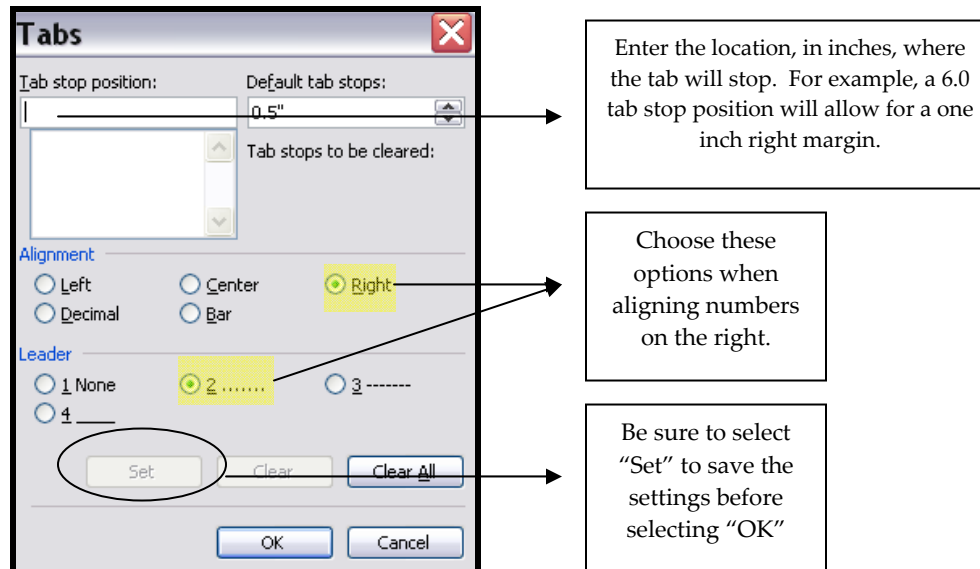


Figure 5. Setting Tabs for Dot Leaders.

Pagination

All numbers on pages before the text of the thesis or dissertation are lower-case Roman numerals, centered one-half inch from the bottom, within the footer. All pages should be counted, but numbers should not be placed on the

Title Page, Signature Page, Copyright Page, or Dedication. Fly pages are not counted. The font and size of the page numbers must match the text and must appear within either a header or footer.

Numbers in the text of the thesis and dissertation are Arabic, beginning with one (1). Numbers on the first pages of chapters are centered one-half inch from the bottom, within the footer. Numbers on the second and following pages of the chapters appear in the upper right corner and should be included within the one inch margin, in the header. Do not use running headers. See Figure 6 for example pagination.

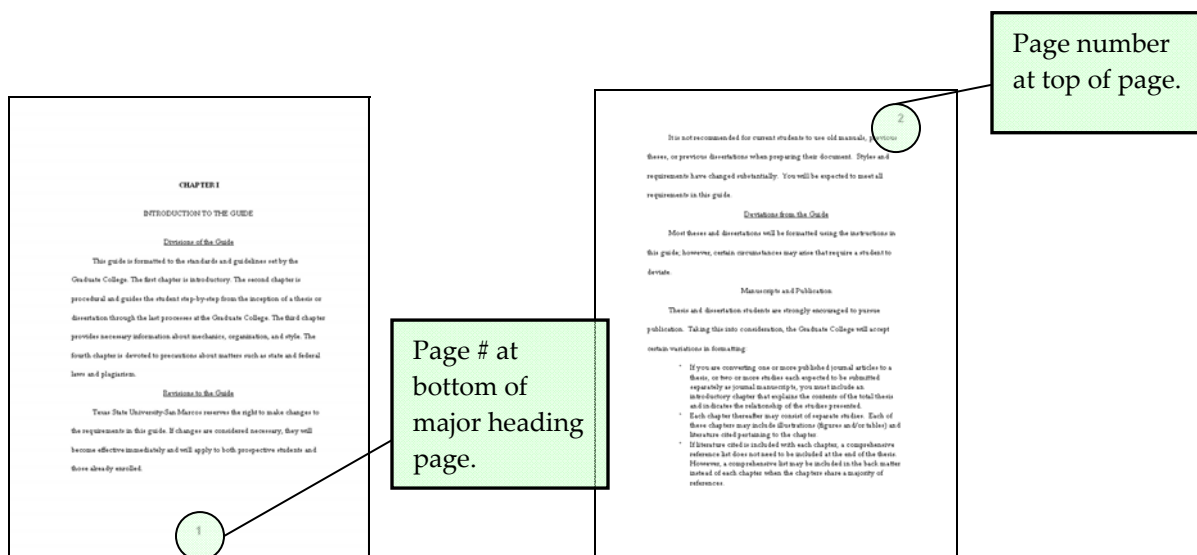


Figure 6. Example Showing Numbers for Page 1 at Bottom and Page 2 at Top. Page numbers for this figure were increased in size for easier viewing. Actual page numbers in the manuscript should be in 12 point font.

Microsoft Word Pagination

It is easiest to paginate a document when all sections of a thesis or dissertation are contained in one document. This will also allow greater ease in converting the document to PDF if the student has selected the electronic submission option.

Tips to keep in mind while typing a paper:

- Always use page breaks instead of hard returns to start a new page. This will allow for easier changing between headers and footers for placement of the page number.
- Insert a section break between pages whose margins differ. See Figure 7 for an example of the appearance of two sections. Section one in Figure 7 is shown with the footer and section two is shown with the subsequent header.
- Remove the "Same as Previous" setting in each header and footer to ensure the page numbers stay in the correct area. See Figure 7 for an example of the location of "Same as Previous" in the header or footer. In Figure 7, it is located in the header of page 23.
 - Also shown is the "Link to Previous" icon in the header/footer toolbar. Selecting this icon will remove the "Same as Previous."

- After each section, insert a section break. Sections of the paper include, but are not limited to: 1) the un-numbered front matter, 2) the lower case Roman numeral front matter, 3) the first page of chapter one, 4) the second and remaining pages of chapter one, 5) the first page of chapter two, and so forth until the Appendix or the Literature Cited, which again are separate sections. Keep in mind that it helps to use section breaks between pages whose formatting differ as mentioned above in the second bullet.

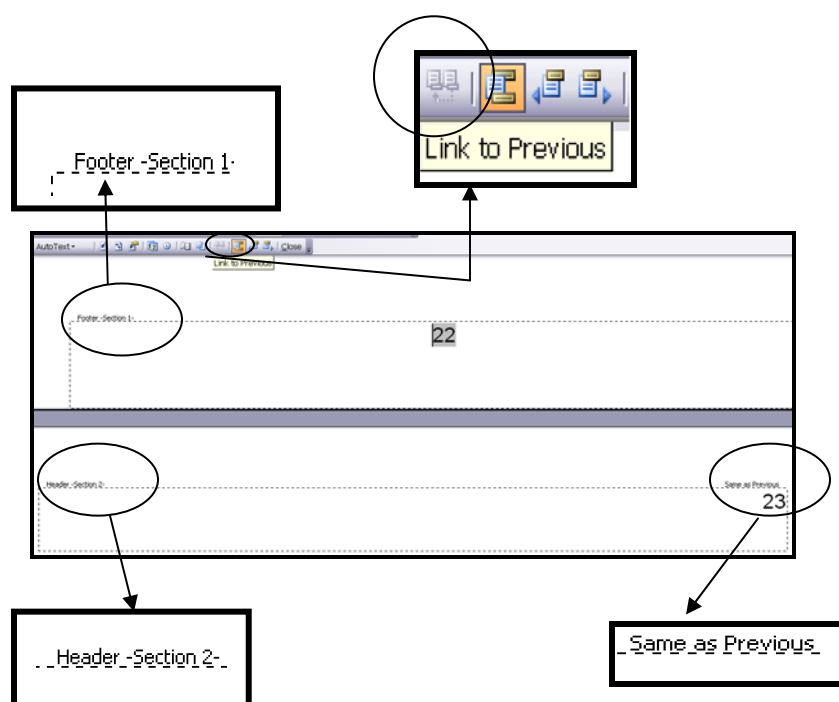


Figure 7. Diagram Showing Header/Footer Components. Diagram shows a document that has been broken into two sections. Section 1 is seen in the footer of page 22 and section 2 is seen in the header of page 23. The header of page 23 also shows the “Same as Previous” label that links headers and/or footers together. The icon “Link to Previous” in the header/footer toolbar will remove the “Same as Previous” label.

Illustrative Materials

Illustrative materials must fit the margins described under the subheading “Margins.” Illustrations may be reduced if necessary. If reduction is impossible, they must be prepared so that they can be bound into the thesis or dissertation without damage. These inserts are counted in the pagination. If the inserts require facing, the facing also counts in the pagination. If photographs are inserted, they must be kept within required margins and they must be mounted on the same type of paper as the text.

Headings and Subheadings

The preliminary pages of the thesis, chapter titles and all sections after the text require the same heading formatting. Headings must be set up as instructed in this manual. All headings are required to have a two inch top margin, to be centered, capitalized, in 12 point font and in bold (with the exception of the title page and signature page; do not use bold on these pages). All headings must appear in the text exactly as they appear in the Table of Contents. A triple space is to follow the heading and then begin with the text.

The formatting of subheadings will vary among theses and dissertations. Please do not refer to any previously submitted thesis or dissertation for subheading formatting. Consult recent style manuals and/or scholarly journals in the major discipline for the appropriate formatting. The Graduate College will

check throughout the document for consistency. Use as many subheading levels as the committee deems necessary. All subheadings must appear in the text exactly as they appear in the Table of Contents.

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 upon their first use followed by the abbreviation. After the first use, the abbreviation will be sufficient. A period must be used with abbreviations.

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."

Tables and Figures

Placement of tables and figures may vary among theses and dissertations; however, the typical format is that the tables and figures are included in the text. Tables/figures should be placed as closely as possible after their first reference in the text. Add adequate spacing before and after the table/figure to set it off 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 be placed following the body of the chapter in which they are cited or grouped together and placed following the last chapter and before any appendices, the Literature Cited and any other back matter. 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.

Tables

Table 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 table margin.
- Do not break up the table if possible. If a table does carry over to a second page, include the table number and “Continued” (Table 2-Continued) as well as any headings that describe the table information.
- Captions must be consistently formatted for all tables. Refer to the recommended style manual or scholarly journal 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 12 point font for the title and caption.
- Font size may be smaller in the body of a table, but no smaller than 10 point.
- See sample tables throughout this guide for formatting example.

Figures

Charts, graphs, maps, etc. are considered figures. Figure appearance must be as consistent as possible throughout the manuscript. Figures placed together on the same page should be approximately the same size.

- Each figure is titled and numbered using Arabic numbers.
- The entire figure must be included on the same page.
- Figure titles and descriptions appear below the figure and should not extend beyond the figure margin.
- Captions must be consistently formatted for all figures. Refer to the recommended style manual or scholarly journal in the major discipline for appropriate formatting. Be consistent in punctuation and typography (capitalization, use of bold, etc.).
- The font style for the figure (if text is used) and title should match the text of the manuscript. Use 12 point font for the title and caption.

- 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, for paraphrases, for information, and for 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 and/or scholarly journals 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 Literature Cited must be cited in the text. Personal communication should also be cited in the text and listed in the Literature Cited.

The most common format is for the Literature Cited section to include entries that are single spaced with a double space between entries. The first line of an entry is aligned with the left margin. The second line and any additional lines of an entry should be indented with a .5" tab.

Numbered citations, however, are usually in block format.

In most theses/dissertations citation entries are single spaced with a double space between entries. However, citations may be double spaced if specified by the approved style manual. Footnotes are usually single spaced with a double space between entries.

CHAPTER IX

REMINDERS AND CHECKLISTS

Please refer to the following checklists before submitting the thesis or dissertation to the Graduate College. Check each bullet as the item is completed. This will help save time during the final editing process.

Title Page

✓Example in Appendix B

- _ 2 inch top margin.
- _ Do not use bold on the page.
- _ Title in all CAPS and double spaced in an inverted pyramid if more than one line is required.
- _ University name is shown correctly (Texas State University-San Marcos).
- _ Degree type that will be conferred upon graduation is in all CAPS. (Master of ARTS, Master of SCIENCE, etc.).
- _ Degree type of previously earned degree(s) is abbreviated correctly (B.S., M.S., etc.) after student's name.
- _ Graduation month (December, May or August) and year are correct.

Signature Page

Be sure the signature pages are formatted correctly before printing them on archival quality paper for official committee signatures.

✓Example in Appendix B

- _ 2 inch top margin.
- _ Do not use bold on the page.
- _ Title in all CAPS and double spaced in an inverted pyramid if more than one line is required.
- _ All committee member names and Dean of the Graduate College name are spelled correctly and titles (Ph.D., Ed.D., etc.) are not included.

Copyright Page

- _ The text on this page must be centered. In order to center this page in Microsoft Word, under the "Page Layout" tab, click on the small arrow at the bottom right corner of the "Page Setup" box, and select the "Layout" tab. In the center of the dialog box, under "Vertical Alignment", chose "Center".
- _ The margins for this page should be 1" top, right and bottom, with a 1½" left margin.
- _ After the Copyright page, a section break *must* be inserted in order to go back to the formatting needed for the remaining sections of the document.

- _ **“COPYRIGHT”** is the only word on this page that is in bold and all caps.
- _ Double space between all lines of text.
- _ Degrees and/or titles are not included with the student’s name.

Dedication Page

- _ If a dedication page is included, formatting is not required to follow any specific guidelines, other than conforming to the required margins of front matter. It is suggested to use formatting that is similar to other sections of the document (same font, etc).

Acknowledgements

✓Example in Appendix B

- _ 2 inch top margin.
- _ **“ACKNOWLEDGEMENTS”** heading in all CAPS, bold and centered.
- _ Last sentence indicates the date that the document was submitted to the committee for review.
- _ This is the first numbered page. The number appears within the footer, centered and is a lower case Roman numeral.

Table of Contents

✓For an example, view this manual’s Table of Contents.

- _ 2 inch top margin.
- _ **“TABLE OF CONTENTS”** heading in all CAPS, bold and centered.

- _ Dot leaders with a right tab, not periods, are used to connect headings with page numbers.
- _ Page numbers correspond exactly to the text.
- _ Headings, chapter titles, and subheadings appear exactly as in the text.
- _ Chapters are numbered and numbering is consistent between the Table of Contents and the text. Either Roman or Arabic is acceptable, but it must be consistent.
- _ If one subheading at a given level is included, all subheadings at that level must be included.
- _ The Vita is not included.
- _ Page(s) numbered; number appears within the footer, centered and is a lower case Roman numeral.

List of Tables and List of Figures

- ✓For an example, look at the List of Tables and List of Figures in this Guide.
- _ 2 inch top margin.
 - _ Heading is in all CAPS, bold and centered.
 - _ Dot leaders with a right tab, not periods, are used to lead to page numbers.
 - _ Page numbers correspond exactly to the text.
 - _ Titles of tables/figures appear exactly as they are in the text.
 - _ The entire title of each table/figure is included. Only the title is included,

the description of the caption is not included in the lists.

- _ Page(s) numbered; number appears within the footer, centered and is a lower case Roman numeral.

Abstract

✓Example in Appendix B

- _ 2 inch top margin.
- _ Title in all CAPS and double spaced in an inverted pyramid if more than one line is required.
- _ The word "by" is lower case.
- _ University name is shown correctly as referenced above.
- _ Supervising professor's name is in all CAPS.
- _ Page(s) numbered; number appears within the footer, centered and is a lower case Roman numeral.

Text

Margins

- _ 2 inch top margin set for major headings, 1 inch top margin for all remaining pages.
- _ All left margins are set at 1 ½" for binding purposes. Right margins are 1 inch and top margins, other than listed above, are set at 1 inch.

Pagination

- _ Text pagination requires the first page number of each chapter appear in Arabic numbers in the footer, centered and not bold. Each text page thereafter appears in the header, right aligned and not bold.
- _ Back matter is a continuation of the text pagination style using Arabic numerals.
- _ All numbers appear within either a header or footer and are the same font and same size as the text.

Spacing

- _ All text is double spaced except where single spacing is appropriate. Single spacing is allowed for:
 - Subheadings that carry over onto two lines.
 - Direct quotations longer than four lines in length.
 - Table and figure titles and captions.
 - Each reference entry single spaced with a double space between entries.
 - Block quotations.
 - Footnotes.
- _ Triple spacing is required after each chapter heading and before the text begins.

Grammar and Punctuation

- _ Grammar, punctuation and spelling are 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.
- _ 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 and scholarly journals specify one space).
- _ The ampersand symbol (&) and abbreviation "vs." may be used in tables, figures and citations, but the words "and" and "versus" should be used in the text.
- _ Texas State University-San Marcos is referenced correctly. The first time the university is mentioned in the text, it *must* appear as "Texas State University-San Marcos" thereafter the name appears as "Texas State."

Headings and Subheadings

- _ Are the headings and subheadings exactly the same in the Table of Contents as they are in the text?
- _ Is the subheading format style consistent?
- _ Are all chapter titles in all CAPS and centered?
- _ Are all subheadings in the same font size and style as the text and not italicized or boldfaced?

Tables and Figures

- _ Do the titles on the tables and figures match the titles in the List of Tables and List of Figures?
- _ Are table titles and descriptions above the tables? Are figure titles and descriptions below the figures?
- _ Captions are approximately the same width as the margins of the table or figure.

Citations in the Text

- _ If the author's name appears in the text as part of the narrative, only the date needs to be included in parentheses after the author's name. If the author's name does not appear as part of the text, the most common way to cite is at the end of the sentence using parentheses, last name and date.
Example → (Jones, 2007)

- _ If two or more works are cited parenthetically by author-date, be consistent in their order. Works cited by author-date may be listed chronologically from oldest to most recent work, chronologically from most recent to oldest work, or alphabetically.

Literature Cited

- _ This section may also be referred to as Bibliography, References, Works Cited, etc.
- _ Single space each entry and double space between entries (unless approved style guide specifies double spacing entire section).
- _ First line of entry is aligned at the left margin. Indent with a .5" tab space the second and any additional lines of the entry.
- _ Do not divide an individual entry between pages.
- _ Use consistency in spacing (one space or no space) between author's initials.
- _ Check to make sure author's names are spelled correctly.
- _ Check to make sure dates are correct and match those cited in text.
- _ Check to make sure titles of works cited and page numbers are correct.
- _ Use colons between the title and subtitle of a book or article.
- _ End all entries with a period (depending on style manual used, web citations may not end in a period).

- _ Use black font throughout the Literature Cited section, including any website listed.

CHAPTER X

REMINDERS AND WARNINGS

Plagiarism

Kate Turabian (1996) makes the following statement about plagiarism:

By definition, a research paper involves the assimilation of prior scholarship and entails the responsibility to give proper acknowledgements whenever one is indebted to another for either words or ideas Failure to give credit is plagiarism (p 74).

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 the student's own. Many reputations have been ruined and many careers destroyed by a failure to do so. A student at the graduate level who plagiarizes will meet with severe penalties. Please refer to the Texas State Honor Code, UPPS 07.10.01.

Copyright

Copyrighted materials may not be reproduced (other than brief quotations and paraphrases) without written permission from the copyright holder.

Laws and University Regulations

It is the student's responsibility to see that the proposed research procedures do not violate laws or university regulations. The student must be aware of and comply with any federal, state, local, or university regulations pertaining to the student's research project.

If the student's research project 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.

Institutional Animal Care and Use Committee

If the student's research project involves the use of vertebrate animals, the student and thesis/dissertation research advisor must understand university regulations governed by the Texas State Institutional Animal Care and Use Committee (IACUC). The Texas State IACUC oversees and evaluates all aspects of the care and use of vertebrate animals for research purposes. The research advisor (Committee Chair) must submit a Texas State-IACUC animal use protocol form and have an approval code issued before the thesis/dissertation

proposal is submitted to the Graduate College for approval and before the research can begin. The student and research advisor should refer to the Texas State IACUC website at <http://www.txstate.edu/research/iacuc/index.php> for additional information.

Institutional Review Board

If a student's research project involves human subjects, the student and research advisor must understand university regulations governed by the Texas State Institutional Review Board (IRB). A request for exemption or an application must be submitted and be approved by the Texas State IRB before the thesis/dissertation proposal is submitted to the Graduate College for approval and before a research project involving the use of human subjects can begin. A CITI Course in the Protection of Human Subjects must be completed by all faculty supervising students submitting an IRB application and by all students submitting an IRB application. The student and research advisor should refer to the IRB website at <http://www.txstate.edu/research/irb/> for additional information.

APPENDIX A

FORMS

Master's Degree Forms:

- [Proposed Thesis Research Form](#)
- [Master's Comprehensive Exam Form](#)
- [The Graduate College Electronic Thesis & Dissertation \(ETD\) Deposit Agreement](#)

Ph.D. Degree Forms:

- [Dissertation Research Advisor Assignment Form](#)
- [Dissertation Committee Request Form](#)
- [Dissertation Advisor/Committee Member Change Request Form](#)
- [Ph.D. Dissertation Proposal Form](#)
- [Defense of Dissertation Proposal Form](#)
- [Application for Advancement to Candidacy](#)
- [Dissertation Defense Report](#)
- [The Graduate College Electronic Thesis & Dissertation \(ETD\) Deposit Agreement](#)

Additional College of Education Doctoral Forms:

- [Program Mentor Assignment Form](#)

APPENDIX B

EXAMPLES

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

TITLE OF THESIS/DISSERTATION USING ONE
OR MORE LINES AS NEEDED

THESIS (DISSERTATION)

Presented to the Graduate Council of
Texas State University-San Marcos
in Partial Fulfillment
of the Requirements

for the Degree

Master of SCIENCE

by

James M. White, B.S.

San Marcos, Texas
December 2007

TITLE OF THESIS/ DISSERTATION DOUBLE SPACED
AND USING ONE OR MORE LINES
AS NEEDED

Committee Members Approved:

Name of Committee Chair, Chair

Name of Committee Member

Name of Committee Member

Approved:

J. Michael Willoughby
Dean of the Graduate College

COPYRIGHT

by

James Michael White

2007

ACKNOWLEDGEMENTS

The acknowledgements page should have a two inch top margin. The word "ACKNOWLEDGEMENTS" in all caps, centered is the heading. A double space is next followed by the double spaced text.

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. If the university is referenced, please do not place spaces before or after the hyphen. The correct formal name of the university is Texas State University-San Marcos.

This manuscript was submitted on (date on which the thesis was submitted to the committee).

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Committee Chair	3
Other Committee Members	4
Thesis Committees.....	4
Dissertation Committees.....	5
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Availability of Committee Members.....	8

ABSTRACT

TITLE OF THESIS/DISSERTATION USING

ONE OR MORE LINES

AS NEEDED

by

James Michael White, B.S.

Texas State University-San Marcos

December 2007

SUPERVISING PROFESSOR: PAULA WILLIAMSON

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.

VITA

James Michael White was born in Wimberley, Texas, on June 22, 1982, the son of Elizabeth Garner White and Richard Joel White. After completing his work at Wimberley High School, Wimberley, Texas, in 2000, he entered Texas State University-San Marcos. During the summer of 2002, he attended the University of New Mexico in Albuquerque. He received the degree of Bachelor of Science from Texas State in December 2004. During the following years he was employed as a research technician with the Texas Parks and Wildlife Department in Austin, Texas. In January 2005, he entered the Graduate College of Texas State University-San Marcos.

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This thesis was typed by James M. White.