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

by

The Graduate College of Texas State University

A document created by the Graduate Council of Texas State University to assist students with the requirements of their Master’s and Doctoral degrees August 2015

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I. INTRODUCTION TO THE GUIDE

Purpose of the Guide

This guide provides an overview of the process to obtain a master’s (thesis-option only) or Ph.D./Ed.D. degree at Texas State University, as well as details for the preparation and submission 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 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 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, as styles and requirements may have changed. All requirements in this guide must be met for a thesis or dissertation to be approved by The Graduate College.

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/T-D_Forms.html. The Survey of Earned Doctorates form will be sent to PhD/EdD students once their dissertations are approved by The Graduate College. The Fee Reduction Verification of Enrollment can be found in Appendix A or here: http://www.gradcollege.txstate.edu/Current_Students/Graduation.html
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 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; this individual is referred to as the thesis committee chair. Co-chairs are allowable. A Ph.D. or Ed.D. student obtains the consent of a graduate faculty member in the doctoral program to serve as dissertation research advisor, thusly referred to as the dissertation committee chair. Co-chairs are allowable. The committee chair of a dissertation must be a member of the core doctoral graduate faculty of the doctoral program. The Dissertation Advisor Assignment Form must be completed and signed by the student, dissertation advisor, doctoral program director and the department chair, and then forwarded to the dean of The Graduate College for approval and signature.
Selection of 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 Committee Composition

Thesis students will obtain the consent of a minimum of two additional members to serve as committee members. If the student has a minor, one of the two other committee members must be from the student’s 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. The committee chair and two other committee members comprise the thesis committee. The thesis committee may 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 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. |
Table 1. Continued.

| 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 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 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 advisor 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 Advisor and a minimum of three additional committee members.

- **Aquatic Resources:** The dissertation committee includes the dissertation 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).
• **Criminal Justice**: The dissertation committee includes the dissertation advisor 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 Advisor and a minimum of three additional committee members, including one committee member that is external to the program.

• **School Improvement**: The dissertation committee includes the Dissertation Advisor and a minimum of three additional committee members.

• **Geographic Education**: The dissertation committee for a student in Geography includes the Dissertation 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).

• **Geographic Information Science**: The dissertation committee for a student in Geography includes the Dissertation 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).

• **Geography**: The dissertation committee for a student in Geography includes the Dissertation 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).

• **Materials Science, Engineering, and Commercialization (MSEC)**: The dissertation committee includes the dissertation advisor 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 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 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 of The Graduate College for approval.

<table>
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<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>
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| Dissertation Committee Members who are external to the university and are nominated as Adjunct Doctoral Graduate faculty: | - 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 7.03 [http://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.  
- 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 of The Graduate College for approval. |
Changes in Committee Members

Thesis Committee

If changes in the membership of the thesis committee are necessary, the student will need to fill out the Thesis Chair/Committee Member Change Form, and submit it to the dean of The Graduate College for approval. The form must have original signatures from all parties listed. 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 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 dean of The Graduate College for approval.

Dissertation Committee

If changes in the membership of the dissertation committee are necessary, the Dissertation Advisor/Committee Member Change Request form must be completed, signed (with original signatures), and forwarded to the Dean of The Graduate College for approval. 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. 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.
III. RESPONSIBLE CONDUCT OF RESEARCH


**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 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 ([http://www.txstate.edu/effective/upps/upps-07-10-01.html](http://www.txstate.edu/effective/upps/upps-07-10-01.html)).

**Using Copyrighted Materials**

If you plan to include work that has been created by others in your dissertation/thesis, such as text, charts, drawings, photographs, computer programs, music, etc., you have the responsibility to determine whether your 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 booklet, *Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities* (online at http://media2.proquest.com/documents/copyright_dissthesis_ownership.pdf). If your intended use is Fair Use, you do not need permission. If your intended use of copyrighted material does not meet the Fair Use standard, you must secure written permission from the copyright holder. A sample permission letter is available at http://media2.proquest.com/documents/UMI_CopyrightGuide.pdf. Written permission(s) should be included in the thesis or dissertation as an Appendix.

An acknowledgement of permission should be included in your work for each item used (for example: “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 your dissertation/thesis.

The Alkek Library staff periodically offer workshops on copyright basics for graduate students. These are announced via The Graduate College Website. 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 http://libguides.txstate.edu/copyright.

Laws and University Regulations

It is the student’s responsibility to see that 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.

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. The student should be aware that all thesis and dissertation material must be accessible to the general public, and is 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 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/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 or dissertation proposal form submitted to The Graduate College.

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 a research project involving the use of human
subjects can begin. Refer to the IRB website at

http://www.txstate.edu/research/orc/IRB-Resources.html for additional information. If
the student’s research requires IRB exemption or approval, the student must attach a copy
of the email, indicating exemption or approval sent by IRB to the student, to the thesis or
dissertation proposal form submitted to The Graduate College.

Workshops 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 or dissertation advisor 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 or dissertation advisor, it is strongly encouraged that
the students discuss copyright and embargo options with their advisor, committee and
research team prior to submission. Preparation of publications based on thesis or
dissertation data may impact the release date of the student’s thesis or dissertation.
IV. 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 and/or 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 or 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 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 proposal form submitted to The Graduate College. 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/orc/IRB-Resources.html for additional information. If the student’s research requires IRB exemption or approval, the student must attach a copy of the email, indicating exemption or approval sent by IRB to the student, to the proposal form submitted to The Graduate College.

Submission of the 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, the graduate advisor, 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, and if approved, The Graduate College retains the approved proposal form with attached thesis proposal. The student and committee chair will be notified via email once the proposal is approved. The student’s degree audit will also be updated to reflect the proposal was received and approved.

Submission of the Dissertation Proposal

One copy of the 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 doctoral program director 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,
and if approved, The Graduate College retains the approved proposal form with attached dissertation proposal. The student and doctoral program director will be notified by email once the proposal is approved. The student’s degree audit will also be updated to reflect the proposal was received and approved.

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 V for dissertation proposal defense procedure), 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 Comprehensive Examination Report Form, which indicates passage or failure. The form is routed through the doctoral program director and department chair to the dean of The Graduate College.

**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 a student’s doctoral 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 specific procedures may be obtained from the doctoral program director.

Following the dissertation proposal defense members of the dissertation committee sign the Defense of the Dissertation Proposal Form, which indicates passage or failure. The form is routed through the doctoral program director and department chair to the dean of The Graduate College.
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 dean of the graduate college. 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. The student will receive a letter from The Graduate College confirming their advancement to candidacy. The letter will include the deadline to complete the dissertation requirements.
VI. THESIS AND DISSERTATION COURSES

Required Thesis or Dissertation Credit

Thesis Coursework

A student must complete a minimum of six semester hours of thesis credit to qualify for a master’s degree. The thesis proposal and proposal form is normally submitted to The Graduate College by the end of the student’s enrollment in thesis 5399A. Once the student begins enrolling in thesis course work, the student must continue to enroll in thesis course work during any term in which the student will receive thesis supervision or guidance and/or in which the student is using university resources. 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 of The Graduate College to enroll in both thesis A and thesis B. The maximum thesis credit that is counted for degree credit is six semester hours.

Dissertation Coursework

Each doctoral degree requires a different amount of dissertation hours to complete the degree. Those are listed as follows:

- **APCE**: 12 dissertation credit hours required
- **Aquatic Resources**: 15 dissertation credit hours required
- **Criminal Justice**: 12 dissertation credit hours required
- **Developmental Education (PhD. and 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

A Ph.D./Ed.D. student 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, and submitted in accordance with the procedures described in this guide. The doctoral program director will assist the student in determining the correct dissertation course for registration.

**Registering for Thesis or Dissertation During the Final Semester**

**Thesis Course Work**

A thesis student must be enrolled in a thesis B course for the term the thesis is completed. If the student is not enrolled in their last anticipated semester, graduation will be postponed until the student has registered for a thesis B course, 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 a thesis B course. If the master’s student anticipates a summer graduation, the student will enroll in thesis B in Summer I only. The student will not need to enroll in thesis B for Summer II.
Dissertation Course Work

Dissertation students must be registered for dissertation credit during the term that the dissertation is completed, and the degree is conferred. The dissertation course work enrollment requirement must be met or graduation will be postponed. If the doctoral student anticipates a summer graduation, the student will enroll in dissertation in Summer I only. The student will not need to enroll in dissertation for Summer II.

Thesis and Dissertation Grades

The only grades assigned for thesis and dissertation courses are PR (progress), W (withdrawn), and F (failing). If the student is making acceptable progress, a grade of PR is assigned to the thesis or dissertation course. If acceptable progress is not made in a thesis or dissertation course, the instructor may issue a grade of F. When the thesis or dissertation is completed and approved by The Graduate College, The Graduate College will then convert the PR grade(s) of the most recently completed thesis or dissertation course(s) to CR and award the total credit hours required by the student’s graduate program. Any additional thesis or dissertation course work taken over the minimum required hours for the degree will keep a PR grade and will never be counted towards that or a 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 or 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

http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html. To apply to
graduate, go to the Texas State homepage, and select Catsweb from the Online Services
menu. Next, select Students from the Catsweb menu. Lastly, click on Apply to
Graduate under the Academic Records section of the next landing page. IT IS
IMPORTANT TO APPLY BY THE POSTED DEADLINE DATE OR
GRADUATION WILL BE DELAYED AN ENTIRE SEMESTER. Students will not
be able to graduate if they miss the deadline to apply to graduate.

If a student applies for graduation in a given semester, but does not complete all
degree requirements that semester, the student should contact The Graduate College to let
staff know they will not complete degree requirements. There is no penalty for doing
so, and the student simply reapplies the next semester of anticipated graduation.

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 commencement information, as well as other important
reminders for potential graduation candidates.

Master’s students that have three (3) or fewer graduate hours remaining and/or
need to finish a thesis or comprehensive exam can participate in the commencement
ceremony one semester prior to their anticipated semester of graduation. The student’s
graduate advisor must email The Graduate College requesting permission from the dean
of The Graduate College for that student to participate in commencement. Students must apply for graduation in the semester they would like to participate, and reapply for graduation in the semester they actually anticipate completion of a degree.

**Clearing Candidates for Graduation**

The dean of The Graduate College certifies candidates for graduation after the completion of all requirements for the appropriate graduate degree and with the approval of the department(s) concerned. The Office of 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 Deadlines**

Specific thesis deadline dates are posted on The Graduate College website at [http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html](http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html). Students must adhere to these deadlines. Any request for an extension must be justified and submitted (email request is acceptable) by the student’s committee chair or graduate advisor to the associate dean of The Graduate College for consideration. This email correspondence must arrive before the thesis submission to The Graduate College deadline date, or an extension will not be granted.

**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 members sign the Comprehensive Examination Report for Master’s Degree Form, indicating pass or fail.
The report is routed through the department chair to the dean of The Graduate College. The results of the comprehensive examination must reach The Graduate College ten days before commencement, not counting weekends and holidays. For specific deadline dates refer to The Graduate College website at http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html.

Dissertation Deadlines

Specific dissertation deadline dates are posted on The Graduate College website at http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html. Students are expected to adhere to these deadlines. Any request for an extension must be justified and submitted (email request is acceptable) by the committee chair or doctoral program director to the associate dean of The Graduate College for consideration. This email correspondence must arrive before the dissertation submission to The Graduate College deadline date, or an extension will not be granted.

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 advisor 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 at least two weeks in advance. Notice of the time and place of the defense must be posted within the major department and with The Graduate College. 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.

Following the dissertation defense, members of the dissertation committee sign
the Dissertation Defense Report Form, which indicates passage, provisional pass or
failure of the defense. The form is routed through the doctoral program director and
department chair to the dean of The Graduate College.

**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:

- **APCE**: Five (5) years to complete a dissertation
- **Aquatic Resources**: Three (3) years to complete a dissertation
- **Criminal Justice**: Three (3) years to complete a dissertation
- **Developmental Education (PhD. and 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
- **MSEC**: 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 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 is submitted to the dean of The Graduate College for consideration.

99 Hour Rule

In accordance with Texas Education Code, Section 54.066, the university will incur a penalty once a doctoral student accumulates 100 or more doctoral semester credit hours. In response, the Texas State University System has a new tuition structure (excessive hours fee) in which a 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 Proposed Thesis Research form must be on file with the Office of 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.
- A minimum of 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 anticipated graduation.
- The final thesis draft must reach the committee by the posted deadline or deadline agreed upon by the committee.
- The Thesis/Dissertation Committee Approval Form must be signed by the student and all committee members and submitted to The Graduate College prior to submission of the thesis, but after the final thesis defense.
- The final thesis, approved by the committee, must be submitted using Vireo (see Appendix B) for The Graduate College to review by the posted deadline.
- Revisions required by The Graduate College must be made and the final thesis approved by the posted deadline.
- The Comprehensive Examination Report for Master’s Degree form, indicating pass, must be signed by the committee members and by the department chair of the major department. It must reach The Graduate College by the posted deadline.
Overview of Dissertation Student General Requirements

- The comprehensive examination must be passed for advancement to candidacy.
- The dissertation proposal must be defended.
- The Defense of the Dissertation Proposal Form, indicating passage, must be signed by the committee members and routed through the doctoral program director and department chair to the dean of The Graduate College.
- 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 dean of 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, 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. The dissertation defense must be successfully passed.
- The Thesis/Dissertation Committee Approval Form must be signed by the student and all committee members and submitted to The Graduate College prior to 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 posted deadline.

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

• The Dissertation Defense Report Form, indicating pass, must be signed by the dissertation committee and by the department chair of the major department. It must reach The Graduate College by the posted deadline.

• The Survey of Earned Doctorates (SED) must be completed online by 5 p.m. by the posted deadline.

Again, please go to http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html for a full list of each semester’s deadlines for the academic year. New deadlines will be published to this website each summer, before the next academic year begins.
VIII. SUBMITTING THE THESIS OR DISSERTATION

Submission to The Graduate College for Review

Prior to submitting the thesis or dissertation to The Graduate College, the Thesis/Dissertation Committee Approval Form bearing original signatures of the student and all committee members must be submitted to The Graduate College. This form should be submitted to The Graduate College after a student’s final thesis or dissertation defense, but before electronically submitting the document in Vireo for The Graduate College to review.

The student must then submit the final thesis or dissertation, approved by the committee, to The Graduate College for review by the posted deadline. For specific deadline dates, refer to The Graduate College website at http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html. Theses and dissertations are reviewed by 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 Graduate College is not responsible for students missing deadlines.

It is the student’s responsibility to ensure that the thesis or dissertation is formatted properly and thoroughly proofread before submission to The Graduate College. Theses or dissertations submitted to The Graduate College with numerous errors will be returned to the student to resubmit, which can cause delays in meeting semester submission deadlines. The Graduate College does not proofread theses and dissertations or format documents for students.

Once the thesis or 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. The student’s committee may not request additional revisions and
the student may not make any revision of their own after the thesis or dissertation has
been submitted to The Graduate College.

Vireo On-line Submission

This method is required by all students submitting a thesis or dissertation. The
Vireo system is accessible 24-7, and Alkek Library directly harvests approved documents
from this system. 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.

The student uploads a PDF of the thesis or dissertation document. The student
may also upload the document in its original format such as Microsoft Word, LaTeX, etc,
as a Source document, but it is not required. Instructions to the on-line 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 or dissertation is reviewed by The Graduate
College. The student is notified by email if revisions are required by The Graduate
College. See Appendix C for symbols commonly used to mark revisions. The student
makes the revisions to the original document and uploads the revised document as a PDF,
as well as the revised Microsoft Word, LaTeX or other Source document. The Graduate
College verifies the revisions have been made. Once the revision process has been
completed and the thesis or dissertation is approved, the student and committee chair will
receive email notification. All communication uses the Texas State email account, so it is
very important that the student and committee chair regularly check their email. Upon
approval, the Graduate College releases the electronic document to Alkek Library, from which the library will upload the document to Digital Collections. Documents will be uploaded 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 or dissertations. Copies and associated fees may be submitted to the Circulation Desk of Alkek Library between 8am-5pm, M-F. The Library is not responsible for collation. The student must be sure that their thesis or dissertation is complete, the pages are right side up, and the pages are in the proper order. The student can choose to use regular, non-archival paper for personal copies. For the exact amount of copy fees and any other questions concerning binding, please contact Shirley Lipinski, Bindery Manager, preferably via email at sl34@txstate.edu, or call (512) 245-3890.

When bound copies are ready, the personal copies of the thesis or dissertation will be shipped to an address provided by the student. If applicable, departments will receive copies through campus mail. If the student has a question about their binding request, contact Shirley Lipinski, Bindery Manager, preferably via email at sl34@txstate.edu, or call (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 is completed. The ProQuest submission process is included in Vireo. See Appendix B for instructions.

Library Collection Copies and Preservation Practices for Theses and Dissertations

One print copy of each thesis and dissertation is deposited in the Alkek Library. The copy will be placed in the circulating collection and made available for use by researchers and scholars inside and outside the Texas State community. This applies to manuscripts submitted in electronic format. 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 or microfilm 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” of the student’s thesis or dissertation.

The Alkek Library will also submit all theses and dissertations for microfilming, providing long term preservation of these materials. The microfilm will not be available for public use. The Alkek Library reserves the right to add metadata for indexing purposes and convert the submission to any medium or format for the purpose of preservation.
Theses and dissertations submitted through Vireo will be available in Texas State University’s online institutional repository. Embargo options are provided in the Vireo guide (See Appendix B). All non-embargoed theses and dissertations in the institutional repository are openly available on the Internet and can be discovered and cited by scholars using the library catalog or major search engines.
IX. STYLE, ORGANIZATION, AND MECHANICS

Style

Only theses and dissertations formatted as specified in this guide will be accepted by The Graduate College. Do not use a running head. Recent style manuals (Table 3) in the student’s major discipline should be consulted for style material not included in the guide.

<table>
<thead>
<tr>
<th>Major</th>
<th>Style Guidelines</th>
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<tbody>
<tr>
<td>Thesis</td>
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34
Table 3 Continued.

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**Dissertation**

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<td>School Improvement</td>
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<sup>0</sup> AMA=American Medical Association

<sup>1</sup> AAA=American Anthropological Association

<sup>2</sup> ACS=American Chemical Society

<sup>3</sup> AIP= American Institute of Physics

<sup>4</sup> APA= American Psychological Association of America

<sup>5</sup> ASA= American Sociology Association

<sup>6</sup> CBE= Council of Biology Editors

<sup>7</sup> JM= Journal of Mammalogy

<sup>8</sup> JWM= Journal of Wildlife Management

<sup>9</sup> MLA= Modern Language Association

<sup>10</sup> SAA= Society of American Archeologists
Arrangement of Thesis and Dissertation

The thesis or dissertation consists of three major components: the front matter, the text, and the back matter. The front matter pages include: 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 includes: the chapters (the number will vary by thesis or dissertation), and tables and/or figures (if included). The back matter includes the appendix section (optional) and literature cited (also referred to as bibliography, references, work cited, etc.). 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.

Abstract Requirement

Dissertations are required to include an abstract. The abstract is optional in the thesis, with the exception of a thesis written in Spanish. A student in the Modern Languages Department that chooses to submit the thesis in Spanish must include an abstract written in English. A duplicate abstract in Spanish 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>
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<td>Title Page</td>
<td>Required</td>
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<td>2” top margin; do not use bold on this page. See example in Appendix D for formatting and required text.</td>
</tr>
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<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 holder the copyright to their thesis or dissertation. Doctoral 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>
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</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>
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</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</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. 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 pages 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, and back matter of the document. Use a professional font. Fonts recommended by most style manuals include Times New Roman or Garamond. The body of the thesis must be in 12 point font. The body of tables may be in as small as 10 point font to allow for inclusion of all required information. Figure and table captions and legends may be in 10-12 point font. The body of a figure may be in a font size larger than 12 point. Equations in the text may also be in a font size larger than 12 point. Please do not submit documents or revisions (if required by The Graduate College) in track changes mode.

Margins

Pages in the front matter require a two inch top margin, a one and one-half inch left margin, and one inch right and bottom margins as shown in Figure 1. For all other pages in the document (text, appendix section, literature cited section), the left margin is one and one-half inches (required for binding) and the other margins are one inch (Figure 2). You will need to use “Next Page” section breaks to break your document into sections that will allow you to set different margins between the front matter and text. Instructions for setting next page section breaks are provided later in this chapter. Use flush left alignment (creating uneven right margin). Do not use right justification.
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 Body of Document and Back Matter. Body of the text and back matter include: chapter(s) of document, appendix section, and literature cited section.
Spacing

Most of the front matter is double spaced. There are specific required text portions that must be single spaced, and formatting of these examples can be found in Appendix D. The body of the abstract is double spaced, and must follow formatting in the example in Appendix D. The body of the text is doubled spaced. Lengthy quotations may be double or single spaced.

Table and figure captions may be single spaced or double spaced in the text. Citation entries in the references section may be double spaced throughout or may be formatted single spaced with a double space between entries or citations.

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 text alignment for that section (See Figure 3).
Figure 3. Setting Text Alignment – PC.

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 text alignment for that section (see Figure 4).

Figure 4. Setting Text Alignment – Mac.

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. These are required and must be used in the thesis or 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.
Pagination

All page numbers throughout the document must appear centered one-half inch from the bottom, within the footer. Numbers on pages before the text of the thesis or dissertation are lower-case Roman numerals. All pages of the front matter should be counted, but numbers should not be placed on the title page, copyright page, fair use and author’s permission statement page, or dedication page.

Numbers in the text of the thesis and dissertation are Arabic, beginning with one (1). Arabic numeral pagination will continue through the back matter.

It is easiest to paginate a document when all sections of a thesis or dissertation are contained in one document. The following information will assist you in correctly numbering the pages of the document. Breaking down the document into sections will help with changing the page numbers. Sections of the paper include, but are not limited to: the un-numbered front matter, the lower case Roman numeral front matter, and the
first page of your text. 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)

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 Numbers](image1)

![Page Number Format](image2)

**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).

Specific sections 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 or dissertation. This material includes, but is not limited to, complex digital objects such as images, video, and audio. If you do include supplementary materials for your thesis or 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 or 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 or dissertation must be set up as instructed in this manual. All headings in the front matter 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; do not use bold on this page). Chapter headings and headings in the back matter are required to have a one inch top margin, 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, as well as in Appendix D, as models for your document. All headings and subheadings must appear in the text exactly as they appear in the table of contents.

The formatting of subheadings will vary among theses and dissertations. Please do not refer to any previously submitted thesis or dissertation for any formatting.
guidelines. Consult recent style manuals 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. Any subheadings included in the document must be listed exactly the same in both the table of contents and the text. Subheadings appearing at the bottom of a page should be moved to the next page, if two lines of text cannot fit beneath them.

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, the first time it is mentioned, use Texas State University. 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 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
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 table margin.

• 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, through the first sentence, or separation of text by a
period, in the table title.

- 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 figure margin.
- 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.
- Table titles must exactly match what is listed in the list of tables, including the
capitalization of letters, through the first sentence, or separation of text by a period, in the table title.

- 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.

**Computer Use**

To avoid complications with the document, it is best to use the same computer throughout the thesis/dissertation process. If different machines are used to word process, 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
Conversion to PDF for On-line Submission in Vireo

PDF is the required format for electronic on-line submission because it is viewable and printable on any platform and because it preserves fonts, formatting, and graphics of source documents. The primary document of the thesis or dissertation must be in PDF, however supplementary material in various formats is 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 2010 for PCs because this is the most prevalent software on campus.

To save a Word 2010 document as a PDF/A file simply 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. These steps will ensure that all conversion criteria are met.

To save a Word 2013 document as a PDF/A file simply click on **File**, 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.

For Microsoft Office 2007 users, the PDF conversion tool may not be pre-installed and will need to be downloaded at:


To save a Word 2007 document as a PDF/A file simply 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**. This setting ensures that all conversion criteria are met.

**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.

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

Whatever 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 or dissertation. This material includes, but is not limited to, complex digital objects such as images, video, and audio. If you do include supplementary materials for your thesis or dissertation, please include a list of these materials after the Appendix Section (if applicable) in your document.

In addition to the dissertation or thesis document, supplementary materials may be uploaded in Vireo. The author should be mindful of their role in the long-term preservation and accessibility of the supplementary material. 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 or datasets: comma-separated values or other delimited text. Authors 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 author’s preferred format will be the accessible copy.

Technical Support

For technical support please contact ITAC or the Alkek Library Computer Lab. ITAC is open Monday - Friday, 7:30 a.m. to 6 p.m. 245.ITAC (4822),

http://www.tr.txstate.edu/itac.html.

For assistance converting documents to PDF, contact Stephanie Larrison, Librarian, at Larrison@txstate.edu or 512-245-8613.

The Alkek computer lab hours are the same as the Library hours of operation, with the following exceptions:

• The computer lab closes 15 minutes prior to the closing of the Library.
  o The computer lab remains closed until 10:30 A.M. on Friday mornings due to routine maintenance.

See 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 or 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 examples of the front matter, text, Appendix Section, and References.

Title Page

☐ 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. An inverted pyramid style has the longest line on top, with lines getting increasingly shorter as they are added.

☐ Degree type of previously earned degree(s) 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, with appropriate documentation.

☐ 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 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) with a Major in Major Name (Biology, Criminal Justice, etc.)

Graduation month and year

☐ 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

☐ 2 inch top margin.
☐ The text on this page must be centered.
☐ The word “COPYRIGHT” is bold and in ALL CAPS.
☐ Double space between all lines of text.
☐ 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

☐ 2 inch top margin.
☐ “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:

☐ 2 inch top margin.
☐ Formatting is not required to follow any specific guidelines, other than conforming to the required margins of front matter and heading style. It is
suggested to use formatting that is similar to other sections of the document (same font, etc).

Acknowledgements

☐ 2 inch top margin.

☐ “ACKNOWLEDGEMENTS” heading 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

☐ 2 inch top margin.

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

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

☐ Page numbers correspond exactly to the text.

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

☐ 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 at a given level is included in the Table of Contents, all
subheadings at that level must be included in the Table of Contents.

Subheadings are not required 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.

☐ 2 inch top margin.

☐ 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 must be used to connect entries with page numbers.

☐ Page numbers correspond exactly to the text.

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

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

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

*This page is required for doctoral students and 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.* 2 inch top margin.

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

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

Text

Margins and Pagination

☐ 1 inch top margin for all pages in the text and back matter section of the document

☐ 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, it must appear as Texas State University. 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, including capitalizations.
- Subheading format style is consistent among chapters.

Tables, Figures, Illustrations, etc.

- Titles on the tables, figures, illustrations, etc. 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.

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 in the entries are correct.

Punctuation must be consistent within and between citations.

Use black font throughout the literature cited section, including any website listed.
APPENDIX SECTION

A. FORMS ........................................................................................................................................69
B. VIREO ON-LINE SUBMISSION INSTRUCTIONS .................................................................70
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APPENDIX A: FORMS

Master’s Degree Forms:

☐ Proposed Thesis Research Form
☐ Thesis Chair/Committee Member Change Request Form
☐ Master's Comprehensive Exam Form
☐ Thesis/Dissertation Committee Approval Form

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

☐ Form 1 – Dissertation Advisor Assignment Form
☐ Form 2 – Dissertation Committee Request Form
☐ Form 3 – Doctoral Comprehensive Exam Form
☐ Form 4 – Dissertation Proposal Form
☐ Form 5 – Defense of Dissertation Proposal Form
☐ Form 6 – Application for Advancement to Candidacy
☐ Form 7 – Dissertation Defense Report Form
☐ Thesis/Dissertation Committee Approval Form
☐ Dissertation Advisor/Committee Member Change Request Form

Fee Reduction Form (for students in last semester of thesis or dissertation coursework only)
APPENDIX B: VIREO ON-LINE SUBMISSION INSTRUCTIONS

With the Vireo system, the thesis/dissertation submission and review processes are completed entirely on-line. The submission process is a five step process. Instructions for each of the five steps are provided below. You will be notified by email once the submission is complete and received by The Graduate College. Once your thesis or dissertation is reviewed by The Graduate College, you will be notified by email if revisions are required. The system requires that we use the student’s Texas State University email account, so it is very important that the student regularly checks the Texas State email from the time of thesis or dissertation submission to notification from The Graduate College that the document is approved. Instructions to complete the revision process are included below.

The Library will retain a print copy of the student’s thesis or dissertation for their circulating collection and a microfilm copy for the University Archives even if an embargo is placed on the thesis/dissertation. 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. If your program has such a requirement, you will need to provide the department with a bound copy. The student will pay the binding fee at the Circulation Desk of Alkek Library for personal and departmental copies.
Prior to beginning the submission process the student should do the following:

- Convert thesis or dissertation to a PDF (see page 53 of this Guide for instructions).
- Discuss the embargo options with the Chair of the committee and decide the best option to select for the document.
- Select several key words to enter into Vireo for searchability.
- Have the Texas State email address of your Committee Chair in hand to enter. Contact Dr. Eric Paulson at ep27@txstate.edu or Bryttne Lowden at bl1191@txstate.edu or 512-245-2054 if you have any questions regarding submitting your thesis or dissertation in Vireo.

**To begin the on-line submission:**

Although other browsers may be used, the system works best with Firefox. Please clear your cache and cookies before opening the browser. To log on to Vireo go to the following URL: [https://etd.library.txstate.edu/vireo](https://etd.library.txstate.edu/vireo).

You will see the following screen:
Click on Start your Submission.

Enter your Texas State Username and Password.

If the following screen is encountered, select “Texas State Authenticated Access.”

You can begin your submission and if you do not finish, return to it at a later time to complete the submission.
This is the top of the screen you will see after you click "Start your submission". The graduation semester for which submissions are being accepted is indicated in red.

Step 1 is to verify and fill in your personal information. Some information will populate automatically, and the rest you need to enter. Any field marked with an * is required.

Your university email address is the default contact address where we will send emails regarding your submission. If your name or any information that you cannot change is incorrect, please complete your submission, and then contact Dr. Paulson at ep27@txstate.edu in The Graduate College Office for correction.
Scrolling down the page you will see the following fields:

**Affiliation**

- *School*: Texas State University
- *College*: [choose]
- *Department*: [choose]
- *Degree*: [choose]
- *Major*: [choose]

Use the drop down menus to select your College, Department, Degree you are pursuing, and your Major.

Next complete these fields:

**Phone & Address**

- *Permanent Phone*: 
- *Permanent Address*: 
- Permanent Email: 
- Current Phone: 
- Current Address: 

If you have a permanent email address, please provide that address so that we may contact you in the future with communications, such as the Graduate Student Alumni Survey.

Click on Save and Continue to move to the next screen.
Step 2 is the License Agreement.

This agreement acknowledges your copyright of the material as the author. It provides the Alkek Library the non-exclusive rights to keep a copy of your work available in the university repository. Since it is a non-exclusive license, you are free to publish your work in other venues.

License Agreement
You must agree to the non-exclusive license below in order to continue:

I grant the Texas Digital Library (hereafter called "TDL"), my home institution (hereafter called "Institution"), and my academic department (hereafter called "Department") the non-exclusive rights to copy, display, perform, distribute and publish the content I submit to this repository (hereafter called "Work") and to make the Work available in any format in perpetuity as part of a TDL, Institution or Department repository communication or distribution effort.

I understand that once the Work is submitted, a bibliographic citation to the Work can remain visible in perpetuity, even if the Work is updated or removed.

NOTE: If the Work has confidential or sensitive material and title or abstract should not be searchable by browsers and harvesters, do not accept this license. Instead contact Stephanie Larrison, Librarian, at larrison@txstate.edu or (512) 245-8613.

I understand that the Work’s copyright owner(s) will continue to own copyright outside these non-exclusive granted rights.

I warrant that:

1) I am the copyright owner of the Work, or
2) I am one of the copyright owners and have permission from the other owners to submit the Work, or
3) My Institution or Department is the copyright owner and I have permission to submit the Work, or
4) Another party is the copyright owner and I have permission to submit the Work.

Based on this, I further warrant to my knowledge:

1) The Work does not infringe any copyright, patent, or trade secrets of any third party,
2) The Work does not contain any libelous matter, nor invade the privacy of any person or third party, and
3) That no right in the Work has been sold, mortgaged, or otherwise disposed of, and is free from all claims.

I agree to hold TDL, Institution, Department, and their agents harmless for any liability arising from any breach of the above warranties or any claim of intellectual property infringement arising from the exercise of these non-exclusive granted rights.

☐ By checking here you agree to the above license in its entirety.

Agree and Continue>

You must check the box above agreeing to the license to continue.
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UMI Publication (for Ph.Ds only)

Applicable only to doctoral students

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• Redistribution of the Work. Except as restricted by Author in the publishing option selected, the rights granted by Author automatically include (1) the right to allow sale and distribution of the Work, in whole or in part, by agents and distributors, including but not limited to commercial retail outlets and (2) the right make the Abstract, bibliographic data and any metadata associated with the Work available to search engines and harvesters.

• Restrictions. ProQuest/UMI 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/UMI. Such selection 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/UMI cannot recall or amend previously distributed versions of the Work. Refer to Guide 3 and Guide 4 for information about access and restrictions.

• Removal of Work from the Program. ProQuest/UMI may elect not to distribute the Work if it believes that all necessary rights of third parties have not been secured. Refer to Guide 5 for information about copyright and your dissertation or thesis. If Author's degree is rescinded, and the degree-granting institution so directs, ProQuest/UMI will expunge the Work from its publishing program in accordance with its then current publishing policies.

• Degree Granting Institution Directives. Author is solely responsible for any conflict between policies and directions of Author’s degree-granting institution, Author’s choice of publishing model, and/or any restriction Author places on the use of the Work. For the avoidance of doubt, ProQuest/UMI is not responsible for access to the Work that is provided by Author’s degree-granting institution through its library or institutional repository. Author must work directly with Author’s degree granting institution to ensure application of any restrictions to access relating to the Work by Author’s degree granting institution.
Copyright and Deposit with the Library of Congress. At Author’s option, as indicated in the Register U.S. Copyright
screen of the online submission process, and upon payment of the applicable fee, ProQuest/UMI will submit an
application for registration of Author's copyright in the Work in Author’s name. In addition, regardless of whether
copyright registration of the Work is sought, ProQuest/UMI may make a copy of the Work available to the Library
of Congress in digital, microform or other format as required by the Library of Congress.

It is important to note that upon creation of your dissertation, you immediately have copyright privileges. No
formal registration of copyright is necessary. However, if you ever needed to go to court to claim copyright
infringement, you will need to register the copyright. You can do so at a lower fee by doing it yourself at
http://www.copyright.gov/forms. For more information about copyright please read “Protecting Your Copyright”

Delivery of the Work. Author shall provide to ProQuest/UMI the Work and all necessary supporting documents
during the online submission process, according to Guide 1: Preparing Your Manuscript for Submission.

Rights Verification. Author represents and warrants that Author is the copyright holder of the Work and has
obtained all necessary rights to permit ProQuest/UMI to reproduce and distribute third party materials contained in
any part of the Work, including all necessary licenses for any non-public, third party software necessary to access,
display, and run or print the Work. Author is solely responsible and will indemnify ProQuest/UMI for any third party
claims related to the Work as submitted for publication.

Section II. Rights pursuant to Traditional Publishing.
Author’s election of Traditional as the type of Publishing confirms Author’s choice to have ProQuest/UMI publish the
Work according to the Traditional Publishing option described below.

Traditional Publishing. ProQuest/UMI may exercise the rights granted under Section I above including through the
sale of individual copies of the Work in tangible or electronic media and/or as part of electronic database and
reference products or services.

Publishing Fees and Royalties. There is no publishing fee charged for dissertations and theses submitted through
the UMI® ETD Administrator. Author’s Institution may assess additional fees. ProQuest/UMI will pay royalties of
10% of its net revenue from sales of the Work, conditioned on Author maintaining a current address on record with
ProQuest/UMI. Royalties will be paid when accrued earned royalties reach $25.00 USD. If, after 25 years, earned
royalties do not accrue to at least $25.00 USD, ProQuest/UMI’s royalty payment obligation will cease.

Acknowledgement: I have read, understand and agree to this ProQuest/UMI Agreement, including all rights and
restrictions included within the publishing option that I have chosen.

☐ I am requesting that a copy of my thesis/dissertation be sent to UMI for inclusion
   in their Digital Dissertations database.

Make sure to check the box if you are a Ph.D. or Ed.D. student.
Step 3 is to provide your Document Information.

You will enter the title of your document. Do not enter the title in ALL CAPS. Next, select the degree date (Graduation semester and year) from the drop down menu. Then select document type (dissertation or thesis). Then paste the abstract in the space provided, and enter keywords. Keywords are required for both dissertations and theses. Dissertations are required to include an abstract. The abstract is optional for a thesis (unless the thesis is written in a language other than English. In such a case, an English abstract is required). If your thesis does not include an abstract, enter “No abstract” in the Abstract box.

Next you will select subjects and indicate the language in which the document is
written. Select a primary subject from the drop down menu. Additional subjects are optional but encouraged.

**Step 3 continues** with listing the members of your dissertation or thesis committee. Make sure to indicate which committee member is the Chair of your committee (or which members are the Co-Chairs of your committee) by selecting his/her role(s) from the drop down menu. The remaining members of the committee do not need a role assigned.

If you have more than four committee members, click Add Additional Member to continue to add names of committee members.
Next you need to enter the Texas State email address of your Committee Chair. This is very important because your Chair will be contacted to verify that your committee has approved your document and that it is ready to submit to The Graduate College. Only one Committee Chair email can be entered, so if you have Co-Chairs, please ask them which of their emails can be used as the primary email for Vireo.

Next, you are asked to indicate whether any material you have written in the manuscript has been previously published as a book chapter or journal article. This is an uncommon occurrence for most majors. If the answer is yes, the citation of where the material was published is required.

You are then asked to select an Embargo Option. This is a very important step because it determines when your work will be posted on Texas State’s electronic repository of institutional research (Digital Collections). You should consult with your Committee Chair or Chairs to select the most appropriate embargo for your document.
You will see the following:

<table>
<thead>
<tr>
<th>Embargo Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>With your advisor's approval you may request a delay in the publication (embargo) of your work.</td>
</tr>
<tr>
<td>None: ☑ The work will be published after approval.</td>
</tr>
<tr>
<td>One year embargo: ☑ The work will be delayed for publication by one year.</td>
</tr>
<tr>
<td>Two year embargo: ☑ The work will be delayed for publication by two years.</td>
</tr>
<tr>
<td>Special Request: ☑ If you check this box, the Chair of your committee must submit an email to Dr. Williamson, Associate Dean of the Graduate College, at <a href="mailto:pw04@txstate.edu">pw04@txstate.edu</a> indicating the delay time period requested and providing justification for that time period.</td>
</tr>
</tbody>
</table>

If you would like your work posted to Digital Collections without delay, the none box should be checked (see above). The work will be posted by Alkek Library once the thesis or dissertation is approved by The Graduate College.

If you would like to delay posting, you may select a one year embargo or a two year embargo by selecting the appropriate box.

There is also the option of selecting an alternative embargo period by selecting the Special Request box. If you check this box, the Chair of your committee must submit an email to Dr. Paulson, Associate Dean of The Graduate College, at ep27@txstate.edu indicating the embargo time period requested and providing justification for that time period.

Students in the Creative Writing M.F.A. program will automatically receive a permanent embargo, despite whether or not an embargo is chosen in Vireo.
Step 4 is to upload your thesis or dissertation document.

Your thesis or dissertation must be uploaded as the Primary Document in PDF format. Additional files in other formats (sound or video files) may be attached as supplementary materials to your document. To add those materials, choose “Supplemental Files” from the additional documents drop down menu. Note size limits on the SIZE QUOTA yellow note below. To upload your document, click “Browse” in the upload your manuscript section. Find and select the file you wish to upload, and then click “Upload.” Do the same to upload supplementary files.
This shows how the screen will appear once you have uploaded your PDF thesis or dissertation. The file will automatically be renamed with your last name, document type, and graduating semester.

You can choose to replace the manuscript if you uploaded the wrong file. You can also remove or upload supplementary files. Once you are certain all uploaded files are correct, click on Save and Continue.
Step 5 of the submission process is to confirm your information and submit your document. This is where you must review all the information you have provided. If you need to correct some information, click on edit (see arrows in the graphic).
When you are satisfied that the information is correct, click the “Confirm and Submit” button at the bottom of the page.

This completes the submission process! You will see the following screen message:

**Final Submission**

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.

Confirm and Submit

**Submittal Complete**

Thank you. The Graduate College has received your submission. You will also receive a confirmation email which includes a link to view the status of your submission.

View submission status

Exit Vireo:

To exit the system, simply close the browser. There is no log out button.

**Confirmation of Submission:**

Once you submit your thesis or dissertation using Vireo, you will automatically receive an email notifying you that The Graduate College has received the submission.

The Chair of your committee will also receive an email notification of your submission.

An example of this email is:

Paula S Williamson,

The Graduate College has received your Master’s Thesis entitled Pollinators and pollen dispersal in star cactus. The chair of your Master’s Thesis committee has been notified and asked to confirm that the Master’s Thesis 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 Master’s Thesis 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://labs.tdl.org/txstate-etr/vireo/status](http://labs.tdl.org/txstate-etr/vireo/status). Congratulations on reaching this stage of your graduate studies.

The Graduate College
If you do not receive an email confirmation, then your submittal is not complete. If you believe you completed the submission process, but did not receive a confirmation email, please contact Dr. Paulson, Associate Dean of The Graduate College, at ep27@txstate.edu.

The thesis/dissertation review, revision and approval process:

The email you automatically receive when you submit your thesis or dissertation provides an URL (see example below):

Paula S Williamson,
The Graduate College has received your Master's Thesis entitled Pollinators and pollen dispersal in star cactus. The chair of your Master's Thesis committee has been notified and asked to confirm that the Master's Thesis 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 Master's Thesis 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://labs.tdl.org/txstate-eto/vireo/status. Congratulations on reaching this stage of your graduate studies.
The Graduate College

To log on to the submittal system click on the URL in the email message you receive (the URLs shown in this guide are examples, not the actual URL you will be provided).

You will see this screen:

Please select an authentication method

Please select one of the available authentication methods.

Vireo Account
Users who are not able to use other options should select this option to login with Vireo account.

Texas State Authenticated Access
Users who are currently active with the university may login using the Shibboleth protocol to provide secure attributes about the user.
Select Texas State Authenticated Access, which brings up this screen:

![Texas State Authenticated Access](image)

Enter your Texas State Username and Password.

This will bring you to the screen to view the status of your submission.

![Status Screen](image)

You can click on view in this box to see the document submitted. Click on view here to see the status of your submission.

You will see the personal and degree information entered during the submission process (not shown here).

Once you scroll through the personal and degree information that was entered during the submission process you will see the Uploaded File and Application Activity sections. You will see the PDF of your thesis or dissertation document as .Manuscript in PDF under Uploaded File. The Application Activity log records all actions taken during the submission and approval process (date and time of your submission, email messages...
sent to you, email notification sent to your Committee Chair, Committee Chair’s approval, etc.).

You may log on to the submittal system URL at any time to view the status of your submission. The Graduate College will communicate with you by email if there are any required materials not on file in The Graduate College (for example if you do not have a thesis/dissertation proposal on file). Any missing materials must be submitted before the thesis or dissertation can be reviewed by The Graduate College. A checklist is also provided in your Vireo submission page, showing you which documents have and have not been received by The Graduate College.

Once The Graduate College receives verification that the thesis or dissertation you submitted has been approved by your committee, The Graduate College will review your document. You will receive an email notifying you of required revisions. You will be able to view and download the thesis or dissertation with the required revisions marked by clicking on the submittal system URL.
An example of the email is:

Paula S Williamson,

Your Master's Thesis entitled Pollinators and pollen dispersal in star cactus has been reviewed by the Graduate College and requires revisions. The required revisions may be viewed or downloaded by logging into the submittal system http://labs.tdl.org/txstate- etd/video/status. Carefully make the required revisions. After you make the required changes to your original file, convert it to a PDF, and replace the primary document in the submittal system with the revised PDF document. The Graduate College will review the revised document to ascertain the necessary revisions have been made. Please submit the revised document within one week in order to meet the deadline for graduation.

The Graduate College

When you go to the submittal system URL you will see a Feedback Document that has the revisions required by The Graduate College marked. You can download the document to view the revisions by clicking directly on the file name. Carefully make the revisions to your original document then convert it to a PDF. Go back to the submittal system and select Replace Manuscript. Browse for your revised PDF and upload it. The revised thesis or dissertation will replace the document. **Please note: your corrected document will maintain the name of your original document when uploaded.**
Once you upload the revised thesis or dissertation, scroll past the Application Activity log (see above) to the section shown below:

If you wish to you can add comments for The Graduate College reviewers to see. For example if you didn’t make a revision for a reason, you can explain in the message box. When you have composed your message, click on Add Message.
Next you will click on Complete Corrections to finalize submission of your revised thesis or dissertation. This changes the status of your document to Corrections Received and is the signal to The Graduate College that you have uploaded your revised document.

**Note: This step is very important. You must complete click on Complete Corrections for the revisions to be submitted correctly.**

After clicking on Complete Corrections to complete the process, you exit the system by closing the browser. There is no log out button.

The Graduate College will review your revised thesis or dissertation. We will notify you if there are any revisions you failed to make and you will repeat the steps to upload a new revised document.

Once we confirm that you made all required revisions, your thesis or dissertation will be approved. You will be notified by email. An example of this email is:

Paula S Williamson,

Your Dissertation entitled Seed germination in Abronia macrocarpa has been reviewed by the Graduate College and is now approved. Your Dissertation has been released to Alkek Library and will be available at http://ecommons.txstate.edu/ according to your embargo selection. If you would like copies of your Dissertation bound for your own personal use, please bring as many copies of your manuscript as you wish to the Circulation Desk of the Alkek Library. Please note that you are responsible for proper collation of pages. The binding will not alter the arrangement, direction, or order of pages. The binding fee is approximately $9 per copy, plus a $15 processing fee. You will need to submit payment at the time you drop off your thesis. Payment is accepted in cash, credit card, or check.

Please make sure the Graduate College receives the completed Comprehensive Examination Report by the deadline listed at http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html. Congratulations on completing your Dissertation and we look forward to seeing you at Commencement.

**Congratulations, you will at this point have completed all of the steps required for approval of your thesis or dissertation!**

You are not required to submit any paper copies to Alkek Library. The Graduate College will transfer your electronic thesis or dissertation to the library.
**Note: Special instructions for Ph.D./Ed.D. students.**

Ph.D./Ed.D. students are also required to submit the Survey of Earned Documents to The Graduate College by 5pm on the deadline listed on The Graduate College website: http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html.

**If one this step is not completed, you will not be cleared for graduation, even though your dissertation has been approved.**
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 or 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>ː</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>italic</td>
<td>use italics</td>
</tr>
<tr>
<td>✓</td>
<td>align vertically</td>
</tr>
<tr>
<td>✓</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 or 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.
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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.
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APPENDIX SECTION

APPENDIX A Insert supplementary material here.
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Insert references here.