

THESIS AND DISSERTATION FORMATTING MANUAL



GRADUATE SCHOOL

Zaffirini Success Center 223

TEXAS A&M INTERNATIONAL UNIVERSITY

5201 University Blvd.

Laredo, Texas 78041-1900

Dr. Lola Norris, Dean

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INITIAL FACTORS TO CONSIDER

Style Manuals and Documentation

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

Style Manuals in Common Use:

Turabian, Kate L., Booth, Wayne, Colomb, Gregory & Williams, Joseph. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 9th ed. Chicago: U of Chicago Press, 2018.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*, 8th ed. New York: Modern Language Association of America, 2016.

Publication Manual of the American Psychological Association. 7th ed. Washington, D.C.: American Psychological Association, 2019.

The Chicago Manual of Style. 17th ed. Chicago: U of Chicago Press, 2017.

This is not an exhaustive list, others exist, but these are the most commonly used. In most cases, when approved by your thesis or dissertation committee, a professional journal may be used as a template for the thesis or dissertation. Electronically submit a sample article from that journal to the Graduate School. This journal article must be a publication from your field of specialization or topic, and it must have been published within the last five years of your final thesis submission to the Graduate School. All selected journal models must include a bibliography and endnotes, as well as figures and/or tables if your manuscript also makes use of figures and/or tables. If a discrepancy exists between the journal model you have chosen, the style manual you have selected, or these Graduate School guidelines, your committee chair will resolve such discrepancies.

Formatting the Thesis or Dissertation

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

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

Compilation Style: Rather than a long narrative, the compilation method allows the student to organize the work as a collection of separate but *relevant and related* pieces such as plays, journal articles, short stories, poems, and essays. Instead of a single comprehensive argument, hypothesis, or questions, the student presents a collection that demonstrates his/her scholarly or creative interests and contributions to his/her chosen field.

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

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

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

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

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

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

Continuity in the several-unit thesis or dissertation is provided by common Abstract, Introduction, Conclusion and Reference sections. Each study or experiment may have subdivisions such as Introduction, Materials and Methods, Discussion and Summary. The thesis or dissertation must have only one Abstract and one Reference section; a study or experiment cannot have a separate Abstract or Reference section. The Reference section of the several-unit thesis or dissertation will be an integrated list, not a series of lists.

Thesis or Dissertation Topic and Elements

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

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

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

Journal Model or Major Bibliographical Style

The student may follow either a journal model or major bibliographical style (see Page 4 below) as a pattern for style and format in the writing and documentation of the research proposal, thesis, or dissertation. A recent issue of one of the more respected scholarly journals in the major field can be used for direction and detailed instructions. The journal model does not dictate the length of the thesis or dissertation.

The model style informs:

- Location of table titles (above or below table)
- Location of figure titles (above or below figure)
- Format and content of the Bibliography section (unless using major bibliographical style; **see below**)
- Text mention of reference citations

Whenever there are differences in format and layout between the specifications of the Thesis & Dissertation Manual and the journal model, the Thesis & Dissertation Manual overrules the journal model. For example, the more sophisticated publication and layout practices of some journals are not accepted in theses. Some examples of format common in journals but not allowed in theses are: large and small capital letters for major headings and subheadings, figure captions beside the figures, text in double columns and text beside figures.

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

Major Bibliographical Style

The Thesis & Dissertation Manual does not address all questions pertaining to style and format for the preparation of a thesis. Many manuals and handbooks are available for this purpose. For specific questions not answered in the Thesis & Dissertation Manual, the current editions of the following **may be used to inform the work's citations and bibliographical references:**

- Turabian's A Manual for Writers of Term Papers, Theses, and Dissertations
- Scientific Style and Format: the CBE Manual for Authors, Editors and Publishers
- Publication Manual of the APA
- The MLA Style Manual
- The ACS Style Guide
- The Chicago Manual of Style

The model journal or major bibliography style must be noted on the Research Proposal cover sheet and at the bottom of page one of the thesis or dissertation. For the thesis or dissertation, this single-spaced sentence should be separated from the text by a horizontal line ten spaces in length. This sentence does not use a superscript number or symbol of any kind. (See Page 21 for example.)

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

MANUSCRIPT PREPARATION

Photographs

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

All photographs must be within the standard margins. If photographs must be placed lengthwise, or broadside, the top of the photograph should be at the left-hand, binding side of the page. The caption must be at either the top or bottom of the photograph. (See the model journal or major bibliographical style for correct caption placement).

Reductions

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

Tables and Figures

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

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

Equations

In scientific theses, equations should be listed and numbered in the same manner as that of tables and figures. If a manuscript prints two or more unique equations, a List of Equations should be included.

Placement of the titles on tables and figures must follow the style and format of the model style, which is being used as a model for the thesis or dissertation. If tables or figures must be placed lengthwise or broadside on the page, the top of the table or figure must be at the left-hand, binding side of the page. The caption must be either at the top or bottom of the table or figure, not at the top or bottom of the page. (See journal model or selected style for correct caption placement.) Titles or captions for Tables and Figures are considered part of the table/figure and should be kept with the table; such a title should not appear at the bottom of a page by itself. If a title or caption would appear like this without its table/figure etc, the item should begin on the following page.

Tables that Continue Across Multiple Pages:

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

First-page table example:

Table 1.1.

Title	Edition	Users	Gender	Other
<i>Title 1</i>	1	32	F	9
<i>Title 2</i>	8	56	F	3
<i>Title 3</i>	38	3	M	56

Subsequent-page table example:

Table 1.1 Continued.

Title	Edition	Users	Gender	Other
<i>Title 4</i>	3	4	M	3
<i>Title 5</i>	98	4	M	34
<i>Title 6</i>	5	9	M	7

If a Table is split into multiple pages, its initial page (i.e. the page where it first appears in the narrative body) should be listed in the List of Tables. However, if a Table is split into multiple sections or "panels" with distinct names and/or headings, each named section should also be listed in the List of Tables. For example, if Table 1A might be listed on page 10, Table 1B might be listed on page 10, and Table 1C is listed on page 11, all three should be listed in the List of Tables. Tables that are split into sections which that span multiple pages should follow the same "Continued" rule listed above, i.e. Table 1A might appear on page 10, but if Table 1B begins on page 10 and continues onto page 11, page 11 should begin with the "Table 1B Continued" and the appropriate headings. Consequently, if this is the case, in the List of Tables, the pagination of the section of this table should note the page where the section of table originates.

If a short table or small figure is included, it must be placed on the text page itself. In this case the table or figure should be separated from the text by a triple space at the top and bottom. A full-page table or figure should be placed on the page following the first reference to it. A table or figure may be placed on a separate page, regardless of the size of the table or figure. The top and bottom margins of a page on which a table or figure is placed must be one inch. If you find too much empty space (especially after a table or figure) at the bottom of the page, fill that space with text to fit the required one-inch margin.

FORMAT AND TYPING

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

Word Processors

All text must be clear and uniform throughout the thesis or dissertation. Any standard bookface font may be used throughout the manuscript, including: preliminary pages, text, reference section and Vita. The acceptable fonts are too numerous to mention by name.

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

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

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

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

Spacing

The vertical spacing for the narrative text should be either one and one-half space, or double space (three to five lines per inch). Mixing of spacing is not acceptable. Do not allow extra space between paragraphs of the same style. Paragraphs should be set to have 0 extra space before and after each new paragraph. New paragraphs should be indented with a standard indentation of one tab key stroke, i.e. to a tab stop position of 0.5".

Single spacing is used only for long, blocked, and inset quotations, footnotes, endnotes, and itemized or tabular materials. Blocked and inset quotations should be single spaced. The left margin for blocked and inset quotations is indented with two tab key strikes, i.e. to a tab stop position of 1.0". All lines of text within the block/inset quote should be aligned with each other. A continuing paragraph that follows a block/inset quotation is flush left rather than indented; a new paragraph following a block/inset quote may be standard indented, flush left. Any quotations of six or fewer typed lines should use the same spacing as the narrative text.

Margins

All typing, except the page numbers, must be within the margins, which are 1.0" on all four sides. The page numbers are placed about one-half inch from the top of the page and even with the right-hand margin.

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

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

Pagination

Every page in the thesis or dissertation, except the Title Page, Copyright Page (if used), and the Approval Page, must be numbered. The Title Page is considered to be page i and the Approval Page is considered to be page ii (unless it follows the Copyright Page, in which case it is page iii), but no pagination numeral is ever shown on these two pages.

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

** *Preliminary Pages.* The Abstract, Dedication (if used), Acknowledgments (if used), Table of Contents, List of Figures (if used), List of Tables (if used), Abbreviations (if used), Forward (if used), and the Preface or Prologue (if used) are numbered with lower-case Roman numerals (iii, iv, v, etc.). The first numbered page is the Abstract, which is numbered iii and follows the un-numbered Approval Page. Acknowledgments are limited to four pages. Dedication is limited to one page.

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

Major Divisions

Each major division (Abstract, Dedication, Acknowledgments, Table of Contents, List of Figures, List of Tables, Abbreviations, Foreword, Preface or Prologue, References, Appendix, Vita) is typed in upper-case letters and centered at the top of a new page. If listing preliminary pages in Table of Contents, include Dedication. If a Dedication page is used, it goes after the Abstract. Each chapter or section title is a major division, which is typed in upper-case letters and centered at the top of a new page.

Subheadings

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

Table of Contents

Major divisions and first-order subheadings must be listed in the Table of Contents (See page 19).

- Style of figures and tables within the manuscript following the format of the model journal or major bibliographical style as closely as possible; placement of figures and tables following Thesis or Dissertation Manual requirements
- Consecutive numbering of tables and figures throughout the manuscript
- Reference system following the model style as closely as possible
- Only page numbers outside the margins
- Only digital and electronically submitted copied will be accepted by the Graduate School.
- Numbering of every page in the manuscript starting with Abstract and ending with the Vita
- Every thesis or dissertation must have a major introductory chapter or section (the title needs the word "Introduction") and a major concluding or summary chapter or section (the title needs the word "Conclusion", "Summary", or "Discussion").

Theses Written in Spanish

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

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

The vita will be in English or a combination of English and Spanish. Thesis/Dissertation Manual will be followed for all other requirements.

PARTS OF THE MANUSCRIPT

All preliminary page titles, major chapter or major section designations and titles, and all supplementary page titles are centered at the top of the page and are typed in upper-case letters. This format overrules any differences in format or layout followed by the style model. The following is an ordered list of components of the finished thesis or dissertation. Where noted, some elements are required in all theses or dissertation while others are used only in the compilation style, whereas some may be required by an individual college or department.

The always-optional components of the thesis or dissertation include the following: *Copyright Page* denotes the copyright ownership of the thesis. *Dedication* may honor individuals whom the author may note for personal reasons. *Acknowledgements* notes individuals who have helped develop the writing in some way. *Abbreviations* lists or explains words or phrases that appear in the thesis or dissertation that the author chooses to explain initially. *Foreword* is typically a brief introduction to the text, sometimes written on behalf of the author. *Preface or Prologue* is a brief introduction to the text written by the author. *Endnotes* is a list of notations established in the text using the endnote style. Although the TAMIU Thesis Formatting Manual does not mandate guidelines for these optional elements, these pages should be consistent with the narrative text's font, margins, formatting, and style if they are included.

Traditionally, manuscripts follow standard essay structure; that is, they have preliminary material, an introduction (may be included as part of chapter one), the body of the text, and supplementary material. Those optional for all use will be noted (optional). All other pages or types of pages are noted with (required). When used, these pages must appear in this order.

Preliminary Material (precedes first section or Chapter I)

1. Title page (**required**)
2. Copyright Page (optional)
3. Approval Page (**required**)
4. Abstract (**required**)
5. Dedication (optional)
6. Acknowledgments (optional)
7. Table of Contents (**required**)
8. List of Figures (**required if two or more figures are included**)
9. List of Tables (**required if two or more tables are included**)
10. List of Equations (**required if two or more equations are included**)
11. List of Graphs (**required if two or more graphs are included**)
12. Abbreviations (optional)
13. Foreword (optional)
14. Preface or Prologue (optional)

The Body of the Text

13. Chapters or Sections (**required; this is the major part of the thesis or dissertation**)
14. Introduction (**required; may be included in Chapter I or first section**)
15. Conclusion/Summary/Discussion (**required; may be part of last Chapter or section**)

Supplemental Material (back matter after the close of the last chapter or section)

16. Endnotes (optional)
17. Bibliography (**required**)
18. Appendix or Appendices (required as needed)
19. Vita (**required**)

Preliminary Pages

Title Page. The Title Page must follow the style, spacing, and form of the example on page 18.

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

SAMPLE: Title Page for Thesis or Dissertation

THE DEVELOPMENT OF INSTRUCTIONS ON THE SUBMISSION OF THESES

A Thesis or Dissertation

by

AMANDA LYNE RAMSEY

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

MASTER OF ARTS

May 202X

Major Subject: Counseling Psychology

Approval Page. Each copy of the manuscript must have an Approval Page with the original signatures of all Advisory Committee members and the department head or his/her authorized representative. The Approval Page must follow the style, spacing and format of the example on Page 20.

- The thesis or dissertation title is typed in upper-case letters, double-spaced if more than one line in length, and centered within the required margins. The title on the Approval Page must be exactly the same as on the Title Page.
- Double space between submittal statement and degree. Submittal statement should be single spaced
- Degree is in all capital letters; must match wording on Title Page
- There is no page number on the Approval Page (although it is considered to be page ii unless a copyright page is used then it will be iii).
- The full legal name of the student, typed in capital letters, without initials and without designation or profession, military rank, or marriage is listed. The name on the thesis or dissertation must be the same as that recorded in the official records of the Registrar of Texas A&M International University. Any changes must be cleared by both the Registrar and the Dean of Graduate School.
- Committee Member Names and Positions*** (Committee members do not sign this page)
 - Names do not include Dr. or Prof. or Ph.D. title
 - If co-chairs, put Co-Chairs of Committee (instead of Chair) before first co-chair's name
 - If the department head serves as a member, chair or co-chair, his/her name must be included for both positions
- Month and year of graduation. (Graduation dates at Texas A&M International are May, August or December—do not use the final defense or submittal month)
 - No comma between month and year
- A copyright page may be included after the title page, but it is not mandatory. If used this page would be page ii.

SAMPLE: Approval Page

THE DEVELOPMENT OF INSTRUCTIONS ON THE SUBMISSION OF THESES

A Thesis or Dissertation

by

AMANDA LYNE RAMSEY

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

MASTER OF ARTS

Approved as to style and content by:

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

May 202X

Major Subject: Counseling Psychology

Abstract. The Abstract must follow the style and format in the example on page 21. The Abstract follows the Approval Page and is the first numbered page (usually iii). The Abstract must not exceed 350 words in length. Preliminary lines following the style of the example must appear on all Abstracts.

Numbering of pages starts with the Abstract:

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

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

- The text of the Abstract begins one triple space beneath the last line designating the student's chair or chairs with a paragraph indentation; it is typed in double-space or a one and one-half space and is consistent with the spacing style followed in the narrative text.

SAMPLE: Abstract

ABSTRACT

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

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

Chair of Committee: Dr. Jeffrey M. Brown

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

Table of Contents. The Table of Contents indicates the major divisions and principal sub-headings of the thesis or dissertation with their beginning page numbers.

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

Preliminary pages, although numbered, need not be listed in the Table of Contents; however, if listed, they must start with the Abstract and must include all preliminary pages. (See example on Page 19).

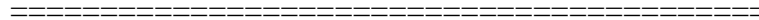
The numbering, wording, and pagination of titles and headings must be exactly the same in the Table of Contents as in the text. See example on Page 19 for layout, placement of leader dots, etc.

SAMPLE: Table of Contents

Chapter Style

TABLE OF CONTENTS

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

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List of Figures, List of Tables, List of Equations, List of Graphs. These may be preliminary pages that are required only in instances when the manuscript contains two or more of a given figure, table, equation, or graph. A List of Figures must be included in all manuscripts that contain two or more figures. A separate List of Tables must be included in all manuscripts that contain two or more figures. A separate List of Equations must be included in all manuscripts that contain two or more equations. A separate List of Graphs must be included in all manuscripts that contain two or more graphs. A “List of” page is not necessary if the thesis or dissertation contains only one table, figure, equation, or graph respectively. All “List of” pages should list the names and corresponding page numbers of the given item.

On the given “List of” page, the numbering and wording of titles and the page number of each figure, table, equation, or graph must be identical to the text. Only the first sentence of a lengthy table, figure, or graph title must appear in the List of Tables, List of Figures, or List of Graphs.

Appendix tables, figures, equations, or graphs whose numbering follows consecutively from the same system used in the narrative text must have their numbers, titles and page numbers recorded in the correct “List of” page.

The spacing on the List of Tables and List of Figures must either be the same spacing as is used in the text (one and one-half or double-spaced) or be single-spaced with a double space between entries.

Any given “List of” page should appear as a preliminary page, each a major division, after the Table of Contents, before the start of the narrative text (Introduction or Chapter 1). If multiple “List of” pages are used, they should appear in the following order: List of Figures, List of Tables, List of Equations, and List of Graphs.

Narrative Text

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

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

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

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

Subdivisions within chapters or sections must be continuous with the narrative text, beginning on the next line after the previous paragraph rather than beginning after a new page break. Page breaks are used only for major divisions, i.e. new chapters or major sections. Subdivisions must have at least one line of narrative text under them. Subdivision headings are typed in upper- and lower-case letters and may be either centered or flush left. Only first-order subheadings may be typed in all upper-case letters provided that they are placed flush left. Boldface type or italics may be used for all other levels of subheadings. Do not underline boldface type. If boldface type is used for major titles, it must be used consistently in both preliminary pages and narrative text.

Space and economic considerations of journals used as models for theses often demand brevity in articles. The more expanded presentation of a thesis or dissertation may require a more elaborate system for development and division than a journal employs. If such expansion is necessary, consult one of the manuals suggested under Style Manuals on page 33.

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

This thesis follows the model of *Arizona Quarterly*.

1. SAMPLE FIRST PAGE SHOWING SUBHEADINGS

1.1 Introduction

This page shows samples of three levels of subheadings. *These are examples only. TAMIU graduate theses and dissertations do not have a specific “style” for subheadings.*

1.2 Subheadings in General and First-order Subheadings in Particular

Some rules for ALL levels of subheadings are:

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

1.2.1 *Second-order subheadings*

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

1.2.1.1 *Third-order subheadings*

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

Supplementary Pages

Bibliography. All theses and dissertations must include a bibliography, which is to appear as a separate section after the final page of the narrative text in the manuscript. The **Bibliography** or **referencing system** used in the thesis or dissertation must follow the method recommended by the students' committee (see page 1, Initial Factors to Consider) or replicate the style used by the selected journal model (See Journal Model or Major Bibliographical Style, page 3). If a journal employs a variety of referencing styles, one article from that journal must be selected and followed consistently. The title of the Bibliography section that is used in the selected journal article informs the manuscript Bibliography's title (i.e. Works Cited, References, Bibliography, etc.), and this title is formatted like all other major division titles in the manuscript (centered, all caps). When the referencing system is alphabetical, a consistent arrangement of multiple entries for the same author must be used as dictated by the journal model being used. The Bibliography section must be single-spaced with one double-space between entries or double-spaced throughout.

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

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

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

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

The Vita **must** include:

- the student's full legal name (as it appears on the Title Page and elsewhere)
- educational background
 1. schools attended
 2. degrees earned
 3. years in which degrees were completed
 4. major field of specialization

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

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

MISCELLANEOUS

Mandatory Ethics Board Approval Information Inclusion

All thesis and dissertation projects that comprise the conducting of research involving human participants, animals, or biosafety MUST receive approval by the appropriate ethics board **before** their research can proceed. All projects involving human participants must receive approval from the Institutional Review Board (IRB). All projects involving animal subjects must receive approval from the Institutional Animal Care and Usage Committee (IACUC). All projects involving biosafety must receive approval from the Institutional Biosafety Committee (IBC).

It is required that for all theses and dissertations that received Ethics Board approval, a line of text should appear in the manuscript in the Methods (or corresponding appropriate section) at the bottom of the first page of the section. This single-spaced sentence should be separated from the text by a horizontal line ten spaces in length. It should include the ethics board approval number, the name of the institution, and the date that approval was received.

This project received Institutional Review Board approval on July 17, 2024, at Texas A&M International University; IRB #23-630.

Additionally, all approved ethics board forms must appear in the manuscript's Appendices.

For more information about IRB, IACUC, and IBC, see *TAMIU Thesis and Dissertation Policy Manual*, page 3.

Style Manuals

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

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

Thesis or Dissertation Checklist

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

- General neatness and legibility
- Consistency of style and format throughout the thesis or dissertation
- Title Page, Approval Page, Abstract, and Vita, including:
 - style, spacing, and form;
 - correct month (May, August, December) and year of graduation;
 - full legal name, without initials or designation of profession, military rank, or marriage;
 - double-spacing of titles over one line in length
- Exact correspondence of titles and page numbers in the text and the Table of Contents, the “List of” pages.
- Article or style used as a pattern or model for documentation and format is listed at the bottom of Page 1
- Style and spacing of appropriate sections within the thesis or dissertation

Final Consideration Checklist

1. Has the manuscript been thoroughly proofread for errors (and then proofread again)?
2. Are your name and thesis or dissertation title Identical in all the places they appear?
3. Have you checked the accuracy of your pagination and assured all pages are included?
4. Are all changes made since the first draft reflected in the Table of Contents?
5. All headings and titles including tables and illustrations are uniform and listed in the table of contents.
6. Appendices and footnotes of letters of permission for special materials are included.
7. All figures and illustrations can be reproduced with good quality.
8. Have you confirmed attendance or absence from commencement?
9. Have you paid all fees and retained receipts?

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