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COLLEGE OF GRADUATE STUDIES
Reproduction of this THESIS MANUAL requires the written permission of the Graduate Dean.
The nature of a research study should be one in which the investigation leads to new knowledge or enhancement of existing knowledge in the student's field of study, either through acquisition of new data or re-examination and interpretation of existing data.

At the graduate level, all students should learn how new knowledge is created, how experimentation and discovery are carried out, and how to think, act and perform independently in their discipline. Depending upon the degree to which the discipline has an applied orientation, the student can demonstrate mastery of the discipline through means such as research papers, literature reviews, artistic performances, oral/written presentations or case studies.

The doctoral dissertation is viewed in academia as the ultimate model of documentation of the student's research. The characteristics of a dissertation research include the theoretical background, description of the problem, the method which was used to solve the problem, interpretation of results and explanation of their significance. The student is expected to produce a product of excellent quality which reflects the originality of the research. The dissertation should be publishable, if not in its entirety, at least in part, as articles in scholarly, peer-reviewed journals.

The master's thesis or graduate research project should document the student's research study and maintain all the characteristics of the dissertation, but to a lower degree of intensity—the distinction of each and project design of which only the experienced research advisor can assign, determine, and evaluate. In all three cases, however, the style and format used for the dissertation, thesis, and graduate research project are one and the same.

The purpose of this manual is to assist the graduate student and the graduate advisory committee in establishing guidelines for graduate research projects, theses, and dissertations through the instructions contained herein. The manual has been approved by the Graduate Council.

The College of Graduate Studies is grateful to the following Thesis Manual Committee members for their dedication, energy, and unselfish time spent in editing this manual: Dr. Gustavo Gonzalez (Chair of Committee and Editor, College of Education), Dr. Rajab Challoo (College of Engineering), Dr. Thomas Clinton (College of Education), Dr. Fred Guthery (College of Agriculture & Human Sciences), Dr. Steven Smith (College of Arts & Sciences), and Dr. Jane Stanford (College of Business Administration).

(Revised 9/2000)
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A. INTRODUCTION

This manual has been prepared by the College of Graduate Studies of Texas A&M University-Kingsville to assist students in the preparation of graduate research projects, theses, and dissertations. Hereafter, the word “thesis” will be used in this manual to refer to general instructions equally applicable to theses and dissertations.

The primary purpose of this manual is to provide certain uniform standards regarding style and format, but also to allow enough flexibility to satisfy the accepted practices of each academic discipline. Students are cautioned to avoid using another student's thesis as a model because what is acceptable in one discipline might not be acceptable in another.

After all corrections have been made to the thesis, and upon approval of the student's Advisory Committee and the Graduate Dean, the student may then proceed to prepare the requested number of copies.

B. CHOICE OF SUBJECT

Selecting an appropriate thesis topic is one of the most significant aspects of graduate work. The topic should be the result of thoughtful consultation and cooperation between the student, the Program Chairman, and the entire Advisory Committee.

The finished thesis must reflect a comprehensive understanding of the pertinent literature and express in clear and readable language the method, results and significance of the student's research. The length of the completed manuscript should be no greater than is necessary to present all pertinent information. This length will, of course, vary widely according to research topics, academic disciplines and the degree being sought.

The thesis should be presented as a single unit of scholarly and well-integrated narrative, properly supported and documented, reporting the original work done by the student under the supervision of the Advisory Committee.

C. PROPOSALS: PREPARATION AND SUBMISSION (This section is optional for Plan II and Plan III students).

The research proposal is a description of the research which the student intends to undertake in the completed thesis. The nature of the problem to be examined, the status of current research relating to the subject under consideration, the research method and the importance of the projected work should be carefully and succinctly narrated in the proposal.

The research proposal will be filed in the Graduate Office and in the department. Successful completion of the proposal may fulfill the requirements for Plan I program students taking their first 3 semester hours of Thesis 5306 and a grade is assigned.

In addition to the narrative, the student must include a review of the literature cited of those materials which may be used later in the completed thesis. The REFERENCE section should include journal citations that support the proposed research. Electronic references must be properly cited. All guidelines of style and format which apply to the thesis apply to the proposal as well.
D. STYLE: SELECTION OF JOURNAL MODEL

The style and format of research projects and theses vary widely according to academic discipline, yet there are standards common to all scholarship. The style of the thesis should be the decision of the student's graduate advisor, with the concurrence of the student's graduate committee and in line with any guidelines of his or her department. The only exceptions in style and format are those imposed by the Graduate College for: (1) all preliminary pages (Title Page, Approval Page, Abstract, Table of Contents, Table of Figures, Vita, etc.), and (2) margins and page numbering in the body of the text. The Graduate College Guidelines supersede guidelines which may be found in other journals and/or manuals.

The journal used as a model for style and format must be noted at the bottom of page one of the proposal and of the thesis. This single-spaced statement should be separated from the text by a horizontal line at least ten spaces in length. This statement does not require a superscript number or symbol of any kind.

A style manual (such as A Manual for Writers of Term Papers, Thesis, and Dissertations or the APA Publication Manual) is not to be listed as a model for style and format. The only exception is for students in the department of English and Modern Languages, which may list the current MLA Handbook for Writers of Research Papers.

The completed thesis must conform as closely as possible to the general format and organization of a published article in a designated journal, with the exception of specific variations required by the Graduate College as indicated in this manual. If a journal employs a wide variety of styles, then one article from that journal should be selected and its style consistently followed. Consistency of style and form should be the rule throughout the thesis.

Do not assume that a journal's "Instructions to Contributors" are to be followed exactly when writing a thesis. 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.

E. PUBLICATION OF THESIS RESEARCH

Graduate students may publish materials intended for subsequent use as a part of the thesis provided that the Graduate College is notified in writing of this intention by the student at the time the paper is submitted for publication. The complete title, the names of authors as they appear on the paper, and the name of the journal must be furnished.

F. COPYRIGHT PROTECTION

Since a thesis is legally classified as a publication, care must be taken not to violate United States copyright laws. Inclusion of illustrative graphs, tables, charts, etc., from copyrighted sources is permitted only if a letter of release from the original copyright holder is included in a separate appendix of the thesis. In special cases where acknowledgement of source is sufficient, it should be clearly noted.

G. MANUSCRIPT PREPARATION

1. Corrections

No interlineations, crossing out of letters or words, strike-overs, corrections made with liquid paper, or extensive erasures are acceptable on final theses submitted to the Graduate College.

2. Reproduction of Manuscripts
Xerography, offset, and clear originals produced by word processor printer are the only acceptable methods of reproducing copies of the theses. Only one method may be used in the final copies; mixing different types of reproduction is not acceptable.

Quality reproduction and clear legibility must be emphasized. Broken type or faint print is not acceptable. Xerographic copies with dark or blurred lines or dark edges are not acceptable. Candidates should take special care in this matter, since light print reproduces poorly in the microfilming process.

3. **Photographs**

Photographs included in the manuscript must be securely and permanently fastened. The dry-mounting process is recommended for mounting photographs. Spray and rubber base cement or water soluble glues are not acceptable. Commercial assistance may be required if photographs are used extensively. Various printing centers or photographic and visual aids laboratories can provide assistance and advice to students.

Photographs reproduced on special lightweight, flexible, 8 1/2” x 11” paper also may be included in the thesis. Quality reproduction of half-tones requires high quality, high contrast black-and-white originals. Regular xerographic copies of photographs are not acceptable because of the generally poor quality of reproduction. Color photographs are discouraged unless the color is essential to the research problem under investigation. All photographs must observe the standard set 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 the bottom of the illustration, not at the bottom of the page.

4. **Oversized Illustrative Materials**

Oversized materials include, for example, large maps or charts which cannot be reduced and yet must be folded to fit into a 6 1/2” x 9 1/2” envelope. All oversized materials must be identified in the text. The student’s name and year of graduation (for further identification) must be displayed in such a way that the information can be read while the material is folded.

5. **Reductions**

Reduction of tables, charts, figures, etc., must be large enough to be easily legible. The minimum size for numbers and capital letters is 1.5 millimeters (0.06 inches).

6. **Facing Page Captions**

Captions or titles on a facing page are to be used only when absolutely necessary. Facing page captions may be used for figures only, never for tables. This exception applies only when the caption cannot be printed directly on the page on which the figure appears, or when there is no room on the List of Figures page for a caption to be typed within the margins. These are the only instances in which printing is permitted on the back side of a page of a thesis.

If a facing page caption is necessary, the page must face in the normal manner. Only the page number appears on the front side of the page. The caption itself is printed on the back side of the page containing the page number. This caption must fall within the required margins.

The facing page and the List of Figures page are both consecutively numbered, with the page numbers in the standard position. On the List of Figures page, the number of the page on which the figure itself
appears is the only number that is recorded.

7. Tables and Figures

Presentation of tables and figures referred to in the text should follow their first mention as soon as feasible. A short table or small figure may be placed on the text page itself, in which case the table or figure should be separated from the text by triple spacing at the top and bottom. A full-page table or figure should be placed on the page following the first reference to it. Subsequent references to a given table or figure should include the page number in parenthesis.

Each table or figure in the main body of the thesis must have a separate number and a title. These must be entered in the List of Tables page or the List of Figures page. The numbering, wording, and pagination of titles and headings must be the same size, style, and font as on the thesis. Tables and Figures are to be numbered consecutively throughout the thesis. A List of Figures page or a List of Tables page is not necessary if the thesis contains only one figure or table.

Titles should be concise but should also clearly describe the content of the table or figure. No two titles should be identical in wording. Placement of titles should follow the style and format of the journal which is being used as a model for the thesis.

If tables or figures must be placed lengthwise or broadside, the top of the table or figure should be at the left-hand, binding side of the page. The caption should be at either the top or the bottom of the table or figure, not at the bottom of the page.

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

H. FORMAT

1. Typeface Specifications

A conventional typewriter is not designed or intended to replicate all of the various sizes and styles of type which may be utilized by commercially published journals. Although a journal is used as the model for the thesis, the student must not attempt to copy the journal's use of various sizes and styles of type. Of course, some word processors with interchangeable fonts have a much greater capacity than conventional fixed-key typewriters. Nevertheless, uniformity and legibility are still the primary concerns. Printer and terminal output must meet the same standards of readability as conventional typing. (See Section I.)

Either elite or pica with a plain typeface (for example, IBM Selectric Courier 72 or Pica 72) must be used in typing the thesis. If a word processor is used, the size of the letter should be 12 points. Script, italic, block or any other unusual typeface is not acceptable for the main body of the text.

In most cases, the same type must be used throughout the thesis; mixing of type is not normally acceptable. If available, however, italic type is acceptable for those words and/or short phrases which would be italicized in a published format. Underlining, of course, provides the same emphasis. Bold face type, if available, is acceptable for titles and captions but should be used sparingly and with discretion.

The only exception to mixing of type would involve using a word processor printer type to produce the
tables. In this instance, a different style type may be used for the text of the thesis.

2. Word Processor Printers

Output produced by any printer is acceptable if the type meets the usual type requirements (see Section H.1.). Identical copies produced by the word processor printer are acceptable for final copies of the thesis, provided the copies are dark enough.

3. Justified Right-Hand Margins

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).

4. Paper

All copies of theses submitted must be on 100 percent rag, 20 lb. weight paper (This is optional for Plan II and Plan III students). It is the duty of the student to secure original signatures of all committee members for each of the five copies of the thesis. All committee members must be on the graduate faculty, and all signatures must be in black ink. (Plan II and Plan III students require the signature of the research advisor, Department Chairman, and graduate dean, only, on one copy of the Graduate Research Project).

Each thesis must contain at least 80 pages to allow printing of the title on the spine of the cover. Filler paper of the same quality may be used in cases where the thesis is less than 80 pages long. (The same stipulation applies to the length of the manuscript for Plan II and Plan III students).

5. Spacing

The narrative text should be typed 1 1/2 space or double space. Mixing these spacing types is not acceptable.

Single spacing is used only for such specific and appropriate purposes as long, blocked, and inset quotations; footnotes; endnotes; and itemized or tabular materials. Any quotations of four or fewer typed lines should use the same spacing as the narrative text.

6. Margins

All typing must be within 1 1/2 inches on the left, 1 inch on the right, and a minimum of 1 inch on the top and bottom of each page, except for the page number, which is placed one-half inch from top of the page and even with right-hand margin. (See Section H. 8.)

All computer data, illustrations and tables in the thesis must conform to the margin requirements in every way.

7. Pagination

Every page in the thesis except the Title page and the Approval page must be numbered. The Title page is considered to be page i and the Approval page is considered page ii, but no pagination numeral is shown on these two pages.

Preliminary pages: Lower case Roman numerals (iii, iv, v, vi, etc.) are used to number the preliminary
pages. These pages are numbered at the bottom center of the page. The first numbered page is the Abstract page, which is numbered iii, and follows the unnumbered Approval page and Title page.

Text and Supplementary pages: Arabic numerals are used in numbering all text and supplementary pages. The first page of the narrative text begins with the numeral 1, and the numbering runs consecutively to the end of the thesis. The VITA page carries the last page number in the thesis, with the page number shown at the bottom of the page, centered on the third line above the edge of the page.

8. Placement of Page Numbers

All page numbers [except those of the preliminary pages and the first page of each major section within the body of the manuscript] must be placed in the upper right-hand corner of the paper about one-half inch below the top edge of the paper and even with the right-hand margin. (See Section H. 6.) Pages that begin chapters and preliminary pages should be numbered at the bottom of the page, centered half an inch (1/2) above the edge of the page.

I. COMPUTER OUTPUT SPECIFICATIONS

Computer output of a program and/or results included in the thesis must meet the following specifications:

1. Printer Output

Computer printer output must be duplicated to conform to the margins, and be bound into the thesis. The data on the original output must be clear and sharp to reproduce legibly.

2. Terminal Output

Output from a terminal using matrix printing (i.e. dot or broken line printing) is not acceptable. Output produced by other printers is acceptable if the type meets the usual type requirements (see Section H. 1.).

3. Forms

Computer forms for both terminals and printers range in size from 8 1/2" x 11" to 11" x 14". The margin requirements limit output on the 8 1/2" x 11" forms to 1 1/2" left margin and 1" right margin; 1" top and bottom margins and 54 lines per page when printed at six lines per inch. The larger forms should be reduced to fit the 8 1/2" x 11" margins.

J. PARTS OF THE MANUSCRIPT

A thesis ordinarily has three main parts: preliminary pages, the text, and supplementary pages.

A. Preliminary pages (in the following order)

1. Title page
2. Approval page
3. Abstract (the first numbered page, iii)
4. Dedication page (optional)
5. Acknowledgments (optional)
6. Table of Contents
7. List of Tables (if more than one table is used)
8. List of Figures (if more than one figure is used)

B. Text

1. Introduction
2. Review of literature
3. Main narrative body
4. Conclusion and/or summary

C. Supplementary pages (in the following order)

1. Bibliography, references, or literature cited
2. Appendices (if needed)
3. Vita

All preliminary page titles, chapter or section designations, and all supplementary page titles are centered at the top of the page, and are typed in all capital letters. This format overrules any differences in format or layout followed by the journal model.

K. PRELIMINARY PAGES

A. Title Page

The Title Page for the thesis must follow the style, spacing, and form of the example shown in APPENDIX A. Plan II and Plan III students will have the word "Thesis" replaced with "Graduate Research Project" (see APPENDIX B).

Checklist:

(1) The title is typed in capital letters, double spaced (if the title is more than one line in length), and centered within margins.

(2) There is no page number on the Title page (although it is considered to be page i).

(3) Doctoral degrees. For the doctoral degree, the word "Dissertation" is used instead of "Thesis" (see APPENDIX C). When a joint doctoral program is involved, both institutions must be listed (see APPENDIX D).

(4) The full legal name of the student, typed in capital letters, without initials and without designation of profession, military rank, or marriage is listed. The name on the thesis must be the same as that recorded in the official records of the Registrar of Texas A&M University-Kingsville. Any changes must be cleared by both the Registrar and the Dean of the Graduate College, as well as the student's Advisory Committee.

(5) The appropriate month and year when the degree will be awarded must be shown at the bottom of the Title page.

B. Approval Page
Each copy of the thesis, graduate research project, or dissertation must have an Approval page with original signatures of all members of the Advisory Committee, the department head (or his authorized representative) and the Graduate Dean. All members should be on the Graduate Faculty. The student should check with the Graduate College if there is any question about authorized signatures. Signatures must be in black ink and no signature should appear twice [see Appendices E, F, and G].

The number of signature spaces on the page is determined by the number of members on the student's advisory committee. The name of each member on the committee must be typed under each signature space. The academic rank of each member on the committee must be indicated in parentheses under each signature space. A faculty's highest degree may be found in the catalog.

Checklist

1. The title of the project is typed in capital letters, double-spaced (if more than one line in length), and centered within the margin. The title on the Approval page must be exactly the same as the title on the Title page.

2. There is no page number on the Approval page (although it is considered to be page ii).

3. The full legal name of the student, typed in capital letters, without initials and without designation of profession, military rank, or marriage is listed. The name on the thesis should be the same as that recorded in the official records of the Registrar of Texas A&M University-Kingsville. Any changes must be cleared by both the Registrar and the Dean of the Graduate College, as well as the student's Advisory Committee.

4. If the student has co-chairmen, the status of each is listed as "Co-Chairman of Committee"; neither is designated as "Chairman of Committee."

5. If the Head of the student's major department serves also as a member or as Chairman or Co-chairman of the student's Advisory Committee, he or she must sign only once in the signature space allotted under "Chairman of Committee and Department Head."

6. Degrees are awarded only in May, August, and December. The appropriate month and year when the degree will be awarded must be shown at the bottom of the Approval page.

C. Abstract

The Abstract Page must follow the style, spacing, and form of the example (Appendix H). The Abstract, which is placed immediately after the Approval page, is the first numbered page, iii. The text of the Abstract must not exceed 150 (thesis and graduate research project) and 350 (dissertation) words in length. The typical length of an abstract typed on a 60-space line is 16 (research project and thesis) and 35 (dissertation) lines (see APPENDIX H).

Checklist

1. Numbering of pages starts with the Abstract page (iii).
(2) The word ABSTRACT is centered at the top of the page within the margins and is typed in capital letters.

(3) The title of the thesis, graduate research project, or dissertation is typed three spaces below the word ABSTRACT in upper and lower case letters and double-spaced (if more than one line in length). The title on the Abstract must be exactly the same as the title on the Title and Approval pages.

(4) The date of graduation (same date as shown on the Title page and the Approval page) must be shown on the Abstract page. It is placed in parentheses (double spaced) below the title.

(5) The student's full legal name, as listed on the Title and Approval pages, and his previous degrees are listed one double line space beneath the date of graduation.

(6) The name of the chairman, or the names of the Co-Chairmen of the student's Advisory Committee, are listed one double space beneath the last line designating the student's previous degree(s).

Example:
Co-Chairmen of Advisory Committee: Dr. John Wilson, Dr. Harry Smith

(7) The text of the Abstract starts one triple line space beneath the heading with a paragraph indentation. The Abstract text is typed double line space and is consistent with the spacing style followed in the narrative text.

D. Table of Contents

The Table of Contents indicates the major divisions (i.e., chapters or sections) and principal subheadings of the thesis, graduate research project, or dissertation and the beginning page number of each section. The format is left up to the program chair's discretion.

Preliminary pages do not have to be listed in the Table of Contents; however, if they are listed, the listings must start with the Abstract (iii) and must include all preliminary pages. Inclusion of the Table of Contents page itself is optional (see APPENDIX I).

All major divisions of the narrative text (i.e., chapters or sections) and principal subheadings (when appropriate) 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.

All supplementary pages (reference section, appendices if any, and Vita) must be listed in the Table of Contents.

The numbering, wording, and pagination of titles and headings must be exactly the same in the Table of Contents as they are on the pages of the thesis. All page numbers are right-hand justified in the Table of Contents.

L. DIVISIONS OF NARRATIVE TEXT

The narrative text may be divided into chapters or sections. The journal model or the conventional style
Each chapter or section begins on a new page. The title of the chapter or section is typed in capital letters and is centered at the top of the page.

Chapters are designated both by upper case Roman numerals used consecutively throughout the thesis and by a chapter title. The chapter designation (i.e., CHAPTER I) in capitals should be centered within the margins at the top of the page. The chapter title also is in all capitals and is centered a double-space below the chapter designation. All chapter titles of more than one line in length should be double-spaced. Section titles need not be numbered but are typed in capital letters. Section titles of more than one line in length should be double-spaced. Subdivisions within chapters or sections do not begin on a new page. Subdivision headings are typed in upper and lower case letters and may be either centered or flush left. A chapter may be represented by a "journal-style articles" or manuscript.

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

M. REFERENCING AND APPENDICES

The methods of referencing follow that is used by the model journal (see Section D). If a journal employs a variety of styles of referencing, then one article from the journal must be selected and followed consistently. The literature cited section should include only those sources included directly in the text of the thesis.

If the student wishes to list general references consulted and used as background study, these may be listed in a separate subdivision of the References section. Background materials listed should follow the bibliographic style used in the journal mode.

Some departments encourage the use of an Appendix for such items as raw data, problems encountered, and other information which should be in a thesis but which might not be appropriate for a journal article. Appendices may be added to the end of a thesis; format and style are left up to the program chair.

N. VITA PAGE

A brief biographical sketch of the student is required as a part of each thesis. This biographical sketch is called a VITA which must not exceed one page in length. The title, VITA, is typed in capital letters and centered at the top of the page. The VITA page is the last numbered page in the thesis and must be included in the Table of Contents. The page is numbered at the bottom, center of the page, third line above the bottom edge of the page.

The biographical sketch should include the student's full legal name (as it appears on the title page and elsewhere), educational background (including schools attended, degrees, where completed, and major field of specialization), and the student's permanent mailing address. Where applicable, this page should list professional experience in industry, military service, business, and academic life.

The name of the typist of the thesis may be stated at the bottom of the page. (Example: The typist for this thesis was Mrs. John Jones.)
O. THESIS LENGTH (TWO-VOLUME MANUSCRIPTS)

The minimum length of a one-volume thesis is 80 pages. Filler paper of the same quality may be used to compensate for cases where the actual thesis is less than this.

A manuscript that exceeds 350 pages will be considered a two-volume thesis. A maximum workable bound volume has a spine width of from 2 1/8 inches to 2 1/2 inches. Additional binding costs will be incurred with the second volume.

P. MICROFILMING

Doctoral dissertations and masters' theses are microfilmed. Agreement forms concerning the microfilming arrangement must be filled out when the dissertation or theses copies are submitted. One of the extra copies of the complete dissertation or thesis required of these candidates is forwarded to University Microfilms for copyrighting, microfilming, and inclusion in Master's Abstracts or Dissertation Abstracts. Copyrighting of Master's theses is optional. Microfilm agreement forms must be accompanied by one (1) copy of the Title page and one (1) copy of the Abstract page of the dissertation or the thesis on regular bond paper.

Q. FINAL DISPOSITION OF MANUSCRIPTS

Plan I Theses and Dissertations

Each student will submit five complete, identical, corrected copies of the thesis or dissertation to the Graduate College at least three and a half weeks before Commencement. These five copies become the property of Texas A&M University-Kingsville. Bound copies cannot be mailed under any circumstances, and must be picked up by the student or his designee from the program chair. In addition to the five (5) complete, corrected copies, master's and doctoral degree candidates must submit three (3) sets (copies) of the Title page and the Approval page - each set has to be stapled together.

Copies of theses or dissertations will not be accepted by the Graduate College until after the final examination, by the Graduate Dean, has been successfully conducted. Copies of theses will not be accepted without all required signatures, and when all corrections suggested by the Advisory Committee and Graduate Dean have been made.

Each copy of the thesis or dissertation must be in a separate clasp envelope (not a folder). Each envelope must be clearly identified on the outside with:

(1) Name of candidate
(2) Date of scheduled graduation (Month and year)
(3) Degree being sought
(4) Local telephone numbers at which the student or his representative can be reached during business hours.

Plan II/III - Graduate Research Project

Plan II/III students will submit one complete, corrected copy of the Graduate Research Project to the Graduate College at least three and a half weeks before Commencement. This copy becomes the property of Texas A&M University-Kingsville. Graduate Research Projects will not be bound by the University.
The Graduate Research Project must be in a clasp envelope (not a folder). The envelope must be clearly identified on the outside as noted above, under the section "Plan I Theses and Dissertations."

R. MAKING CORRECTIONS ON COMPLETED MANUSCRIPTS

Corrections made directly on the pages of the thesis (with liquid paper, etc.) are not acceptable. Instead, the student should make the changes on a master copy of the thesis, reproduce those corrected pages, and substitute these reproductions for the unacceptable pages.

All necessary corrections should be made as promptly as possible so that the student does not encounter problems with the deadlines in the Graduate College Calendar. The date of graduation will be postponed if a student fails to make the necessary corrections on time.

S. SUGGESTED STYLE MANUALS

No one should assume that this Thesis Manual answers all the questions pertaining to style and format which may arise during the preparation of a thesis. Many excellent published and commercial manuals and handbooks are available for this purpose. For specific questions not answered in this Thesis Manual, the current editions of the following publications might be helpful: Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations; American Institute of Biological Sciences Style Manual; The MLA Style Sheet; Style Manual for Biological Journals; and University of Chicago Press: A Manual of Style.

NOTE: Remember that style manuals such as those indicated above are not to be listed as a pattern or model for style and format for a thesis. (The only exception is for students in the Department of Language and Literature who may list The MLA Style Sheet.) Only a regularly published scholarly or professional journal is to be cited as a footnote at the bottom of page one of the thesis.

T. GENERAL CHECKLIST

1. General neatness and readability.
2. Quality and method of duplication/reproduction.
3. Consistency of style and format throughout the thesis.
4. Title page, Approval page, Abstract page and Vita page, including:
   a. Style, spacing, and format.
   b. Correct month (May, August, December) and year of graduation.
   c. Full legal name of the student, without initials and without designation of profession, military rank, or marriage. The name on the thesis should be the same as that recorded in the official records of Texas A&M University- Kingsville. Any exceptions must be cleared by both the Registrar and the Dean of the Graduate College, as well as the student's Advisory Committee.
   d. Double-spacing of titles over one line in length.
   e. Original signatures (in black ink) of all members of the student's Advisory Committee and Head of Department on all copies of the Approval page.
5. Exact correspondence of titles and page numbers of items in the Table of Contents, List of Tables, and List of Figures with the same titles and page numbers in the text.
6. Style and spacing of appropriate sections within the thesis, including:

   a. **Major divisions.** Each major division (e.g.: Abstract, Acknowledgments, Table of Contents, List of Tables, List of Figures, Symbols, References, Vita, etc.) is typed in capital letters and centered at the top of a new page. Each chapter or section heading or title is also a major division which is typed in capital letters and centered at the top of a new page. Page number appears at the bottom center of the page.

   b. **Subheadings.** There must be consistent subordination of subheadings within each chapter or section. Subheadings are the further division within each chapter or section and do not start on new pages and are not typed in all capital letters. The standard placement of subheadings is either flush left or centered.

   c. **Table of Contents.** Major division and principal (or first-order) subheadings must be listed on the Table of Contents page. The page number for the Table of Contents is centered at the bottom of the page.

7. Journal used as a pattern or model for style and format listed as a footnote at the bottom of page 1.

8. Style and placement of figures and tables within the manuscript (following as closely as is practical the format of the journal cited).

9. Consecutive numbering of tables and figures throughout the manuscript.

10. Reference system (following as closely as is practical the system of the journal cited).

11. No typing outside the margins.

12. No liquid paper or visible corrections on copies submitted.

13. Numbering of every page in the manuscript starting with Abstract page (iii) and ending with the Vita page.

14. Every thesis must have a major section or chapter entitled "Introduction" and a major section or chapter entitled either "Conclusion" or "Summary."

15. Proofread for correct spelling.

U. HUMAN SUBJECTS IN RESEARCH

   It is the concern of Texas A&M University-Kingsville that no research sponsored by, supported by, or conducted at TAMUK by its faculty or students exposes persons who participate as subjects to unreasonable risks to health, general well-being, or privacy.

   Students' research projects which involve human subjects must be conducted in compliance with the University policy for protection of human subjects. Students planning such projects must consult their thesis advisors about University human subjects regulations before they begin any research activities which involve human subjects. Further information about these regulations is available from the Graduate College Office.

   In planning research projects which involve human subjects, students should consult appropriate
published codes regarding the protection of the rights of research participants. Such information should be requested from the Graduate College Office.

V. ANIMAL SUBJECTS IN RESEARCH

Texas A&M University-Kingsville takes responsibility for humane care and treatment of animals used in research projects. The university is committed to comply with the Principles for Use of Animals, the Guide for the Care and Use of Laboratory Animals, the provisions of the Animal Welfare Acts, and other applicable laws and regulations.

In planning research projects which involve animal subjects, students should consult the appropriate published guides for the care and use of laboratory or experimental animals. Such information may be requested from the Graduate College Office.

W. COPYRIGHTING THE THESIS/DISSERTATION

Primary authorship on manuscripts derived from a dissertation, thesis or research project must be agreed upon in writing by the mentor and the student prior to submission for publication. Data collected in the process of research shall be the mutual property of all collaborators unless otherwise stated in writing. It is the responsibility of the mentor to be proactive in this particular case and file any letter or agreement on a timely basis with the Graduate Office.

Student shall own the copyright on their theses or dissertations. Copyrighting of the thesis is at the option and is the responsibility of the student, but copyrighting of the dissertation is required. Copyrighting protects the thesis or dissertation from unauthorized copying. It is essential that every manuscript copy have a correct copyright notice. Any student who wishes to copyright should prepare a Copyright Page, which precedes all other pages of the thesis or dissertation and is neither counted nor numbered. The copyright notice should be presented in the center of the page as follows:

Copyright by

Your Name In Capital Letters

Date

All Rights Reserved

Doctoral students must copyright their dissertation. Arrangements for copyright privileges are made through University Microfilms when the student completes the appropriate section of the Agreement Form which may be obtained from the Graduate Office. The copyright fee, which is included in the diploma fee, covers the U.S. copyright fees as well as the costs to University Microfilms of the copies required by the Copyright Office. University Microfilms registers the claim in the author's name and returns the Registration of Claim to Copyright to the author.

When the copyrighting number is obtained, it should be forwarded by the author to the Acquisitions Department of the University Library so that it may be affixed to the dissertation.

X. UNIVERSITY MICROFILMS

For reproduction of a thesis or dissertation on microfilm, Texas A&M University-Kingsville participates in a program sponsored by the Association of Research Libraries and conducted by University
Microfilms, Ann Arbor, Michigan. University Microfilms retains master negatives of the films and a copy is given to the Library of Congress. Anyone may purchase a microfilm or photocopy from University Microfilms.

The author of a thesis or dissertation is required to sign an agreement which authorizes University Microfilms to microfilm and publish the abstract. Forms for this authorization are available in the Graduate College Office.

An extra copy of the thesis or dissertation is required to be submitted to the Graduate College to be sent to University Microfilms. However, this copy can be on Xerox paper; it does not need to be on approved thesis paper.

Y. RESEARCH PROJECT FOR PLAN II AND PLAN III

Students who are completing a Plan II or Plan III Graduate Research Project follow the same style and format guidelines as those for Theses and Dissertations with the following exceptions:

1. Submission of a "research proposal" may be optional; and

2. Copies of the Research Project are not required to be on 100 percent rag, 20 lb weight paper. The paper, however, must be of good quality, white, and 8 1/2 x 11 inches.

3. Microfilming of the Graduate Research Project is not required.

Plan II/III students will submit one complete, corrected copy of the Graduate Research Project to the Graduate College at least three and a half weeks before Commencement. The copy becomes the property of Texas A&M University-Kingsville. Graduate Research Projects will not be bound by the University.

The Graduate Research Project must be in a clasp envelope (not a folder). The envelope must be clearly identified on the outside as noted above under the section "Plan I Theses and Dissertations" (refer to page 15).

Z. RESPONSIBILITIES AND FUNCTIONS OF THE GRADUATE COUNCIL REPRESENTATIVE (GCR) ON THE DOCTORAL STUDENT'S ADVISORY COMMITTEE

(This section pertains to doctoral students only).

The Graduate Council Representative (GCR) is a nonvoting member of the doctoral student's Advisory Committee who is appointed by the Executive Committee of the Graduate Council and whose role is primarily but not exclusively procedural. The GCR has the same responsibilities as other members of the committee except for voting on the technical merits of the graduate work. The GCR is charged with (a) assuring that the doctoral student is treated fairly and impartially by his advisory committee; and (b) assuring that the quality of the dissertation is reasonable and consistent with the status of Texas A&M University- Kingsville as an internationally recognized research institution.

In order to satisfy these charges, the student is to provide the GCR with a copy of the degree plan, the dissertation proposal, and the dissertation in a timely manner. The following is a brief summary of functions and responsibilities of the GCR:

General Functions
The Graduate Council recognizes that a GCR will not possess technical expertise in all elements considered in research outside his or her field or specialization. Therefore, an individual serving as a GCR must exercise careful judgment in fulfilling the following general functions:

* reviewing the student's approved degree plan in order to gain familiarity with the nature of the student's program;

* reviewing for approval the student's proposal for the dissertation;

* ensuring that the oral portion of the preliminary exam and the final defense are conducted in a fair and unbiased, but also a thoroughgoing, manner;

* reviewing the student's dissertation in order to attest that it meets generally accepted standards of scholarship in terms of scope, technical style, etc.

* participating in additional Advisory Committee meetings which may be scheduled by the Chair of the Advisory Committee; and

* notifying the Office of Graduate Studies in writing of any irregularity in procedure at the time of the scheduled examination (e.g., the absence of a committee member) in order to obtain further instructions.

Responsibilities of the GCR to the Doctoral Student

* To participate in the student's preliminary and final oral examinations.

* To participate in the student's preliminary and final oral examination;

* To review documents such as the proposal and the dissertation in a timely manner; and

* To notify the Chair of the Executive Committee of the Graduate Council, if unable to be present at the examinations and called meetings of the Advisory Committee. The Executive Committee of the Graduate Council shall appoint a substitute.

Responsibilities of the Doctoral Student to the GCR

* To keep the GCR informed of progress toward the degree. The student should take the initiative in consulting with the GCR periodically to provide an update on progress and plans;

* To determine appropriate dates and times for examinations in consultation with the GCR, in order to assist the Chair of the Advisory Committee in scheduling the examinations (If a serious effort has been made, and three or more proposed times have been rejected, the student may request a change of GCR from the Graduate Office); and

* To provide a copy of the dissertation to the GCR before the final oral defense.

Z-1. SHORTENED JOURNAL FORMAT FOR THE THESIS

A more concise format which adheres closely to that of an actual journal article is fully acceptable as one of the options when completing the thesis. Writing in this format is by no means easier even though it may be less lengthy. In fact, it may well be more difficult. The program chair and student are probably the best judges of which format to follow so long as the format does not violate guidelines specific to individual departments/colleges. The following is an example of some of the differences between the more traditional thesis format and the shortened journal format:
Traditional thesis/dissertation format:

- A lengthier, comprehensive review of all literature related to the study-- usually requiring a separate chapter titled "Review of Literature;"
- Separate subheadings listing the purpose of the study, significance of the study, operational definitions, limitations, delimitations, research hypotheses, null hypotheses, etc.;
- A lengthier, more comprehensive "Introduction" section; and
- Inclusion of additional information throughout the narrative text, especially the "Appendix." This includes all data collected, specific instrumentation information, informed consent, and other, lengthier tables, etc.

Shortened journal format:

- A shorter review of only the literature which directly relates to the study-- usually the first part of the "Introduction" chapter, leading up to the statement of the purpose/problem and significance of the study;
- Operational definitions, limitations, delimitations, analysis of the data to test the research hypotheses, etc. is most commonly worked into the "Methods" section;
- All major sections are written more concisely. This results in a "shortened" format as compared to the more traditional style; and - Only the information the program chair thinks is necessary is included in the "Appendix" section. This shortens the final document considerably.

It is important to note that both options must still meet Thesis Manual requirements for preliminary pages, table of contents, typing, filler pages for binding, etc.

Z-2. COPYRIGHT AND AUTHORSHIP

1. Primary copyright privileges on a thesis or dissertation belong to the student investigator.

2. Primary authorship on manuscripts which may result from a thesis or dissertation must be clearly negotiated and agreed to in writing up-front by the mentor and student. It is the responsibility of the mentor to be proactive in resolving these matters before they may become a problem. A signed agreement from the mentor and student must be filed in the Office of Graduate Studies at the beginning of the student’s research experience. The agreement may be a part of the thesis proposal.
APPENDIX A

Sample Title Page for Theses
APPENDIX B

Sample Title Page for Graduate Research Projects
THE DEVELOPMENT AND IMPROVEMENT OF INSTRUCTION
FOR GRADUATE STUDENTS

A Graduate Research Project
by
JOHN PHILIP SMITHERS

Submitted to the College of Graduate Studies
Texas A&M University-Kingsville
in partial fulfillment of the requirements for the degree of

MASTER OF SCIENCE

May 19XX

Major Subject: Educational Administration
APPENDIX C

Sample Title Page for Dissertations
DESIGN AND DEVELOPMENT OF A FOUR DEGREE-OF-FREEDOM ROBOT

A Dissertation

by

DAVID H. GOOD

Submitted to the College of Graduate Studies Texas A&M University-Kingsville in partial fulfillment of the requirements for the degree of

DOCTOR OF PHILOSOPHY

May 19XX

Major Subject: Systems Engineering
APPENDIX D

Sample Dissertation Title Page
for Joint Doctoral Programs
A COMPARATIVE STUDY OF INTERDISCIPLINARY CURRICULUM
AND NON-INTERDISCIPLINARY CURRICULUM CLASSROOMS

A Dissertation
by
CONSUELO SEPÚLVEDA

Submitted to the College of Graduate Studies
Texas A&M University-Kingsville
and
Texas A&M University-Corpus Christi
in partial fulfillment of the requirements for the degree of

DOCTOR OF EDUCATION

May 19XX

Major Subject: Educational Leadership
MOUNTAIN LION POPULATION TRENDS
IN THE GUADALUPE MOUNTAINS

A Dissertation
by
BRANDY WELLS

Submitted to the College of Graduate Studies
Texas A&M University-Kingsville
and
Texas A&M University
in partial fulfillment of the requirements for the degree of

DOCTOR OF PHILOSOPHY

May 19XX

Major Subject: Wildlife Science
APPENDIX E

Sample Thesis Approval Page
ECOLOGY OF THE MEXICAN BLACKBEAR
IN CHIHUAHUA MEXICO

A Thesis
by
JACK H. WELLS

Approved as to style and content by:

Charles Doakes, Ph.D.
(Chairman of Committee)

Harold B. Morton, Ph.D.
(Member)

C. C. Jones, Ph.D.
(Member)

David Benner, Ph.D.
(Member)

D. F. Marle, Ph.D.
(Head of Department)

Alberto M. Olivares, Ph.D.
(Dean, College of Graduate Studies)

May 19XX
APPENDIX F

Sample Graduate Research Project Approval Page
THE DEVELOPMENT AND IMPROVEMENT OF INSTRUCTION
FOR GRADUATE STUDENTS

A Graduate Research Project
by
JOHN PHILIP SMITHERS

Approved as to style and content by:

Charles Doakes, Ph.D.
(Research Project Supervisor)

D. F. Marle, Ph.D.
(Head of Department)

Alberto M. Olivares, Ph.D.
(Dean, College of Graduate Studies)

May 19XX
APPENDIX G

Sample Dissertation Approval Page
A COMPARATIVE STUDY OF INTERDISCIPLINARY CURRICULUM AND NON-INTERDISCIPLINARY CURRICULUM CLASSROOMS

A Dissertation

by

CONSUELO SEPÚLVEDA

Approved as to style and content by:

___________________________________
Augustus Bednacek, Ed.D.
(Dissertation Chair)

___________________________________
Edith G. Morton, Ph.D.
(Member)

___________________________________
Carlos Dornbusch, Ph.D.
(Member)

___________________________________
Julian Chiu, Ed.D.
(Member)

___________________________________
D. F. Marle, Ph.D.
(External Member)

___________________________________
(Graduate Council Representative)

___________________________________
Alberto M. Olivares, Ph.D.
(Dean, College of Graduate Studies)

May 19XX
APPENDIX H

Sample Abstract Format
ABSTRACT

A Study of the Philosophy of Research from the Nineteenth Century to the Present Time

(May 19XX)

Donald Jay Lee, B.A., Central College; M.S., Pontiac College

Chairman of Advisory Committee: Dr. Jack M. Guy

The text of the Abstract starts on this line with a paragraph indentation. The Body is typed doubled spaced, and is consistent with the spacing style followed in the narrative text. The text of the Abstract must not exceed 150 (thesis and graduate research project) and 350 (dissertation) words in length. This is the first page to have a lower-case numeral iii at the bottom, center of the page.

(Note: Candidates for the Master's Degree do not include the Master's Degree on the Abstract page. Only degrees earned prior to the present degree are to be included).
APPENDIX I

Sample Formats, Table of Contents
Sample A: Inclusion of preliminary pages

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABSTRACT</td>
<td>iii</td>
</tr>
<tr>
<td>ACKNOWLEDGMENT</td>
<td>iv</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>v</td>
</tr>
<tr>
<td>LIST OF FIGURES</td>
<td>ix</td>
</tr>
<tr>
<td>CHAPTER I. INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>CHAPTER II. PROBLEM IDENTIFICATION</td>
<td>3</td>
</tr>
<tr>
<td>Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>Thermodynamics</td>
<td>5</td>
</tr>
<tr>
<td>Constitution</td>
<td>8</td>
</tr>
<tr>
<td>Problem Summary</td>
<td>14</td>
</tr>
</tbody>
</table>

Sample B: Omission of preliminary pages

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>CHAPTER</th>
<th>Page</th>
</tr>
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<tbody>
<tr>
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<tr>
<td>II. PROBLEM IDENTIFICATION</td>
<td>3</td>
</tr>
<tr>
<td>Mechanics</td>
<td>3</td>
</tr>
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<td>Thermodynamics</td>
<td>5</td>
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<td>Constitution</td>
<td>8</td>
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<tr>
<td>Problem Summary</td>
<td>14</td>
</tr>
<tr>
<td>III. SOLUTION ALTERNATIVES</td>
<td>15</td>
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</tbody>
</table>

>Note: The Tables of Contents must include a VITA in either case}
Sample A: Inclusion of preliminary pages

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
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<tbody>
<tr>
<td>ABSTRACT</td>
<td>iii</td>
</tr>
<tr>
<td>ACKNOWLEDGMENT</td>
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<td>TABLE OF CONTENTS</td>
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</tr>
<tr>
<td>LIST OF FIGURES</td>
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<td>LIST OF TABLES</td>
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</tr>
<tr>
<td>Second-Level Subheading</td>
<td>4</td>
</tr>
<tr>
<td>Second-Level Subheading (If Headings Are Long, Indent Runover Lines)</td>
<td>6</td>
</tr>
<tr>
<td>Second-Level Subheading</td>
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</tr>
<tr>
<td>Third-Level Subheading</td>
<td>10</td>
</tr>
<tr>
<td>First-Level Subheading</td>
<td>12</td>
</tr>
<tr>
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<td>APPENDIX A. TITLE OF APPENDIX</td>
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</tr>
<tr>
<td>APPENDIX B. TITLE OF SECOND APPENDIX</td>
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</tr>
<tr>
<td>VITA</td>
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</tbody>
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(Note: Right-hand justify the page numbers. It is not required to have main headings preceded by the word "CHAPTER").
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First-Level Subheading...........................................................................................................................................1
First-Level Subheading...........................................................................................................................................3

Second-Level Subheading.........................................................................................................................................4

Second-Level Subheading (If Headings Are Long, Indent Runover Lines).........................................................6
Second-Level Subheading.........................................................................................................................................9

Third-Level Subheading............................................................................................................................................10

First-Level Subheading............................................................................................................................................12

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APPENDIX J

Sample Thesis/Dissertation Oral Presentation
Announcement
To: Names (Thesis Committee Members) 
   and Department's Faculty

From: Name (Chair of Committee)

Date:

Re: Thesis Presentation by (Student's Name)

(Student's name) will present and defend his/her thesis on (day, date, time, and where).

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cc: Dr. Alberto M. Olivares, Dean 
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APPENDIX K

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