THESIS MANUAL

Instructions Concerning the Preparation of THESES and DISSERTATIONS

TEXAS A&M UNIVERSITY KINGSVILLE
RESEARCH AND GRADUATE STUDIES

FALL 2016

(Revised JUNE 2016 - LC)
FOREWORD

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 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 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 which only the experienced research advisor can assign, determine, and evaluate. In both cases, however, the format used for the dissertation and thesis is one and the same.

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

Dr. George Allen Rasmussen
Associate Vice President for Research and Graduate Studies

(Revised JUNE 2016)
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A. INTRODUCTION

This manual has been prepared by Research and Graduate Studies of Texas A&M University-Kingsville to assist students in the preparation of 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 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 uploading the document to ProQuest/UMI http://www.etdadmin.com/tamuk

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 Committee Chairperson, 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

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 abstract, title page, signature page, including the IRB approval letter if human subjects will be used for research, will be filed in the Graduate Office and in the department. Successful completion of the proposal may fulfill the requirements for
Thesis/Dissertation program students taking their first 3 semester hours of 5306/6306 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 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, Title Pages for Appendices, 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 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. Students may follow the style of a single scholarly journal well known in the major field.

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.

Students may also utilize an appropriate style guide such as the American Psychological Association (APA) or Modern Language Association (MLA).

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: Only a regularly published scholarly or professional journal is to be cited as a footnote at the bottom of page one of the thesis. Multiple journals are not allowed.

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.

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.

3. Photographs

Photographs with dark backgrounds should be avoided. Digital pictures must be of the quality accepted by journals in the student’s discipline. All photographs must observe the standard set margins.

4. Reductions

Reduction of tables, charts, figures, etc., must be large enough to be easily legible.
5. **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.

Color is acceptable in figures and tables.

**H. FORMAT**

1. **Typeface Specifications**

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. Uniformity and legibility of typeface are still the primary concerns with the 12 point size letter being standard. Script, italic, block or any other unusual typeface is not acceptable for the main body of the text (See Section I).

In most cases, the same type must be used throughout the thesis; mixing of type is not 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, is acceptable for titles and captions but should be used sparingly and with discretion.
2. **Justified Right-Hand Margins**

   Justified right-hand margins may be utilized in theses only with **standard internal spacing** (i.e. regular and consistent spacing between words in the text).

3. **Paper**

   A final hard-copy must be submitted for final approval by the Graduate Dean on regular copy paper. It is the responsibility of the student to secure original signatures of all committee members before submitting to the College of Graduate Studies for final approval. All committee members must be on the **graduate faculty**, and all signatures must be in black ink.

4. **Spacing**

   The narrative text should be typed 1 ½ 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.

5. **Margins**

   All typing must be 1 inch on the left, 1 inch on the right, and a 1 inch on the top and bottom of each page, except for the page number, which is placed one-half inch from bottom center of the page.

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

6. **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.
7. Placement of Page Numbers
   All page numbers 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. 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.).

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

1. Title Page

The Title Page for the thesis must follow the style, spacing, and form of the example shown in APPENDIX A.

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 B). When a joint doctoral program is involved, both institutions must be listed (see APPENDIX C).

(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.
2. **Approval Page**

The *thesis or dissertation* must have an Approval page with original signatures of all members of the Advisory Committee, the department chair (if required by the department, please visit your department chair for confirmation) 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.

**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."

*Note:* Chairman, Chairperson, Chairwoman, Chair may be used. Please check with your research advisor for their preference.

(5) If the Chair 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 Chair."

(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.
3. 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 200 (thesis) and 400 (dissertation) words in length. Abstracts generally do not have citations. Abstracts should succinctly summarize the content and scope of the thesis.

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 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, is 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.

4. Table of Contents

The Table of Contents indicates the major divisions (i.e., chapters or sections) and principal subheadings of the thesis 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 of the student's academic discipline can help 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 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

Each thesis must contain a formal reference section. The reference list should be accurate and the format should be consistent for each reference listed. 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. All supplementary material supplied in appendices must be within the margins and must be legible.

N. VITA PAGE

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

O. LAYOUT REVIEW

Students must submit an approved draft to Research and Graduate Studies for layout review. The best time to submit is on or before the final defense date.

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.
P. 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 Chair of Department (if required by 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.
   
   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 only.

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 and grammar.

Q. 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 at http://www.tamuk.edu/osr/IRB.html

In planning research projects which involve human subjects, students should consult appropriate published codes regarding the protection of the rights of research participants.
R. 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. Further information about these regulations is available at http://www.tamuk.edu/osr/IACUC.html

S. 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 UMI/ProQuest when the student completes the appropriate section of the Agreement Form via online.
T. 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 Graduate Dean. 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 dissertation proposal and final dissertation must be presented to all committee members at least ten working days before the scheduled presentation. This ten day policy can be waived if all committee members agree. The following is a brief summary of functions and responsibilities of the GCR.

General Functions

The Graduate Council is represented on a student’s dissertation committee by a Graduate Faculty member. This Faculty member may be outside the student’s major and minor areas. 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 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.
- Coordinating with the student and other committee members on dates/times for the proposal presentation and the final defense.
- Participating in additional Advisory Committee meetings which may be scheduled by the Chair of the Advisory Committee.
- 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 instructions.
Responsibilities of the GCR to the Doctoral Student

- 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.
- The student must provide the paper ten working days before the presentation. This ten day policy can be waived if all committee members agree.
- If unable to be present at the examinations and called meetings of the Advisory Committee, the GCR shall notify the Graduate Dean. The Dean shall appoint a substitute.

Responsibilities of the Doctoral Student to the GCR

- To keep the GCR informed of progress toward the degree, the student will provide the GCR with copies of the proposal and the dissertation ten working days before the presentation.
- To coordinate with the GCR with possible dates and times for preliminary and final oral examinations.
- To provide a copy of the dissertation to the GCR before the final oral examination (at least ten working days before the presentation).

U. 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. are 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, etc.

V. 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.

W. PLAGIARISM

Warning: Plagiarism is a serious violation of academic misconduct and students are subject to disciplinary action. For further information, refer to the Student Handbook.
http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf

With the final research project, thesis or dissertation, all students will be required to submit the first page of a Turnitin Similarity Index Plagiarism Report which has been signed by their research advisor.
APPENDIX A

Sample Title Page for Theses
ECOLOGY OF THE MEXICAN BLACKBEAR
IN CHIHUAHUA MEXICO

A Thesis
by
JACK H. WELLS

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 20XX

Major Subject: Range and Wildlife Management
APPENDIX B

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 20XX

Major Subject: Systems Engineering
APPENDIX C

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

A Dissertation by ROSALINDA MARTINEZ

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 20XX

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 20XX

Major Subject: Wildlife Science
APPENDIX D

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

A Thesis Proposal
by
JACK H. WELLS

Approved as to style and content by:

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

Harold B. Morton, Ph.D. (Member of Committee)
C. C. Jones, Ph.D. (Member of Committee)

David Benner, Ph.D. (Member of Committee)
D. F. Marle, Ph.D. (Chair of Department)

Mohamed Abdelrahman, Ph.D.
(Associate Vice President for Research and Graduate Studies)

May 20XX
APPENDIX E

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

A Dissertation Proposal by CONSEULO SEPÚLVEDA

Approved as to style and content by:

Augustus Bednacek, Ed.D. (Dissertation Chair)

Edith G. Morton, Ph.D. (Member of Committee)
Carlos Dornbusch, Ph.D. (Member of Committee)

Julian Chiu, Ed.D. (External Member of Committee)
D. F. Marle, Ph.D. (Graduate Council Representative)

Mohamed Abdelrahman, Ph.D. (Associate Vice President for Research and Graduate Studies)

May 20XX
APPENDIX F

Sample Abstract Format
ABSTRACT
{ 3 single spaces

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

commencement date } (May 20XX)
within parenthesis
Donald Jay Lee, B.A., Central College; M.S., Pontiac College
{ double space
Chairman of Advisory Committee: Dr. Jack M. Guy
{ 3 single spaces

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 200 (thesis) and 400 (dissertation) words in length. This is the first page to have a lower-case numeral iii at the bottom, center of the page.

Abstracts generally do not have citations. Abstracts should succinctly summarize the content and scope of the thesis.

(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. Do not bold the title of your abstract).
APPENDIX G

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

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<table>
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<td>LIST OF FIGURES</td>
<td>ix</td>
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<td>CHAPTER II. PROBLEM IDENTIFICATION</td>
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### Sample B: Omission of preliminary pages

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### III. SOLUTION ALTERNATIVES

(Note: The Tables of Contents must include a VITA in either case)

Sample A: Inclusion of preliminary pages

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APPENDIX H

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).

The title of his/her thesis is "__________________________." You are cordially invited to attend his/her presentation.

cc: Dr. Mohamed Abdelrahman
    Associate Vice President for Research and Graduate Studies