**Instructions Concerning the Preparation of**

**Theses and Dissertations**



College of Graduate Studies

**Revised in Fall 2025**

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**FORWARD**

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 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 manuscript is one and the same. All graduate work reflects the efforts of the students and their faculty mentors, and as published works also represent the University, so works of high caliber are to be produced.

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 Graduate Council has approved the manual.

Dr. Darin T. Hoskisson

Associate Vice President for Academic Affairs

and Dean, College of Graduate Studies

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 **CHAPTER 1. INTRODUCTION**

This manual has been prepared by the College of Graduate Studies of Texas A&M University-Kingsville to assist students and their Advisory Committees and Chairs in the preparation of theses and dissertations. Hereafter, the word “manuscript” will be used in this manual to refer to general instructions equally applicable to both 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 manuscript as a model because what is acceptable in one discipline might not be acceptable in another.

Graduate and doctoral students may publish materials intended for subsequent use as a part of the manuscript provided that the College of Graduate Studies 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.

This manual provides guidelines and templates to assist in the process of preparing a thesis or dissertation manuscript.

* 1. **Choice of Subject**

Selecting an appropriate research 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 students Graduate Research Committee Chairperson, and the entire Graduate Research Advisory Committee.

The finished manuscript 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 manuscript 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.

**1.2 Proposals: Preparation and Submission**

The research proposal is typically prepared and submitted the semester prior to the initiation of the student’s planned research. The research proposal is a description of the research, which the student intends to undertake in the completed manuscript. 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 to be submitted to the College of Graduate Studies includes the following: title page, proposal abstract, and signature page.

The proposal should include all of the research questions or hypotheses to be addressed in the narrative. All guidelines of style and format, which apply to the manuscript, apply to the proposal as well. These are outlined in the following sections of this manual.

Primary authorship on manuscripts that may result from a thesis or dissertation must be

clearly negotiated and agreed to in writing up-front by the mentor and student. 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 resolving these matters before they may become a problem. The agreement may be a part of the manuscript proposal.

**1.3 Parts of a Manuscript**

A manuscript ordinarily has three main parts: preliminary pages, the text, and supplementary pages. The last page of the manuscript is the VITA page.

**CHAPTER 2. PRELIMINARY PAGES**

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

**2.1 Title Page**

The title page for the manuscript must follow the style, spacing, and format of the template. There is no page number on the Title page (although it is considered as page i).

For the doctoral degree, the word “Dissertation” is used and for the Master’s degree, the word “Thesis” is used. When a joint doctoral program is involved, both institutions must be listed.

The full legal name of the student typed in capital letters, without initials and without designation of profession, military rank, or marital status is listed. The name on the manuscript 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 for College of Graduate Studies, as well as the student’s Advisory Committee.

The degree to be earned must be typed in capital letters.

The appropriate month and year when the degree will be awarded must be typed in upper and lower case letters, and it should be placed toward the bottom of the title page.

Major subject should be the last entry on the title page. The words MAJOR SUBJECT should be typed in capital letters followed by a colon and the major. The subject name or major should be typed in upper and lower case with the first letter of each word in upper case. This is title case format.

 **2.2 Signature Page**

The manuscript must include a signature page and list all members of the committee, the Department Chair (if required by the department, please visit your department chair for confirmation) and the Dean for College of Graduate Studies. All members should be on the Graduate Faculty.

Please refer to the signature page templates on the Graduate Studies website for the correct format.

The title of the manuscript is typed in capital letters, double-spaced (if more than one line in length), bold face, and centered within the margin. The title on the signature page must match the title on the title page. There is no page number on the signature page (although it is considered as page ii).

The full legal name of the student, typed in capital letters, without initials and without

designation of profession, military rank, or marital status is listed. The name on the manuscript 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 for College of Graduate Studies, as well as the student’s committee.

If the student has co-chairs, the status of each is listed as “Committee Co-chair”; neither

is designated as “Committee Chair.”

If the Department Chair of the student’s major department serves also as a member or as Chair or Co-chair of the student’s advisory committee, he or she must be listed only once in the signature page (for ex., Committee Chair and Department Chair, Committee Member and Department Chair).

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 signature page.

**2.3 Abstract Page**

The Abstract, which is placed immediately after the signature page, is the first numbered page iii. The heading is centered at the top of the page within the margins and is typed in capital letters and boldface. The text of the Abstract must not exceed 300 words for a thesis and 400 words for a dissertation. Abstracts generally do not have citations. Abstracts should succinctly summarize the content and scope of the manuscript.

The title of the manuscript is typed double-spaced below the word ABSTRACT in title

case format and double-spaced (if more than one line in length). The title on the Abstract must match the title on the title and signature pages.

The date of graduation (same date as shown on the Title page and the Signature page)

must be included on the Abstract page. It is placed double-spaced below the title. No parenthesis required.

The student’s full legal name, as listed on the Title and Signature pages, and the student’s

previous degree(s) and university name(s) are listed one double line space beneath the date of graduation. The degrees must be spelled out (for example, Bachelor of Science).

The name of the committee chair, or the names of the Co-chairs of the student’s advisory

committee, is listed one double space beneath the last line designating the student’s previous degree(s) and university name(s).

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

After listing the committee chair or co-chairs, you should hit the return key twice to

begin the narrative text of the Abstract. The paragraph should be indented and the text is typed double line space.

**2.4 Dedication and Acknowledgments Pages**

These two preliminary pages are optional. However, if you would like to include them, you would need a separate page for each. The headings are centered at the top of the page within the margins and are typed in capital letters and boldface. The text will begin double spaced after the heading and should be indented.

**2.5 Table of Contents (TOC)**

The Table of Contents heading is centered at the top of the page within the margins and is typed in capital letters and boldface. Double space after the heading and place the word Page (in sentence case format) above the page numbers. The word Page should be placed on each page of the TABLE OF CONTENTS.

The Table of Contents indicates the major divisions (i.e., chapters or sections) and principal subheadings of the manuscript and the beginning page number of each section.

Preliminary pages must be listed in the Table of Contents. The listings start with the Abstract page (iii) and must include all preliminary pages.

All major divisions of the narrative text (i.e., chapters or sections) and principal subheadings (up to two levels) 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 and Vita) must be listed in the Table of Contents with the exception of the appendices pages.

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 manuscript. All page numbers are right-hand justified in the Table of Contents.

**2.6 List of Figures (LOF) and List of Tables (LOT)**

Presentation of tables and figures referred to in the text should follow their first mention as soon as feasible. A table or figure may be placed centered on the text page itself, in which case the table or figure should be separated from the text by hitting the return key two times before and after a table or figure.

A full-page table or figure should be placed centered on the page following the first reference to it.

Each table or figure in the main body of the manuscript must have a separate number (in boldface) and a title and end with a period. 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 and font style as on the manuscript. Tables and Figures are to be numbered consecutively (for ex. 1, 2, 3, etc.) throughout the manuscript. A List of Figures page or a List of Tables page is not necessary if the manuscript contains only one figure or table.

Table or figure titles should follow the sentence case format (do not boldface). 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 manuscript. If not following a journal, the table designation and title should be placed on the same line above the table and it should be aligned with the left border of the table. If table title is more than one line in length, title should be double-spaced. For figures, the figure designation and title should be placed on the same line below the figure and it should be aligned with the left border of the figure. If figure title is more than one line in length, title should be double-spaced.

If tables or figures are 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.

If tables or figures are placed on a landscape page, the page numbers must be at the bottom of the page, NOT at the bottom of the table or figure.

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.

The word Figure must be spelled out in the List of Figures, in the figure name, and in the narrative text.

Double space after the heading and place the word Page (in sentence case format) above the page numbers. The word Page must be placed on each page of the LIST OF FIGURES and LIST OF TABLES.

On the LIST OF TABLES and LIST OF FIGURES page, the titles greater than one line in length should be single-spaced.

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

Color is acceptable in figures and tables.

**CHAPTER 3. 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.

**3.1 Chapter Designation**

Each chapter or section begins on a new page. The title of the chapter or section is typed in capital letters, boldface, and is centered at the top of the page.

Chapters are designated by Arabic numerals (1, 2, 3, etc.) used consecutively throughout the manuscript and followed by a period and then chapter title. The chapter designation (i.e., CHAPTER 1) in capital letters should be centered within the margins at the top of the page. The chapter title is also in capital letters and it will follow the chapter designation on the same line. All chapter titles of more than one line in length should be double-spaced.

Space and economic considerations of journals used as models for a manuscript often demand brevity in articles. The more expanded presentation of a manuscript 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.

**3.1.1 Subdivisions**

Subdivisions also called sub-headings within chapters do not begin on a new page. Level One headings should follow the title case format and should be left justified. Level Two headings should follow the sentence case format and should be left justified.

**3.2 Style**

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

If using a scientific professional journal as a model for style and format, it must be noted both in the proposal and in the manuscript, at the bottom of the first page where this format is used. If using multiple journals, for instance, a new one for each chapter, make note on the *first page* of each new format. This single-spaced statement should be separated from the text by placing it in the *left side of the footer*. This statement does not require a superscript number or symbol of any kind. The guidelines for each journal used must be submitted with the manuscript.

The completed manuscript 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 College of Graduate Studies 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 manuscript. 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 manuscript. These instructions are for the convenience of the editors and printers of a journal and do not necessarily apply to the format of a manuscript.

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

No one should assume that these instructions answer all the questions pertaining to style and format, which may arise during the preparation of a manuscript. Many excellent published and commercial manuals and handbooks are available for this purpose.

NOTE: Only a regularly published scholarly or professional journal that is approved by the students advisory committee is to be cited as a footnote at the bottom of the first page of a chapter.

**3.3 Format**

**3.3.1 Font specifications**

Even when a journal is used as the model for the manuscript, the student must not attempt to copy the journal’s use of various sizes and styles. Uniformity and legibility of typeface are still the primary concerns. TAMUK manuscripts are to use the Times New Roman font style at a size of 12 points throughout.

In most cases, the same font style must be used throughout the manuscript; mixing of font styles is not acceptable. 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 but should be used sparingly and with discretion. Boldface type is required for chapter titles and all section headings.

Text color will be 100% black throughout.

**3.3.2 Justified right-hand margins**

Justified right-hand margins are not acceptable. You cannot block the narrative text.

**3.3.3 Page margins**

All narrative text, figures, and tables must fit within a 1-inch margin on all four sides of a page. The page number is to be set inside the page footer, centered, one-half inch from the bottom of each page that is numbered.

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

**3.3.4 Line spacing**

The narrative text should be typed with double spacing throughout. Mixing spacing types is not acceptable. Double space is used between paragraphs.

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.

**3.3.5 Pagination**

Every page in the manuscript except the Copyright page, Title page and the Signature page must be numbered. The Title page is considered as page “i” and the Signature page is considered as page “ii”, but no pagination numerals are shown on these two pages.

All page numbers should be centered and placed at ½ inch from the bottom of the page inside the Footer. All page numbers should be 12 point font size.

***3.3.5.1 Preliminary pages***. Lower case Roman numerals (iii, iv, v, vi, etc.) are used to number the preliminary pages. The first numbered page is the Abstract page, which is numbered “iii”, and follows the unnumbered Title page and Signature page.

***3.3.5.2 Text and supplementary pages****.* Arabic numerals (1, 2, 3, etc.) are used in numbering all narrative text and supplementary pages. The first page of the narrative text begins with the numeral 1, and the numbering runs consecutively with the last numbered page being the VITA page.

**3.3.6 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. For each picture (image of a person) that is not the author’s image, the thesis student/author must obtain a signed consent form from each individual and the thesis chair will be the keeper of the form(s). The signed consent form(s) must be retained for at least three years.  That is University policy.

**3.4 Acronyms**

When using an acronym, the acronym must be spelled out when mentioned for the first time in the manuscript (for example, TABLE OF CONTENTS (TOC). Once it has been spelled out, the acronym may be used in the narrative text.

**CHAPTER 4. SUPPLEMENTARY PAGES**

**4.1 References and Appendices**

Each manuscript 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 manuscript.

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.

The word REFERENCES is centered at the top of the page within the margins, boldface, and is typed in capital letters. If you are using the common citation method in the text with multiple authors and using et al. It should always be used in the following circumstances: 1 for parenthetical (Author et al., 2020), in the narrative “Author et al. (2020) suggested…” A period would follow al. at all time and the, is used in the parenthetical case and no comma in the narrative.

Some departments encourage the use of an Appendix for such items as raw data, problems encountered, and other information which should be in a manuscript, but which might not be appropriate for a journal article. Appendices may be added to the end of a manuscript. All supplementary material supplied in appendices must be within the margins and must be legible.

The appendix designation is in alpha order (A, B, C, etc.). The appendix designation and title should be centered at the top of the page within the margins, boldface, and is typed in capital letters.

The appendices is not required to be listed on the Table of Contents.

# **4.2 Vita Page**

A brief biographical sketch of the student is required as a part of each manuscript. This biographical sketch is called a VITA. The title “VITA” is typed in capital letters, boldface, and centered at the top of the page. The VITA page is the last numbered page in the manuscript 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. Do not include personal information like date of birth or permanent address. We recommend that the VITA not exceed one page in length.

**CHAPTER 5. MANUSCRIPT SUBMISSION**

**5.1 Initial Draft**

The student should work closely with his/her committee and Committee Chair to prepare and revise the manuscript. Committee member edits should be resolved prior to any submission to the College of Graduate Studies.

**5.2 Final Draft**

Upon a successful defense, the student must submit the appropriate DocuSign forms.

After successfully defending the final thesis/dissertation and completing all committee member edits, the final manuscript must be uploaded to the One Drive as a Word doc by the student by no later than the set deadline which are posted on the Graduate Studies website. The link to the One Drive will be posted on the Graduate Studies website [www.tamuk.edu/grad](http://www.tamuk.edu/grad) under the Current Graduate Students tab then click on Final Graduation Requirements.

**5.3 Layout and Content Review**

The College of Graduate Studies will begin the layout and content review immediately. We have one week to complete the reviews and return the manuscript to the student via email so that the student can work on the edits. The students have one week to complete their edits and email the corrected copy to graduatestudies@tamuk.edu (College of Graduate Studies). After receiving the corrected copy, we will begin to do comparison reviews to make sure the students made all of the required revisions. If the student still has revisions, we will email it back and the student may have one or two days to complete the second round of revisions.

Manuscripts that have been approved by the student’s committee and the Dean for College of Graduate Studies, after all corrections have been made, will be uploaded to ProQuest by the student. The student will receive an email with the final word document attached and instructions on how to submit to ProQuest.

The manuscript must be uploaded to ProQuest prior to graduation. If the manuscript is not submitted to ProQuest, the student will not graduate.

**5.4 Copyright**

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

The student shall own the copyright on their thesis or dissertation. Copyrighting of the manuscript is at the option and responsibility of the Master thesis student, but copyrighting of the dissertation is required. Copyrighting protects the manuscript 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 manuscript and is neither counted nor numbered. The copyright notice should be presented in the center of the page as follows:

Copyright by

Student’s 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.

Since a manuscript 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 manuscript. In special cases where acknowledgement of source is sufficient, it should be clearly noted.

**CHAPTER 6. RESEARCH COMPLIANCE**

**6.1 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 manuscript 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/Research-Compliance/RC-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.

# **6.2 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 Animal Welfare Act, 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/Research-Compliance/RC-IACUC.html>.

# **CHAPTER 7. GRADUATE COUNCIL REPRESENTATIVE (GCR) RESPONSIBILITIES AND FUNCTIONS 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 student’s advisory committee treats the doctoral student fairly and impartially; 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:

* + 1. Reviewing the student’s approved degree plan in order to gain familiarity with the nature of the student’s program.
		2. Reviewing the student’s proposal for the dissertation.
		3. Ensuring that the oral portion of the preliminary exam and the final defense are conducted in a fair and unbiased manner.
		4. Reviewing the student’s dissertation in order to attest that it meets generally accepted standards of scholarship.
		5. Coordinating with the student and other committee members on dates/times for the proposal presentation and the final defense.
		6. Participating in additional advisory committee meetings, which may be scheduled by the Chair of the Committee.
		7. Notifying the College 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.
	1. **Responsibilities of the GCR to the Doctoral Student**
1. To participate in the student’s preliminary and final oral examination.
2. To review documents such as the proposal and the dissertation in a timely manner.
3. The student must provide the manuscript ten working days before the presentation. This ten-day policy can be waived if all committee members agree.
4. 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**

1. 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.

1. To coordinate with the GCR with possible dates and times for preliminary and final oral examinations.
2. To provide a copy of the dissertation to the GCR before the final oral examination (at least ten working days before the presentation).

# **CHAPTER 8. JOURNAL FORMAT FOR THE MANUSCRIPT**

 Students can choose a journal format for their thesis or dissertation if their committee chair agrees. This format will follow the style of the professional journal the student will submit the paper for publication. Writing in this format is by no means easier. The program chair and student are probably the best judges of which format to follow so long as the format does not violate guidelines required by graduate studies. The following is an example of some of the differences between the more traditional manuscript format and the journal format.

* 1. **Traditional Manuscript/Dissertation Format**

1. A comprehensive review of all literature related to the study—usually requiring a separate chapter titled “Review of Literature”;

2. Separate subheadings listing the purpose of the study, significance of the study,

 operational definitions, limitations, delimitations, research hypotheses, null

 hypotheses, etc.;

3. A lengthier, more comprehensive “Introduction” section; and

4. 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.

* 1. **Journal Format**
		1. A chapter would be the journal paper to be submitted. This would normally be 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;
		2. Operational definitions, limitations, delimitations, analysis of the data to test the research hypotheses, etc. are most commonly worked into the "Methods" section;
		3. Only the information the program chair thinks is necessary is included in the "Appendix" section. This shortens the final document considerably.
		4. It is important to note that both options must still meet Manuscript Manual requirements for preliminary pages, table of contents, typing, etc.
		5. A manuscript that has more than one journal paper to be submitted must include a separate introduction chapter and a separate conclusion. The introduction chapter would briefly state why the articles are related and important to study. The short conclusion would explain the importance of the relationship between the findings of the different chapters.

The journal that is being used should be referenced in the first chapter at the bottom of the page. In addition, the journals format instructions must be scanned and inserted at the end of the manuscript after your Vita page. (These pages will be removed after the final edit process). If the guidelines are not included, the manuscript will be returned.

**CHAPTER 9. 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, manuscript, or dissertation, all students will be required to submit the first page of a Turn It In Similarity Index Plagiarism Report that has been signed by their research advisor and the entire turn it in report through DocuSign.

**CHAPTER 10. CONCLUSION**

We have included a checklist summarizing some of the most common format errors. It does not include each and every format requirement. You have to read the manual for guidance on how to format your manuscript. One important matter that we would like to stress on is regarding consistency. You must be consistent with the formatting of your manuscript.

Throughout the manuscript, we mention you need to use title case or sentence case format for headings. Title case format means the first letter of each word (greater than four letters) is typed in capital letters. Sentence case format means only the first letter of the first word is typed in capital letters.

To avoid several rounds of revisions, you must take time to review your manuscript format. When we send you the revisions, we recommend that you double or triple check to ensure you corrected all the errors before re-submitting the corrected copy.

**CHECKLIST OF MOST COMMON ERRORS TO AVOID**

**General**

1. [ ]  Font: Times New Roman; 12 points.
2. [ ]  Content start at top of the page i.e. 1-inch margin.
3. [ ]  ALL the content within the 1-inch margin.
4. [ ]  One-tab (5 spaces) indentation for all new paragraphs.
5. [ ]  No extra spacing between the paragraphs.
6. [ ]  ALL Titles, Figures, Tables & Page No. should match with the TOC, LOF, LOT.

**Preliminary Pages**

1. [ ]  Title format for all preliminary pages.
	1. [ ]  Boldface page headings (ABSTRACT, ACKNOWLEDGMENTS, etc.)
	2. [ ]  Start at top of the page i.e. 1-inch margin.
	3. [ ]  Dissertation/Thesis title in ALL CAPS for title page, signature page.
	4. [ ]  Dissertation/Thesis title on Abstract page Title Case Format.
2. [ ]  No page numbers for title page, signature page, copyright page (*If any*). Abstract start

 from page iii.

1. [ ]  Proper spacing in title page and Abstract page. (Refer to template)
2. [ ]  Word “Page” as page number column title in each page of TOC, LOF, LOT.

**Narrative Text**

1. [ ]  Line spacing of 2.0 throughout the manuscript.
2. [ ]  Sub-headings.

5.1 [ ]  Level-1: Title case format. Left aligned.

5.2 [ ]  Level-2: Sentence case format. One-tab (5 spaces) indentation.

5.3 [ ]  Level-3: Sentence case format. Italicized.

1. [ ]  Figures/Tables placed after first reference in the text.
2. [ ]  Add column titles for Table(s) continuing to next page. (*If any*)
3. [ ]  Add “Table # Continued” for Table(s) continuing to next page. (*If any*)
4. [ ]  Full spelling of acronyms when first used in text.

**Supplementary Pages**

1. [ ]  References – Double-spaced; double check if all references are cited correctly.
2. [ ]  Appendices - Optional.
3. [ ]  VITA - Last page of the manuscript.