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[A Thesis / A Dissertation (pick one)]

by

Submitted to the College of Graduate Studies

Texas A&M University-Kingsville

in partial fulfillment of the requirements for the degree of

Major Subject:

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[A Thesis / A Dissertation (pick one)]

by

FIRST NAME LAST NAME [CENTERED; ALL CAPS SAME AS TITLE PAGE]

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| First Name Last Name, Ph.D.Committee Chair |

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| First Name Last Name, Ph.D. Department Chair |  |  | Darin T. Hoskisson, Ph.D.Associate Vice President for Academic Affairs and Dean, College of Graduate Studies |

Month and year of your graduation *Note: Department Chair is optional depending on your department*

**ABSTRACT**

Manuscript Title in Title Case Format

[Graduation Term ex., May/August/December 20XX]

Student Name, Undergraduate and/or Graduate Degree(s) [Spelled Out]

University Name(s)

Chair of Advisory Committee: Dr. Chair Name

 Indent one tab and start typing. Type up to 300 words for a thesis abstract and up to 400 words for a dissertation abstract. Be sure the tense has been updated from future tense in the proposal stage to past tense since you have now done the research activities.

**There should only be one Abstract in this document, located after the Signature Page. It should summarize the research and findings in your thesis/dissertation manuscript. Your Abstract must not include formal citations, images, or complex equations.**

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**The Dedication page is optional and should be no longer than one page.**

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**ACKNOWLEDGEMENTS**

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**The Acknowledgements page is optional and limited to four pages. It follows the Dedication page (or Abstract, if no Dedication). It is in the same font style as the main text. The vertical spacing, paragraph style, margins, and right alignment are also the same as used in main text. You must use complete sentences.**

**DELETE THIS PAGE IF NOT INCLUDING ACKNOWLEDGEMENTS**

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 (*Sample Wording*)

I would like to thank my committee chair (insert name) and my committee members (insert names) for their guidance and support throughout the course of this research.

Thanks also go to my friends and colleagues and the department faculty and staff for making my time at Texas A&M University-Kingsville a great experience.

Finally, thanks to my mother and father for their encouragement and to my wife/husband for her/his patience and love.

**CONTRIBUTORS AND FUNDING SOURCES**

Begin Typing Here

**Contributors Section: Consists of two sections. Part 1 will name all members of the thesis or dissertation committee. Part 2 will acknowledge individual student contributions and/or the contributions of others.**

**Funding Section: Include all support that was provided by the university, or any other source, to conduct your thesis or dissertation research and compilation. If you received no funding, state that here.**

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*(Sample Wording)*

**Contributors**

This work was supervised by a thesis (or) dissertation committee consisting of Professor XXXX [advisor – also note if co-advisor] and XXXX of the Department of [Home Department] and Professor(s) XXXX of the Department of [Outside Department].

The data analyzed for Chapter 3 was provided by Professor XXXX. The analyses depicted in Chapter 4 were conducted in part by [name] of the Department of [department name] and were published in (year).

 All other work conducted for the thesis (or) dissertation was completed by the student independently.

**Funding Sources**

Graduate study was supported by a fellowship from Texas A&M University-Kingsville and a dissertation research fellowship from XXX Foundation.

This work was also made possible in part by [funding source] under Grant Number [insert grant number]. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the [name of awarding office].

**NOMENCLATURE**

Begin Typing Here

**This optional list may be placed in the following places: before the Table of Contents, as the last preliminary page, after the main text, or as an Appendix. The list is in the same font style as text.**

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*(Sample Nomenclature)*

HSUS Humane Society of the United States

LOF List of Figures

LOT List of Tables

NSF National Science Foundation

P Pressure

T Time

TOC Table of Contents

TEA Texas Education Agency

TxDOT Texas Department of Transportation

**TABLE OF CONTENTS**

**TABLE OF CONTENTS 01 – SECTION METHOD**

**INCLUDE UP TO TWO LEVELS OF HEADINGS**

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CHAPTER 1. [CHAPTER 1 TITLE GOES HERE (ALL CAPS)] 1

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2.2 Level One Heading in Title Case Format #

2.3 Level One Heading in Title Case Format #

CHAPTER 3. [CHAPTER 3 TITLE GOES HERE (ALL CAPS)] #

3.1 Level One Heading in Title Case Format #

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3.3 Level One Heading in Title Case Format #

3.4 Level One Heading in Title Case Format. If Level One Heading is lengthy and

 Page

 continues to the next line, you will single space and indent #

CHAPTER 4. [CHAPTER 4 TITLE GOES HERE (ALL CAPS)] #

4.1 Level One Heading in Title Case Format #

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5.1 Level One Heading in Title Case Format #

5.2 Level One Heading in Title Case Format #

 5.2.1 Level two heading in sentence case format #

 5.2.2 Level two heading in sentence case format #

REFERENCES #

VITA #

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**You may try an auto-formatted ToC, but are responsible for ensuring that the auto-formatting does not change text from 12 points Times New Roman or change the color from 100% black.**

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**LIST OF FIGURES**

Page

[Figure 1. Example portrait. 4](#_Toc63176601)

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**LIST OF TABLES**

Page

Table 1. Table title in sentence case format. #

Table 2. Table title in sentence case format #

Table 3. Table title in sentence case format. #

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**CHAPTER 1. FORMATTING**

## 1.1 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 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.

## 1.2 Justified Right‐hand Margins

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

## 1.3 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. Single spacing is also used in the TOC, LOF, and LOT for titles more than one line in length.

## 1.4 Page Margins

All body 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, figures and tables in the manuscript must conform to the margin requirements in every way.

## 1.5 Pagination

Every page in the manuscript except the Copyright page, Title page and the Signature page must be numbered. The Title page is considered to be page “i” and the Signature page is considered 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.

**1.5.1Preliminary 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.

**1.5.2Text 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.

## 1.6 Manuscript

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.

 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.

# **FIGURES AND TABLES**

![MP900449104[1]]()

Figure 1. Example portrait.

**REFERENCES**

Begin References Here

**References can be located at the end of the main text (here) or at the end of each chapter. The reference list should be consistent, accurate, and complete. We recommend using single spacing within each citation and double space between each new reference. The reference list should be organized either by number or by author’s last name.**

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**APPENDIX A**

**insert appendix title here**

Place text, figures or tables here. If you have more than one appendix, the format is the same and the appendix designation follows the alpha order. You do not have to list the appendix in the Table of Contents, and you do not have to list the appendix tables or figures in the List of Tables and List of Figures.

Delete this page if not using appendices.

**VITA**

Center your name here in Title Case Format

(DO NOT include personal information)

Begin text here.