



THESIS AND DISSERTATION SUBMISSION GUIDE

Summer 2019



Prepared by:
COLLEGE OF GRADUATE STUDIES
LAMAR UNIVERSITY



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If you have questions about this guide or any part of your manuscript preparation and submission, please contact:

Thesis and Dissertation Editor
The College of Graduate Studies
Wimberly 2nd floor, Suite 219
(409) 880-8230 * gradeditor@lamar.edu
lamar.edu/graduate-studies

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Introduction

Congratulations on reaching this stage in your academic program! You are beginning preparation of your master's thesis or doctoral dissertation for final submission to Graduate Studies. The following guidelines apply equally to theses, field studies, and dissertations.

The purpose of this guide is to acquaint you with the requirements of the Lamar University College of Graduate Studies for the formatting of theses or dissertations. It is your responsibility to follow these guidelines. The language of your submission should be clear and free from jargon; the grammar should be perfect, and the style, format, and quality must meet requirements stated in this guide. **Graduate Studies reserves the right to refuse any thesis or dissertation that does not observe the guidelines found within.**

The contents of this document will save you heartache, headache, irritation, and delay if you will read them thoroughly and completely, follow the directions carefully, and adhere to all standards and requirements.

We require that a preliminary copy of the master's thesis or doctoral dissertation, along with the approval to edit form (Appendix G), be emailed to the Editor at gradeditor@lamar.edu on or by the first draft deadline of the semester so that it may be edited for formatting problems and specifications. More details about the editing process follow in this guide. Graduate Studies must approve all document formatting before we accept your final submission for binding. Most students require multiple editing checks before submission is approved. Students are often surprised to learn how much additional work and preparation the final document requires.

Graduate Studies requires that you attend a workshop before submitting your preliminary copy to the editor. You may attend a face-to-face workshop or view a screencast in Blackboard to fulfill this requirement. Dates of the workshops are posted in this guide and on the Graduate Studies web site during the first week of class each semester at <https://www.lamar.edu/graduate-studies/calendar-of-events-and-deadlines.html>. The workshop is designed to give you an idea of accepted formats and styles and to create the basic layout of your document. You will have the opportunity to ask questions of Graduate Studies staff who oversee the thesis process.

One last time: read this guide in its entirety as you format your thesis or dissertation document. You should never, under any circumstances, use a previous master's thesis or doctoral dissertation as a model for your paper.

Documentation and Deadlines: Quick Reference for Summer 2019

Please remember that deadlines are crucial, because your thesis/dissertation does not only affect you. Your work will impact the College of Graduate Studies, the Records Department, the Registrar's Office, the Cashier, Financial Aid, International Student Services, and your department's administrative staff. We are all working to our own deadlines, so you absolutely must meet yours. Thanks in advance! ☺

Please also visit <https://www.lamar.edu/graduate-studies/calendar-of-events-and-deadlines.html>

June 6th- 24th:	Apply for graduation online through Self Service Banner
June 4 th , 5 th , 6 th :	Thesis-Dissertation workshop
July 1st:	Deadline to submit the first complete version of your electronic thesis and approval to edit form (Appendix G) to gradeditor@lamar.edu . Early submissions are welcome but must be complete, read by your committee, and accompanied by the same form.
June 24th - Aug 7 th :	Oral exams and thesis/dissertation defense period
July 8th:	Deadline for comprehensive written exams
Aug. 5th:	Many deadlines today! <ul style="list-style-type: none">○ Pay your binding fee to the cashier○ Deliver signature page (one copy only) to Wimberly 219○ Submit the final, fully-corrected electronic version of your thesis or dissertation to gradeditor@lamar.edu○ Submit your thesis/dissertation to ProQuest (Appendix H)

Style Guides

All theses and dissertations must conform to an accepted style manual that sets the disciplinary guidelines for references, tables, figures, citations, headings, quotations, etc. The thesis or dissertation must conform to ONE style manual approved by the Lamar University Graduate Council. You should consult the style book accepted in your specific field of study (**note: it is not the editor's responsibility to teach you to use your style guide; if you do not know, then you should hire a professional editor to work with you throughout the writing process**).

See our website for more [style guide resources](#). Theses or dissertations that appear to use more than one style will be returned to you for correction. The following style manuals have been approved by the Lamar University Graduate Council and are available at most bookstores:

- **ACS**, 3rd edition (Chemistry, ChemEng)
- **APA**, 6th edition (used by many disciplines at LU)
- **Chicago**, 17th edition (used by many disciplines at LU)
- **MLA**, 8th edition (English and Modern Languages, humanities)
- **LaTeX** (for mathematics – software is available through your department)

Theses or Dissertations Consisting of Published/Publishable Articles and/or Co-Authored Works

Manuscript Style vs. Published/Publishable Papers Style

Manuscript style is the regular style of a thesis or dissertation in which the thesis or dissertation is intended to be a whole work that stands together from one chapter to the next. Published/Publishable Papers style is intended for theses or dissertations where multiple individual works are compiled into a single entity. Each chapter in this style must be able to stand on its own as a complete work.

Published/Publishable Papers Style

If you wish to reuse your published work without significant modification, you must use this style. **If you are contemplating this type of submission, you should seek the approval of your thesis or dissertation chair before beginning the project.** You should also check with your department head or program director to confirm that there are no program restrictions that will apply. You need to be aware that some departments/programs have very strict rules about submitting this type of dissertation, and some departments/ programs do not allow it. For complete information and guidelines on using this type of submission, contact the Graduate Editor.

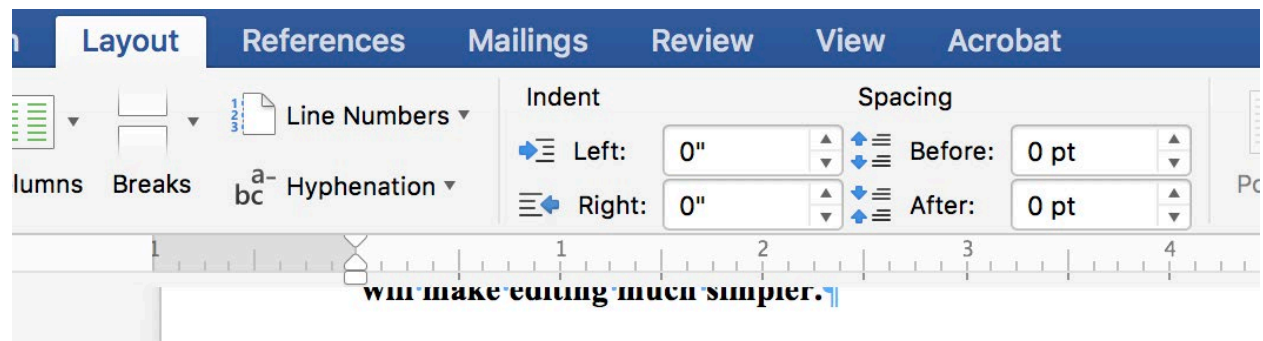
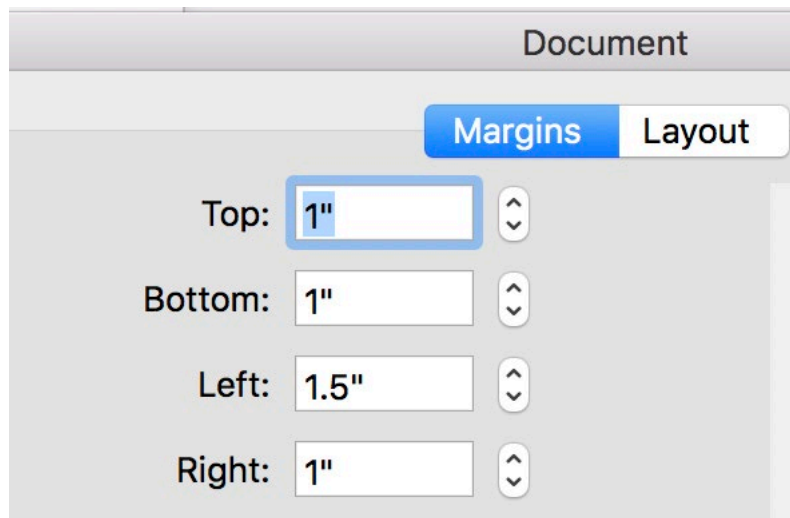
Graduate Studies reserves the right to reject a thesis or dissertation based on the use of an inappropriate style guide or the handling of style based on the discipline's accepted style. Most importantly, whatever you do in terms of style and formatting, do it consistently; this will make editing much simpler.

Formatting Your Document

Note on all aspects of document formatting: The Graduate Editor insists that you **build your document manually instead of using "shortcuts"** in Microsoft Word. Those shortcuts and/or templates will actually cost you time in the end, as they will result in a document that is very difficult or impossible to edit. The editor will return any and all documents **that use a template of any kind**; again, you should build and format your document manually so that the editing process is much cleaner. The Thesis-Dissertation Workshop has been designed to allow time to set-up the foundation of your document while the Grad Editor is available to help and answer questions. It is to your advantage to attend a face-to-face offering of this workshop. If you need additional help learning to use Microsoft Word to build your document, you should schedule a 30-minute appointment with the Lamar University Writing Center, where a tutor can show you how to avoid using the shortcuts.

BEFORE YOU BEGIN BUILDING THE DOCUMENT:

Change the default settings in Microsoft Word! Set your margins to one inch all around, except for the left margin, which is 1.5." Change the paragraph settings so there is no extra space before or after paragraphs (see screen shot below). This will help correctly space the text and the tables and figures in it.



Abstract

All theses and dissertations must contain an abstract. **The abstract for a master's thesis or doctoral dissertation must be double-spaced and is limited to 350 words, without exception.** On the abstract page, insert the word "ABSTRACT," centered, in uppercase letters, on the first line at the top of the page (see Appendix D). Double space and then insert the thesis or dissertation title, centered, in uppercase letters. Double space again and insert the word "by" in lowercase letters, centered. Then, double space and insert the author's name, capitalized normally, and centered.

Appendices to the Document

If you use appendices, they should follow your list of references. Each appendix/type of appendix should have a heading and a title, e.g. Appendix A: Copyright Permissions Obtained, Appendix B: IRB Approval Letter, etc.

Appendix A should be preceded by a list of appendices formatted as follows:

Chapter Headings and Titles

Format your chapter headings and titles (both as level 1) as follows in the body of the document (this specification supercedes all style manuals):

Chapter 1

Introduction

1.

Detailed Arrangement of the Master's Thesis or Doctoral Dissertation

Theses and dissertations should be arranged as follows. Be aware that some of these sections may not be required, depending on the content of your document.

Front Matter

- Blank Page (**unnumbered**)
- Title Page (**counted, but not numbered**)-see Appendix A
- Signature Page (**no page number**) –see Appendix B
- Copyright Page (**counted, but not numbered**) - see Appendix C
- Abstract Page (**no page number**) - see Appendix D
- Acknowledgments (optional) (**iii**) - see Appendix E
- Table of Contents (**iv or iii, if no acknowledgements**) - see Appendix F
- List of Tables (if used) (**v**)
- List of Figures (if used) (**vi**)
- List of Plates (if used) (**vii**)
- Abbreviations, glossary (optional)

Front Matter pages are numbered in lowercase Roman numerals, centered, at the bottom of each page, beginning on the ACKNOWLEDGEMENTS page, which is numbered page iii. (See Blackboard Thesis-Dissertation Module, Screencast “Front Matter and Pagination How-to” for assistance.)

Main Body of the Thesis or Dissertation

On the first page of the first chapter, begin page numbering with Arabic numerals preceded by author’s last name, and continue consecutively through the back matter of the thesis or dissertation. Do not skip any pages within the body of the thesis or dissertation. (See Blackboard Thesis-Dissertation Module, Screencast “Front Matter and Pagination How-to” for assistance.)

Back Matter Section

- References, Works Cited, or Bibliography (depending on style manual used)
- Appendix/Appendices (**IRB** and **survey instrument** if used)
- Biographical Note (optional)
- Blank Page (unnumbered)

Headers/Headings in the Text

Running headers are not allowed. Headings (i.e. chapter title headings, section headings, etc.) must be formatted consistently throughout, according to the style guide being used. Pay close attention to consistent placement, bolding, and capitalization of each heading. All headings and subheadings in the document should also be listed in the Table of Contents. The wording, punctuation, and capitalization should be exactly the same in each location in which the headings appear.

Justification

The entire document is **left-aligned** (not justified), with the exception of the cover page.

List of Figures

The list of figures FOLLOWS the list of tables in the front matter and is formatted as:

List of Figures		
Figure		Page
Figure 1.	Depiction of Kaplan's (1995) ART versus Ulrich's (1983) SRT	5
Figure 2.	Approaches to Linkage Between Task Demand, Resource Decline, Performance, and Stress. (Kaplan, 1995, p.179)	12
Figure 3.	Mediational Analysis Model Using Digit Span to Measure Attention and State Affect Stress Scale to Measure Stress	31
Figure 4.	Mediational Analysis Model Using Digit Span to Measure Attention and ZIPERS to Measure Stress	34

List of Tables

The list of tables FOLLOWS the Table of Contents in the front matter and is formatted as:

List of Tables		
Table		Page
Table 1.	Factor Analysis of State Affect Scale	20
Table 2.	ANCOVA Summary Table for Effects of Type of Environment (ENV) and Fascination Level (FASC) on Digit Span score, controlling for Virtual Reality Discomfort (VRD)	26
Table 3.	ANCOVA Summary Table Testing the Effects of Type of Environment (Nature Vs. Urban) and Fascination Level (High vs. Low) on State Affect Stress score	27

Margins

All pages of your document must use the following margins:

Left:	1½ inch
Right:	1 inch
Top:	1 inch
Bottom:	1 inch

Note: This requirement supersedes the APA style recommendations.

Page Numbering and Placement

Pages preceding the first page of Chapter 1 are “front matter.” The front matter pages must be numbered using lowercase Roman numerals (i, ii, iii, iv, v, etc.). Page numbering begins with the ACKNOWLEDGEMENTS page (Appendix E), numbered as page iii. All remaining pages in the front matter should be consecutively numbered. Page numbers are placed in the Footer section at the bottom center of the page and ½ to ¾ inch from the bottom of the page.

Page numbering in the main body of the document begins with chapter one, page one. Page numbers must be placed in the header section in the upper right corner of the page. All pages must be consecutively numbered with Arabic numerals (i.e., 1, 2, 3, etc.) preceded by the author’s last name (i.e. Smith 1). This information must be no less than 1” from the right margin and ¾” from the top of the page.

Paragraphs

Indent the first line of each new paragraph ½ inch from the left margin. Do not start the first line of a new paragraph on the last line of a page. Do not end the last line of a paragraph on the first line of a page. This is known as the “widows and orphans” rule.

Personal Information

Because master’s theses and doctoral dissertations are published online through UMI ProQuest, personal information such as home phone, cell phone, home address, and e-mail address must not be included in the thesis or dissertation. University-based information may be included, but is not required or recommended.

Placement of Page Numbers on Landscape Pages

Page numbers on landscape pages must appear in the same location as portrait pages if they were turned in the same direction. To find instructions on how to insert page numbers properly, you can Google “How to add a portrait page number to a landscape page.” You can also include the software type and version you are using to further tailor the instructions. For Word, you may find a tutorial here: <https://support.microsoft.com/en-us/kb/211930>. There are also many YouTube videos available.

References/Works Cited

Do not use the References application in Microsoft Word. Also, do not use BibTex or EasyBib or CiteSeer or any other shortcut applications to format your references. **Consult and learn your style guide, and type each entry manually.** If you use shortcuts, it will be very obvious in the list of entries that you have done so, and the editor will reject your submission. References that are imported through a template or use links are uneditable by the Graduate Editor, so minor errors that could be corrected quickly are not able to be changed. Often, those templates do not even allow the Editor to comment on individual entries in the Reference List, thus creating a situation where the author must identify and correct every error on their own. Do not use a template.

Spacing

Double-space all lines in the text and in the front matter section.

- References may be spaced 1.5 within the reference and double-spaced between references.
- All lines of text in the front matter section must be double-spaced unless otherwise indicated.
- Table and figure captions should be single-spaced if the caption is more than one line in length.
- Verify all Tables and Figures are within the margins. Any portion of Tables and Figures that fall outside of the required margins will be LOST IN PRINTING.

Table of Contents

Do **not** use Microsoft Word shortcuts, templates, or links to build your Table of Contents; you should build it manually. Here is the basic format (*achieve indented levels using the ‘tab’ key*):

Table of Contents		
List of Tables		vii
List of Figures		ix
Chapter		Page
1	Introduction and Literature Review	1
1.1	Psycho-evolutionary (Stress Recovery) Theory (SRT)	6
1.2	Attention Restoration Theory (ART)	8

You are not required to use numeric seriation of your subheadings; the only numerical seriation required is of chapters. However, regardless of whether you use numerical seriation, you should use incremental, ½” indentations to differentiate heading levels in the Table of Contents. (Also see Appendix F.)

Tables and Figures

Table captions should be placed above the table. Figure captions should be placed below the figure. For tables and figures placed in the text, insert **four single lines of space above and below** the table or figure so that it or its caption are not confused with the regular text. Unless you have more than one table or figure per chapter, do not number tables and figures as 1.1, 2.1, 3.1 etc. If you use a table or figure that is the work of another author, you must give a full citation, including page number.

Text within tables and figures must be legible both in print and electronic formats. Table and figure captions must be consistent with all other font throughout the entirety of the paper. Captions should be single-spaced. (See Appendix F.)

Tables and figures may be centered, but their headings and captions should be left-aligned.

Tables or figures that are too long or too wide for a single page may be continued on the next page. If continued, the number or heading of the table or figure should be repeated on subsequent pages and followed by “**cont.**” (abbreviation of *continued*). Column and row headings for tables must repeat on each continued page.

Type/Font

Font should be set to 12-point Times New Roman. **In most cases, we do not recommend using any other font.** The same typeface must be used throughout the entirety of the paper. This includes page numbers, headers, figure and table captions, and footnotes.

Plagiarism and Copyright Issues

Plagiarism and Citing Your Sources

Plagiarism is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit. The use of a quotation, figure, table, graph or legend directly from a publication that is not cited is also considered plagiarism. When citing another person’s ideas, processes, results, or words, you must consistently follow rules set out by your chosen style guide. This applies not only in the body of work, but also in the acknowledgments, dedication, and appendices.

- Charts, tables, graphs, photos, etc. directly used from another work must be cited in the caption. Permission to reproduce must be included for all copyrighted tables and figures.
- Original photos must include the name of the photographer in the caption along with the statement “used with permission.” If the photographer is someone other than the author of the research, permission must be obtained from the photographer to reprint the photo. Photographs taken of samples or equipment taken by the author (that do not also contain persons in them) do not require a photo citation.

Self-Plagiarism

Self-plagiarism occurs when you, the author, use any portion of your previously published writings in subsequent research papers without citing the original work.

Copyright Violations, Excessive Use of Materials

When any copyrighted material is used, you must conform to all laws pertaining to the use of copyrighted material. Also, use of materials, including figures, legends, and pictures from a publication, even if cited, can be a copyright violation. In this case, we recommend that you contact the publisher of the document for further instructions on obtaining permission for use. Documentation of permission must be included in the appendices of the paper.

Graduate Studies reserves the right to thoroughly investigate your thesis or dissertation when we suspect plagiarism.

Appending IRB Approval and Survey Instrument

*If the research on which your thesis or dissertation is based required **the use of human subjects**, this section applies to you.*

The Office of Research & Sponsored Programs is responsible for the administration of research ethics at Lamar University. The office oversees policies and compliance, and this oversight includes that of the [Institutional Review Board \(IRB\)](#). All research projects conducted by Lamar University faculty, staff, students, and colleagues that require the participation of human subjects must receive written approval from the IRB before the research begins.

Before you submit your first electronic draft to the Graduate Editor, if your research falls under this policy, then your IRB approval and the instruments applied to your subjects (surveys, questionnaires, polls, observation documentation, etc.) must be appended to your thesis or dissertation.

The Editing Process

Pre-Submission Requirements

During the semester in which you graduate, you must:

- Be enrolled in the thesis, field study, or dissertation class (5390 or 5391).
- Apply for graduation online through Self-Service Banner
- Attend the mandatory workshop. You only need to attend one workshop in a given semester. You may also attend the workshop prior to your graduating semester. If more than a year lapses between the semester you take the workshop and the semester you graduate and publish, then you should take the workshop again.
- Pay graduation fees online or at the Cashier's Office on or by given semester's deadline.
- Purchase cap and gown at Lamar University Bookstore prior to commencement ceremony.

- Orally defend the thesis within the appropriate period of your graduating semester. This requirement may occur simultaneously with the editing process. Your supervising professor should use the G-5 form to notify Graduate Studies of the time and place of the defense.
 - The specific time and place for the defense are determined by the supervising professor and committee. The defense shall be conducted by the supervising professor with all committee members present and participating. A representative of Graduate Studies may attend, as might other Graduate Faculty, with the permission of the supervising professor.
 - Your committee may approve or reject the thesis or require revisions. If either the thesis OR the defense is not acceptable to a majority of the committee, the supervising professor and at least one other committee member may require a second defense after notifying Graduate Studies. Unless Graduate Studies grants an exception, all re-examinations must be held during the published oral defense period.

Preliminary Submission to Graduate Editor

1. **The editor will not accept a rough draft as the preliminary submission; this preliminary submission should be complete except for the editor's technical and stylistic edits.** If you are unable to meet the preliminary submission deadline, you must contact the Graduate Editor **prior to the due date** to discuss alternatives.
2. Submit this preliminary electronic copy of your thesis or dissertation (in Microsoft Word format with the exception of Mathematics papers) via email attachment to gradeditor@lamar.edu by the designated deadline in the semester. It should be complete, and it must comply with the style manual accepted by your department and should have no grammatical, spelling, or typographical errors. In this version, you should have addressed all committee comments and removed them from the margin, if any.
3. The preliminary submission **MUST** be accompanied by a copy of the “**Approval Form for Editing Thesis/Dissertation**” (see appendices). This form must be signed by the supervising professor and all committee members; this verifies that the document meets the requirements of these guidelines. It may be scanned and emailed to the Graduate Editor along with the preliminary thesis/dissertation submission, or it may be delivered to Graduate Studies in Wimberly 219. The editor will check your document for formatting errors and return it to you for correction via email.
4. You must make the requested corrections and return the document to the Graduate Editor within 48 hours of receipt. This exchange will continue until all formatting errors are corrected.
5. Documents with an excessive number of errors – whether spelling, grammatical, or formatting errors – will be returned to you and to your supervising professor with the

recommendation to hire a personal editor. The Graduate Editor is a technical editor, primarily, who helps prepare your document for binding and academic distribution. The Writing Center does not provide this level of editing for thesis and dissertation writers, though the Writing Center Director may be able to connect you with a more affordable personal editor.

A note on personal editors: they can be expensive, and that cost will be your responsibility above and beyond the costs associated with publishing your thesis and with graduation. If you foresee a need for help with the grammar and mechanics of your document, you should plan ahead and set aside \$200-\$500 for this expense (estimate \$5.00-\$8.00 per page). If the graduate editor requires you to hire a private editor, do not delay the process. The longer you wait, the higher the fees are for rushed return on edits.

It's possible that the Graduate Editor may fully approve your thesis before you've defended it. If this happens, but your committee requires changes after the fact, you must submit the document again with those changes to the Graduate Editor for final review and approval. When all formatting errors are corrected, the Graduate Editor will approve your thesis or dissertation for Final Submission. You will be notified via email by the Graduate Editor with an Approval Letter. The Approval Letter will contain instructions for the Final Submission Process.

Final Submission Process

Once you have received the Approval Letter from the Graduate Editor, the following documents must be submitted to Graduate Studies by the deadline:

Signature Page – Take a copy of this page from your thesis to your defense. Once you have defended, obtain the signatures of your committee members. Then, obtain your department chair and college dean's signature. Submit **one copy** of the thesis or dissertation's signature page with all original signatures except for the Graduate Dean's signature to Graduate Studies in Wimberly 219. (The graduate editor will obtain the graduate dean's signature on your behalf.)

Thesis Book Invoice for Binding – You must order and pay for your thesis or dissertation books by completing and submitting an invoice to the Graduate Editor (invoice is provided by Graduate Editor at time of approval.) If color pages are used, you must include a list of those color pdf page numbers on the invoice. Lamar University requires all master's and doctoral students to order three copies: two for the library and one for your department.

Note: Some departments require that you order additional copies for your department, professors, or committee members. Check with your department before placing your order. ***Do not include personal copies in this order! You'll receive a link to order personal copies separately.***

Book Binding and Ordering Copies

Proof of Payment of Binding Invoice

After submitting your binding invoice to the Graduate Editor, you must pay the invoice by the prescribed deadline in the semester. You may pay in person at the Cashier in the Wimberly Building or online via your Self Service Banner account. Once the binding invoice is paid, email the Graduate Editor to confirm payment.

Order personal copies separately.

Once you pay for the university's required number of copies and email the Graduate Editor to confirm payment, you will receive a link from the Graduate Editor with instructions so that you may order personal copies and have them shipped directly to your U.S. address.

Proof of Submission to UMI/ProQuest

You must electronically upload the approved copy of your thesis or dissertation to UMI/ProQuest by the semester deadline. See instructions for submitting Electronic Thesis or Dissertation (ETD) in the appendices to this guide or online at <https://www.lamar.edu/graduate-studies/thesis-dissertation-info/how-to-submit-online.html>. Once you have submitted to ProQuest, the editor will receive an emailed notification as proof of submission.

Survey of Earned Doctorates

Ph.D. and D.E. students must submit the online Survey of Earned Doctorates. The link is <https://sed-ncses.org>. NOTE: Ed.D. candidates are neither required nor allowed to submit the survey.

Appendices to These Guidelines

On the following pages, these samples are formatted exactly as yours should be, including pagination.

(Appendix A: Sample Title Page)

(2 inch margin from top of page to title)

TITLE

(Centered, double spaced if more than one line, uppercase)

(2 inches, or 4 double spaces, from title to “A Thesis”)

A Thesis

Presented to

The Faculty of the College of Graduate Studies

Lamar University

(3 inches, or 6 double spaces, from “A Thesis” to “In Partial Fulfillment”)

In Partial Fulfillment

of the Requirements for the Degree

(Name of degree, e.g. Master of Engineering Science)

by

Jane Doe

August 2019

(1 inch margin from date to bottom of page)

(Appendix B: Sample Signature Page)

TITLE (centered)

AUTHOR (centered)

Approved:

(*Name of Supervising Professor)
Supervising Professor

(*Name of Committee Member)
Committee Member

(*Name of Committee Member)
Committee Member

(*Name of department chair)
Chair, Department of (Name of Department)

(*Name of academic dean)
Dean, College of (name of college)

William E. Harn
Dean, College of Graduate Studies

*Do not include titles or degrees.

© [date] by [your name here] for example:

© 2019 by John E. Doe

No part of this work may be reproduced without permission except as indicated by the “Fair Use” clause of the copyright law. Passages, images, or ideas taken from this work must be properly credited in any written or published materials.

(Appendix C: Sample Copyright Page)

Nota bene: Lamar University can claim co-ownership of copyright in cases where the work meets the conditions stated in the Intellectual Property policy statement of the Texas University System.

[Do not use the above statement in the copyright page. It is for your information only.]

ABSTRACT

AGING IN FACT AND FICTION:

BECKETT'S PLAYS AND THE PHYSICAL EVIDENCE

by

John H. Doe

Samuel Beckett's major plays – “Waiting for Godot,” “Endgame,” “Krapp's Last Tape,” “Happy Days” – use aged protagonists who suffer from conspicuous physical and mental disabilities. This study compares Beckett's representation of old age with recent research data produced by gerontologists in studies of actual aging. The comparison shows that the disabilities portrayed reflect actual experience to some extent, but more often they function as metaphors for human limitations. The characters are paradigmatic human beings representing the plight of mankind in an absurdist universe; their blindness and lameness represent our inability to understand and act.

(Appendix D: Sample Abstract)

ACKNOWLEDGEMENTS

I am grateful to all of those with whom I have had the pleasure to work during this and other related projects. Each of the members of my Graduate Committee has provided me with extensive personal and professional guidance and taught me a great deal about both scientific research and life in general.

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(Appendix E: Sample Acknowledgments with pagination)

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**THESIS/DISSERTATION
APPROVAL FORM FOR FINAL EDITS**

This form is to be completed by the student, signed by all committee members and submitted to the College of Graduate Studies. The College of Graduate Studies does not provide editorial service. Work that has major grammatical, spelling, and/or style problems will be returned to the student.

_____ Student's Name	_____ LU ID#	_____ Dept.
_____ Style Used	_____ Phone #	_____ Email

I certify that I have read this preliminary work and approve its submission to the College of Graduate Studies. Although it is subject to changes resulting from the oral defense, I consider its academic merit to meet the standards of the discipline and the University department. Further I certify that I have reviewed the work for conformation to an approved style manual (e.g., ACS, APA, MLA, or Chicago) and for grammatical and spelling errors. I understand that the Office of Graduate Studies will assist students in matters relating to *style conformation* but will return this work to the supervising professor if significant problems are found.

_____ Supervising Professor	_____ Date
_____ Committee Member	_____ Date
_____ Committee Member	_____ Date
_____ Committee Member (if needed)	_____ Date
_____ Committee Member (if needed)	_____ Date

Appendix H: Submit Your Electronic Thesis or Dissertation (ETD - ProQuest) Online

1. Create an account:
 - Go to www.etdadmin.com/lamar
 - Click “Submit my dissertation/Thesis”
 - Click “Create an Account” and fill in information
2. Convert thesis/dissertation to PDF (be sure to include the blank pages in PDF)
 - Click the “PDF Conversion” tab
 - Click “Browse” button and select your thesis/dissertation
 - Click “Convert File”
 - You will receive an email about 10 minutes later containing your PDF file. Open the file and review it to make sure that there were no errors during the conversion. Save it to your computer.
3. Go back to the “My ETDs” tab and make sure you are under the “Submit my ETD” heading. Review the checklist to ensure that you have the required information, then click “continue”
4. Select Publishing Options, then click “save & continue”
5. Read Traditional Publishing Agreement, then click “accept”
6. Enter contact information, then “save & continue”
7. Fill in Dissertation/Thesis Details, then “save & continue”
 - Note: If you are an Applied Criminology major, select Criminal Justice as your department
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8. Upload your saved PDF thesis/dissertation; once successfully uploaded, click “save & continue”
9. Upload any supplemental files (if applicable) that are part of your thesis/dissertation, but were not included in your uploaded PDF file of your thesis/dissertation, then “save & continue”
10. Add any additional notes that you want us (the Graduate Office) to read along with a phone number and email address to reach you, then “save & continue”
11. Register U.S. Copyright (optional), then “save and continue”
 - You will probably choose “no” for the Previous Copyright Registration unless other arrangements have been made within your department
 - We do not require you to copyright your work. Note: if you choose for ProQuest/UMI to file for copyright, it will cost you \$55
12. **DO NOT ORDER COPIES!** Scroll to bottom of page and click “decline- do not order.” The university has a contract with another company to print and bind your thesis/dissertation copies at a lower rate
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14. You should only be charged a fee if you chose to copyright your thesis/dissertation; otherwise, your submission should be free of cost, click “done”
15. Doctoral students only: You must also fill out a doctoral survey, which is conducted online at <https://sed.norc.org/survey>.

Appendix I: Pre-submission Checklist

Do not submit your first electronic draft until you have reviewed and met all of the items in this checklist.

- ☐ Have you applied for graduation?
- ☐ Are you enrolled in the proper thesis or dissertation course (5390-91)?
- ☐ Have you obtained signatures on the “Thesis Approval Form for Editing” to submit with your paper?
- ☐ Have you eliminated all grammar and spelling errors?
- ☐ Does all text appear in the correct font and font size?

Front Matter Section:

- ☐ Is there an unnumbered blank page at the beginning of the paper?
- ☐ Are all page numbers in Times New Roman 12-point font?
- ☐ Are the page numbers centered at the bottom of the page, in lowercase Roman numerals?
- ☐ Does the Title page should show the month and year of graduation?
- ☐ Have you written your thesis title consistently on each page on which it appears?

Body Section:

- ☐ Does the author’s last name precede the page number in the upper right corner of the main text? Are the page numbers in Arabic numerals?
- ☐ Do all headings that appear in the main text also appear in the Table of Contents (TOC)?
- ☐ Do all tables/figures appearing in the main text also appear in the Lists of Tables/Figures in the Table of Contents section? Do the table/figure numbers and captions match?
- ☐ Have you appropriately cited all primary/secondary source material used?

Back Matter Section:

- ☐ If you have IRB documentation and/or a survey instrument, are those attached as appendices?
- ☐ Are your references alphabetized correctly?
- ☐ Does each of your references have a citation in the main text?
- ☐ Are multiple references by the same author(s) placed in order of publication year, starting with the oldest?
- ☐ Are any references separated between 2 pages?
- ☐ Are all hyperlinks removed from your references?
- ☐ Are all references formatted correctly in your chosen writing style?
- ☐ Is there an unnumbered blank page at the end of the paper?

Appendix J: Thesis Approval Checklist

This is a checklist that the Graduate Editor appends to your thesis-dissertation approvals file, which is created once you submit your first electronic draft. The Dean of Graduate Studies will not approve your thesis for publication until all of these requirements are met.

- ☐ [Attended thesis workshop](#)
- ☐ [Approval form for editing](#)
- ☐ [Signature page](#)
- ☐ [Editor's approval memo](#)
- ☐ [ProQuest uploaded](#)
- ☐ [Binding invoice completed](#)
- ☐ [Binding invoice paid](#)
- ☐ [Degree requirements met](#)
- ☐ [Defended successfully](#)
- ☐ [Personal copies link sent](#)
- ☐ [Doc survey completed](#)

Appendix K: Binding Invoice

Lamar University Office of Graduate Studies
Invoice for Printing and Binding Thesis/Dissertation with HF Group

Name: _____

Date: _____

LU ID: _____

Graduation Date: _____

Item	Qty	\$/Item	Total	List each individual (pdf) colored page number in the box below.
Color Pages		\$ 0.17	\$	List the (pdf) page number for each colored page in the space below.
Black and White Pages		\$ 0.07	\$	
Landscape Pages		No charge	No charge	List the pdf page numbers for each landscape page.
Binding Fee	-	\$ 8.20	\$ 8.20	
			\$	Price per book
# of Copies			\$	Subtotal
Grand Total			\$	

NOTE: Blank pages should be included in the “black and white pages” count.