

THE GRADUATE COLLEGE GUIDE TO PREPARING  
AND SUBMITTING A THESIS  
OR DISSERTATION

by

The Graduate College of Texas State University

A document created by the Graduate Council of  
Texas State University to assist  
students with the requirements of  
their Master's and Doctoral degrees  
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# CHAPTER I

## INTRODUCTION TO THE GUIDE

### Purpose of the Guide

This guide provides an overview of the process to obtain a master's (thesis-option) or Ph.D./Ed.D. degree at Texas State University. The guide also provides details for the preparation and submission of a thesis or dissertation at Texas State. The guide addresses certain style and formatting requirements. Recent style manuals (i.e. Turabian, APA, MLA, etc.) and/or scholarly journals in the student's major discipline may be consulted for style material not included in the guide. Only theses and dissertations formatted as specified in this guide will be accepted by the Graduate College.

### Revisions to the Guide

Texas State University reserves the right to make changes to the requirements in this guide. If changes are considered necessary, they will become effective immediately and will apply to both prospective students and those already enrolled. Current students should not use old manuals, previous theses, or previous dissertations when preparing a current document; styles and requirements may have changed substantially. All requirements in this guide must be met.

### Forms Referenced in the Guide

Forms referenced in the Guide (see Appendix A for a list) may be obtained at [http://www.gradcollege.txstate.edu/Thes-Diss\\_Info/T-D\\_Forms.html](http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Forms.html).

The following are obtained from the Office of the Graduate College (JCK 280):

- Fee Reduction Verification of Enrollment;
- Survey of Earned Doctorates (SED).

## CHAPTER II

### ESTABLISHING A COMMITTEE Thesis or Dissertation Committee Members

#### Committee Chair

The first step in writing a thesis or dissertation is to find a viable research topic and a research advisor. The thesis or dissertation topic must have a clear relationship to literature in the major field of study. As a student takes courses of study in a field, he or she should look for areas of interest and for problems that need to be solved. The student should discuss potential research topics with Graduate Faculty members in the department/graduate program and identify a faculty member willing to serve as the student's research advisor.

A thesis student obtains the consent of a Graduate Faculty member in the major department to serve as research advisor; this individual is referred to as the thesis Committee Chair. Co-chairs are allowable. A Ph.D. or Ed.D. student obtains the consent of a Graduate Faculty member in the doctoral program to serve as dissertation research advisor. This individual is referred to as the dissertation Committee Chair. Co-chairs are allowable. The Committee Chair of a dissertation must be a member of the Core Doctoral Graduate Faculty of the doctoral program. The Dissertation Advisor Assignment form must be completed and signed by the student, Dissertation Advisor, Doctoral Program Director and the Department Chair and then forwarded to the Dean of the Graduate College for approval and signature.

### Selection of Other Committee Members

The student, in consultation with the thesis or dissertation Committee Chair, will establish a thesis or dissertation committee. All committee members must be approved by the Graduate College as Graduate Faculty.

### Thesis Committee Composition

Thesis students will obtain the consent of a minimum of two other members of the Graduate Faculty to serve as committee members. If the student does not have a minor, the other two committee members are chosen from Graduate Faculty in the major department, from another Texas State department, or external to the university. If the student has a minor, one of the two other committee members must be from the student's minor department. These three -- thesis Committee Chair, two other committee members -- comprise the thesis committee. The thesis committee, however, may include additional Graduate Faculty members and be comprised of more than three members. The thesis committee is officially formed and approved by the Department Chair and Dean of the Graduate College when the Proposed Thesis Research form is submitted (see Chapter IV). Refer to Table 1 for requirements and procedures for committee members outside the student's major department or external to the university.

<b>Table 1. Thesis Committee Members Outside of Student's Major Department or External to Texas State University.</b>	
Thesis Committee Members who are Texas State faculty outside the student's major department at Texas State, must meet the following requirements:	Thesis Committee Members who are external to the university are nominated as Adjunct Graduate Faculty and must meet the following requirements:
<ul style="list-style-type: none"> <li>◦ Must be members of the Texas State Graduate Faculty.</li> </ul>	<ul style="list-style-type: none"> <li>◦ Must hold professional credentials equivalent to those associated with Graduate Faculty status in the student's major department.</li> <li>◦ The Department Chair should submit the Graduate Faculty Nomination form specified in PPS 7.03 (<a href="http://www.provost.txstate.edu/pps.html">http://www.provost.txstate.edu/pps.html</a>) to appoint an outside committee member who is not affiliated with Texas State.</li> <li>◦ The Graduate Faculty Nomination form must be accompanied by a written statement wherein the member states that he or she is willing to serve on the student's committee and that he or she understands that the university will not assume responsibility for expenses associated with committee service. (The Graduate College will accept verification from the Department Chair.)</li> <li>◦ The Graduate Faculty Nomination form, curriculum vitae and written statement are submitted to the Dean of the Graduate College for approval.</li> </ul>

### Dissertation Committee Composition

Members of the dissertation committee must be Core Doctoral, Associate Doctoral, or Adjunct Doctoral Graduate Faculty. The Dissertation Advisor serves as the Chair of the dissertation committee. The dissertation committee for a student in Aquatic Resources includes the Dissertation Advisor and a minimum of four additional members (two of whom must be from the Department of Biology, one from another Texas State department, and one external to the university). The dissertation committee for a student

in Criminal Justice includes the Dissertation Advisor and a minimum of three additional members (one of whom must be from outside the Department of Criminal Justice or university). The dissertation committee for a student in the College of Education includes the Dissertation Advisor and a minimum of three additional committee members. Ph.D. and Ed.D. students in Developmental Education are required to have one committee member that is external to the program. The dissertation committee for a student in Geography includes the Dissertation Advisor and a minimum of three additional committee members (two of whom must be from the Department of Geography and one from outside the department). The dissertation committee for a student in Materials Science, Engineering, and Commercialization (MSEC) includes the Dissertation Advisor and a minimum of four additional members (three of whom must be from the College of Science and Engineering and one external member). The dissertation committee for a student in Mathematics Education includes the Dissertation Advisor and a minimum of three additional members (one of whom must be an external member). Refer to Table 2 for requirements and procedures for committee members outside the student's major department or external to the university.

To form the dissertation committee, the Dissertation Committee Request form must be completed and signed by the student, committee members, Committee Chair, Doctoral Program Director and the Department Chair and then forwarded to the Dean of the Graduate College for approval.

<b>Table 2. Dissertation Committee Members Outside of Student's Major Department or External to Texas State University.</b>	
Dissertation Committee Members from Texas State departments and schools that do not offer Ph.D./Ed.D. degrees must meet the following requirements:	Dissertation Committee Members who are external to the university are nominated as Adjunct Doctoral Graduate Faculty and must meet the following requirements:
<ul style="list-style-type: none"> <li>◦ Must be members of the Texas State Graduate Faculty and must hold professional credentials equivalent to those associated with Core or Associate Doctoral Faculty status in the student's major department.</li> </ul>	<ul style="list-style-type: none"> <li>◦ Must hold professional credentials equivalent to those associated with Core or Associate Doctoral Graduate Faculty status in the student's major department.</li> <li>◦ The Department Chair should submit the Graduate Faculty Nomination form specified in PPS 7.03 (<a href="http://www.provost.txstate.edu/pps.html">http://www.provost.txstate.edu/pps.html</a>) to appoint the committee member.</li> <li>◦ The Graduate Faculty Nomination form must be accompanied by a written statement wherein the member states that he or she is willing to serve on the student's committee and that he or she understands that the university will not assume responsibility for expenses associated with committee service. (The Graduate College will accept verification from the Department Chair.)</li> <li>◦ The Graduate Faculty Nomination form, curriculum vitae and written statement are submitted along with the Dissertation Committee Request Form to the Dean of the Graduate College for approval.</li> </ul>

### Changes in Committee Members

#### Thesis Committee

If changes in the membership of the thesis committee are necessary, the Committee Chair submits a written request (email request is acceptable) via the Department Chair to the Dean of the Graduate College for approval.

A committee member that retires or resigns from Texas State, but wishes to remain on a thesis committee may do so with the approval of the student, Committee

Chair, and the Department Chair. A written request accompanied by a written statement wherein the member states that he or she is willing to continue serving on the student's committee and that he or she understands that the university will not assume responsibility for expenses associated with committee service must be submitted to the Dean of the Graduate College for approval.

#### Dissertation Committee

If changes in the membership of the dissertation committee are necessary, the Dissertation Advisor/Committee Member Change Request form must be completed and signed by the student, new committee member, the Committee Chair, the Doctoral Program Director, and the Department Chair and then forwarded to the Dean of the Graduate College for approval and signature. Committee changes must be made at least sixty days prior to the dissertation defense.

A committee member that retires or resigns from Texas State, but wishes to remain on a dissertation committee may do so with the approval of the student, Committee Chair, Doctoral Program Director, and the Department Chair. A written request accompanied by a written statement wherein the member states that he or she is willing to continue serving on the student's committee and that he or she understands that the university will not assume responsibility for expenses associated with committee service must be submitted to the Dean of the Graduate College for approval.

### Availability of Committee Members

Thesis and dissertation students will rely on the advice and knowledge of each committee member. While committee members are committed to working on the thesis or dissertation, they also have other commitments. The student should verify that the committee members will be available at required times.



## CHAPTER III

### RESPONSIBLE CONDUCT OF RESEARCH

All graduate students should be aware of Responsible Conduct of Research (RCR). RCR covers the following topics: research misconduct, human subjects and IRB, nonhuman animal subjects and IACUC, conflicts of interest, data management practices, mentor/trainee relationships, collaborative research, authorship and publication practices, and peer review. A good introduction to RCR is *ORI Introduction to the Responsible Conduct of Research* by Nicholas H. Steneck. Illustrations by David Zinn. HTML Version, September 2006, updated from Revised Printed Edition, June 2004, available at: <http://ori.dhhs.gov/education/products/RCRintro/>.

#### Plagiarism

Credit must be given for direct quotations, for paraphrases, for information, and for ideas. The exact methods of documenting sources will vary from one style guide to another, but the underlying principle remains the same. It is imperative that credit is given for material that is not the student's own. Many reputations have been ruined and many careers destroyed by a failure to do so. A student at the graduate level who plagiarizes will meet with severe penalties. Please refer to the Texas State Honor Code, UPPS 07.10.01 (<http://www.txstate.edu/effective/upps/upps-07-10-01.html>).

#### Using Copyrighted Materials

If you plan to include work that has been created by others in your dissertation/thesis, such as text, charts, drawings, photographs, computer programs, music, etc., you have the responsibility to determine whether your intended use qualifies

for the Fair Use provision of U.S. copyright law.

Fair Use stipulates that certain uses of copyrighted material are not an infringement. Limited use of copyrighted material for the purpose of criticism, comment, news reporting, and teaching are commonly considered to be fair use. Guidance for making a fair use evaluation may be found in the free booklet *Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities* (online at

[http://media2.proquest.com/documents/copyright\\_disstheis\\_ownership.pdf](http://media2.proquest.com/documents/copyright_disstheis_ownership.pdf) ). If your intended use is Fair Use, you do not need permission. If your intended use of copyrighted material does not meet the Fair Use standard, you must secure written permission from the copyright holder. A sample permission letter is available at [http://media2.proquest.com/documents/UMI\\_CopyrightGuide.pdf](http://media2.proquest.com/documents/UMI_CopyrightGuide.pdf) Written permission(s) should be included in the thesis or dissertation as an Appendix.

An acknowledgement of permission should be included in your work for each item used (for example: “graph X used with permission of.....”). Whether or not permission is needed, proper attribution for each source must be given in the text and references section of your dissertation/thesis.

The Alkek Library staff periodically offer workshops on copyright basics for graduate students. These are announced via the Graduate College Website. The Alkek Library has prepared a Copyright Guide, which includes general legal information, links to policies, handouts from the workshops and much more. The guide may be accessed at <http://libguides.txstate.edu/copyright>.

### Laws and University Regulations

It is the student's responsibility to see that proposed research procedures do not violate laws or university regulations. The student must be aware of and comply with any federal, state, local, or university regulations pertaining to the student's research.

If the student's research project requires approvals, permits or permission from the university or governmental or private agencies, any necessary approvals, permits and documentation must be obtained before the research project can begin. The student should be aware that all thesis and dissertation material must be accessible to the general public, and is responsible for ensuring that no exclusive rights to publication are given to the third parties; and no classified information is included in the work. For special cases consult the Graduate College.

### Institutional Animal Care and Use Committee

If the student's proposed research project involves the use of vertebrate animals, the student and thesis/dissertation research advisor must understand university regulations governed by the Texas State Institutional Animal Care and Use Committee (IACUC). Refer to the Texas State IACUC website at <http://www.txstate.edu/research/orc/animals-in-research.html> for additional information and to ascertain whether Texas State IACUC approval is required for the proposed research project. If IACUC approval is required, the IACUC approval code must be included on the thesis or dissertation proposal form submitted to the Graduate College.

### Institutional Review Board

If a student's research project involves human subjects, the student and research advisor must understand university regulations governed by the Texas State Institutional

Review Board (IRB). A request for exemption or an application must be submitted and be approved by the Texas State IRB before a research project involving the use of human subjects can begin. Refer to the IRB website at <http://www.txstate.edu/research/orc/IRB-Resources.html> for additional information. If the student's research requires IRB exemption or approval, the student must attach a copy of the email, indicating exemption or approval sent by IRB to the student, to the thesis or dissertation proposal form submitted to the Graduate College.

Workshops on the IRB for graduate students are offered periodically. These are announced via the Graduate College Website.

#### Sponsored or Shared Research Initiatives

Graduate students should discuss authorship and publication practices with their thesis/dissertation advisor prior to the onset of the research project. A clear understanding of authorship for both research presentations and publications should exist. If the work is based on data generated through research that is sponsored by or shared with other people, such as the thesis/dissertation advisor, it is strongly encouraged that the student discuss copyright and embargo options with the thesis/dissertation advisor, committee and research team prior to submission. Preparation of publications based on thesis/dissertation data may impact the release date of the student's thesis or dissertation.

## CHAPTER IV

### THESIS OR DISSERTATION PROPOSAL

#### Proposal Preparation

With the guidance of the student's thesis or dissertation committee, the student will produce a proposal. This proposal states the problem the student intends to address and the means and resources with which the student intends to solve it. In preparing the proposal, the student should use a style appropriate for the discipline and follow any specific guidelines in the student's major department/graduate program.

#### Required Permits and Approvals

It is the student's responsibility to see that the proposed research procedures do not violate laws or university regulations. Any necessary permits and approvals must be secured prior to beginning the proposed research project. If the student's proposed research project involves the use of vertebrate animals, the student and thesis/dissertation research advisor must understand university regulations governed by the Texas State Institutional Animal Care and Use Committee (IACUC). Refer to the Texas State IACUC website at <http://www.txstate.edu/research/orc/animals-in-research.html> for additional information and to ascertain whether Texas State IACUC approval is required for the proposed research project. If IACUC approval is required, the IACUC approval code must be included on the proposal form submitted to the Graduate College. If a student's research project involves human subjects, the student and research advisor must understand university regulations governed by the Texas State Institutional Review Board (IRB). A request for exemption or an application must be submitted and be approved by

the Texas State IRB before a research project involving the use of human subjects can begin. Refer to the IRB website at <http://www.txstate.edu/research/orc/IRB-Resources.html> for additional information. If the student's research requires IRB exemption or approval, the student must attach a copy of the email, indicating exemption or approval sent by IRB to the student, to the proposal form submitted to the Graduate College.

#### Submission of the Thesis Proposal

One copy of the Proposed Thesis Research form and attached thesis proposal is submitted to the Graduate College. The proposal form must bear original signatures of the student, the student's committee members, and the Department Chair. The form and attached proposal are forwarded to the Dean of the Graduate College.

The Dean of the Graduate College reviews the proposed research for approval. The Office of the Graduate College retains the approved proposal form with attached thesis proposal. The student will be notified via email once the proposal is approved.

#### Submission of the Dissertation Proposal

One copy of the Dissertation Proposal form and attached proposal is submitted to the Graduate College. The proposal form must bear original signatures of the student, the student's committee members, the Doctoral Program Director and the Department Chair. The form and attached proposal are forward to the Dean of the Graduate College.

The Dean of the Graduate College reviews the proposed research for approval. The Office of the Graduate College retains the approved proposal form with attached dissertation proposal. The student will be notified by email once the proposal is approved.

### Changes in the Thesis or Dissertation Topic

It is anticipated that the research design may need to be modified over the course of the project. Revisions to the proposal are not necessary under such circumstances. However, if the Committee Chair judges that major changes in the research design are necessary or if a new topic is selected, the student must submit a new proposal.

If a dissertation topic changes resulting in submission of a new proposal after the initial proposal has been defended (see Chapter V for dissertation proposal defense procedure), the student must repeat the procedure to defend the new dissertation proposal.

## CHAPTER V

### Ph.D./Ed.D. ADVANCEMENT TO CANDIDACY PROCEDURE

#### Comprehensive Examination

Ph.D./Ed.D. students are required to complete a comprehensive examination to be eligible for advancement to candidacy. The nature and timing of examinations vary among the Ph.D./Ed.D. programs. The examination procedure may be obtained from the Doctoral Program Director.

Following the comprehensive examination members of the dissertation committee sign the Comprehensive Examination Report form, which indicates passage or failure. The form is routed through the Doctoral Program Director and Department Chair to the Dean of the Graduate College.

#### Defense of the Dissertation Proposal

Each Ph.D./Ed.D. program prepares its own procedures for the dissertation proposal defense. The procedures may be obtained from the Doctoral Program Director.

The student must defend the dissertation proposal in a public presentation and must defend the dissertation proposal in an oral examination. Each department prepares its own procedures for the oral examination and public presentation. The procedures may be obtained from the Doctoral Program Director.

Following the dissertation proposal defense members of the dissertation committee sign the Defense of the Dissertation Proposal form, which indicates passage or failure. The form is routed through the Doctoral Program Director and Department Chair to the Dean of the Graduate College.



### Advancement to Candidacy

Once all Ph.D./Ed.D. Program requirements for advancement to candidacy have been met, the Application for Advancement to Candidacy form is completed. The form is routed through the Doctoral Program Director and Department Chair to the Dean of the Graduate College. Time limits for advancement to candidacy vary among the Ph.D./Ed.D. programs. Information on time limits is available in the Texas State University Graduate Catalog. The student will receive a letter from the Graduate College confirming their advancement to candidacy. The letter will include the deadline to complete the dissertation requirements.

## CHAPTER VI

### THESIS AND DISSERTATION COURSES

#### Required Thesis or Dissertation Credit

##### Thesis Coursework

A student must complete a minimum of six semester hours of thesis credit to qualify for a master's degree. The thesis proposal and proposal form is normally submitted to the Graduate College by the end of the student's enrollment in thesis 5399A. Once the student begins enrolling in a thesis course, the student must continue to enroll in a thesis course during any term in which the student will receive thesis supervision or guidance and/or in which the student is using university resources. A student must be enrolled in thesis B during the term in which the degree is to be conferred. In the rare case when a student has not previously enrolled in thesis and plans to complete the thesis in one term, the student must obtain permission of the Dean of the Graduate College to enroll in both thesis A and thesis B. The maximum thesis credit that is counted for degree credit is six semester hours.

##### Dissertation Coursework

The Ph.D./Ed.D. degree requires a minimum of 12 dissertation credits for Criminal Justice and College of Education programs, 15 dissertation credits for Aquatic Resources and Geography, and 18 dissertation credits for Materials Science, Engineering, and Commercialization and Mathematics Education. A Ph.D./Ed.D. student may begin registering for dissertation courses during the semester following completion of all required coursework specified by the Ph.D./Ed.D. program. After advancement to

candidacy students must be continuously enrolled each long semester, and summer if receiving dissertation supervision and/or using university resources, for at least one dissertation hour until the dissertation has been completed, defended, and submitted in accordance with the procedures described in this Guide. The Doctoral Program Director will assist the student in determining the correct dissertation course for registration.

#### Registering for Thesis or Dissertation During the Final Semester

A thesis student must be enrolled in a thesis B course for the term the thesis is completed and submitted to Alkek Library. If the student is not enrolled, graduation will be postponed until the student has registered for a thesis B course, and the term in which the student has enrolled is completed. This requirement remains in force no matter how often a student may have previously taken a thesis B course.

Dissertation students must be registered for dissertation credit during the term that the dissertation is completed and submitted to the Alkek Library and the degree is conferred. The requirement must be met or graduation will be postponed.

If the student's anticipated graduation date is in August, the thesis or dissertation student must register for thesis B or dissertation during Summer I. The student does not need to enroll again in Summer II because during the summer the course runs ten weeks.

#### Thesis and Dissertation Grades

The only grades assigned for thesis and dissertation courses are PR (progress), W (withdrew), and F (failing). If the student is making acceptable progress, a grade of PR is assigned until the thesis or dissertation is completed. If acceptable progress is not made in a thesis or dissertation course, the instructor may issue a grade of F. When the thesis or dissertation is completed and approved by The Graduate College, The Graduate College will then convert the PR grade of the most recently completed thesis or dissertation

course(s) to a grade(s) of CR to award the total thesis/dissertation credit hours required by the student's graduate program.

#### Fee Reduction

A master's or doctoral degree candidate for graduation may be eligible for a one-time fee reduction under V.T.C.A. Education Code, Section 54.054, if the student is registered for thesis or dissertation credit only and provided such credit is the final credit hour requirement for the degree in progress. Please refer to the Texas State University Graduate Catalog for more information.

## CHAPTER VII

### DEADLINES AND CANDIDACY INFORMATION

#### Applying for Graduation

Deadlines to apply for graduation are posted online at [http://www.gradcollege.txstate.edu/Current\\_Students/Graduation.htm](http://www.gradcollege.txstate.edu/Current_Students/Graduation.htm). Students apply for graduation in Self Service Banner, by clicking on Student Records and Apply to Graduate. **IT IS IMPORTANT TO APPLY BY THE POSTED DEADLINE DATE OR GRADUATION MAY BE DELAYED AN ENTIRE SEMESTER.** If the student misses the online deadline, the student should contact the Graduate College to determine if it will still be possible to apply.

If a student applies for graduation in a given semester, but does not complete all degree requirements that semester, the student should contact the Office of the Graduate College to retract their application for graduation. There is no penalty for doing so and the student simply reapplies the next semester of anticipated graduation.

#### Master's and Doctoral Degree Commencement Information

Each semester the Graduate College updates the Commencement Information website at [http://www.gradcollege.txstate.edu/Current\\_Students/Graduation.html](http://www.gradcollege.txstate.edu/Current_Students/Graduation.html). This website provides the student the exact date on which deadlines fall, as well as other important reminders.

Master's students that have three (3) or fewer graduate hours to complete and/or need to finish a thesis or comprehensive exam can participate in the Commencement ceremony one semester prior to their anticipated semester of graduation. The student's

graduate advisor must email the Graduate College requesting permission from the Dean of the Graduate College for that student to participate in Commencement. Students must apply for graduation in the semester they would like to participate and then reapply for graduation in the semester they actually anticipate completion of a degree.

#### Clearing Candidates for Graduation

The Dean of the Graduate College certifies candidates for graduation after the completion of all requirements for the appropriate graduate degree and with the approval of the department(s) concerned. The Office of the Graduate College will determine if all requirements for the degree have been met.

#### Thesis Deadlines

Specific thesis deadline dates are posted on the Graduate College website at [http://www.gradcollege.txstate.edu/Thes-Diss\\_Info/T-D\\_Deadlines.html](http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html). Students are to adhere to these deadlines. Any request for an extension must be justified and submitted (email request is acceptable) by the Committee Chair or Graduate Advisor to the Associate Dean of the Graduate College for consideration.

#### The Comprehensive Examination for Master's Students

All candidates for master's degrees must pass a comprehensive examination. In many graduate programs, the thesis committee is also the examining committee. The examination typically covers the thesis, as well as any other areas the thesis/examining committee deems appropriate. The thesis/examining committee members sign the Comprehensive Examination Report for Master's Degree form, indicating pass or fail. The report is routed through the Department Chair to the Dean of the Graduate College. The results of the comprehensive examination must reach the Graduate College ten days

before commencement, not counting weekends and holidays. For specific deadline dates refer to the Graduate College website at [http://www.gradcollege.txstate.edu/Thes-Diss\\_Info/T-D\\_Deadlines.html](http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html).

#### Dissertation Deadlines

Specific dissertation deadline dates are posted on the Graduate College website at [http://www.gradcollege.txstate.edu/Thes-Diss\\_Info/T-D\\_Deadlines.html](http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html). Students are expected to adhere to these deadlines. Any request for an extension must be justified and submitted (email request is acceptable) by the Committee Chair or Doctoral Program Director to the Associate Dean of the Graduate College for consideration.

#### Dissertation Defense

All candidates for doctoral degrees must successfully defend the dissertation. When each committee member is satisfied that the dissertation is ready for defense, he or she communicates this to the Dissertation Advisor in writing. After all committee members have communicated to the Committee Chair that the dissertation is ready to be defended, the Committee Chair proceeds with scheduling the dissertation defense. The defense must be scheduled at least two weeks in advance. Notice of the time and place of the defense must be posted within the major department. The defense is open to the public. The defense is presided over by the Committee Chair. All members of the dissertation committee are expected to be present. Committee members may attend via Skype, FaceTime, other web-based video program, or conference call.

Following the dissertation defense, members of the dissertation committee sign the Dissertation Defense Report form, which indicates passage, provisional pass or failure of the defense. The form is routed through the Doctoral Program Director and

Department Chair to the Dean of the Graduate College.

#### Time Limit for Completing the Dissertation

The Graduate College requires successful completion of the Dissertation Defense to occur within ten years of the student's entry into the Ph.D. program. After advancement to candidacy, a student is expected to complete the dissertation within two years in Materials Science, Engineering, and Commercialization, within three years in Aquatic Resources, Criminal Justice, Geography, and Mathematics Education, and within five years in the College of Education. Other departmental time limits may apply. Exceptions to these time limits require the approval of the Doctoral Program Director and Dean of the Graduate College. A written request for a time extension to complete degree program requirements is submitted by the Committee Chair, to the Doctoral Program Director, and then is submitted to the Dean of the Graduate College for consideration.

#### 99 Hour Rule

In accordance with Texas Education Code, Section 54.066, the university will incur a penalty once a doctoral student accumulates 100 or more doctoral semester credit hours. In response, the Texas State University System has a new tuition structure (excessive hours fee) in which a doctoral student will be charged tuition at a rate equivalent to nonresident tuition for all doctoral semester credit hours exceeding 99. Courses taken by a doctoral student at the master's or undergraduate level will not count towards the 99 hours. If the student is admitted to a doctoral program from the bachelor's degree, the count begins after 30 hours of graduate coursework. This tuition structure applies to Texas residents as well as out-of-state residents and international students who were eligible to be charged tuition at the resident rate as a result of



scholarship and fellowship awards or employment as Graduate Assistants. Students should contact the Doctoral Program Director regarding appeals.

#### Summary of Thesis Student General Requirements

- The Proposed Thesis Research form must be on file with the Office of the Graduate College.
- The student applies for graduation in the final semester.
- All required coursework must be completed.
- A minimum of six hours of thesis coursework (thesis A and thesis B) must be completed.
- The student must be enrolled in thesis B during the semester in which the student graduates.
- The final thesis draft must reach the committee by the posted deadline or deadline agreed upon by the committee.
- The Thesis/Dissertation Committee Approval Form must be signed by the student and all committee members and submitted to The Graduate College prior to submission of the thesis, but after the final thesis defense.
- The final thesis, approved by the committee, must reach the Office of the Graduate College by the posted deadline or one-week extension deadline, if granted.
- Revisions required by the Graduate College must be made and the final thesis approved by the Graduate College.
- If the hard-copy option is selected, one print copy of the thesis must be submitted to Alkek Library by 5 p.m. on the Thursday a week prior to graduation.

- The Comprehensive Examination Report for Master's Degree form, indicating pass, must be signed by the committee members and by the Department Chair of the major department. It must reach the Office of the Graduate College 10 days before commencement, not counting weekends and holidays.

#### Summary of Dissertation Student General Requirements

- The comprehensive examination must be passed for advancement to candidacy.
- The dissertation proposal must be defended.
- The Defense of the Dissertation Proposal form, indicating passage, must be signed by the committee members and routed through the Doctoral Program Director and Department Chair to the Dean of the Graduate College.
- Once all Ph.D./Ed.D. Program requirements for advancement to candidacy have been met, the Application for Advancement to Candidacy form is completed and routed through the Doctoral Program Director and Department Chair to the Dean of the Graduate College.
- The student applies for graduation in the final semester.
- All required coursework must be completed, including the minimum number of dissertation hours required by the program.
- The student must be enrolled in dissertation during the semester in which the student graduates.
- The dissertation draft must reach the dissertation committee by the posted deadline or deadline agreed upon by the committee.
- The dissertation defense must be scheduled and notice posted at least two weeks in advance. The dissertation defense must be successfully passed.

- The Thesis/Dissertation Committee Approval Form must be signed by the student and all committee members and submitted to the Graduate College prior to submission of the dissertation, but after the final dissertation defense.
- The final dissertation, approved by the committee and submitted in Vireo, must reach the Dean of the Graduate College by the posted deadline or one-week extension deadline if granted.
- Revisions required by the Graduate College must be made and the final thesis approved by the Graduate College.
- The Dissertation Defense Report form, indicating pass, must be signed by the dissertation committee and by the Department Chair of the major department. It must reach the Office of the Graduate College 10 days before commencement, not counting weekends and holidays.
- The Survey of Earned Doctorates (SED) must be completed online by 5 p.m. on the Thursday a week prior to graduation.

## CHAPTER VIII

### SUBMITTING THE THESIS OR DISSERTATION

#### Submission to the Graduate College for Review

Prior to submitting the thesis or dissertation to the Graduate College, the Thesis/Dissertation Committee Approval Form bearing original signatures of the student and all committee members must be submitted to the Graduate College. This form should be submitted to the Graduate College after a student's final thesis or dissertation defense, but before submitting the document to the Graduate College for review.

The student must then submit the final thesis or dissertation, approved by the committee, to the Graduate College for review by the posted deadline. For specific deadline dates, refer to the Graduate College website at [http://www.gradcollege.txstate.edu/Thes-Diss\\_Info/T-D\\_Deadlines.html](http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html). Theses and dissertations are reviewed by the Office of the Graduate College in order of receipt. It is to the student's advantage to submit the thesis or dissertation as early as possible.

It is the student's responsibility to ensure that the thesis or dissertation is formatted properly and thoroughly proofread before submission to the Graduate College. Theses or dissertations submitted to the Graduate College with numerous errors will be returned to the student to resubmit, which can cause delays in meeting semester submission deadlines. The Graduate College does not proofread theses and dissertations or format documents for students.

Once the thesis or dissertation is submitted to the Graduate College, there can be no revision to the document other than any formatting and editorial revisions required by the Graduate College. The student's committee may not request additional revisions and

the student may not make any revision of their own after the thesis or dissertation has been submitted to the Graduate College.

### Submission Options

1. **Vireo On-line Submission Option:** *This option is required for doctoral students submitting the dissertation and recommended for master's students.* This method is vastly more convenient for students since the Vireo system is accessible 24-7 and saves money since a student is not required to submit a paper copy to Alkek Library. Graduate programs may require students to submit a paper or electronic copy to the department; check departmental program requirements.

The student uploads a PDF of the thesis or dissertation document. The student must also upload the document in its original format such as Microsoft Word, LaTeX, etc. Instructions to the on-line submission and review process using Vireo are included in Appendix B. See page 50 for instructions to converting the document to a PDF.

Following submission, the thesis/dissertation is reviewed by the Graduate College. The student is notified by email if revisions are required by the Graduate College. See Appendix C for symbols commonly used to mark revisions. The student makes the revisions to his or her original document and uploads the revised document as a PDF and the revised Microsoft Word, LaTeX or other format document. The Graduate College verifies the revisions have been made. Once the revision process has been completed and the thesis or dissertation is approved, the student and Committee Chair will receive email notification. All communication uses the Texas State email account, so it is very important that the student and Committee Chair regularly check their email. The Graduate College transfers the electronic document to Alkek Library.

2. **Hard-copy Submission Option:** *This submission option is only available for master's students submitting a thesis.* The student brings a printed copy of the thesis to the Office of the Graduate College (JCK 280; Office hours M-F 8:00am - 5:00pm). This copy should be printed on regular (non-archival quality) paper for editing. Print on one side of the paper only.

The thesis is reviewed by Graduate College. If edits are necessary, the Graduate College will email the student and the student will be asked to pick up his or her thesis with revisions marked from the Graduate College. See Appendix C for symbols commonly used to mark revisions. Once the student makes the required revisions, the student will bring the revised document AND the copy of the thesis with revisions marked to the Graduate College. The Graduate College will confirm that the necessary revisions have been made. When the necessary corrections have been made to the thesis and have been verified by the Graduate College, the student's thesis is approved. The student will be notified in an email to his or her Texas State email address.

Once the Graduate College review process has been completed and the document approved, the student must submit one print copy, on archival quality paper (white, 8 1/2 by 11 inch, 20/24 pound bond, archival quality, acid-free, flat-finish paper), of the thesis to Alkek Library (**submissions are accepted M-F, 8am-5pm**). Graduate programs may require students to submit a paper or electronic copy to the department; check departmental program requirements.

## Submission to Alkek Library

### Submission Options

1. **Vireo On-line Submission Option:** A student submitting in Vireo is not required to submit a paper copy to the Alkek Library. The Graduate College will transfer the electronic thesis or dissertation to the library from which the library will produce a print copy for the circulating collection and a microfilm copy for the University Archives. The print and microfilm copies will be produced even if there is an embargo placed on the electronic version. Supplementary files will not be reproduced or included in the circulating or microfilm copies.

2. **Hard-copy Submission Option:** A master's student submitting by hard-copy will take one print copy of the thesis on archival quality paper, to the Alkek Library (**submissions are accepted M-F, 8am-5pm**). The deadline for the thesis to be submitted to the library is by 5 p.m. on the Thursday a week prior to graduation. For specific deadline dates refer to the Graduate College website at

[http://www.gradcollege.txstate.edu/Current\\_Students/Graduation.html#Applying for Graduation](http://www.gradcollege.txstate.edu/Current_Students/Graduation.html#Applying_for_Graduation).

The student deposits the thesis at the Circulation Desk of Alkek Library. The Library is not responsible for collation. The student must be sure that his or her thesis is complete, the pages are right side up, and the pages are in the proper order.

### Copies for Personal Use

The student deposits the personal use copies of the thesis/dissertation at the Circulation Desk of Alkek Library (**submissions are accepted M-F, 8am-5pm**). The Library is not responsible for collation. The student must be sure that his or her thesis/dissertation is complete, the pages are right side up, and the pages are in the proper

order. The student can choose to use regular, non-archival paper for personal copies. The student pays the binding and processing fees for additional copies at the Circulation Desk (**M-F, 8am-5pm**). To find the exact amount contact Shirley Lipinski, Bindery Manager, preferably via email at [sl34@txstate.edu](mailto:sl34@txstate.edu), or call (512) 245-3890.

When bound copies are ready, the personal copies of the thesis or dissertation will be mailed to an address provided by the student. If applicable, departments will be contacted to pick up their copies from the Circulation Desk. If the student has a question about their binding request, contact Shirley Lipinski, Bindery Manager, preferably via email at [sl34@txstate.edu](mailto:sl34@txstate.edu), or call (512) 245-3890.

#### Additional Requirements for Dissertation Students

##### ProQuest Submission

All dissertations and their abstracts are required to be submitted to ProQuest for inclusion in the ProQuest Dissertations & Theses database and Dissertation Abstracts International. If an embargo is selected, only the abstract will be displayed in the databases until the embargo is completed. The ProQuest submission process is included in Vireo. See Appendix B for instructions.

##### Library Collection Copies and Preservation Practices for Theses and Dissertations

One print copy of each thesis and dissertation is deposited in the Alkek Library. The copy will be placed in the circulating collection and made available for use by researchers and scholars inside and outside the Texas State community. This applies to manuscripts submitted in either print or electronic format. The library will produce a print copy of all theses and dissertations regardless of embargo status. Supplementary files will not be reproduced or included in the circulating or microfilm copies.



Under the "Fair Use" exemption of the copyright law, library users may copy brief excerpts of a work. However, an amount that exceeds "Fair Use" may not be duplicated without the author's permission unless otherwise indicated in the "Fair Use and Author's Permission Statement" of the student's thesis or dissertation.

The Alkek Library will also submit all theses and dissertations for microfilming, providing long term preservation of these materials. The microfilm will not be available for public use. The Alkek Library reserves the right to add metadata for indexing purposes and convert the submission to any medium or format for the purpose of preservation. Theses and dissertations submitted through Vireo will be available in Texas State University's online institutional repository. Embargo options are provided in the Vireo guide (See [Appendix B](#)). All non-embargoed theses and dissertations in the institutional repository are openly available on the Internet and can be discovered and cited by scholars using the library catalog or major search engines.

## CHAPTER IX

### STYLE, ORGANIZATION, AND MECHANICS

#### Paper

If a thesis student selects the hard-copy submission option, the one thesis copy submitted to the library must be printed on white, 8 1/2 by 11 inch, 20/24 pound bond, archival quality (acid-free), flat-finish paper. Print on one side. The document will be shelved permanently in the university library, so paper must be durable and of high quality. Archival quality paper can be found at campus bookstores and most office supply stores.

Remember that the first submission of the hard-copy thesis to the Graduate College for review should not be on archival quality paper; however, when it is submitted to the library, it must be on archival quality paper.

#### Style

Only theses and dissertations formatted as specified in this guide will be accepted by the Graduate College. Do not use a running head. Recent style manuals (Table 3) and scholarly journals in the student's major discipline should be consulted for style material not included in the guide.

<b>Table 3. Style Guides by Major.</b>	
<b>Major</b>	<b>Style Guidelines</b>
<b>Thesis</b>	
Adult Education	APA <sup>4</sup>
Agricultural Education	APA <sup>4</sup>
Anthropology	AAA <sup>1</sup> /SAA <sup>10</sup>
Applied Mathematics	None Specified
Applied Philosophy and Ethics	MLA <sup>9</sup> /Turabian
Aquatic Resources	CBE <sup>6</sup>
Athletic Training	AMA <sup>0</sup> /APA <sup>4</sup>

<b>Table 3 Continued.</b>	
Biochemistry	Turabian/ACS <sup>2</sup>
Biology	Turabian
Business Administration	Turabian
Chemistry	Turabian/ACS <sup>2</sup>
Communication Design	None Specified
Communication Disorders	Turabian/APA <sup>4</sup>
Communication Studies	MLA <sup>9</sup> /APA <sup>4</sup>
Computer Science	Turabian/APA <sup>4</sup>
Creative Writing	Turabian/MLA <sup>9</sup>
Criminal Justice	APA <sup>4</sup>
Developmental Education	APA <sup>4</sup>
Elementary Education	APA <sup>4</sup>
Bilingual/Bicultural	APA <sup>4</sup>
Early Childhood Education	APA <sup>4</sup>
Exercise Science	None Specified
Family & Child Studies	APA <sup>4</sup>
Geography	Turabian
Health Education	APA <sup>4</sup>
Health Psychology	APA <sup>4</sup>
Health Services Research	APA <sup>4</sup>
Healthcare Administration	APA <sup>4</sup>
History	Turabian
Human Nutrition	Turabian
Industrial Technology	APA <sup>4</sup>
International Studies	Turabian
Literature	Turabian/MLA <sup>9</sup>
Mass Communication	APA <sup>4</sup>
Material Physics	AIP <sup>3</sup>
Mathematics	Turabian
Merchandising and Consumer Studies	APA <sup>4</sup>
Music	Turabian
Physical Education	APA <sup>4</sup>
Physics	Turabian/AIP <sup>3</sup>
Political Science	Turabian
Population and Conservation Biology	Turabian
Professional Counseling	APA <sup>4</sup>
Psychological Research	APA <sup>4</sup>
Recreation & Leisure Services:	APA <sup>4</sup>
Recreation Management	APA <sup>4</sup>
Therapeutic Recreation	APA <sup>4</sup>

<b>Table 3 Continued.</b>	
Rhetoric and Composition	APA/MLA <sup>9</sup>
Secondary Education	APA <sup>4</sup>
Sociology	ASA <sup>5</sup>
Software Engineering	Turabian/APA <sup>4</sup>
Spanish	Turabian/MLA <sup>9</sup>
Technical Communication	MLA <sup>9</sup>
Theatre	MLA <sup>9</sup>
Wildlife Ecology	JWM <sup>8</sup> /JM <sup>7</sup>
<b>Dissertation</b>	
Adult, Professional & Community Education	APA <sup>4</sup>
Aquatic Resources	CBE <sup>6</sup>
Criminal Justice	APA <sup>4</sup>
Developmental Education	APA <sup>4</sup>
Environmental Geography	Turabian
Geographic Education	Turabian
Geographic Information Science	Turabian
Materials Science, Engineering, and Commercialization	Turabian/AIP <sup>3</sup> /ACS <sup>2</sup>
Mathematics Education	APA <sup>4</sup>
School Improvement	APA <sup>4</sup>

<sup>0</sup> AMA=American Medical Association

<sup>1</sup> AAA=American Anthropological Association

<sup>2</sup> ACS=American Chemical Society

<sup>3</sup> AIP= American Institute of Physics

<sup>4</sup> APA= American Psychological Association of America

<sup>5</sup> ASA= American Sociology Association

<sup>6</sup> CBE= Council of Biology Editors

<sup>7</sup> JM= Journal of Mammalogy

<sup>8</sup> JWM= Journal of Wildlife Management

<sup>9</sup> MLA= Modern Language Association

<sup>10</sup> SAA= Society of American Archeologists

### Arrangement of Thesis and Dissertation

The thesis or dissertation consists of three major components: the front matter, the text, and the back matter. The front matter pages include: the title page, copyright page, fair use and author's permission statement page, dedication (optional), acknowledgements, table of contents, list of tables (if applicable), list of figures (if applicable), list of illustrations (if applicable), list of abbreviations (if applicable), abstract (required in dissertations, optional in most theses), and preface (if applicable). The text includes: the chapters (the number will vary by thesis or dissertation), and tables and/or figures (if included). The back matter includes the appendix section (optional) and literature cited (also referred to as bibliography, references, work cited, etc.). If the hard-copy thesis option is selected, a blank page referred to as the fly page is included at the front and back of the document. The fly pages are not counted or numbered. For electronically submitted documents, fly pages are not included. Table 4 indicates the arrangement of the thesis and dissertation. The sections should be shown in the order listed. Be sure to include all required sections in the document.

### Abstract Requirement

Dissertations are required to include an abstract. The abstract is optional in the thesis, with the exception of a thesis written in Spanish. A student in the Modern Languages Department that chooses to submit the thesis in Spanish must include an abstract written in English. A duplicate abstract in Spanish may also be included, if desired.

**Table 4. Arrangement of Thesis and Dissertation.**

Page	Required or Optional?	Format of Page Number	Description and Helpful Tips
Fly Page	Required for paper thesis copies	Not counted or numbered	Blank page for protection of thesis. Do not include if submitting electronically.
Title Page	Required	Counted, but not numbered	2" top margin; do not use bold on this page. See example in Appendix D.
Copyright Page	Required	Counted, but not numbered	2" top margin. See example in Appendix D for page formatting. Copyright is automatic once the work is in fixed form, therefore the student holds the copyright to their thesis or dissertation. Doctoral students may have their copyright registered with the U.S. Copyright Office. There are additional fees, paid to Alkek Library, for this service.
Fair Use and Author's Permission Statement	Required	Counted, but not numbered	2" top margin. Include only one of the two Duplication Permission options. See example in Appendix D for formatting.
Dedication	Optional	Counted, but not numbered	2" top margin. See example in Appendix D.
Acknowledgements	Required	This is the first page numbered using lower case Roman numerals. All pages should have numbers from this point forward.	2" top margin. This page gives credit and acknowledgement to any person who has helped the student during his/her academic career. See example in Appendix D.
Table of Contents (TOC)	Required	Lower case Roman numerals	2" top margin. All chapter titles, headings, and subheadings should be worded in the TOC the same as in the text. Use dot leaders with a right tab instead of periods to lead to page numbers. See page 41 for instructions on dot leaders.

<b>Table 4 Continued.</b>			
<b>Page</b>	<b>Required or Optional?</b>	<b>Format of Page Number</b>	<b>Description and Helpful Tips</b>
List of Tables (LOT)	If applicable (two or more)	Lower case Roman numerals	2” top margin. Formatting should resemble the TOC. All table titles should appear on the LOT exactly as they are in the text. Use dot leaders with a right tab instead of periods to lead to page numbers.
List of Figures (LOF)	If applicable (two or more)	Lower case Roman numerals	2” top margin. Formatting should resemble the TOC and LOT. All figure titles should appear on the LOF exactly as they are in the text. Use dot leaders with a right tab instead of periods to lead to page numbers.
List of Illustrations (LOI)	If applicable	Lower case Roman numerals	2” top margin. Include if applicable; same formatting as the LOT and LOF. Use dot leaders with a right tab instead of periods to lead up to page numbers.
Abstract	Optional for thesis*; Required for dissertation	Lower case Roman numerals	2” top margin. See example in Appendix D. *Modern Languages students who submit their thesis in a language other than English are required to include an abstract in English.
Text	Required	The first page of the text is where the Arabic numbering begins, starting with 1.	1” top margin throughout text. Each chapter must be numbered.
Appendix Section	Optional	Arabic numerals	1” top margin throughout appendix section. An appendix section is used for supplementary material. Pagination continues through the appendix; numbering does not start over.
Literature Cited	Required	Arabic numerals	1” top margin throughout literature cited section. Use a style appropriate for the discipline. Most commonly, the literature cited is either double spaced throughout or formatted by single spacing each entry and double spacing between entries. Be consistent in use of periods. Do not split an entry between pages.
Fly Page	Required for paper thesis copies	Not numbered	Blank page for protection of thesis. Do not include if submitting electronically.

### Typography

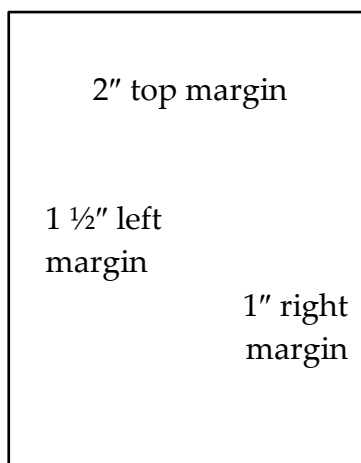
The same font must be used throughout the front matter, text, and back matter of the document. Use a TrueType font. Fonts recommended by most style manuals include Times New Roman or Garamond. The body of the thesis must be in 12 point font. The body of tables may be in as small as 10 point font to allow for inclusion of all required information. Figure and table captions and legends may be in 10-12 point font. The body of a figure may be in a font size larger than 12 point. Equations in the text may also be in a font size larger than 12 point. The use of correction fluid or handwritten corrections is not allowed. A high quality printer must be used to ensure legibility of the entire thesis/dissertation, including all illustrations, figures and tables.

### Margins

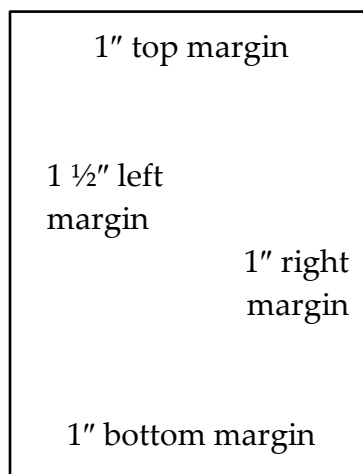
Pages in the front matter require a two inch top margin, a one and one-half inch left margin, and a one inch right and bottom margin as shown in Figure 1. For all other pages in the document (text, appendix section, literature cited section), the left margin is one and one-half inches (required for binding) and the other margins are one inch (Figure 2). You will need to use “Next Page” section breaks to break your document into sections that will allow you to set different margins between the front matter and text. Instructions for setting next page section breaks are provided on pages 42-43.

Use flush left alignment (creating uneven right margin). Do not use right justification.





**Figure 1. Example Showing Margins for Front Matter.** Please note that required and optional pages of the front matter include: title page, copyright page, fair use and author's permission statement page, dedication, acknowledgements, table of contents, list of tables, list of figures, list of illustrations, list of abbreviations, abstract, and preface.



**Figure 2. Example Showing Margins for Body of Document and Back Matter.** Body of the text and back matter include: chapter(s) of document, appendix section, and literature cited section.

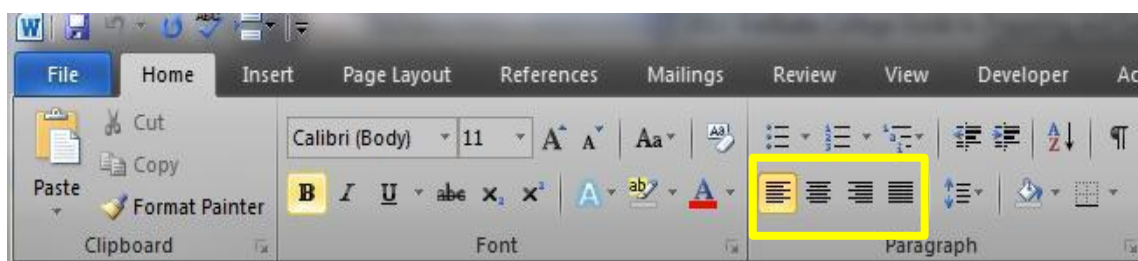
### Spacing

The body of the abstract may be one and one-half spaced or double spaced, and must follow formatting in the example in Appendix D. The body of the text is doubled spaced. Lengthy quotations may be double or single spaced.

Table and figure captions may be single spaced or double spaced. Citation entries in the references section may be double spaced throughout or may be formatted single spaced with a double space between entries or citations.

### Text Alignment

Throughout the document, different alignments are used for formatting certain sections (i.e. title page, copyright page, body of the document, etc.). To align text in Microsoft Word, select the Home tab on the ribbon at the top of the page. Locate the Paragraph section. There are four icons with blocks of lines that designate the alignment types available: Left, Center, Right, and Justified. You can either select the alignment type needed, and start typing text, or type the text needed, highlight the text with your cursor, and select the text alignment for that section (See Figure 3).

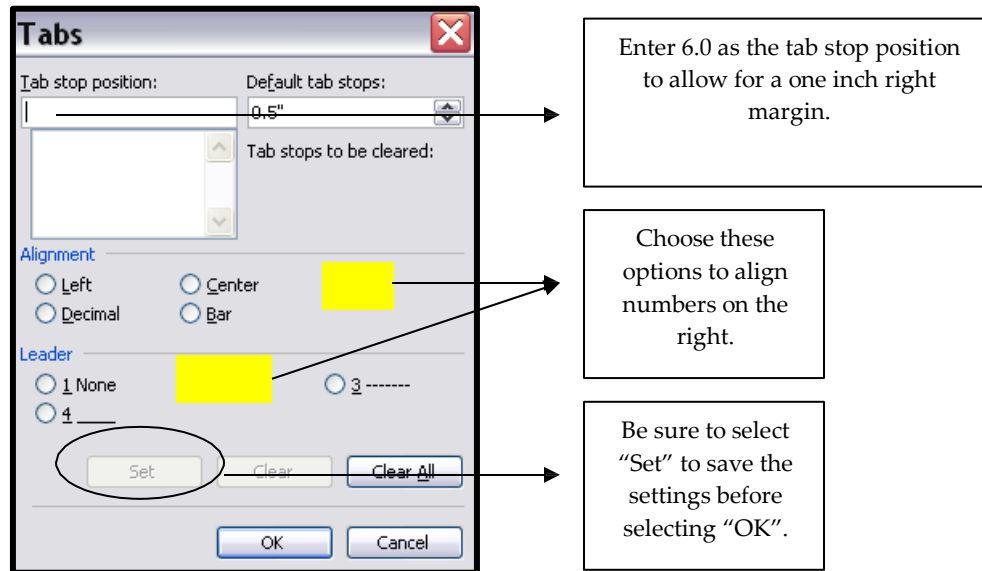


**Figure 3. Setting Text Alignment.**

### Dot Leaders

Dot leaders with a right tab should be used instead of periods in the table of contents, list of tables, list of figures, etc. where page numbers from the text are

referenced. To set dot leaders, under the “Home” tab in Microsoft Word, click on the small arrow at the bottom right corner of the “Paragraph” box, and select “Tabs”. Figure 4 shows the menu that will appear and gives instructions on its use.



**Figure 4. Setting Tabs for Dot Leaders.**

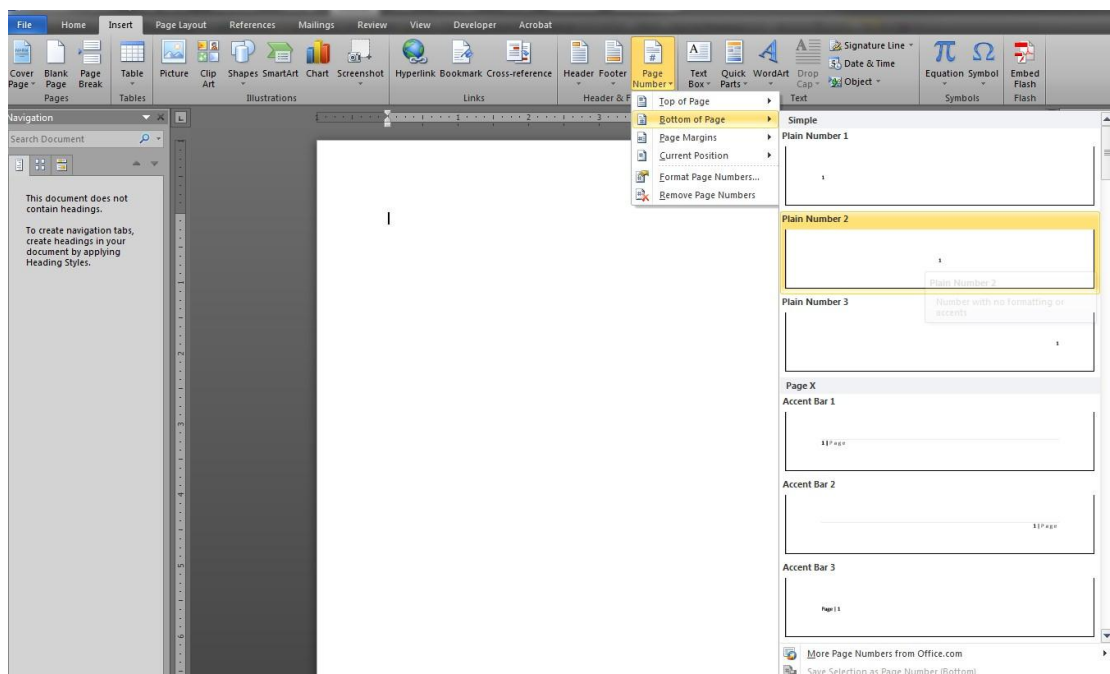
### Pagination

All page numbers throughout the document must appear centered one-half inch from the bottom, within the footer. Numbers on pages before the text of the thesis or dissertation are lower-case Roman numerals. All pages (except for fly pages in hard-copy thesis) of the front matter should be counted, but numbers should **not** be placed on the title page, copyright page, fair use and author's permission statement page, or dedication page.

Numbers in the text of the thesis and dissertation are Arabic, beginning with one (1). Arabic numeral pagination will continue through the back matter, as formatted in the text. In the back matter, the fly page (if necessary) is not counted.

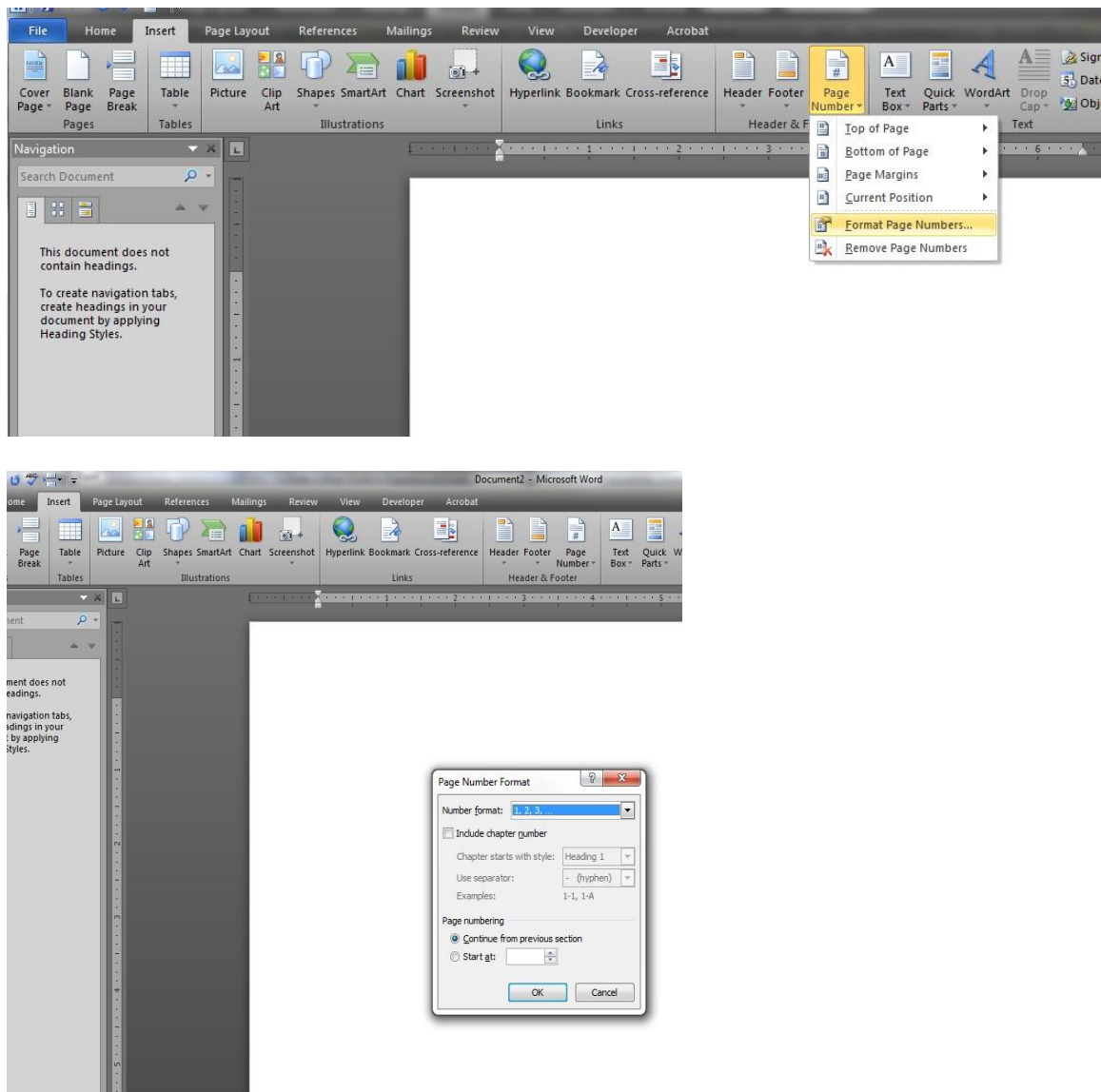
### Instructions for Page Numbering in Microsoft Word

To add a page number in Microsoft Word, click on Insert on the ribbon at the top of the page and then click on Page Number. A dropdown menu will show, allowing you to select placement of a page number. Select Bottom of the Page from the dropdown menu and the option that allows for centered alignment. In Figure 5, that option is Page Number 2.



**Figure 5. Diagram Showing Location of Page Numbers.** From Insert tab, select the Page Number option and scroll down to the Plain Number 2 option listed under Bottom of Page.

To change the page number type (Roman or Arabic numerals), click on Insert again at the top of the page, click on Page Number, and select Format Page Numbers. This will allow you to select the number type (Roman or Arabic), the page number at which to start, and indicate if you would like to continue numbering from the previous section (See Figure 6).

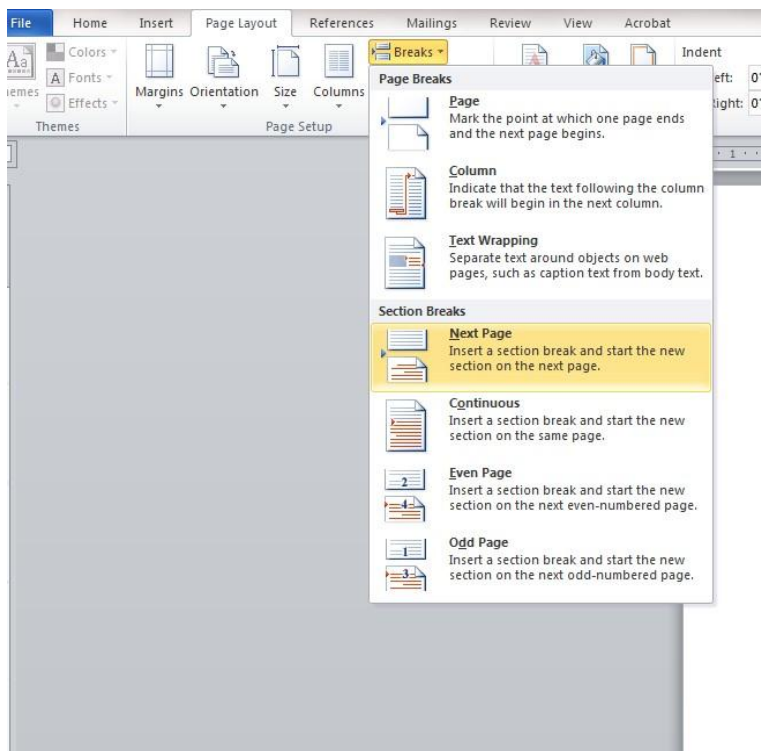


**Figure 6. Diagrams Showing Page Number Format Box.** From Insert tab, select the Page Number option and scroll down to Format Page Numbers. The Page Number Format Box will appear, allowing customization of page numbers.

It is easiest to paginate a document when all sections of a thesis or dissertation are contained in one document. The following information will assist you in correctly numbering the pages of the document. You will need to break the document into sections to change the format of page numbers. Sections of the paper include, but are not limited to: 1) the un-numbered front matter, 2) the lower case Roman numeral front matter, and

3) the first page of your text (Chapter 1). After each section, insert a “next page” section break.

To change numbering, insert a “Next Page” section break between pages whose margins or page orientation differ (**do not use continuous page breaks**). Within Word 2007 and Word 2010, the "Next Page" section break is located on the Page Layout tab. Select "Breaks" at the top then choose "Next Page" from the drop down list (See Figure 7).

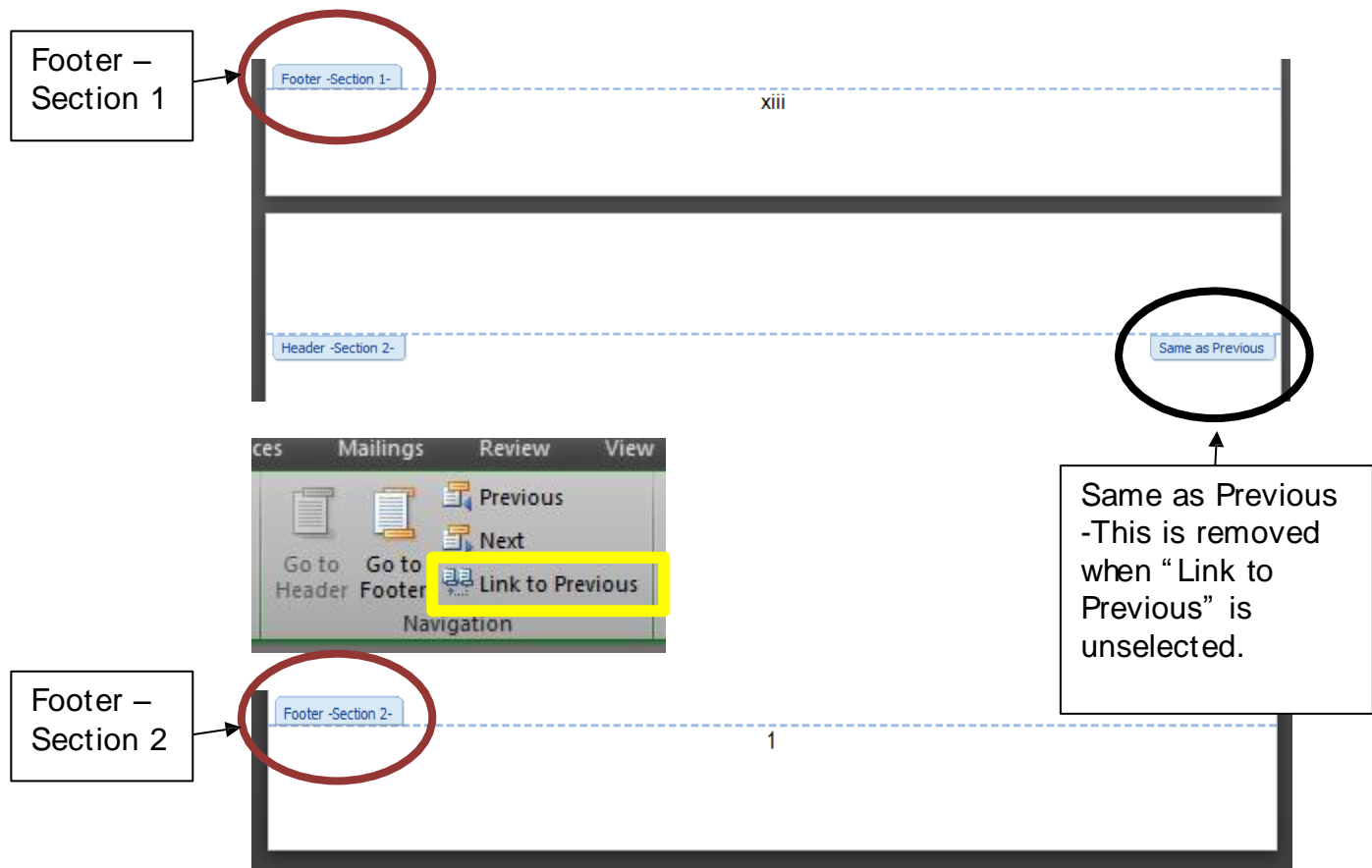


**Figure 7. Diagram Showing Location of Next Page Section Breaks Option in Page Layout.** From Page Layout tab, select the Breaks option and scroll down to the Next Page option listed under Section Breaks.

See Figure 8 for an example of the appearance of two sections. Section one in Figure 8 is shown with the footer and section two is shown with the subsequent footer.

Before making any changes to the headers and footers, remove the "Link to Previous"

setting in each footer. This will ensure that the page numbers or other formatting will not be the same as the previous section. When you remove the “Link to Previous,” there will no longer be a “Same as Previous” designation in the header or footer. See Figure 8 for an example of the location of “Link to Previous” in the footers.



**Figure 8. Diagram Showing Header/Footer Components.** Diagram shows a document that has been broken into two sections. Section 1 is seen in the footer of page xiii and section 2 is seen in the header and footer of page 1. The footer of page 1 also shows the “Link to Previous” label that links headers and/or footers together. The icon “Link to Previous” in the header/footer toolbar will remove the “Same as Previous” label.



### Supplementary and Illustrative Materials

In electronic theses and dissertations, supplementary materials may consist of any additional resources that could be used to support a thesis or dissertation. This material includes, but is not limited to, complex digital objects such as images video, and audio. If you do include supplementary materials for your thesis or dissertation, please include a list of these materials after the Appendix Section (if applicable) in your document.

Illustrative materials included in the body of the thesis or dissertation must fit the margins described under the subheading “Margins.” Illustrations may be reduced if necessary. If the paper option is selected and reduction is impossible, illustrations must be prepared so that they can be bound into the thesis without damage. These inserts are counted in the pagination. If the inserts require facing, the facing also counts in the pagination.

### Headings and Subheadings

The front matter pages, chapter titles and all sections after the text require the same heading formatting. Headings must be set up as instructed in this manual. All headings in the front matter are required to have a two inch top margin, to be centered, capitalized, in 12 point font and in bold (with the exception of the title page; do not use bold on this page). Chapter headings and headings in the back matter are required to have a one inch top margin, to be centered, capitalized, in 12 point font and in bold. All headings and subheadings must appear in the text exactly as they appear in the table of contents.

The formatting of subheadings will vary among theses and dissertations. Please do not refer to any previously submitted thesis or dissertation for subheading formatting.

Consult recent style manuals and/or scholarly journals in the major discipline for the appropriate formatting. The Graduate College will check throughout the document for consistency. Use as many subheading levels as the committee deems necessary. Any subheadings listed in the table of contents must be worded as they are in the text. Subheadings appearing at the bottom of a page should be moved to the next page, if two lines of text cannot fit beneath them.

### Abbreviations and Acronyms

Standard abbreviations such as time and measurements may be used without explanation; however, other abbreviations or symbols should be fully spelled out either upon their first use followed by the abbreviation or in a table of abbreviations in the front matter. After the first use, the abbreviation will be sufficient.

Acronyms must be typed in all capital letters without periods. Again, upon first use, the acronym should be fully spelled out and thereafter the acronym will be sufficient.

The abbreviation "et al." is often confusing when used in references. Keep in mind that the full Latin term is et alli; therefore, "et" does not require a period, but "al." does, as it is the shortened form of "alli."

In referencing the university in the text, the first time it is mentioned use Texas State University, thereafter Texas State may be used if an abbreviation is desired.

### Tables and Figures

Tables and figures may be included in the text with the tables/figures placed after their first reference in the text. Add adequate spacing before and after the table/figure to set it off from the text. Be consistent in this spacing. A table/figure may either be included on a page with text or on a page by itself. Two or more tables/figures may

appear on the same page.

Alternately, tables and figures may be placed following the body of the chapter in which they are cited or grouped together and placed following the last chapter and before an appendix section and/or the literature cited section. In this case, the tables should be grouped together and figures grouped together. Include the list of tables and/or list of figures in the table of contents.

### Tables

- Table formatting must be consistent throughout the manuscript.
- Each table is titled and numbered using Arabic numbers.
- Table titles and descriptions appear above the table and should not extend beyond the table margin.
- If a table carries over to one or more additional pages, include the table number and “Continued” (Table 2-Continued) as well as any headings that describe the table information at the top of each additional page.
- Captions must be consistently formatted for all tables. Refer to the recommended style manual or scholarly journal in the major discipline for appropriate formatting. Be consistent in punctuation and typography (capitalization, use of bold, etc.).
- The font style for the table and title should match the text of the manuscript. Use 10-12 point fonts for the title and caption.
- Font size may be smaller in the body of a table, but no smaller than 10 point.
- See sample tables throughout this guide for formatting example.

## Figures

- Charts, graphs, maps, etc. are considered figures. Text within a figure may be larger than 12 point font and does not have to match the font style used in the body of the text.
- Each figure is titled and numbered using Arabic numbers.
- The entire figure should be included on the same page. If this is not possible the continuation of the figure must be clearly labeled.
- Figure titles and descriptions appear below the figure and should not extend beyond the figure margin.
- Captions must be consistently formatted for all figures. Refer to the recommended style manual or scholarly journal in the major discipline for appropriate formatting. Be consistent in punctuation and typography (capitalization, use of bold, etc.).
- The font style for the figure (if text is used) and title should match the text of the manuscript. Use 10-12 point fonts for the title and caption.
- Color figures may be used. However, the library copies will be printed in black-and-white and thus labeling within figures should be by means other than color.
- See sample figures throughout this guide for formatting example.

## Citations

It is imperative that credit is given for material that is not the student's own.

Credit must be given for direct quotations, for paraphrases, for information, and for ideas.

The exact methods of citing sources will vary from one style guide to another, but the

underlying principle remains the same.

One style should be chosen for citations within the text for consistency. The most common methods of referencing works are: author-date; footnotes; and numbered references. The student should follow recent style manuals and/or scholarly journals in the major discipline for the appropriate formatting.

All works cited in the text must appear in the literature cited section. Likewise, all works listed in the literature cited section must be cited in the text. Personal communication should be cited in the text.

Use an appropriate style for the literature cited section. Entries may be single spaced with a double space between entries or double spaced throughout.

#### Formatting for Two or More Studies or Published Journal Articles

Thesis and dissertation students are strongly encouraged to pursue publication. Taking this into consideration, with notification via student comment in Vireo or email to the Associate Dean of the Graduate College of the student's intent to format chapters differently for publication purposes, the Graduate College will accept the following variations in formatting:

- If the thesis/dissertation will consist of two or more published journal articles or two or more studies expected to be submitted separately as journal manuscripts, each separate study may be treated as a separate chapter. Formatting (i.e. style of references in text and in literature cited section; style of headings and subheadings) may differ among chapters.
- Each chapter may include figures and/or tables (positioned within the text or grouped at the end of each chapter) and literature cited pertaining to the

chapter.

- If literature cited is included with each chapter, a comprehensive literature cited section does not need to be included at the end of the thesis.

### Computers and Printers

To avoid complications with the document, it is best to use the same computer and printer throughout the thesis/dissertation process. If different machines are used to word process and print, settings and format may change.

Printers must be of sufficiently high-quality to produce legible text, including all tables and figures. Tables, figures and illustrations may be printed in color, but again must be completely legible.

### Conversion to PDF for On-line Submission in Vireo

PDF is the required format for electronic on-line submission because it is viewable and printable on any platform and because it preserves fonts, formatting, and graphics of source documents. The primary document of the thesis or dissertation must be in PDF, however supplementary material in various formats is allowed. Refer to the end of this section for additional details.

If the electronic thesis/dissertation consists of multiple text documents, it is best to consolidate them into one document and convert the consolidated file to a PDF. If complex digital objects (digital video/audio, 3-dimensional multimedia) are to be included they may be submitted separately as Supplementary Materials.

### Conversion Tools

Regardless of the conversion tool chosen, the following criteria must be met to make a compliant PDF/A document, suitable for preservation and archiving.

- Embed all fonts;
- Make sure there is no password protection on the PDF;
- Ensure that security settings allow printing.

#### PDF conversion for PC users

**The preferred method of converting is to use the PDF conversion tool included in Microsoft Office 2010 for PCs because this is the most prevalent software on campus.**

To save a Word 2010 document as a PDF/A file simply click on **File** and point the arrow to **Save as Adobe PDF**. If prompted to save the file with PDFMaker before continuing, select **Yes**. **Before clicking on Save**, click on **Options** and choose **Create PDF/A-1a:2005 compliant file**. Leave all other default settings and click OK. These steps will ensure that all conversion criteria are met.

To save a Word 2013 document as a PDF/A file simply click on **File**, point the arrow to **Export**. By default, **Create PDF/XPS Document** should be selected under Export. Click on the **Create PDF/XPS** icon. In the next window, check that Save as type is set to **PDF**. Choose **Optimize for Standard (publishing online and printing)**, click on **Options**, check the box next to **ISO 19005-1 compliant PDF/A**. Make sure the Page range is set to **All** then click **OK**. This setting ensures that all conversion criteria are met.

For Microsoft Office 2007 users, the PDF conversion tool may not be pre-installed and will need to be downloaded at:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=F1FC413C-6D89-4F15-991B-63B07BA5F2E5>.

To save a Word 2007 document as a PDF/A file simply click on **File**, point to the

arrow next to **Save As**, and choose **PDF or XPS**. Choose **Optimize for Standard (publishing online and printing)**, click on **Options**, select **the ISO 19005-1 compliant PDF/A** and click **OK**. This setting ensures that all conversion criteria are met.

#### PDF conversion for MAC users

MAC users must use Adobe Acrobat Pro to convert a text document into PDF/A file. This software is available at all computer labs on campus. To save a document as a PDF/A file simply click on **File**, point to the



arrow next to **Save as other**, and choose Archivable **PDF (PDF/A)**.

To save a WordPerfect document as a PDF/A file simply click on File then Publish to PDF. From drop down PDF style menu choose PDF/A-1a-Level A compliance and Save. This setting ensures that all conversion criteria are met.

LaTeX users will need to use the pdflatex tool to convert documents to PDF. More information is available at <http://www.tug.org/texlive/> and <http://www.tug.org/begin.html>.

Whatever conversion tool is chosen, make sure the final PDF document has been checked before it is submitted. **Do not assume** that if the final Word or other file looks fine, the PDF will be fine. Look at charts, graphs, and any graphics files that were imported into the document, and look for correct conversions of fonts and diacritical marks such as accents.

### Supplementary Materials

Supplementary materials may consist of any additional resources that could be used to support a thesis or dissertation. This material includes, but is not limited to, complex digital objects such as images, video, and audio. If you do include supplementary materials for your thesis or dissertation, please include a list of these materials after the Appendix Section (if applicable) in your document.

In addition to the dissertation or thesis document, supplementary materials may be uploaded in Vireo. The author should be mindful of their role in the long-term preservation and accessibility of the supplementary material. Choosing standard and

commonly used formats will increase the likelihood of successful migration to future technologies. The following formats are recommended for the long term preservation of supplementary material:

For images: PNG, TIFF, JPEG, GIF;

For audio: WAV, MP3, AIFF, MIDI;

For video: MPEG, AVI, MOV.

For spreadsheets or datasets: comma-separated values or other delimited text.

Authors are also welcome to submit supplementary material in their original format if the standard formats do not provide the best representation of their work. The standard format copy may be retained as an archival copy, while the author's preferred format will be the accessible copy.

### Technical Support

For technical support please contact ITAC or the Alkek Library Computer Lab.

**ITAC** is open Monday - Friday, 7:30 a.m. to 6 p.m. 245.ITAC (4822),

<http://www.tr.txstate.edu/itac.html>.

For assistance converting documents to PDF, contact Stephanie Larrison, Librarian, at [Larrison@txstate.edu](mailto:Larrison@txstate.edu) or 512-245-8613.

The **Alkek computer lab** hours are the same as the Library hours of operation, with the following exceptions:

The computer lab closes 15 minutes prior to the closing of the Library.

The computer lab remains closed until 10:30 A.M. on Friday mornings due to routine maintenance.

See <http://www.library.txstate.edu/about/hours.html> for Library hours.

## CHAPTER X

### REMINDERS AND CHECKLISTS

Please refer to the following checklists before submitting the thesis or dissertation to the Graduate College. Check each bullet as the item is completed. This will help save time during the final editing process.

#### Title Page

✓Example in Appendix D

- 2 inch top margin.
- Do not use bold on the page.
- Title in all CAPS and double spaced in an inverted pyramid if more than one line is required.
- University name is shown correctly (Texas State University).
- Degree type of previously earned degree(s) is abbreviated correctly (B.S., M.S., etc.) after student's name.
- Graduation month (December, May, or August) and year are correct.
- Names of committee members are spelled correctly.

#### Copyright Page

✓Example in Appendix D

- 2 inch top margin.
- The text on this page must be centered.
- “**COPYRIGHT**” is the only word on this page that is in bold and all CAPS.
- Double space between all lines of text.

- Degrees and/or titles are not included with the student's name.

#### Fair Use and Author's Permission Statement Page

✓Example in Appendix D

- 2 inch top margin.
- “**FAIR USE AND AUTHOR'S PERMISSION STATEMENT**” heading in all CAPS, bold and centered.
- Only one of the two statement choices for Duplication Permission is included on the page.

#### Dedication Page

✓Example in Appendix D

- 2 inch top margin.
- If a dedication page is included, formatting is not required to follow any specific guidelines, other than conforming to the required margins of front matter and heading style. It is suggested to use formatting that is similar to other sections of the document (same font, etc).

#### Acknowledgements

✓Example in Appendix D

- 2 inch top margin.
- “**ACKNOWLEDGEMENTS**” heading in all CAPS, bold and centered.
- This is the first numbered page. The number appears within the footer, centered and is a lower case Roman numeral.

## Table of Contents

✓ Example in Appendix D.

- 2 inch top margin.
- **"TABLE OF CONTENTS"** heading in all CAPS, bold and centered.
- Dot leaders with a right tab, not periods, are used to connect headings with page numbers.
- Page numbers correspond exactly to the text.
- Headings, chapter titles, and subheadings appear exactly as in the text.
- Chapters are numbered and numbering is consistent between the Table of Contents and the text. Either Roman or Arabic is acceptable, but it must be consistent.
- If one subheading at a given level is included, all subheadings at that level must be included.
- Page(s) numbered; number appears within the footer, centered and is a lower case Roman numeral.

## List of Tables, List of Figures, etc.

✓ Examples in Appendix D

- 2 inch top margin.
- Heading is in all CAPS, bold and centered.
- Dot leaders with a right tab, not periods, are used to lead to page numbers.
- Page numbers correspond exactly to the text.
- Titles of tables/figures appear exactly as they are in the text.
- The entire title of each table/figure is included. Only the title is included, the

description of the caption is not included in the lists.

- Page(s) numbered; number appears within the footer, centered and is a lower case Roman numeral.

### Abstract

✓Example in Appendix D

- 2 inch top margin.
- “**ABSTRACT**” heading in all CAPS, bold and centered
- Page(s) numbered; number appears within the footer, centered and is a lower case Roman numeral.

### Text

#### Margins and Pagination

- 1 inch top margin for all pages.
- All left margins are set at 1 ½" for binding purposes. All other margins are 1 inch.
- Use flush left alignment (creating uneven right margin).
- All page numbers will be Arabic numerals and centered in the footer. The first page of the text will start at 1.

#### Spacing

- All text is double spaced except where single spacing is appropriate. Single spacing is allowed for:
  - Subheadings that carry over onto two lines.
  - Table and figure titles and captions.
  - Reference entries in the literature cited section.

- Block quotations.
- Footnotes.

### Grammar and Punctuation

- Grammar, punctuation and spelling must be correct.
- Use the word data correctly. Data is plural (datum is singular). The text should read: data were (not data was), these data (not this data), etc.
- Acronyms and abbreviations appear correctly in document.
  - Any usage of "et al." appears correctly in text, with the period after al.
  - Acronyms and abbreviations are fully spelled out the first time mentioned in the text or included in a list of abbreviations.
- Commas and periods are inside quotation marks.
- Semicolons and colons are outside quotation marks.
- Be consistent in spacing after punctuation throughout the text. Punctuation at the end of a sentence should preferably be followed by two spaces (some style manuals and scholarly journals specify one space).
- Texas State University is referenced correctly. The first time the university is mentioned in the text, it *must* appear as Texas State University. Thereafter, the name may appear as Texas State if an abbreviation is desired.

### Headings and Subheadings

- Headings/subheadings must be worded exactly the same in both the Table of Contents and text.
- Subheading format style is consistent among chapters.

### Tables, Figures, Illustrations, etc.

- Titles on the tables, figures, illustrations, etc. must match the titles in the list of tables, list of figures, list of illustrations, etc.
- Table titles and descriptions are placed above the tables.
- Figure titles and descriptions are placed below the figures.
- Captions should be approximately the same width as the margins of the table or figure.

### Citations in the Text

- Follow the guidelines in the appropriate style manual or scholarly journal for formatting citations.
- Be consistent in citation format within and among chapters.

### Literature Cited

- Section may also be referred to as Bibliography, References, Works Cited, etc.
- Follow the guidelines in the appropriate style manual or scholarly journal for formatting citations.
- Do not divide an individual entry between pages.
- Use consistency in spacing (one space or no space) between author's initials.
- Check to make sure author's names are spelled correctly.
- Check to make sure dates are correct and match those cited in text.
- Check to make sure titles of works cited and page numbers are correct.
- Use black font throughout the literature cited section, including any website listed.



## **APPENDIX SECTION**

A. FORMS .....	65
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## APPENDIX A: FORMS

### **Master's Degree Forms:**

- [Proposed Thesis Research Form](#)
- [Thesis Chair/Committee Member Change Request Form](#)
- [Master's Comprehensive Exam Form](#)
- [Thesis/Dissertation Committee Approval Form](#)

### **Ph.D./Ed.D. Degree Forms:**

- Form 1 – [Dissertation Advisor Assignment Form](#)
- Form 2 – [Dissertation Committee Request Form](#)
- Form 3 – [Doctoral Comprehensive Exam Form](#)
- Form 4 – [Dissertation Proposal Form](#)
- Form 5 – [Defense of Dissertation Proposal Form](#)
- Form 6 – [Application for Advancement to Candidacy](#)
- Form 7 – [Dissertation Defense Report Form](#)
- [Thesis/Dissertation Committee Approval Form](#)
- [Dissertation Advisor/Committee Member Change Request Form](#)

## APPENDIX B: VIREO ON-LINE SUBMISSION INSTRUCTIONS

With the Vireo system, the thesis/dissertation submission and review processes are completed entirely on-line. The submission process is a five step process. Instructions for each of the five steps are provided below. You will be notified by email once the submission is complete and received by the Graduate College. Once your thesis or dissertation is reviewed by the Graduate College, you will be notified by email if revisions are required. The system requires that we use the student's Texas State University email account, so it is very important that the student regularly checks the Texas State email from the time of thesis or dissertation submission to notification from the Graduate College that the document is approved. Instructions to complete the revision process are included below.

The Library will retain a print copy of the student's thesis or dissertation for their circulating collection and a microfilm copy for the University Archives even if an embargo is placed on the thesis/dissertation. Supplementary files are excluded from this policy.

Students submitting in Vireo are not required to submit paper copies to the Library. However, a student has the option of taking one or more printed copies to the Circulation Desk of Alkek Library to be bound for personal use. Some programs require the student deposit a hard-copy with the department. If your program has such a requirement, you will need to provide the department with a bound copy. The student will pay the binding fee at the Circulation Desk of Alkek Library for personal and departmental copies.

Prior to beginning the submission process the student should do the following:

- Convert thesis or dissertation to a PDF (see page 53 of this Guide for instructions).
- Discuss the embargo options with the Chair of the committee and decide the option to select.
- Select several key words.
- Have the Texas State email address of your Committee Chair in hand to enter.

Contact Dr. Eric Paulson at [ep27@txstate.edu](mailto:ep27@txstate.edu) or Bryttne Lowden at [bl1191@txstate.edu](mailto:bl1191@txstate.edu) or 512-245-2054 if you have any questions regarding submitting your thesis or dissertation using Vireo.

**To begin the on-line submission:**

Although other browsers may be used, the system works best with Firefox.

Please clear your cache and cookies before opening the browser. To log on to Vireo go to the following URL: <https://etd.library.txstate.edu/vireo>.

You will see the following screen:



Login

THESIS & DISSERTATION  
SUBMITTAL SYSTEM

## Welcome to Vireo the Thesis & Dissertation Submission System at Texas State University

Once your committee has approved your final thesis/dissertation and signed the Signature Page, you are ready to submit your document to the Graduate College for review. This submission process is fully electronic, and is made through an online application developed and maintained by the Texas Digital Library, in conjunction with the Texas A&M, MIT, and UIUC.

To get started with your submission, click the link below. You will be asked to authenticate using your Texas State NetID:

Start your submission

Click on Start your Submission.

**TEXAS STATE UNIVERSITY**  
SAN MARCOS  
*The rising STAR of Texas*

**Texas State Authenticated Access**

Login to Service Provider [urn:mace:tdl.org:shib:sp:labs.tdl.org](http://urn:mace:tdl.org:shib:sp:labs.tdl.org)

**Username:**

**Password:**

**LOG ON**

Use of computer and network facilities owned or operated by Texas State University-San Marcos requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University-San Marcos.

Texas State University-San Marcos | 601 University Drive, San Marcos, Texas 78666 | 512.245.2111  
Texas State University-San Marcos is a member of The Texas State University System

Enter your Texas State Username and Password.

If the following screen is encountered, select “Texas State Authenticated Access.”

**VIREO**

Login

THESIS & DISSERTATION  
SUBMITTAL SYSTEM

**Please select an authentication method**

Please select one of the available authentication methods.

**Vireo Account**  
Users who are not able to use other options should select this option to login with Vireo account.

**Texas State Authenticated Access**  
Users who are currently active with the university may login using the Shibboleth protocol to provide secure attributes about the user.

You can begin your submission and if you do not finish, return to it at a later time to complete the submission.

This is the top of the screen you **will** see after you click "Start your submittal". The graduation semester for which submissions are being accepted is indicated in red.

Currently accepting submissions for the August 2010 semester.



Verify Your  
Information



License  
Agreement



Document  
Information



Upload  
Your Files

Confirm  
& Submit

**Step 1** is to verify and fill in your personal information. Some information will populate automatically, and the rest you need to enter. Any field marked with an \* is required.

---

Currently accepting submissions for the August 2010 semester.

1 Verify Your Information

2 License Agreement

3 Document Information

4 Upload Your Files

5 Confirm & Submit

## Verify Your Information

Please verify all of your personal information. Some of the information has been provided by your school; if this information is in error, you will need to correct it through the appropriate office at your school.

Required fields are indicated with an asterisk.

Personal Information

\* First Name: Paula S

Middle Initial:

\* Last Name: Williamson

\* Email: pw04@txstate.edu

Year of Birth:

Your name should appear as it does on your title page. You can use Unicode characters, if your computer supports them.

Yellow notes provide important directions to guide you through the submittal process

Your university email address is the default contact address where we will send emails regarding your submission. If your name or any information that you cannot change is incorrect, please complete your submittal then contact Dr. Paulson at [ep27@txstate.edu](mailto:ep27@txstate.edu) in the Graduate College Office and we will correct any errors.

Scrolling down the page you will see the following fields:

Affiliation

\* School: Texas State University

\* College: ... choose

\* Department: ... choose

\* Degree: ... choose

\* Major: ... choose



Use the drop down menus to select your College, Department, Degree you are pursuing, and your Major.

Next complete these fields:

The form is titled "Phone & Address" in a grey header bar. It contains five input fields, each with a speech bubble icon to its right. The first two fields, "Permanent Phone" and "Permanent Address", are marked with an asterisk (\*). The "Permanent Address" field is a larger text area with vertical scrollbars. The "Current Address" field is also a larger text area with vertical scrollbars. Below the form fields is a button labeled "Save and Continue >>".

Phone & Address

\* Permanent Phone:

\* Permanent Address:

Permanent Email:

Current Phone:

Current Address:

Save and Continue >>

If you have a permanent email address, please provide that address so that we may contact you in the future with communications such as the Graduate Student Alumni Survey.

Click on Save and Continue to move to the next screen.

**Step 2** is the License Agreement.

Currently accepting submissions for the August 2010 semester.



This agreement acknowledges your copyright of the material as the author. It provides the Alkek Library the non-exclusive rights to keep a copy of your work available in the university repository. Since it is a non-exclusive license, you are free to publish your work in other venues.

### License Agreement

You must agree to the non-exclusive license below in order to continue:

I grant the Texas Digital Library (hereafter called "TDL"), my home institution (hereafter called "Institution"), and my academic department (hereafter called "Department") the non-exclusive rights to copy, display, perform, distribute and publish the content I submit to this repository (hereafter called "Work") and to make the Work available in any format in perpetuity as part of a TDL, Institution or Department repository communication or distribution effort.

I understand that once the Work is submitted, a bibliographic citation to the Work can remain visible in perpetuity, even if the Work is updated or removed.

**NOTE: If the Work has confidential or sensitive material and title or abstract should not be searchable by browsers and harvesters, do not accept this license. Instead contact Stephanie Larrison, Librarian, at [larrison@txstate.edu](mailto:larrison@txstate.edu) or (512) 245-8613.**

I understand that the Work's copyright owner(s) will continue to own copyright outside these non-exclusive granted rights.

I warrant that:

- 1) I am the copyright owner of the Work, or
- 2) I am one of the copyright owners and have permission from the other owners to submit the Work, or
- 3) My Institution or Department is the copyright owner and I have permission to submit the Work, or
- 4) Another party is the copyright owner and I have permission to submit the Work.

Based on this, I further warrant to my knowledge:

- 1) The Work does not infringe any copyright, patent, or trade secrets of any third party,
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☐ By checking here you agree to the above license in its entirety.

Agree and Continue>>

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Acknowledgement: I have read, understand and agree to this ProQuest/UMI Agreement, including all rights and restrictions included within the publishing option that I have chosen.

☐ I am requesting that a copy of my thesis/dissertation be sent to UMI for inclusion in their *Digital Dissertations* database.

Make sure to check the box if you are a Ph.D. or Ed.D. student.

**Step 3** is to provide your Document Information.

Currently accepting submissions for the August 2010 semester.



You will enter the title of your thesis. Do not enter the title in all CAPS. Next select the degree date (Graduation semester and year) from the drop down menu. Then select document type (dissertation or thesis). Then paste the abstract in the space provided, and enter keywords. Keywords are required for both dissertations and theses. Dissertations are required to include an abstract. The abstract is optional for a thesis (unless the thesis is in Modern Languages and written in Spanish, in such a case an English abstract is required). If your thesis does not include an abstract, enter “No abstract” in the Abstract box.

## Document Information

In this step you describe your thesis or dissertation. Please make sure that the information entered below matches the information contained in your document.

**Document Information**

\* Title:

\* Degree Date:

\* Document Type:

\* Abstract:



\* Keywords:

For the degree date, enter the semester in which your degree will be conferred (typically your graduation semester).

You can use Unicode characters (like accents and diacritics) in these fields.

You can enter multiple keywords. Use semi-colons ( ; ) to separate the entries.


Next you will select subjects and indicate the language in which the document is written. Select a primary subject from the drop down menu. Additional subjects are optional but encouraged.

**\* Subjects:** Primary:   

Additional:





**\* Language:**   

Step 3 continues with your listing the members of your dissertation or thesis committee. Make sure to indicate which committee member is the Chair of your committee by selecting his/her Role from the drop down menu. The remaining members of the committee do not need a role assigned.

### Your Committee

First Name	MI	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Roles: <input type="button" value="... no role selected"/>		

First Name	MI	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Roles: <input type="button" value="... no role selected"/>		

First Name	MI	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Roles: <input type="button" value="... no role selected"/>		

First Name	MI	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Roles: <input type="button" value="... no role selected"/>		



Enter the names of each member of your committee, and use the checkboxes to indicate which one is the committee chair (check two if you have co-chairs).

If you have more than four committee members, click Add Additional Member to continue to add names of committee members.

Next you need to enter the Texas State email address of your Committee Chair. This is very important because your Chair will be contacted to verify that your committee has approved your document and that it is ready to submit to the Graduate College. Only one Committee Chair email can be entered, so if you have Co-chairs, please ask them which email to use.

### Chair's Contact Email

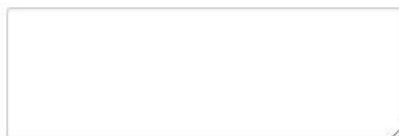
\* Committee Chair Email:

## Previously Published Material

Previously Published  
Material:

☒ Has any part of the material being submitted been previously published (i.e. book chapters or journal articles)? If so you will be asked identify the section where these materials are used in whole or in part.

\* Identify Material:



Next, you are asked to indicate whether any material you have written in the manuscript has been previously published as a book chapter or journal article. This is an uncommon occurrence for most Majors. If the answer is yes, the citation of where the material was published is required.



You are then asked to select an Embargo Option. This is a very important step because it determines when your work will be posted on Texas State's electronic repository of institutional research (Digital Collections). You should consult with your Committee Chair to select the most appropriate embargo option. You will see the following:

**Embargo Options**

With your advisor's approval you may request a delay in the publication (embargo) of your work.

None:	<input checked="" type="radio"/> The work will be published after approval.
One year embargo:	<input type="radio"/> The work will be delayed for publication by one year.
Two year embargo:	<input type="radio"/> The work will be delayed for publication by two years.
Special Request:	<input type="radio"/> If you check this box, the Chair of your committee must submit an email to Dr. Williamson, Associate Dean of the Graduate College, at pw04@txstate.edu indicating the delay time period requested and providing justification for that time period.

Save and Continue >>

If you would like your work posted to Digital Collections without delay, the none box should be checked (see above). The work will be posted by Alkek Library once the thesis or dissertation is approved by the Graduate College.

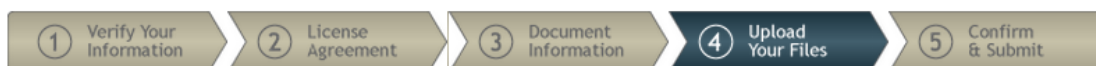
If you would like to delay posting, you may select a one year embargo or a two year embargo by selecting the appropriate box.

There is also the option of selecting an alternative embargo period by selecting the Special Request box. If you check this box, the Chair of your committee must submit an email to Dr. Paulson, Associate Dean of the Graduate College, at [ep27@txstate.edu](mailto:ep27@txstate.edu) indicating the embargo time period requested and providing justification for that time period.

**Step 4** is to upload your thesis or dissertation document.



Your thesis or dissertation must be uploaded as the **Primary Document** in PDF format. Additional files in other formats (including sound or video files) may be attached as supplementary materials to the thesis or dissertation. If adding supplementary files, choose “Supplemental Files” from the Additional Documents drop down menu to upload. Note size limits on the **SIZE QUOTA** yellow note below. To upload your thesis, click “Browse” in the Upload your manuscript section. Find and select the file you wish to upload and then click “Upload.” Do the same to upload supplementary files.



## Upload Your Files

In this step you will upload your thesis or dissertation to the server. Optionally, you may upload additional supplementary files that will be available along with your document after publication.

### Upload Primary Document

The PDF document should have all fonts embedded, no password protection, and no security. These requirements are met if document is PDF/A compliant.

\* **Manuscript in PDF:**  No file chosen

Your thesis or dissertation can only be one file, and the only allowable file format is a PDF that conforms to PDF/A standards. Please refer to the "Graduate College Guide to Preparing and Submitting a Thesis or Dissertation" for information on converting documents to PDF/A.

### Upload Additional Files

**Supplemental Files:** Upload only supplemental files such as audio, video or data sets. These files must be listed in the appendix of your thesis or dissertation.

**Additional Documents:**   
 No file chosen

There is no limit on the number or formats of supplementary files you may upload.

**SIZE QUOTA:** no individual file may exceed 512 MB, and the total of all files must not exceed 4 GB.

This shows how the screen will appear once you have uploaded your PDF thesis or dissertation. The file will automatically be renamed with your last name, document type, and graduating semester.

### Upload Primary Document

The PDF document should have all fonts embedded, no password protection, and no security. These requirements are met if document is PDF/A compliant.

**\* Manuscript in PDF:** LARRISON-DISSERTATION-2012.pdf (96 KB)

Replace Manuscript

You can choose to replace the manuscript if you uploaded the wrong file. You can also remove or upload supplementary files. Once you are certain all uploaded files are correct, click on Save and Continue.

**Step 5** of the submission process is to confirm your information and submit your document. This is where you must review all the information you have provided. If you need to correct some information, click on edit (see arrows below).

Currently accepting submissions for the August 2010 semester.



## Confirm & Submit

### About You

Name: Williamson, Paula S  
Email: pw04@txstate.edu  
Phone: 512-245-2581  
Address: 601 University Dr. San Marcos, TX 78666

[\[edit your personal information\]](#)

### Academic Affiliation

School: Texas State University  
Degree: M.S.  
Major: Population and Conservation Biology

[\[edit your personal information\]](#)

### Document Information

Title: Effectiveness and importance of pollinators of the star cactus (*Astrophytum asterias*)  
Degree Date: August 2010  
Document Type: Master's Thesis  
Keywords: bee pollination; outcrossing  
Abstract: Star cactus (*Astrophytum asterias*) is a federally endangered plant and from known records is restricted to a single south Texas county and a small number of sites in northeastern Mexico. Star cactus is an obligate outcrosser that does not reproduce vegetatively, so all reproduction is the result of inter-plant pollen transfer by insects. By measuring seed set resulting from single pollinator visits, I evaluated the pollinator effectiveness (mean seed set/visit) and pollinator importance (effectiveness \* visitation frequency) of insect species visiting flowers of Star cactus. Results indicate that the most common visitor, *Macroteira lobata*, is a relatively ineffective pollinator, while the less common *Diadastis rilconis* is the most effective and important pollinator of Star cactus. Two behavioral variables (visit duration, landed on stigma) were assessed as possible predictors of fruit set. While visit duration was not predictive of fruit set, there was a positive correlation between fruit set and whether a visitor landed on the stigma when entering the flower.

Committee Chair: Larrison, Stephanie A.  
Committee Member: Strong, Anna  
Committee Member: Blair, Andrew  
Chair Email Address: sl24@txstate.edu  
Embargo: None

[\[edit your document information\]](#)

### Uploaded File

Primary Document: [Effectiveness and importance of pollinators to the star cactus \(Astrophytum asterias\).pdf](#)  
(0.09MB)

[\[edit your uploaded files\]](#)

When you are satisfied that the information is correct, click the “Confirm and Submit” button at the bottom of the page.

### Final Submission

Please verify all the information displayed below before proceeding. Once you click the button to approve this document, you cannot make any more changes to the form's data without contacting your local thesis office.

Confirm and Submit

**This completes the submission process.**

**You will see the following screen message:**

### Submittal Complete

Thank you. The Graduate College has received your submission. You will also receive a confirmation email which includes a link to view the status of your submission.

[View submission status](#)

### Exit Vireo:

To exit the system, simply close the browser. There is no log out button.

### Confirmation of Submission:

Once you submit your thesis or dissertation using Vireo, you will automatically receive an email notifying you that the Graduate College has received the submission. The Chair of your committee will also receive an email notification of your submission. An example of this email is:

Paula S Williamson,

The Graduate College has received your Master's Thesis entitled Pollinators and pollen dispersal in star cactus. The chair of your Master's Thesis committee has been notified and asked to confirm that the Master's Thesis submitted is the final document approved by your committee. Your chair has also been asked to approve the release option you selected. Pending your committee chair's approval, the Graduate College will review your Master's Thesis and notify you of any required revisions. You do not need to reply to this email. The status of your submission along with any pertinent comments is available at <http://labs.tdl.org/txstate-etd/vireo/status>. Congratulations on reaching this stage of your graduate studies.

The Graduate College



If you do not receive an email confirmation, then your submittal is not complete.

If you believe you completed the submission process, but did not receive a confirmation email, please contact Dr. Paulson, Associate Dean of the Graduate College, at [ep27@txstate.edu](mailto:ep27@txstate.edu).

**The thesis/dissertation review, revision and approval process:**

The email you automatically receive when you submit your thesis or dissertation provides an URL (see example below):

Paula S Williamson,

The Graduate College has received your Master's Thesis entitled Pollinators and pollen dispersal in star cactus. The chair of your Master's Thesis committee has been notified and asked to confirm that the Master's Thesis submitted is the final document approved by your committee. Your chair has also been asked to approve the release option you selected. Pending your committee chair's approval, the Graduate College will review your Master's Thesis and notify you of any required revisions. You do not need to reply to this email. The status of your submission along with any pertinent comments is available at <http://labs.tdl.org/txstate-etd/vireo/status>. Congratulations on reaching this stage of your graduate studies.

The Graduate College

To log on

to the submittal system click on the URL in the email message you receive (the URLs shown in this guide are examples, not the actual URL you will be provided).

You will see this screen:



Login

THESIS & DISSERTATION  
SUBMITTAL SYSTEM

## Please select an authentication method

Please select one of the available authentication methods.

Vireo Account

Users who are not able to use other options should select this option to login with Vireo account.

Texas State Authenticated Access

Users who are currently active with the university may login using the Shibboleth protocol to provide secure attributes about the user.

Select Texas State Authenticated Access, which brings up this screen:

TEXAS STATE  
UNIVERSITY  
SAN MARCOS  
*The rising STAR of Texas*

Texas State Authenticated Access

Login to Service Provider [unmacetdl.org/shib:sp:labs.tdl.org](https://unmacetdl.org/shib:sp:labs.tdl.org)

Username:

Password:

LOG ON

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Texas State University-San Marcos | 601 University Drive, San Marcos, Texas 78666 | 512.245.2111

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Enter your Texas State Username and Password.

This will bring you to the screen to view the status of your submission.

Effectiveness and importance of pollinators of the star cactus ( <i>Astrophytum asterias</i> )	Effectiveness a ... pdf <a href="#">[view]</a>	Submitted	03 Jun 2010; 3:20 PM	Unassigned	<a href="#">View</a>
--	---	-----------	-------------------------	------------	----------------------

You can click on view in this box to see the document submitted.

Click on view here to see the status of your submission.

You will see the personal and degree information entered during the submission process (not shown here).

Once you scroll through the personal and degree information that was entered during the submission process you will see the Uploaded File and Application Activity sections. You will see the PDF of your thesis or dissertation document as .Manuscript in PDF under Uploaded File. The Application Activity log records all actions taken during the submission and approval process (date and time of your submission, email messages sent to you, email notification sent to your Committee Chair, Committee Chair's approval, etc.).

#### Uploaded Files

Manuscript in PDF: LARRISON-DISSERTATION-2011.pdf (68 KB)

Additional Documents: No additional documents uploaded

#### Application Activity

Name	Action	Time
	Advisor review request sent to sl24@txstate.edu	22/01/2013 09:54:27 AM
	Student confirmation sent to sl24@txstate.edu	22/01/2013 09:54:27 AM
Stephanie Larrison	Submission status changed to 'Submitted'	22/01/2013 09:54:26 AM
Stephanie Larrison	Submission date set to 01/22/2013	22/01/2013 09:54:26 AM
Stephanie Larrison	PRIMARY file 'LARRISON-DISSERTATION-2011.pdf' (68 KB) uploaded	22/01/2013 09:54:23 AM
Stephanie Larrison	LICENSE file 'LICENSE.txt' (1 KB) uploaded	22/01/2013 09:53:43 AM
Stephanie Larrison	Submission license agreement set	22/01/2013 09:53:43 AM
Stephanie Larrison	Submission created	22/01/2013 09:53:31 AM

You may log on to the submittal system URL at any time to view the status of your submission. The Graduate College will communicate with you by email if there are any required materials not on file in the Graduate College (for example if you do not have a thesis/dissertation proposal on file). Any missing materials must be submitted before the thesis or dissertation can be reviewed by the Graduate College.

Once the Graduate College receives verification that the thesis or dissertation you submitted has been approved by your committee, the Graduate College will review your document. You will receive an email notifying you of required revisions. You will be able to view and download the thesis or dissertation with the required revisions marked by clicking on the submittal system URL. An example of the email is:

Paula S Williamson,

Your Master's Thesis entitled Pollinators and pollen dispersal in star cactus has been reviewed by the Graduate College and requires revisions. The required revisions may be viewed or downloaded by logging in to the submittal system <http://labs.tdl.org/txstate-etd/vireo/status>. Carefully make the required revisions. After you make the required changes to your original file, convert it to a PDF, and replace the primary document in the submittal system with the revised PDF document. The Graduate College will review the revised document to ascertain the necessary revisions have been made. Please submit the revised document within one week in order to meet the deadline for graduation.

The Graduate College

When you go to the submittal system URL you will see a Feedback Document that has the revisions required by the Graduate College marked. You can download the document to view the revisions by clicking directly on the file name. Carefully make the revisions to your original document then convert it to a PDF. Go back to the submittal system and select Replace Manuscript. Browse for your revised PDF and upload it. The revised thesis or dissertation will replace the document. **\*\*Please note: your corrected document may maintain the name of your original document when uploaded.**

## Uploaded Files

Manuscript in PDF: LARRISON-DISSERTATION-2011.pdf (301 KB)

[Replace Manuscript](#)

Additional Documents: *No additional documents uploaded*

Upload additional files:

choose type... 

[Choose File](#) No file chosen

[Upload](#)

Feedback Documents: Corrections needed Larrison.docx (12 KB)

## Application Activity

Name	Action	Time
Paula S Williamson	Submission assigned to Teresa L Quinn by Paula S Williamson.	16 Jun 2010; 1:43 PM
Paula S Williamson	Email to student: 'Once you complete the required revisions and upload the revised PDF to the submittal system, please send an email to tr19@txstate to notify the Graduate College that you have made the revisions.' by Paula S Williamson	16 Jun 2010; 1:41 PM
Paula S Williamson	Once you complete the required revisions and upload the revised PDF to the submittal system, please send an email to tr19@txstate to notify the Graduate College that you have made the revisions.	16 Jun 2010; 1:41 PM
Paula S Williamson	Email to student: 'Paula S Williamson, Your Master's Thesis entitled Pollinators and pollen dispersal in star cactus has been reviewed by the Graduate College and requires revisions. The required revisions may be viewed or downloaded by logging in to the submittal system <a href="http://labs.tdl.org/txstate-etd/vireo/status">http://labs.tdl.org/txstate-etd/vireo/status</a> . Carefully make the required revisions. After you make the required changes to your original file, convert it to a PDF, and replace the	16 Jun 2010; 1:41 PM

Once you upload the revised thesis or dissertation, scroll past the Application Activity log (see above) to the section shown below:

## Leave a message

Message:

Add Message

Complete Corrections

If you wish to you can add comments for the Graduate College reviewers to see. For example if you didn't make a revision for a reason, you can explain in the message box. When you have composed your message, click on Add Message.

Next you will click on Complete Corrections to finalize submission of your revised thesis or dissertation. This changes the status of your document to Corrections Received and is the signal to the Graduate College that you have uploaded your revised document.

**\*\*Note: This step is very important. You must complete click on Complete Corrections for the revisions to be submitted correctly.**

After clicking on Complete Corrections to complete the process, you exit the system by closing the browser. There is no log out button.

The Graduate College will review your revised thesis or dissertation. We will notify you if there are any revisions you failed to make and you will repeat the steps to upload a new revised document.

Once we confirm that you made all required revisions, your thesis or dissertation will be approved. You will be notified by email. An example of this email is:

Paula S Williamson,

Your Dissertation entitled Seed germination in Abronia macrocarpa has been reviewed by the Graduate College and is now approved. Your Dissertation has been released to Alkek Library and will be available at <http://ecommons.txstate.edu/> according to your embargo selection. If you would like copies of your Dissertation bound for your own personal use, please bring as many copies of your manuscript as you wish to the Circulation Desk of the Alkek Library. Please note that you are responsible for proper collation of pages. The Bindery will not alter the arrangement, direction, or order of pages. The binding fee is approximately \$9 per copy, plus a \$15 processing fee. You will need to submit payment at the time you drop off your thesis. Payment is accepted in cash, credit card, or check.

Please make sure the Graduate College receives the completed Comprehensive Examination Report by the deadline listed at [http://www.gradcollege.txstate.edu/Thes-Diss\\_Info/T-D\\_Deadlines.html](http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html). Congratulations on completing your Dissertation and we look forward to seeing you at Commencement.

**Congratulations, you will at this point have completed all of the steps required for approval of your thesis or dissertation.**

You are not required to submit any paper copies to Alkek Library. The Graduate College will transfer your electronic thesis or dissertation to the library.

**\*\*Note: Special instructions for Ph.D./Ed.D. students:**

Ph.D./Ed.D. students are also required to submit the Survey of Earned Documents to the Graduate College by 5pm one week prior to the first day of commencement in the semester you graduate.

**\*\*If one this step is not completed, you will not be cleared for graduation, even though your dissertation has been approved.**



## APPENDIX C: SYMBOLS COMMONLY USED TO MARK REVISIONS

The symbols shown on this page are those commonly used to mark required revisions in the thesis or dissertation.

Symbol	Meaning
^	insert something
o	add a period
,	add a comma
;	add semicolon
:	add colon
)	close up space
#	insert a space
/	delete
¶	begin new paragraph
SS	single space
—	indent
↓	move to next page
cap	use capital letter(s)
lc	use lower case letter(s)
ital	use italics
	align vertically
bF	use boldface
OK/?	query to author: is this set as intended
wF	wrong font

## APPENDIX D: EXAMPLES OF FRONT MATTER

For the purpose of example, Appendix D does not follow the pagination rules. Instead, roman numerals are included as they would appear in the front matter and text pages of an actual thesis or dissertation. The appendices of actual theses and dissertations must be numbered according to the pagination guidelines in this document.

The following example is that of a thesis student pursuing a Master of Science. Thesis students pursuing other degrees will need to insert the appropriate degree type on the title page. Doctoral students will use the word “dissertation” instead of “thesis” on the title page, and insert Doctor of Philosophy or Doctor of Education for the degree type.

TITLE OF THESIS DOUBLE SPACED

USING ONE OR MORE LINES

AS NEEDED

by

Jane Q. Doe, B.S.

A thesis submitted to the Graduate Council of  
Texas State University in partial fulfillment  
of the requirements for the degree of  
Master of Science  
with a Major in Biology  
December 2014

Committee Members:

Paula S. Williamson, Chair

Sandhya Rao

Florence Oxley

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by

Jane Q. Doe

2014

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(Choose one of the two below and type only it on the page)

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OR

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## **DEDICATION (OPTIONAL)**

This dedication page is optional. If used, it should have a two inch top margin.

The word “DEDICATION” is the heading and should be in all CAPS and centered. This page will not be numbered, but will count in the overall numbering of the document.

## **ACKNOWLEDGEMENTS**

The acknowledgements page should have a two inch top margin. The word "ACKNOWLEDGEMENTS" in all CAPS, centered is the heading.

Many students use this section to thank their committee members, fellow students, family members, or any person they feel has contributed significantly to their document.

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## **LIST OF ABBREVIATIONS (OPTIONAL)**

<b>Abbreviation</b>	<b>Description</b>
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AI - Artificial Intelligence	
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EOR - Enhanced Oil Recovery	
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Pubs - Publications	
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## **ABSTRACT**

Indent and begin typing the abstract. The abstract is a continuous summary, not disconnected note or an outline, and is brief and to the point. The text of the abstract is double-spaced or one and one-half spaced. The abstract may continue on to additional pages.

## **CHAPTER 1 or I**

### **Introduction**

-or-

### **1. or I. INTRODUCTION**

This page should have a 1” top margin, 1.5” left margin, 1” right margin, and 1” bottom margin. You can choose either option listed above for your chapter title. Both options require the chapter title to be centered on the page and in bold. The first option lists the word “CHAPTER” in all CAPS, the number designation for the chapter (either a Roman numeral or Arabic numeral), and has the chapter title listed below with only the first letter capitalized. The second option lists the chapter number (either a Roman numeral or Arabic numeral) and the chapter title in all CAPS. Whichever style of numerals you choose, Roman or Arabic, must also be reflected in the Table of Contents.

## **APPENDIX SECTION**

### **APPENDIX A**

Insert supplementary material here.

## REFERENCES

Insert references here.