THESIS MANUAL

INSTRUCTIONS CONCERNING THE PREPARATION OF THESES,
DISSERTATIONS AND RECORDS OF STUDY

Office of Graduate Studies
Texas A&M University
April 2005
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8 - 12 AM
1 - 5 PM

Website: http://thesis.tamu.edu
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THESIS OFFICE SERVICES

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To assist students the Thesis Office offers the following services:

• Help with specific thesis style and formatting questions. Students may call, email or come by the office with questions

• The pre-submittal conference – The student meets with a thesis reviewer for a format check around the time of the defense before the manuscript is submitted. This conference is strongly recommended. An appointment is needed; call the office.

• Upon request, reviewers give talks about style and formatting to graduate classes.

Thesis Preparation Handouts

The Thesis Office has information on formatting posted in the Handouts section of the website (http://thesis.tamu.edu/handouts).

Topics include:

• Binding Information for Personal Copies
• Checklist for Manuscript Preparation
• Combining Several Papers into a Thesis or Dissertation
• Early Considerations for Preparing Your Thesis or Dissertation
• Example of First Text Page
• Letter of Permission Request to Copyright Holder
• List of Editors
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• State Abbreviations
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• Submittal Requirements Checklist for Electronic Dissertations
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• Table of Contents Formatting Tips
Technical Handouts

The Thesis Office has information on formatting posted in the Handouts section of the website (http://thesis.tamu.edu/handouts).

- Creating PDF Files
- Setting Page Numbers in Microsoft Word
- Landscape Figures/Tables: Positioning Page Numbers

Required Forms

The Thesis Office has the required forms posted on its website

- Approval of Written Thesis Form (new April 2005. Replaces signed approval page)
- Doctoral Dissertation Agreement Form
- Research Focus and Benefits Form
- Survey of Earned Doctorates

Call with Questions or Problems

If there is anything that seems out of the ordinary in the thesis, it is important to check with the Thesis Office well in advance of deadlines to work through potential difficulties. The following is a partial list of situations when a student needs to contact the Thesis Office.

- Problems getting the Approval Form signed
- Digital media to be added as separate non-PDF file(s)
- Copyright questions
- Use of WordPerfect in an electronic document. (WordPerfect contains proprietary fonts that may cause problems when converting to PDF.)
WRITING THE THESIS

TAMU Standards and Requirements

This manual was written by the Office of Graduate Studies of Texas A&M University to help graduate students and their committee members prepare theses, dissertations and records of study. Its purpose is to define uniform standards of style and format and to allow enough flexibility to satisfy the practices of each academic discipline.

Texas A&M University requires a dissertation or record of study from all doctoral candidates and a thesis from all thesis option master's candidates. The dissertation, record of study, or thesis should be presented in a scholarly, well-integrated and properly documented manner and should report the original work done by the student under the supervision of the advisory committee.

Because Texas A&M University is a public institution, the research conducted here is ultimately for the benefit of the public. To support this goal, all theses, dissertations, and records of study are available through the TAMU libraries. The availability may be delayed temporarily only for patent/proprietary or publication reasons.

TAMU began requiring electronic thesis submittal in the Fall 2004 semester. The difference between the old “blue-line” paper submittal and electronic submittal comes at the final stage. Instead of printing to paper, the thesis is converted to a PDF file. Information on PDF conversion can be found on our website. Some of the features students may include in their electronic documents that were not available in paper theses are color figures, audio, movie files, graphics and animation, and internal links.

Presentation of the Material

The finished manuscript is to be a professional effort. In the thesis the student must use clear English, show an overall understanding of the literature in the field, and present clearly the method, significance and results of the research. Full documentation and useful tables and/or figures are especially important. The document should not be longer than is necessary to present the research thoroughly. Thesis length can vary widely depending on the research topic, academic discipline and the degree sought.

The thesis should be presented as a single unit, and continuity from chapter to chapter is important. Several studies or experiments may be presented in separate chapters. Each chapter may have subdivisions such as Introduction, Materials and Methods, Discussion and Summary. The thesis must have only one Abstract and one Reference section. The Reference section must be an integrated list, not a series of lists. The one inclusive Abstract and the Introduction, Conclusion and Reference sections provide continuity in the thesis.
Selecting and Using a Journal Model

The student must select a journal to be used as a style guide in writing the thesis. The journal must be a respected, scholarly journal well known in the major field. The selected journal will be noted on page 1 of the thesis. (See pp. 32 and 33 for a sample page 1 with a journal model sentence and instructions for preparation.) A style manual such as Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations* or the *Publication Manual of the APA* is not to be listed as a model. The exceptions are for students in the English Department who may use the current *MLA Style Manual* and students in the Philosophy Department who may use either the *MLA Style Manual* or *The Chicago Manual of Style*.

```
Follow the journal for:
• Location of table titles (above or below table)
• Location of figure titles (above or below figure)
• Format and content of the Reference section
```

Whenever there are differences in format and layout between the specifications of the *Thesis Manual* and the journal model, the *Thesis Manual* overrules the journal. The more sophisticated publication and layout practices of some journals are not accepted in theses. Some examples of format common in journals but not allowed in theses are: large and small capital letters for headings and subheadings, figure captions beside the figures, text in double columns, and text beside figures.

A journal's “Instructions to Contributors” information is not to be followed exactly when writing a thesis. (These instructions are for the convenience of the editors and printers of a journal and do not necessarily apply to the format of a thesis.)

Using a Style Manual

The *Thesis Manual* does not address all questions pertaining to style and format for the preparation of a thesis. Many manuals and handbooks are available for this purpose. For specific questions not answered in the *Thesis Manual*, the current editions of the following may be helpful: Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*; *Scientific Style and Format: the CBE Manual for Authors, Editors and Publishers*; *Publication Manual of the APA*; *The MLA Style Manual*; *The ACS Style Guide*; and *The Chicago Manual of Style*. 
Publication of the Research and Copyright Issues

Graduate students may publish material that will later be used as part of the thesis as long as the Office of Graduate Studies is notified in writing at the time the student submits the paper for publication. The notification should include the article title, the journal name, the authors' names and the date of submittal.

Students must be careful not to violate United States copyright laws. Students should be aware of the agreement that is signed when a journal accepts an article for publication. At that time, the student/lead author typically assigns rights to the journal as publisher, and the student may no longer possess the right to publish this material. However, the publisher agreement form *can* be modified before it is signed so that the student retains the right to include the material in the thesis. The publisher would still have the right to print, distribute, and sell the author's work. (When negotiating with the publisher, remember to inform them that the thesis will be available worldwide through the Internet (and dissertations will be sent to ProQuest for microfiliming and for sale.))

If the student has *not* retained the right to use the material in the thesis, the student must get permission from the copyright holder to include it. A copy of the letter requesting permission to use should be provided to the Thesis Office. Go to the Letter of Permission information under Handouts (http://thesis.tamu.edu/handouts/) for more information about obtaining permission and a sample letter requesting permission.

Using Other Copyrighted Material in the Thesis

If the manuscript contains any material (figures, tables, text, etc.) taken from copyrighted sources, the student has the responsibility to determine if a letter of permission from the copyright holder is needed. Proper credit (as instructed in the sample Letter of Permission on the Thesis Office website) must be given in the text. An extra copy of the letter must be provided to the Thesis Office.

To summarize, if using published material:
- Obtain permission (in either the publisher agreement form or a letter of permission).
- Give proper acknowledgment of previously published work in the thesis
- Provide the Thesis Office with a copy of the permission letter (or publisher agreement form).
- Doctoral students must inform the copyright holder that the dissertation will be sent to ProQuest Learning and Information Company (formerly UMI) and will be sold on demand.

Obtaining a Copyright for the Dissertation

Doctoral candidates who wish to copyright their work may do so through ProQuest Learning and Information Company. Information about this is included in the Doctoral Dissertation Agreement form, available at http://thesis.tamu.edu and at the Thesis Office. Copyright arrangements and payment must be made at the time the manuscript is submitted to the Thesis Office. Master's degree candidates can obtain information on the procedures for purchasing a copyright at http://copyright.gov.
SUBMITTING THE THESIS AND THE REVIEW

Committee Review and Approval of the Written Thesis

After the student has passed the final defense and the committee has approved the written thesis, the committee and department head/chair of intercollegiate faculty sign the “Approval of the Written Thesis” form. This form is available online at http://thesis.tamu.edu/forms. The student delivers the signed original form to the Thesis Office. An unsigned approval page listing the committee members is included as the second page of the PDF file (see page 19). Each chair, co-chair and committee member must sign the approval form for him/herself. There are no exceptions.

All committee members must approve the thesis before it can be submitted. However, if a committee member is willing but unavailable to sign at the time of submittal, the student may obtain an absentee committee member form from the Thesis Office and have it signed by the chair or the department head/chair of intercollegiate faculty and the student. The absent member’s signature will be needed before the student’s final clearance.

The absentee committee form cannot be used for a chair or co-chair, head of department/chair of intercollegiate faculty. All of these signatures are needed before the Thesis Office can accept a manuscript for review. (The Thesis Office will accept a signed faxed statement from these individuals for the initial submittal). Any student who is having trouble obtaining signatures should contact the Thesis Office for guidance.

Submitting the Thesis as a PDF file

The student uses Adobe Acrobat to convert the thesis from the original format to PDF. Adobe Acrobat can be found on all computers at the Open Access Labs or online through http://www.adobe.com. To link between the Table of Contents, List of Tables, List of Figures, and the main body of the thesis, use the “Bookmark” feature of Adobe (suggested, not required).

The student then uploads the PDF file onto the Thesis Office server (http://thesis.tamu.edu). If after conversion to PDF the file size is larger than 20 mb, consult the Thesis Office. For help with the PDF conversion, go to the Handouts section (http://thesis.tamu.edu/handouts).

Availability of the Thesis to the Public

After the student has graduated, the thesis will be available from the Texas A&M University Libraries (http://library.tamu.edu) or from TAMU’s Digital Archive (http://etd.tamu.edu). Additionally, dissertations will be available from ProQuest (UMI), and doctoral abstracts are published in Dissertation Abstracts International.

All theses will eventually be available to the public. However, at the time of submittal, the student has the option to release the document immediately, have it held for one year, or have it held for a longer period for patent/proprietary issues.
Submittal and Review Process

Overview of the Submittal Process
- Pass the oral defense of your research
- Make any required changes by the committee to the written thesis
- Obtain appropriate signatures on the “Approval of the Written Thesis” form (committee members, head of department/Chair of intercollegiate faculty)
- Send/bring the signed “Approval of the Written Thesis” form to the Thesis Office
- Convert the final thesis to a PDF file
- Upload the file to the Thesis Office website (http://thesis.tamu.edu) for Thesis Office review

Overview of the Correction Process
- Receive the necessary changes from the Thesis Office after the manuscript has been reviewed. Corrections are usually emailed to student and chair
- Make the requested corrections to the original document
- Convert the changed document to a PDF file
- Upload the new PDF file to the Thesis Office website (http://thesis.tamu.edu)
- Thesis Office will review again; if further corrections are required, the correction process will be repeated

Requirements for Submittal

List of Requirements for Dissertation/Record of Study Submittal
- Mail or bring to the Thesis Office one signed “Approval of the Written Thesis” form (NEW. Available at the http://thesis.tamu.edu/forms)
- Provide an article from the journal model that contains an example of a table, an example of a figure and has an extensive reference section (the article should have been published within the last five years)
- Complete, sign, and submit the Doctoral Dissertation Agreement form
- If obtaining a copyright, sign in the appropriate place in the Doctoral Dissertation Agreement form and provide a certified check or money order for the service
- Complete, sign, and submit Survey of Earned Doctorates
- Complete the online Research Focus and Benefits form

List of Requirements for Thesis Submittal
- Upload a PDF file of the complete manuscript on the Thesis Office website http://thesis.tamu.edu
- Mail or bring to the Thesis Office one signed “Approval of the Written Thesis” form (NEW. Available at the http://thesis.tamu.edu/forms)
- Provide an article from the journal model that contains an example of a table, an example of a figure and has an extensive reference section (the article should have been published within the last five years)
- Complete the online Research Focus and Benefits form
Deadlines

To graduate in a given semester, students must meet the scheduled deadline for submittal of the signed “Approval of the Written Thesis” form and the thesis in final form as a PDF file. The Office of Graduate Studies posts a calendar for each semester, and these dates must be observed. **There are no exceptions for late submittal.** Students submitting after Deadline Day cannot graduate until the following semester.

Thesis Office Review Time

The following are approximate turn-around times once the manuscript and the signed Approval of the Written Thesis form are submitted to the Thesis Office. Manuscripts are reviewed in the order received.

- Early in semester - 5 working days
- Week before Deadline Day - 2 weeks
- Deadline Day - 3 weeks

If a manuscript is submitted in the semester before graduation (that is, after Deadline Day for the current semester), turn-around time may be as long as six weeks. **No corrections can be given out for the next semester until after Commencement for the current semester.** Since this causes a delay of several weeks, students should plan around this schedule.

Thesis Office Corrections

Students may make only those corrections required by the Thesis Office after the manuscript is submitted. Additional corrections requested by the student, the chair, or other committee members will not be accepted.

The Thesis Office will contact the student or the student’s representative after the review of the manuscript. The student will make requested corrections in the original Word (or other) file, convert the revised document to a new PDF file and upload the new PDF at http://thesis.tamu.edu.

All corrections must be made promptly and meet the deadlines in the Office of Graduate Studies calendar. Graduation will be postponed for a semester if corrections are not made on time. (In this case, the Title, Approval and Abstract pages must be changed to reflect the correct date of graduation.)

If the formatting requirements outlined in this manual are not followed, a thesis may be declared unacceptable by the Thesis Office and it will be returned to the student's department head/chair of intercollegiate faculty. In this situation the manuscript must be corrected and resubmitted as a new document. The whole review process must begin anew. All original submittal deadlines must be met during the re-submittal process in order to graduate that semester. Manuscripts returned to the student after Deadline Day will not be accepted for graduation in that semester.
Final Clearance for Graduation

In addition to making corrections, the student must:
- apply for graduation in the semester graduating (http://degreeapp.tamu.edu)
- pay graduation (diploma) fee
- pay thesis/dissertation/record of study processing fee. In order to avoid a late charge, this fee will be added when the student is ready to pay. The student must contact the Thesis Office to post the fee.

The fees are listed in the current Graduate Catalog and are subject to change without notice. They are paid at the Pavilion. Once all of the above has been accomplished, the Office of Graduate Studies will be informed that the student has "cleared" the Thesis Office.
ORGANIZING AND FORMATTING THE MANUSCRIPT

Thesis Organization

The following list gives the contents in the proper order of presentation. All sections marked with an asterisk (*) must be included in the manuscript.

- Preliminary Pages (with Roman numeral page numbers)
  - Title Page
  - *Unsigned Approval Page (see p. 19 for new format)
  - Abstract
  - Dedication
  - Acknowledgments
  - Table of Contents
  - *List of Tables (if two or more tables in text)
  - *List of Figures (if two or more figures in text)
- Text (with Arabic numeral page numbers)
  - *Introduction (as first chapter or section)
  - *Main body of text divided into various chapters or sections
  - *Summary or Conclusion (as last chapter or section)
- References and Supplemental Sections
  - *Reference section
  - Appendix material
  - *Vita

Organization (Chapter or Section Method)

Divide thesis into either chapters or major sections; a combination of both is not acceptable.

Type Style

Choose one type style and use it throughout the text of the manuscript. The type style selected must be one found in a scholarly journal. Figures, tables and their captions and appendix material are not considered text and may be in different type styles. Boldface may be used for headings, and bold or italics may be used for subheadings and for emphasis in the text. Underlining is an acceptable alternative to italics. Broken, colored or faint print is not acceptable.

When creating the PDF file, make certain all fonts and symbols are embedded. If using WordPerfect, do not use WordPerfect’s proprietary fonts (WP Math or WP Greek, etc.).

Type Size

Choose one point size (10 point minimum and 12 point maximum) and use it throughout the text of the manuscript. The type on preliminary pages, narrative text, subheadings, equations, reference section and Vita cannot be reduced or enlarged.
Type Size Variations

Major Headings may be up to two point sizes larger than the text (maximum size is 14 point) and may be boldface.

Tables, figures and their captions and appendix material are not considered text and can vary in point size. Footnotes and Endnotes can be in a smaller point size. The minimum size for numbers and upper-case letters in tables, figures, footnotes, and appendices is 1.5 millimeters.

Vertical Spacing

The text of the manuscript may be double-spaced or one and one-half spaced. Mixing of spacing in the text is not acceptable. Single spacing can be used for long, blocked and inset quotations, itemized lists and tables, and figure and table titles. Spacing may also vary in appendix material and on the Vita page, if a resume style is used for the Vita. Footnotes must be single spaced.

Minimum Page Length

Each text page needs at least 4 1/2 inches of text on it unless there is a table or a figure on the page or the next text begins a new chapter or major section.

Margins

Standard settings are 1.4” left, 1.15” right and 1.25” top and bottom. All writing (text, tables, figures, appendices, etc.) must be placed within these margins with the exception of the page numbers. Check the PDF file to make sure that the converted file contains these margins.

Justified right-hand margins may be used in theses only with standard internal spacing, i.e., regular and consistent spacing between words in the text. (Excessive variable spacing inhibits legibility.)

Page Numbers

Every page in the thesis except the Title Page and the Approval Page must be numbered. The Title and Approval Pages are considered to be pages i and ii, but no page number is shown on these two pages.

Preliminary Pages are numbered with lower case Roman numerals, beginning with the Abstract (numbered iii). Text pages are numbered with Arabic numerals, beginning with the first page of text (numbered 1). Every page following will have a page number, including appendix pages. The Vita is the last numbered page.

For help with this go to the Setting Page Numbers information in the Handouts section (http://thesis.tamu.edu/handouts/)
Page Number Placement

Page numbers are placed outside set margins in the upper right corner of the page, approximately .5” from the top edge of the page and 1” from the right edge of the page. (See pages 31 and 32 for sample first pages.) For landscape pages the page number is placed on the upper right corner as the page is viewed in portrait position. For help with this go to the Landscape Figure information in the Handouts section (http://thesis.tamu.edu/handouts/)

Paragraphs

The acceptable styles are to either indent the first line of each paragraph or leave extra space between paragraphs. Do not use both styles. (The first paragraph under each subheading does not need to be indented if the journal does not indent.)

Major Headings

Major headings in a thesis include the following:
- TITLE of the thesis on the title page
- TITLE of the thesis on the approval page
- Headings ABSTRACT, DEDICATION, ACKNOWLEDGMENTS, TABLE OF CONTENTS, LIST OF FIGURES, LIST OF TABLES on the preliminary pages
- CHAPTER designations and titles (or major section titles; see pages 31 and 32 for the difference in formatting)
- The word REFERENCES (or LITERATURE CITED, etc.) on the first page of references
- APPENDIX designations and titles
- The word VITA on the vita page

The rules for major headings are:
- All must be centered at the top of a new page and in ALL CAPITAL letters
- They may be either the same size as text or up to two point sizes larger than the text
- Major headings may be in bold type—but they may not be in italic type
- No punctuation after a major heading
- All major headings must be handled consistently regarding point size and the use of bold type
- If major headings are more than one line, use the spacing of the text (one and one-half or double space) between the lines

Subheadings

Subheadings are used throughout the thesis to organize chapters into different sections/parts. The formatting rules for subheadings are:
- Subheadings cannot be centered and all capital letters (as this defines major headings); first-order subheadings may be in all capital letters provided they are placed flush left
- Use the same point size as text for all subheadings
- Boldface or italics may be used for subheadings. Be consistent for each level of subheading
- Do not put punctuation after a heading or subheading that is on a line by itself
- Consistent capitalization is needed for each level of subheading
• The style used for subheadings must clearly show their various levels and must be consistent throughout the thesis from chapter to chapter
• Vertical spacing of subheadings more than one line in length must be the same as the spacing of text
• Maintain consistency in vertical spacing around headings and subheadings
• Subheadings do not need to begin on a new page; text continues within a chapter or section
• A subheading at the bottom of a page must have at least one line of text under it

Color, Size, and Legibility in Figures/Tables

Color is acceptable in figures. The minimum size for capital letters and numbers is 1.5 mm. All lettering must be of publishable quality; this includes scanned images. Images must be clear, no blurred or dark areas. Color is not acceptable in tables.

Numbering of Figures/Tables

Each table and figure in the text must have a separate number and unique title. Figures and tables are numbered consecutively throughout the text, and each table or figure must be mentioned by number in the text.

Numbering style may be consecutive (1, 2, 3) or by chapter (1.1, 1.2, 2.1). The chosen numbering style must be used for both figures and tables. First text mention of each table or figure must be within a page and a half of text before it appears or on the next page of text following its appearance.

Landscape Figures/Tables

If the table or figure is placed lengthwise (landscape position), the top of the table or figure must be at the left-hand, binding side of the page. The title is placed in the same direction as the figure or table. The page number stays in regular (portrait) position. For help with this go to the Landscape Figure information in the Handouts section (http://thesis.tamu.edu/handouts/)

Placement of Figures/Tables

Tables and figures may be included on a page with text or appear on separate pages. If a table or figure is placed on a page with other material, the table or figure should be separated from the text (or other material) by a minimum of a triple space above and below.

Placement of Table and Figure Titles

Placement of titles on tables and figures (above or below) is determined by the journal chosen as a model. Consistency is needed in the formatting of table/figure titles--capitalization, boldface, italics, placement, spacing, use of period at end. Type size and style of titles may vary from one to another.
Continued Tables and Figures

Tables or figures longer than one page have the complete title and the number on the first page only. Subsequent pages have the table or figure number and the word "Continued," plus (for tables) the necessary column headings for ease of reading. The end line of the completed table appears only on the last page of the table.

Large Figure Title or Long Caption on a Separate Page

This format may be used only when there is not enough space for the caption on the page with the figure, even if the type size is reduced. The format is never used with tables. If the title (or caption) must go on a separate page, place it on the page preceding the figure, facing in the same direction as the figure. The pages are consecutively numbered, with the page numbers in the standard position. In the List of Figures, the number of the page on which the figure itself appears is the page number listed.

Lists of Tables and Figures

Titles in the text must agree word for word with the titles in the List of Tables (or List of Figures) in the preliminary pages. The entire title up to the first period must be included in the List (exception: parenthetical information may be excluded from the List). Figures and tables must be found on the page given in the List.

Appendix Figures and Tables

These may be numbered consecutively following the text or they may be numbered with an appendix designation (A-1, for example). If numbered consecutively from the text, they must be included in the List of Tables or List of Figures.

Equations

Numbering may be consecutive (1, 2, 3, etc) or by chapter (1.1, 1.2, 2.1, etc.). No two equations can have the same number unless identical, term for term. The point size and type style must match text.
References

Each thesis must contain a formal reference section. A note section is not a substitute for the formal reference section. The reference list will be read word-for-word by the Thesis Office for consistency, accuracy and completeness.

Use the model journal to determine

- The title of this section—use the same wording found in the model journal; heading is in all capital letters and bold if major headings are bold
- Capitalization, punctuation and ordering of information
- The order of citations (alphabetized, or alphabetized and numbered, or non alphabetized and numbered)
- The use of italics, quotation marks, and bold type
- In an alphabetized list, the system of ordering multiple entries must be consistent

Contents of each citation

- Volume number and page range for journal articles
- Publisher and city for books; city for universities, labs or corporations
- Unpublished material must contain sufficient information for retrieval
- Internet material should include author or entity, title, date or date accessed and the specific web address
- Every citation must include a date
- Check for consistency in designation of state names (abbreviated or not)
- Consistent use of journal name or abbreviation is needed

Spacing

- Use a single space within citations and the spacing of text between citations or use the spacing of text throughout entire section

Text Mention of References

All references must be cited in the text; all text citations must be referenced. All text citations must be from sources the student has actually used.

Supplemental Sources

General references consulted and used as background study may be listed under a separate subdivision of the reference section. A subheading, such as “Supplemental Sources Consulted” should be added at the end of the sources cited section. Follow the same citation style used in the reference section. Since this is a section within the references, it will not be included in the Table of Contents.
Appendices

Appendices are optional, used for supplementary material. Place the appendices after the reference section. All Appendix pages need to be numbered. Page numbers are continued from last page of references. All material must be within prescribed margins.

Appendix Headings

Appendix headings (Appendix designations and titles) should be bold if major headings (chapter or section titles) are bold. Titles more than one line in length must be double spaced, as chapter titles. Appendix designations (APPENDIX A, for example) are centered. Appendix titles are centered, all capital letters and at least one double space below designation.

Headings may be either on a separate title/cover page before the Appendix material or on the top of the first page of each Appendix. Be consistent from Appendix to Appendix.

Appendix Figures and Tables

These may be numbered consecutively following the text or they may be numbered with appendix designation (A-1, for example). If numbered consecutively from the text, they must be included in the List of Tables or List of Figures. Material may be reduced, but must conform to minimum size (1.5mm) and legibility requirements. Material may have mixed fonts and point sizes and may be single spaced.

Large Appendix Files

Appendix material that is very large (around 20 MB) needs to be a separate PDF file. If the thesis includes separate files, a description of these files may be placed in the Appendix or may be described in the text.

Audio, Movie Files, Graphics, Animation or Large Appendix Files

These may be added as separate files but will not be linked to the PDF document. Text in the thesis and/or a page in the appendix will have a statement describing the separate files.
FORMAT INSTRUCTIONS AND SAMPLES FOR SPECIFIC PDF PAGES

Title Page
Approval Page
Abstract
Optional Preliminary Pages
Table of Contents
List of Figures and List of Tables
Vita
Page 1, Chapter Method (with Journal Model Sentence)
Page 1, Section Method (with Journal Model Sentence)
Title Page (See sample on next page)

General Format
- Font must match text
- Point size of title is the same as other major headings; point size for rest of the page is the same as text
- Vertical spacing must match sample page
- No bold on this page; exception, title is bold if major headings are bold
- No page number on this page

Title of Thesis
- All capital letters, centered. Exception: genus, species, chemical element symbols should be upper and lower case. Also, use italics as needed to comply with the custom of the discipline
- Double space if more than one line
- No period at the end of the title

Thesis/Dissertation Statement
- Double space
- Capitalize A and also the T in Thesis (or the D in Dissertation or the R and S in Record of Study)
- Student's name in all capital letters; name must be same as in official records of the university

Submittal Statement
- Single space
- Texas A&M University is on line by itself
- Double space between submittal statement and degree
- Degree is in all capital letters; full name of the degree is used, check Graduate Catalog for correct wording of degree

Date
- Put the month and year of graduation. (Graduation dates at Texas A&M are May, August or December—do not use the defense or submittal month)
- No comma between month and year

Major Subject
- Must agree with major subject listed in the official university records
- Use upper and lower case letters
THE DEVELOPMENT AND IMPROVEMENT OF INSTRUCTIONS

FOR GRADUATE STUDENTS

A Thesis

by

JOHN PHILIP SMITHERS

Submitted to the Office of Graduate Studies of
Texas A&M University
in partial fulfillment of the requirements for the degree of

MASTER OF SCIENCE

December 20XX

Major Subject: Educational Administration

Note carefully
vertical spacing.
Approval Page--NEW April 2005! (See sample on next page)

General Format: Electronic File Only
- Match font and point size to Title Page
- No bold on this page; exception, title is bold if major headings are bold
- No page number on this page
- No signature lines needed on this page. An “Approval of the Written Thesis” form to be signed and brought to Thesis Office is available at http://thesis.tamu.edu/forms

Title of Thesis
- Same wording as on Title Page. All capital letters, centered. Exception: genus, species, chemical element symbols should be upper and lower case. Italics as needed to comply with the practice of the discipline
- Double space if more than one line; no period at the end of the title

Thesis/Dissertation Statement
- Capitalize A and also the T in Thesis (or D in Dissertation or the R and S in Record of Study)
- Double space
- Student's name in all capital letters, same wording as Title Page

Submittal Statement
- Single space
- Double space between submittal statement and degree
- Degree is in all capital letters; must match wording on Title Page

Committee Member Names and Positions
- Names do not include Dr. or Prof. or Ph.D. title
- If co-chairs, put Co-Chairs of Committee (instead of Chair) and align one directly under the other:
  Co-Chairs of Committee, M. Smith
  J. Wilson
- If the department head/chair of intercollegiate faculty serves as a member, chair or co-chair, his/her name must be included for both positions
- Intercollegiate degrees must include the name of the chair of the specific faculty (e.g., Chair of Toxicology Faculty, Mary Williams). This name is listed in place of the head of department’s name.
- Note: Committee members do not sign this page.

Date
- Month and year of graduation. (Graduation dates at Texas A&M are May, August or December—do not use the defense or submittal month)
- No comma between month and year

Major Subject
- Must agree with major subject listed in the official university records
- Use upper and lower case letters
THE DEVELOPMENT AND IMPROVEMENT OF INSTRUCTIONS
FOR GRADUATE STUDENTS

A Thesis

by

JOHN PHILIP SMITHERS

Submitted to the Office of Graduate Studies of Texas A&M University in partial fulfillment of the requirements for the degree of

MASTER OF SCIENCE

Approved by:

Chair of Committee, Charles Doakes
Committee Members, John J. Anderson
                                    David Benner
                                    Harold B. Morton
Head of Department, Darla J. Marsh

December 20XX

Major Subject: Educational Administration

NOTE: There are NO signatures on this page. The “Approval of Written Thesis” form to be signed is available at Thesis Office website.
Abstract (See sample on next page)

General Format

• First numbered page, lower case Roman numeral (iii). Page numbers are outside the prescribed margins, everything else inside the margins
• No bold on this page; exception, heading (ABSTRACT) is bold if major headings are bold

Preliminary Lines

• Title of thesis appears in upper and lower case letters with a period at the end of title. Wording must match title on Title and Approval Pages
• Date of graduation is in parentheses (no comma between month and year)
• Student's name must be the same as on first two pages, but in upper and lower case letters
• Comma after student's name
• Previous degree abbreviated, followed by comma, followed by university
• If more than one previous degree, semicolon separates degree information
• Dr. before chair's name (if chair does not have a Ph.D., use the title Prof.)
• If co-chairs, single space between co-chairs' names and align one directly under the other:

    Co-Chairs of Advisory Committee: Dr. M. Smith
                              Dr. J. Wilson

• Consistently space all lines (same spacing as text)

Text

• Begins one triple space (3 single spaces) below preliminary lines
• Text may be no more than 350 words; any term with a space on each side is counted as a word
• Spacing is same as used in text (double space or space and a half)
ABSTRACT

The Development and Improvement of Instructions for Graduate Students. (December 20XX)

John Philip Smithers, B.S., Central College;
M.S., Glenn State University

Chair of Advisory Committee: Dr. Charles Doakes

The text of the Abstract starts one triple-space below the heading. The text of the Abstract is typed double-spaced or space-and-a-half according to the spacing style followed in the narrative text; it must not exceed 350 words in length. Any term (or numeral) with a space on either side of it will be counted as a word.
Optional Preliminary Pages (See samples below)

Dedication
- Optional page--follows the Abstract
- Does not need the heading DEDICATION at the top of page
- If listing preliminary pages in Table of Contents, include Dedication
- Heading is bold if major headings are bold
- Limited to one page
- Is in same type size and style as text

Acknowledgments
- Optional--Limited to four pages
- Follows the Dedication Page (or Abstract, if no Dedication)
- Heading (ACKNOWLEDGMENTS) is bold if major headings are bold
- Is in same type size and style as text
- Vertical spacing and paragraph style are same as used in text

Nomenclature
- This optional list may be placed in the following places: before the Table of Contents, as the last preliminary page(s), before the reference section, or as an appendix
- The heading is bold if major headings are bold
- The list is in same type size and style as text

DEDICATION
iv
To my mother

ACKNOWLEDGMENTS
v
I would like to thank my committee chair, Dr. Doakes, and my committee members, Dr. Jones, Dr. Morton, Dr. Anderson, and Prof. Benner, for their guidance and support throughout the course of this research. Thanks also to my friends and colleagues and the department faculty and staff for making my time at Texas A&M University a great experience. I also want to extend my gratitude to the National Education Foundation, which provided the survey instrument, and to all the Texas elementary teachers and students who were willing to participate in the study. Finally, thanks to my mother and father for their encouragement and to my wife for her patience and love.

NOMENCLATURE
x
B/CS Bryan/College Station
HSUS Humane Society of the United States
P Pressure
T Time
TVA Tennessee Valley Authority
TxDOT Texas Department of Transportation
Table of Contents (See samples on following pages)

General Format
- No bold on this page; exception, heading (TABLE OF CONTENTS) is bold if major headings are bold
- No italics on this page (except for Latin terms, titles of works, etc.)
- Need to put the word “Page” above page number column
- Need leader dots between listings and page numbers
- Double space or use same spacing as in text above and below all major headings
- Single space all subheadings
- If more than one page, need appropriate headings at the top of page (add “Page” above page number column; add “CHAPTER” if new chapter title is listed on the page)

Content
- Must contain the major headings and the first level subheadings; subordination of subheadings should be indicated by indentation
- Major headings are in all capital letters
- Subheadings are in upper and lower case
- Preliminary pages do not have to be included on this page; however, if included, begin with ABSTRACT and include all preliminary pages
- Check spelling of ACKNOWLEDGMENTS against spelling on ACKNOWLEDGMENTS page
- If using chapter method, chapter numbers must be Roman (not Arabic)
- If using section method, sections may be numbered or unnumbered; numbers may be Roman or Arabic
- First major chapter/section title in text contains the word INTRODUCTION
- Last major chapter/section title in text contains the word SUMMARY or CONCLUSION
- Must show a reference section, APPENDIX (if applicable) and VITA

Consistency
- Check against text for agreement of page numbers, levels and styles of headings and subheadings and the wording of headings and subheadings (levels of subheadings are shown by indentation)
- Check for consistency in capitalization
- Check that wording of APPENDIX listing matches exactly what is in text; Appendix titles are optional, but if they are listed, they need to be in all capital letters
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*Leaders dots connect listings to page numbers.*

- Major headings are in all capital letters.
- Use spacing of text between major headings.
- Single space subheadings.
- Chapter numbers must be Roman; no periods after the number.
- First chapter title must include **INTRODUCTION**.
- Last chapter title must include **SUMMARY** or **CONCLUSION**.
- No words in page number column.
# TABLE OF CONTENTS

| Major headings are in all capital letters. |
| Leader dots connect listings to page numbers. |

<table>
<thead>
<tr>
<th>Section Method</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABSTRACT</td>
<td>iii</td>
</tr>
<tr>
<td>DEDICATION</td>
<td>iv</td>
</tr>
<tr>
<td>ACKNOWLEDGMENTS</td>
<td>v</td>
</tr>
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<td>TABLE OF CONTENTS</td>
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<tr>
<td>LIST OF FIGURES</td>
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<td>LIST OF TABLES</td>
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</tr>
<tr>
<td>INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>PROBLEM</td>
<td>2</td>
</tr>
<tr>
<td>Mechanics</td>
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<tr>
<td>Thermodynamics</td>
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</tr>
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<td>SOLUTIONS</td>
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</tr>
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<td>SUMMARY AND CONCLUSIONS</td>
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<tr>
<td>Summary</td>
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</tr>
</tbody>
</table>

First major section title must include INTRODUCTION. Last major section title must include SUMMARY or CONCLUSION.
List of Figures and List of Tables (See sample on next page)

General Format

• Heading (LIST OF FIGURES or LIST OF TABLES) is bold if major headings are bold
• Include list if two or more figures (or tables) are in main body of text
• Need separate list for tables and separate list for figures; either list may come first
• Need “Page” above page number column
• Need “FIGURE” (or “TABLE”) above appropriate column or include the word Figure (or Table) with each title
• Need leader dots from last word of title to page number
• Double space or use same spacing as in text between figure (table) titles, single space title if two or more lines
• If list is more than one page, need appropriate column headings on each page

Content

• Each figure (or table) must have a unique title; no two titles may be exactly the same
• If figures (or tables) in Appendix continue numbering from text, they must be included in LIST OF FIGURES (or TABLES); if numbered A-1, A-2, etc., they need not be included
• Need to include only the first sentence of title (up to the first period) in List
• Parenthetical information may be excluded from the List

Consistency

• Check against text for agreement of page numbers
• Figure/table titles in the LIST OF TABLES (or FIGURES) must agree word for word with the title in the text—up to the first period
• Check consistency of capitalization
# LIST OF FIGURES

<table>
<thead>
<tr>
<th>FIGURE</th>
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<th>Page</th>
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</tbody>
</table>

*Leader dots connect titles to page numbers.*

*No words in page number column.*
Vita (See samples below)

- Is required as the last page of the thesis and is limited to one page
- The font and point size need to be the same as the text
- May use either paragraph style with same spacing as text, list, or resume style
- The heading (VITA) is bold if major headings are bold
- Brief biographical sketch, which must include name, a permanent address, and educational background. Because the thesis will be available on the Internet and there are increasing privacy concerns, it is recommended that the student not include personal information such as date of birth, parents’ names, and personal address in the Vita
- Wording of name needs to agree with name on first three pages of thesis
- Need a permanent address, good for two years. Professional address or TAMU department address is recommended (rather than a personal address) due to availability of thesis worldwide on the Internet
- Need educational background for all previous degrees, bachelor’s level and above. Include degree, major subject, university and date of graduation -- may include current degree
- Other information is optional but encouraged: professional experience, publications, business or academic information. (Because the thesis will be available on the Internet the student should avoid including personal information.)
- Name of the typist may be stated at the bottom of the page. (Example, The typist for this thesis was Ms. Mary Jones.) Use only if a typist or editor prepared document

(Vita in paragraph style)

VITA

John Philip Smithers received his Bachelor of Arts degree in psychology from The University of Texas at Austin in 2003. He entered the Educational Administration program at Texas A&M University in September 2003, and he received his Master of Science degree in May 2005. His research interests include special education and early childhood education, and he plans to publish a book on these topics, focusing on Texas public schools.

Mr. Smithers may be reached at Smith ERS Educational Research Systems, Inc., 1000 Plaintree Rd, Smithville, TX 79333. His email address is jpsmithers@mail.com.

(Vita as a list)

VITA

Name:  
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B.A., Psychology, The University of Texas at Austin, 2003
M.S., Educational Administration, Texas A&M University, 2005
CHAPTER I

INTRODUCTION: THE IMPORTANCE
OF RESEARCH

The important features of the first page of the thesis are the page number, the major
heading, and the journal model sentence. The page number is outside the prescribed margin, in
the upper right. The numbering begins with 1 (Arabic number). From this page forward, every
page will be numbered in sequence (all positioned in the upper right corner).

If the thesis is written in the chapter format, the major heading will consist of two parts:
the chapter designation (the word CHAPTER and the number) and the title. Both will be
centered, all capital letters. The chapter designation will be on the top line; the title will be on the
next. The chapter number must be written as a Roman number. Between the lines use double or
triple space. The same spacing must be used at the beginning of all chapters. There is no
punctuation at the end of either part.

If the chapter title is longer than one line, be sure that you do not single space the title.
You must use the spacing of your text between the lines of the title. If you are using bold for
your major headings, then the major heading on this page must be bold. The point size must be
the same as the other major headings.

The journal model sentence appears at the bottom of the page, within the prescribed
margin. It is separated from the text by a horizontal line about 1 inch in length. It must be a
complete sentence with a period at the end. If you are putting journal names in italics in the
references, then use italics for the journal name in this sentence. If journal names are in regular
typeface, then use regular typeface for the journal name.

This thesis follows the style of Adult Educational Quarterly.
1. INTRODUCTION: THE IMPORTANCE
OF RESEARCH

The important features of the first page of the thesis are the page number, the major heading, and the journal model sentence. The page number is outside the prescribed margin, at the upper right. The numbering begins with 1 (Arabic number). From this page forward, every page will be numbered in sequence (all positioned in the upper right corner).

If the thesis is written in the section format, the major heading will consist of a title, centered and in all capital letters. This heading may be numbered, either Arabic or Roman. If you are numbering your subheadings by section (1.1, 1.2, etc.), you must number your major headings. Do not use the word 'chapter' in your text since your work is not organized in chapters.

If the section title is longer than one line, be sure that you do not single space the title. You must use the spacing of your text between the lines of the title. If you are using bold for your major headings, then the major heading on this page must be bold. The point size must be the same as the other major headings.

The journal model sentence appears at the bottom of the page, within the prescribed margin. It is separated from the text by a horizontal line about 1 inch in length. It must be a complete sentence with a period at the end. If you are putting journal names in italics in the references, then use italics for the journal name in this sentence. If journal names are in regular typeface, then use regular typeface for the journal name.

This thesis follows the style of Adult Educational Quarterly.
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