

**ANGELO STATE UNIVERSITY
GRADUATE SCHOOL
THESIS MANUAL**

**INSTRUCTIONS CONCERNING ADVISORY
COMMITTEES**

AND

PREPARATION OF PROPOSALS AND THESES

Revised Spring 2005

The final copy of your thesis should be correct in format and neat in form; the thesis is considered an index of the ability and character of you, its author.

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THESIS MANUAL

INSTRUCTIONS CONCERNING THE PREPARATION OF PROPOSALS AND THESES

A. INTRODUCTION

This manual has been prepared by the Graduate School of Angelo State University to assist students and their Advisory Committees in the preparation of proposals and theses. Hereafter, the word "thesis" will be used in this manual to refer to general instructions equally applicable to proposals or theses. The primary purpose of this manual is not only to provide certain uniform standards regarding style and format, but also to allow enough flexibility to satisfy the acceptable practices of each academic discipline.

**STUDENTS ARE CAUTIONED TO AVOID USING ANOTHER STUDENT'S
THESIS AS A MODEL. WHAT HAS BEEN ACCEPTED IN THE PAST MAY NOT
BE ACCEPTED IN THE FUTURE.**

B. APPOINTMENT OF ADVISORY COMMITTEE

An Advisory Committee must be assigned to every student who is writing a thesis. Normally, this committee is formed upon the student's completion of at least 12 semester credit hours (sch) of graduate-level work with a minimum grade point of 3.0. The Dean of the Graduate School must have received a written recommendation to form the committee from the Head of the department in which the student is majoring.

The Advisory Committee will consist of at least four members: at least two members, including a Chairperson, from the department in which the student is majoring; a member from the department in which the student is taking supporting electives if he or she is doing so; and a Graduate School Representative appointed by the Dean of the Graduate School. At least three members of the Advisory Committee must be members of the Graduate Faculty.

The Graduate Dean will appoint one member of the Graduate Faculty to serve as a Representative of the Graduate School (GSR) on each Advisory Committee. The GSR will be selected systematically from the Graduate Faculty, and membership in the Graduate Faculty will carry the responsibility to serve in this capacity from time to time.

The functions of the GSR will be much like those of the other members of the Advisory Committee. The GSR should

1. Provide general assistance to the student and work cooperatively with the other members of the Advisory Committee;
2. Insure that the Comprehensive Examination or Thesis Defense is conducted in a manner that is fair to the student and protective of the integrity of the University;
3. Review the research proposal and thesis to be able to attest that it meets generally accepted standards befitting research documents;
4. Encourage the candidate to discuss the study and research in non-technical language that can be understood by the intelligent layperson; and
5. Stimulate the candidate's awareness of a scholar's responsibility to publish research findings, to maintain an active interest in contributions to knowledge beyond his or her own specialization, and to support those developments which improve the human condition in the community and the society in general.

To fulfill these general functions, the GSR will sit in on the oral Comprehensive Examination or Thesis Defense and will review the thesis proposal and thesis. The GSR should be an active participant in the oral Comprehensive Examination or Thesis Defense, especially in regard to duties 4 and 5, and should be invited by the Chairperson of the Advisory Committee to ask questions if the GSR wishes to do so.

The GSR is to be treated as a genuine member of the student's Advisory Committee and is to perform the functions of protecting the student and upholding high standards. By adding an "outside voice" to the expertise represented on the Advisory Committee, the GSR can promote breadth in the student's knowledge and be a valuable ally to both the student and the Committee.

C. CHOICE OF SUBJECT

Selecting an appropriate thesis topic is one of the most significant aspects of graduate work. The topic should be the result of thoughtful consideration by and cooperation among the student, the Committee Chair, and the entire Advisory Committee.

The finished thesis must reflect a comprehensive understanding of the pertinent literature (which must be properly cited) and express in clear and readable language the method, significance, and results of the student's research. Full documentation and appropriate tabular and/or graphic presentation are especially important. The completed manuscript should be no longer than is necessary to present all pertinent information. Lengths will vary widely, according to research topics, academic disciplines, and the degree being sought. Manuscripts

exceeding 350 pages (page count includes preliminary pages) must be bound in two volumes and a double binding fee must be paid. One may contact the Graduate School office for special instructions involving two volume manuscripts (Section P).

The thesis should be presented as a single unit of scholarly and well-integrated narrative, properly supported and documented, reporting the original work done by the student under the supervision of the Advisory Committee. No thesis should be a series of separate but related journal-type articles; continuity from chapter to chapter is important. A thesis corresponds in format to a book with a continuous narrative, not to an anthology. The only exception to this would be an M.A. in English creative thesis option, in which a collection of shorter works of fiction, personal essays, one-act plays, or poems might comprise the thesis.

D. PROPOSALS: PREPARATION AND SUBMISSION

The research proposal is a description of the research which the student intends to undertake and on which he or she will report in a far more comprehensive manner in the thesis. It offers the student an opportunity to convince the Chair and the other members of the Advisory Committee of the student's ability to pursue the projected topic to a successful conclusion. The nature of the problem to be examined, the status of current research relating to the subject, the research method, and the importance of the projected work should be carefully but succinctly narrated in the proposal.

Two copies of the completed research proposal, with the title page and properly signed approval page on each copy (see Sample Forms 1 and 2), must be submitted to the Graduate School for final approval. The narrative portion of the proposal should not be more than ten pages long. The student must also include a list of the selected references cited.

The proposal will be returned to the committee chairman after being read by the Graduate Dean. Corrections do not have to be returned to the Graduate School but should be incorporated into the final thesis.

Proposal Checklist

1. Two copies, with title page and approval page with original signatures of all Committee members attached to each copy.
2. Journal model noted and sample pages attached (Section F).
3. Appropriate margins and spacing (Section J.6).
4. Reasonable length (maximum of 10 pages of narration).
5. Selected references cited.

E. INSTITUTIONAL REVIEW BOARD (IRB)

For research involving human subjects, the Institutional Review Board Human Subjects Review Forms must be completed. These forms are available on the web at http://www.angelo.edu/faculty_staff/administrative_forms.htm. Data collection cannot begin until the research proposal is approved (with possible modifications) by the IRB.

F. STYLE: SELECTION OF A JOURNAL MODEL

The style and format of proposals and theses vary widely according to academic disciplines, yet some standards are common to all scholarship. The student should use as a model or pattern for style and format a recent issue of one of the more respected scholarly journals in the major field. The journal selected must be shelved in the Porter Henderson Library, and copies of enough pages to make the documentation style clear should be attached to the thesis proposal and included with the thesis when it is submitted to the Graduate School.

The journal used as a model for style and format must be noted at the bottom of page one of the proposal and of the text of the thesis. This single-spaced statement should be separated from the text by a horizontal line ten spaces in length. This statement does not require a superscript number or symbol of any kind. (Sample Form 4)

A style manual (such as 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 for style and format except that students in the Department of English may list the current MLA Style Manual and those in the Department of Psychology may list the Publication Manual of the APA. In these cases, copies of sample pages from a journal are not required.

The completed thesis must conform as closely as possible to the general format and organization of a published article in the journal with the exception of specific variations required by the Graduate School and indicated in this manual. If a journal employs more than one style, then one article from that journal should be selected and its style consistently followed. Consistency of style and form should be the rule throughout the thesis.

Whenever there are differences in format and layout between the specifications of this "Thesis Manual" and the journal model, the "Thesis Manual" overrules the journal.

The more sophisticated publication and layout practices of some journals (such as the use of double columns on a text page, etc.) are not to be followed. The thesis itself is more like a manuscript submitted to a publisher than a published final product. The thesis, therefore, is not expected to duplicate a published journal in typographic arrangement and display. The student should not assume that a journal's "Instructions to Contributors" are 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. If the student encounters a problem in interpreting the selected journal's style, help should be sought from his or her Advisory Committee chairperson or from the Graduate Dean. Such issues should be resolved well in advance of the final typing of the manuscript in order to avoid the additional time and expense of extensive retyping.

G. SUGGESTED STYLE MANUALS

No one should assume that this thesis manual answers all of the questions pertaining to style and format which may arise during the preparation of a thesis. Many excellent manuals and handbooks are available for the student who needs further assistance. For specific questions not answered in this "Manual," the current editions of the following publications may be helpful: Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations; American Institute of Biological Sciences Style Manual; Publication Manual of the APA; The MLA Style Manual; Style Manual for Biological Journals; University of Chicago Press: A Manual of Style; and Chicago Guide to Preparing Electronic Manuscripts for Authors and Publishers. Other manuals can be located in the online catalog in the Porter Henderson Library.

H. USE OF OWN PUBLISHED RESEARCH

Graduate students may publish materials that subsequently may be used as a part of the thesis provided that the Graduate School is notified in writing of this intention by the student at the time the paper is submitted for publication and no copyright laws are violated. The complete title, the names of authors as they appear in the paper, and the name of the journal must be furnished. Further, copyright laws may require that the student receive permission from the journal and/or any coauthors, even to use material the student has written.

Reprints of these published articles or copies of manuscripts for submission to a journal are not acceptable in that format in the final thesis.

I. COPYRIGHT LAWS

Since a thesis is legally classified as a publication, care must be taken not to violate the United States copyright laws. Inclusion of illustrative graphs, tables, charts, etc. from copyrighted sources is permitted only if a letter of release from the original copyright holder is included in the acknowledgments section of the thesis.

J. FORMAT AND TYPING REGULATIONS

1. Computer or Typewriter Specifications

A word processor and printer or a conventional typewriter is not designed or

intended to replicate all of the various sizes and styles of type which may be utilized by commercially published journals. Although a journal is used as the model for the thesis, the student must not attempt to copy the journal's use of various sizes and styles of type. Uniformity and legibility are still the primary concerns. The output of word processor printers must meet the same standards of readability as conventional typing, as explained in Part 2 below.

Use a 12 pt. font in typing the body of the thesis. Chapter headings should not exceed 14 points. Boldface print may be used for chapter headings and first-order subheadings. Script, italic, block, or any other unusual typeface is not acceptable for the main body of the text. The thesis must be typed or printed with double spacing.

In most cases, the same font must be used throughout the thesis. Mixing of font is not normally acceptable. If available, however, italic font is acceptable for those words and/or short phrases which would be italicized in a published format. Underlining is an alternative way to accomplish the same purpose.

If a word processor and printer are used to produce the tables or figures, one font style may be used for the text of the thesis and another for the tables or figures. The smallest font size that may be used in a table or figure is 8 pt.

2. Printer/Computer Output Specifications

Output produced by a dot matrix, bubble, or laser printer is acceptable if it meets the usual typeface requirements. Samples of all font to be used must be cleared by the Graduate School office before they are used if any question exists about their quality.

Often, regular type from a printer is acceptable but italic from the same printer is not. Also, some printers are not consistent in their performance. Students should be aware of Graduate School requirements before choosing a printer and should consult the Graduate School office **before** typing the thesis if any question exists about the acceptability of word processor and printer output.

Identical copies produced by the word processor and printer are acceptable as final copies.

Persons using computer systems are cautioned again not to try to mimic a journal exactly; that is not the intent of a thesis. Unusual innovations that are possible with these systems should be avoided unless prior approval is given by the Dean of the Graduate School.

3. Justified Right-Hand Margins

Justified right-hand margins produced by computerized equipment may be used only in theses with standard internal spacing (i.e., regular and consistent spacing between words in the text). Excessive variable spacing is not acceptable because it inhibits readability. Usually, right-hand justification should be avoided.

4. Paper

Quality bond paper of 25% or 100% cotton content must be used in all copies of the thesis. The standard sheet size, 8 1/2 by 11 inches, should be used. You may use recycled cotton bond as long as the watermark indicates cotton content. All paper must be white.

5. Spacing

The narrative text should be double spaced. Single spacing is used only for such specific and appropriate purposes as long, blocked, and inset quotations; footnotes; endnotes; and itemized or tabular materials. **Any prose quotations of six or fewer typed lines should be double spaced like the text.** Longer prose quotations should be inset. If there are any footnotes, they should be placed at the bottom of each page, separated from the text by a solid line one and one-half (1½) inches long. Footnotes that are longer than one line should be single spaced. Double spaces should appear between footnotes.

Left margin = 1.25"

Top, right & bottom margins = 1"

Page number must be inside these margins

6. Margins

The left (or "binder's") margin should be one and one-fourth (1.25) inches, and the top, right and bottom margins should be one (1) inch. All page numbers, computer data, illustrations, and tables must conform to the margin requirements in every way. (Sample Form 6)

7. Pagination

Every page in the thesis except the Fly Page, the Title Page, and the Approval Page must be printed with a number. The Title Page is considered to be page "i" and the Approval Page is considered to be page "ii," but no page number should appear on these pages. Every sheet that is part of the thesis should be assigned a number, even if it has only one word on it.

Preliminary pages: Small Roman numerals (iii, iv, v, etc.) placed in the center at the bottom of the pages are used to number the preliminary pages (Dedication, Acknowledgments, etc.). The first page with a printed number is the Dedication Page (if the thesis has one), which is numbered "iii." It follows the Approval Page, on which no number appears.

Text and Supplementary pages: Arabic numerals are used in numbering all text and supplementary pages. The first page of the narrative text is numbered with the numeral "1" and the numbering runs consecutively to the end of the thesis. The Vita carries the last page number in the thesis.

8. Placement of Page Numbers

All page numbers of the thesis text and supplementary pages must be horizontally centered on the 1" bottom margin of the page, as are numbers of the preliminary pages. (See Table of Contents and Sample Form 6)

Psychology students: Page numbers on the preliminary pages and the first page of each major subdivision must be horizontally centered on the 1" bottom margin of the page. On all other text and supplementary pages, the page number must be placed at the 1" top right margin. (See Table of Contents and Sample Form 6)

9. Photographs and Other Illustrative Materials

Photocopies of black and white photographs are acceptable if the photo has enough light and dark contrast for a good reproduction. If the dry mounting technique or spray adhesive (not rubber based) is used, photographs must be securely and permanently fastened to the paper. (Special dry mounting paper is available. Various printing centers or photographic and visual aids laboratories can provide assistance and advice to students.) Rubber cement or mucilage should not be used. When a number of pictures are used in the thesis, part of them should be placed at the tops of the pages and part at the bottoms to distribute the bulk.

Color photographs are discouraged unless the color is essential to the research problem under consideration. All photographs must be within the standard margins. If photographs must be placed lengthwise, or landscape, the top of the photograph should be at the left-hand, binding side of the page. The caption must be at the bottom of the illustration, not at the top or bottom of the page.

10. Oversized Illustrative Materials

Oversized materials, such as large maps or charts, which cannot be reduced and yet must be included as part of the thesis, must be folded to fit into a 6 1/2" x 9 1/2" envelope. All oversized materials must be identified with an

appropriate number, which is also noted or referred to in the text. The student's name and year of graduation (for further identification) must be displayed in a position that can be read while the material is folded.

For additional information on complex materials, the Graduate School office should be consulted well in advance of the deadline for turning in the thesis.

11. Reductions

Reduction of tables, charts, figures, etc. must be large enough to be clearly legible. The minimum size for numbers and capital letters is 8 pt.

12. Facing Page Captions

Captions or titles on a facing page are to be used only when absolutely necessary. Facing-page captions may be used for illustrations only, never for tables. This exceptional format applies only when the caption cannot be typed directly onto the page on which the illustration appears. This caption is the only instance in which typing is permitted on the back side of a page. If a facing-page caption is necessary, only the page number appears on the front side of the page that contains the caption. The caption itself is typed on the back side of the page containing the page number. The caption must fall within the specified margins. The blank page with the caption on its backside and the page actually containing the illustration are both consecutively numbered, with the page numbers in the standard position.

On the List of Figures page, only the number of the page on which the illustration itself appears should be included.

13. Tables and Figures

Tables and figures should be placed as close as possible to the first reference made to them in the text. A short table or small figure may be placed on the text page itself, in which case the table or figure should be separated from the text by triple spacing at the top and bottom. A full-page table or figure should be placed on the page following the first reference to it.

Each table or figure in the main body of the thesis must have a separate number and a title, which must be indicated on the List of Tables page or the List of Figures page. This is also true for all tables and figures that appear in the Appendixes, where their numbering follows, in a consecutive manner, the numbers of those found in the text. The numbering, wording, and pagination of titles and headings must be the same on the Table of Contents, List of Tables or

List of Figures page as they are in the text of the thesis. Only the first sentence of a lengthy table or figure title needs to appear in the Table of Contents, List of Tables or List of Figures. Tables and figures, respectively, are to be numbered consecutively throughout the thesis. A List of Figures or a List of Tables is not necessary if the thesis contains no more than one figure or table. Titles should be concise, but should also clearly describe the content of the table or figure. No two titles should be identical in wording. Placement of titles should follow the style and format of the journal which is being used as a model for the thesis. If tables or figures must be placed lengthwise, or broadside, the top of the table or figure should be at the left-hand, binding side of the page. The caption must be at either the top or the bottom of the table or figure, not at the top or bottom of the page. The journal model should be followed for correct caption placement.

Tables or figures longer than one page in length should have the complete title and table or figure number on the first page only. Subsequent pages of the same table or figure should have the table or figure number and the word "Continued" plus the necessary column headings for ease of reading and reference. A table or figure may be placed on a separate page, regardless of the size of the table or figure.

K. PARTS OF THE MANUSCRIPT

A thesis ordinarily has three main parts: preliminary pages, text, and supplementary pages:

1. Preliminary Pages (in the following order)
 - a. Fly Page (blank)
 - b. Title Page
 - c. Approval Page
 - d. Dedication page (optional)
 - e. Acknowledgments (optional unless copyright issues are involved)
 - f. Abstract (required; maximum of 150 words)
 - g. Table of Contents
 - h. List of Tables (if more than one Table is used)
 - i. List of Figures (if more than one Figure is used)
2. Text (normally requires the following parts)
 - a. Introduction
 - b. Review of Literature
 - c. Main narrative body--The journal model should provide the guidelines on how the main body of the text is set up. Headings and subheadings are usually necessary to divide the text into appropriate divisions.
 - d. Conclusion and/or Summary

3. Supplementary Pages (in the following order)
 - a. Bibliography, Selected References, or Literature Cited
 - b. Appendix or Appendixes (if needed)
 - c. Vita

All preliminary page titles, major chapter or major section designations and titles, and supplementary page titles are centered at the top of the page (within the specified margins) and are typed in all capital letters. This format overrules any differences in format or layout followed by the journal model.

L. PRELIMINARY PAGES

1. Title Page

The Title Page must follow the style, spacing, and form of Sample Form 1.

Title Page Checklist:

- a. The title is typed in capital letters, double spaced, and centered within the specified margins.
- b. No page number appears on the Title Page (although it is considered page i).
- c. The full legal name of the student, typed in capital letters without designation of profession, military rank, or marriage is listed. **The name on the thesis must be the same as that recorded in the official records of the Registrar of Angelo State University.** Any changes must be cleared by both the Registrar and Dean of the Graduate School.
- d. The full name of the degree to be awarded is typed in capital letters.
- e. Degrees are awarded only in May, August, and December. The appropriate month and year when the degree will be awarded must be indicated.
- f. The student's major subject is listed at the bottom of the Title Page. The major subject must be one authorized by the Coordinating Board, as listed in the Angelo State University *Bulletin* under which the degree is to be awarded.

2. Approval Page

The Approval Page must follow the style, spacing, and form of Sample Form 2. The original thesis must have an Approval Page with original signatures of the members of the Advisory Committee and the Dean of the Graduate School.

- a. Signatures
Signatures must be in black ink. The student may find it advisable to have a black pen on hand at the time the signatures of the committee are secured. The name of each committee member must be typed under his or her signature. (Sample Form 2)
- b. Checklist:
 1. The title is typed in capital letters, double-spaced, and centered within the

specified margins. The title on the Approval Page must be exactly the same as the title on the Title Page.

2. No page number appears on the Approval Page, although it is considered page ii.
3. The full legal name of the student, typed in capital letters without initials and without designation of profession, military rank, or marriage, is listed. The name on the thesis must be the same as that recorded in the official records of the Registrar of Angelo State University. Any changes must be cleared by both the Registrar and the Dean of the Graduate School.
4. Degrees are awarded only in May, August, and December. The appropriate month and year must be shown at the bottom of the Approval Page.

3. Abstract

The abstract should be a maximum of 150 words. It should contain the statement of the research problem, the research methodology, and the conclusions of the research.

4. Table of Contents

The Table of Contents indicates the major divisions and principal subheadings of the thesis and the beginning page number of each section. The listing must start with the Dedication (iii) and must include all subsequent preliminary pages. Listing of the Table of Contents itself is optional.

All major divisions of the narrative text (i.e., chapters or sections) and principal (or first order) subheadings within each chapter or section must be listed in the Table of Contents. The subordination of the subheadings should be indicated by appropriate spacing and indentation. All supplementary pages--reference section, appendixes if any, and Vita--must be listed in the Table of Contents. The wording, numbering, and pagination of titles and headings must be exactly the same in the Table of Contents as they are on the pages of the thesis (Sample Form 3).

**The Graduate School office may be consulted for
further advice on layout style**

M. DIVISIONS OF NARRATIVE TEXT

The narrative text may be divided into chapters or sections. A student must use either the chapter or section style. A combination of these styles is not acceptable. The journal model or the conventional style of the student's academic discipline can help determine which system is more appropriate.

Each chapter or section begins on a new page. The title of the chapter or section is typed in capital letters and is centered at the top of the page. Bold face type in the same font as the text of the thesis may be used.

Chapters are designated both by upper case Roman numerals used consecutively throughout the thesis and by chapter titles. The chapter designation (i.e., CHAPTER I) in capitals should be centered within the margins at the top of the page. The chapter title is also in all capitals and is centered a triple-space below the chapter designation. All chapter titles of more than one line in length should be double-spaced.

Section titles need not be numbered but are typed in capital letters and must be centered within the margins at the top of the page. Section titles of more than one line in length should be double spaced.

Subdivisions within chapters or sections do not begin on a new page. Subdivision headings are typed in upper and lower case letters and may be either centered or placed flush left. First order subheadings may be typed in all capital letters or bold face type (upper- and lower-case letters) provided that they are placed flush left. All capital letters may not be used for subheadings lower than first order.

Space and economic considerations of journals used as models for theses often demand brevity in articles. The more expanded presentation of a thesis may require a more elaborate system for development and division than a journal employs. If such expansion is needed, the student should consult one of the manuals suggested in Section G.

N. REFERENCES

The referencing system used in the thesis must follow the method used by the model journal (Section E). If a journal employs a variety of styles of referencing, then one article from that journal must be selected and followed consistently. When the referencing system is alphabetical, an orderly arrangement of multiple entries for the same author must be used. The Graduate School office can also assist in selecting an appropriate referencing system.

The Selected References section should include only those sources cited directly in the text of the thesis. If the student wishes to list general references consulted and used as background study, these may be listed as a separate subdivision of the Selected Reference section. Some subheading, such as "Supplemental Sources Consulted," should be added at the end of the list of sources cited directly. Background materials cited should follow the style used in the journal model.

O. VITA

A brief biographical sketch of the student is required as a part of each thesis. This

biographical sketch is called a Vita and must not exceed one page in length. The title, VITA, is typed in capital letters and centered at the top of the page. The Vita is the last numbered page in the thesis and must be included in the Table of Contents.

The biographical sketch must include the student's full legal name (as it appears on the Title Page and elsewhere), educational background (including schools attended, degrees earned, the years in which previous degrees were completed, and the major field of specialization). The student's permanent mailing address must be included. Where applicable, this page should list professional experience in industry, military service, business, and academic life (Sample Form 5).

The name of the typist of the thesis may be stated at the bottom of the page. (Example: The typist for this thesis was Mrs. Mary Jones.)

P. THESIS LENGTH (TWO-VOLUME MANUSCRIPTS)

A manuscript that exceeds 350 pages (page count includes preliminary pages) will have to be a two-volume thesis. A maximum workable bound volume has a spine width of from two and one-eighth (2 1/8) inches to two and one-half (2 1/2) inches. Special instructions for two-volume manuscripts should be obtained from the Graduate School office. A second binding fee will be assessed with the second volume.

Q. INITIAL SUBMISSION OF THESIS TO THE GRADUATE OFFICE

After the thesis has been successfully defended and all corrections required by the Advisory Committee have been made, the student should present the final version to the Graduate Dean's Office in a manila envelope with name, address and daytime phone number at the bottom of the envelope, **NO LATER THAN THREE WEEKS BEFORE THE END OF THE SEMESTER OF DEGREE COMPLETION.**

The student should present the final version to the Graduate Dean's Office in a manila envelope with name, address and daytime phone number at the bottom of the envelope. Call the Graduate Office for the hours the thesis can be turned in.

The student should be sure that the thesis is in compliance with all the format regulations spelled out in this Thesis Manual and has been spell-checked and grammar-checked. **Failure to turn in a professionally presented thesis MAY result in delay of graduation.**

THE THESIS CHECKLIST:

1. Successful oral defense signified on approval page.

2. General neatness and readability.
3. Quality and method of duplication/reproduction.
4. Consistency of style and format throughout the thesis.
5. Title Page, Approval Page and Vita, including
 - a. Correct style, spacing, and form;
 - b. Correct month (May, August, December) and year of graduation;
 - c. Full legal name of the student, without designation of profession, military rank, or marriage. (The name on the thesis should be the same as that recorded in the official records of Angelo State University. Exceptions must be cleared in writing by both the Registrar and the Dean of the Graduate School);
 - d. Double-spacing of titles over one line in length;
 - e. Original signatures of all members of the student's Advisory Committee on the original Approval Page.
6. Abstract maximum of 150 words;
7. Exact correspondence of titles and page numbers of items in the Table of Contents, List of Tables, and List of Figures with the same titles and page numbers in the text.
8. Style and spacing of appropriate sections within the thesis, including
 - a. Major divisions: Each major division (e.g., Acknowledgments, Table of Contents, List of Tables, List of Figures, Symbols, References, Vita, etc.) is typed in capital letters and centered at the top of a new page. Each chapter or section heading (or its title) is also a major division, which is typed in capital letters and centered at the top of a new page.
 - b. Subheadings: Consistent subordination of subheadings must exist within each chapter or section. Subheadings are the further divisions within each chapter or section and do not start on new pages and are not typed in all capital letters. First-order subheadings may be typed in all capital letters if they are flush left. Bold face type may be used for first-order subheadings. The standard placement of subheadings is either flush left or centered.
 - c. Table of Contents: Major divisions and principal (or first-order) subheadings must be listed on the Table of Contents page (Sample Form 3).
9. Journal used as a pattern or model for style and format listed at the bottom of page 1 and copies of example pages from the journal submitted with the thesis.
10. Style and placement of figures and tables within the manuscript (following as closely as is practical the format of the journal cited).
11. Consecutive numbering of tables and figures throughout the manuscript.

12. Reference system (following as closely as is practical the system of the journal cited).
13. No typing outside specified margins.
14. No liquid paper or visible corrections on copies submitted to Graduate School.
15. Numbering of every page in the manuscript starting with Dedication (iii) and ending with Vita.
16. Inclusion of a major introductory section or chapter and a major concluding or summary section or chapter.

R. MAKING CORRECTIONS IN THE MANUSCRIPT

When the manuscript has been checked by the Graduate School office for style and format, the student will be notified by telephone if corrections are to be made. If the student is no longer in residence at A.S.U., the Graduate School office will call either the student's designated local representative or the Chair of the student's Advisory Committee. It will then become the responsibility of the student's designated representative or the Chair of his or her Advisory Committee to see that all required corrections are made.

Corrections made directly on the pages of the thesis (with liquid paper, etc.) are not acceptable. Instead, the student should make the changes on a master copy of the thesis, reproduce those corrected pages, and substitute these reproductions for the unacceptable pages. **THE THESIS WILL NOT BE REMOVED FROM THE GRADUATE SCHOOL OFFICE AFTER IT HAS BEEN SUBMITTED. ONLY CORRECTED PAGES WILL BE SUBSTITUTED; NEW MANUSCRIPTS WILL NOT BE ACCEPTED.**

All necessary corrections must be made as promptly as possible so that the student does not encounter problems with the deadlines in the Graduate School calendar. The date of graduation will be postponed if a student fails to make the necessary corrections on time, and in that case new Title and Approval pages will have to be prepared.

S. FINAL CLEARANCE

After the corrections have been made, the following procedure should be carried out in order to obtain final clearance:

1. The student picks up the final, corrected, approved version of the thesis from the Graduate School office.
2. The student completes the UMI Thesis Agreement Form and submits it to the

Graduate Office.

3. The student is required to present the original thesis and one copy of the thesis for the department library. If student wants to have the copies printed by the University print shop, he or she should take the thesis to the print shop and request a statement of the charges for printing and collating the number of copies he or she wants. If the student wants to obtain the copies elsewhere, he or she does so, making sure that the requirements stated in this manual are met. Identical copies produced by the word processor and printer are acceptable as final copies.
4. No later than the Friday prior to graduation, the candidate is required to present two (2) satisfactory copies of the signed, approved thesis to the office of the Graduate School. Xerography, offset, or clear originals produced by typewriter or word processor printer (as explained in Section I, Part 2) are the only acceptable methods of reproducing copies of theses.

Only one method of reproduction may be used in the final copies; mixing different types of reproduction is not acceptable, although the original may of course differ from the copies in this regard. Quality reproduction and clear legibility must be emphasized. Broken type or faint print is not acceptable. Photographic copies with dark or blurred lines or dark edges are not acceptable.

5. The student then returns to the Graduate School office (in separate manila envelopes) either the two required copies and any additional copies he or she wishes to have bound or the statement of printing charges from the University print shop. A statement of binding charges will be calculated and added to any printing and collating charges from the University print shop as well as the University Microfilm (UMI) charge.
6. The student goes next to the Fiscal Office, where he or she pays for the binding, and printing and collating if applicable, of the thesis.
7. The student then takes the receipt for binding, UMI fee, and printing and collating if applicable, to the Graduate School office. This step completes the final clearance process.

SAMPLE FORMS

SAMPLE FORM 1 -- Title Page

Begin title 8 single spaced lines below top margin. On the Thesis Proposal include "Thesis Proposal" indicated below. Remove the word "Proposal" when submitting the completed thesis.

No page number on this page

A STUDY OF THE HISTORY OF GOODFELLOW
AIR FORCE BASE, SAN ANGELO, TEXAS

4 single spaced lines

A Thesis Proposal

Presented to the

Faculty of the Graduate School of

Angelo State University

8 single spaced lines

In Partial Fulfillment of the

Requirements for the Degree

MASTER OF ARTS

5 single spaced lines

by

MARY ANN JONES

Date degree
is to be awarded

May 2001

Major: History

A STUDY OF THE HISTORY OF GOODFELLOW
AIR FORCE BASE, SAN ANGELO, TEXAS

by
MARY ANN JONES

APPROVED:

Typed Name of Chairperson

Typed Name of Committee Member

Typed Name of Committee Member

Typed Name of Committee Member

Date Successfully Defended and
Approved by Advisory Committee [Or
Date Proposal Approved] *This date
should be filled in by the Chair of the
Committee*

APPROVED:

Dr. Carol B. Diminnie Date
Dean of the Graduate School

SAMPLE FORM 3 -- Table of Contents -- Example A, Chapter Style

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SOLUTION ALTERNATIVES	15

SAMPLE FORM 3 -- Table of Contents -- Example B, Section Style

SAMPLE FORM 4 -- Model-Journal Form

[At the bottom of the first page of the body of the text, the professional journal that will serve as the model for the documentation of the thesis should be identified. Copies of enough pages from the chosen journal to make clear the documentation style it follows should be clipped to the thesis proposal and to the thesis.]

[If the title of the journal is longer than one line, it should be single spaced. The title should be preceded by a line ten spaces long.]

Journal of Animal Science

VITA

[The vita should be a brief autobiographical note about the author, giving information about family, geographical background, education, and experience. It should conclude with the author's permanent address so that researchers using the thesis will be able to contact the author should they have questions or wish to discuss the thesis.]

SAMPLE FORM 6 -- Pattern For Margins

1.25" left margin
1" top, bottom & right margin
Page numbers within the margins

