

ANGELO STATE UNIVERSITY
COLLEGE OF GRADUATE STUDIES
AND RESEARCH
THESIS MANUAL

INSTRUCTIONS CONCERNING
ADVISORY COMMITTEES,
PREPARATION OF THESIS PROPOSALS
AND
FINAL THESIS SUBMISSION

Revised Fall 2021

Table of Contents

A.	INTRODUCTION	4
B.	APPOINTMENT OF ADVISORY COMMITTEE.....	4
C.	THESIS COMMITTEE CHAIR RESPONSIBILITES	6
D.	CHOICE OF SUBJECT	6
E.	PROPOSALS: PREPARATION AND SUBMISSION	7
F.	THESIS: PREPARATION AND SUBMISSION	8
G.	INSTITUTIONAL REVIEW BOARD (IRB)	8
H.	INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)	9
I.	INSTITUTIONAL BIOSAFETY COMMITTEE (IBC).....	9
J.	STYLE: SELECTION OF A JOURNAL MODEL.....	9
K.	SUGGESTED STYLE MANUALS.....	10
L.	USE OF OWN PUBLISHED RESEARCH	11
M.	COPYRIGHT LAWS AND PLAGIARISM.....	11
N.	FORMAT AND TYPING REGULATIONS	11
O.	PARTS OF THE MANUSCRIPT	15
P.	PRELIMINARY PAGES	16
Q.	DIVISIONS OF NARRATIVE TEXT	17
R.	REFERENCES	18
S.	BIOGRAPHY/VITA	19
T.	SUBMISSION OF THESIS TO THE GRADUATE OFFICE.....	19
U.	MAKING CORRECTIONS IN THE MANUSCRIPT	19
V.	FINAL CLEARANCE.....	20
W.	TEXAS DIGITAL LIBRARY (TDL)	20
X.	SAMPLE FORMS	21
	SAMPLE FORM 1 -- Title Page	22
	SAMPLE FORM 2 – Committee Approval Page.....	23
	SAMPLE FORM 3 – Signature Approval Page	24
	SAMPLE FORM 4 -- Dedication Page (optional).....	25
	SAMPLE FORM 5 – Acknowledgments (optional).....	26

SAMPLE FORM 6 – Abstract.....	27
SAMPLE FORM 7a -- Table of Contents -- Example A, Chapter Style.....	28
SAMPLE FORM 7b -- Table of Contents -- Example B, Section Style	28
SAMPLE FORM 8 – List of Tables	29
SAMPLE FORM 9 – List of Figures.....	30
SAMPLE FORM 10 – Model-Journal Form	31
SAMPLE FORM 11 – Literature Cited or References.....	32
SAMPLE FORM 12 – Appendix.....	33
SAMPLE FORM 13 – Biography/Vita (optional).....	34

THESIS MANUAL

INSTRUCTIONS CONCERNING THE PREPARATION OF THESIS DOCUMENTS

The College of Graduate Studies and Research reserves the right to not review and return thesis documents to the student and committee if substantial errors are found.

A. INTRODUCTION

This manual has been prepared by the College of Graduate Studies and Research 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 to allow enough flexibility to satisfy the acceptable practices of each academic discipline, and provide certain uniform standards regarding style and format (Section N).

STUDENTS ARE CAUTIONED TO AVOID USING ANOTHER STUDENT'S THESIS AS A MODEL SINCE GUIDELINES MAY CHANGE AND THE SUBMISSION MAY NOT MEET PRESENT STANDARDS.

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* of graduate-level work with a minimum grade point of 3.0. **The Advisory Committee Form must be submitted to the College of Graduate Studies and Research no later than three weeks prior to the proposal deadline.**

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 Studies Representative appointed by the Dean of the College of Graduate Studies and Research. 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 College of Graduate Studies and Research on each Advisory Committee. The Graduate Representative 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 Graduate Representative will be much like those of the other members of the Advisory Committee. The Graduate Representative should

1. Provide general assistance to the student and work cooperatively with the other members of the Advisory Committee;
2. Ensure that the 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 society in general.

To fulfill these general functions, the Graduate Representative will attend the thesis defense and will review the thesis proposal and thesis. The Graduate Representative should be an active participant in the 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 Graduate Representative wishes to do so.

The Graduate Representative 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 contributing an outside perspective to the expertise represented on the Advisory Committee, the Graduate Representative promotes breadth in the student's knowledge and is a valuable ally to both the student and the Committee.

C. THESIS COMMITTEE CHAIR RESPONSIBILITIES

1. Complete the application for Appointment of Graduate Thesis Advisory Committee.
 - a. Choose three members. At least two members are from the department in which the student is majoring; one member may be from the department in which the student is taking supporting electives, if applicable.
 - b. Send to Department Chair for signature.
 - c. Send to the College of Graduate Studies and Research and a Graduate Representative will be appointed by the Dean of the College of Graduate Studies and Research.
 - d. Submit form to the College of Graduate Studies and Research no later than 3 weeks prior to proposal deadline.
2. Obtain IRB, IBC, or IACUC approval prior to student writing proposal. The IRB consent form, or IBC/IACUC protocol forms and an approval letter must be included in the proposal. See sections G, H, or I below for instructions.
3. Approve proposal. Student will then submit for final approval to the College of Graduate Studies and Research.
4. Set Thesis Defense date 4 weeks prior to graduation. See Academic Calendar for deadlines.
5. Notify Thesis Coordinator of defense date so a Thesis Defense Letter can be prepared and emailed via Adobe Sign.
6. Prior to student submitting their thesis to the College of Graduate Studies and Research, review content and format. You and student will sign the Thesis Format Form.

D. 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.

E. 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. The proposal allows the student to demonstrate for the Advisory Committee their ability to pursue and bring 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.

A copy of the completed research proposal must be submitted to the College of Graduate Studies and Research for final approval. Failure to get the initial proposal in by the deadline, with all necessary forms, will result in a delay of graduation.

DEADLINES:	December Graduation- August 1
	May Graduation- December 1
	August Graduation- March 15

The proposal will be returned to the student and committee chairman after being read by the Graduate Dean. **If substantial formatting/grammatical/spelling errors are found, the proposal will not be officially approved and will be returned to the committee for further review. A revised copy will be needed for official approval.**

Proposal Checklist

1. One digital copy in PDF format with title page, committee page, and approval page.
2. The minimum required for the proposal:
 - a. Introduction
 - b. Comprehensive Literature Review
 - i. Introduction and literature review can be separate or as one depending on discipline.
 - c. Materials and Methods
 - d. Abstract (optional)
 - e. Selected references cited

- f. IRB Consent Form, IACUC Protocol Form, or IBC Protocol Form and an approval letter as appendices, if applicable. (see sections G, H, and I for instructions)
3. Appropriate margins and spacing.
 4. Email final proposal in PDF format to GA-thesis@angelo.edu .
 - a. If digital signatures are needed, include a blank formatted Signature Page in your document as the First Cover Page.
 - b. If signatures were received in person, attach the Signature Page to your document as the First Cover Page.

F. THESIS: PREPARATION AND SUBMISSION

The finished thesis must reflect a comprehensive understanding of the pertinent literature (which must be properly cited) and express the method, significance, and results of the student's research in clear and readable language. 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.

The thesis should be presented as a cohesive scholarly work that is properly supported and reports the original work performed 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.

G. 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 <https://www.angelo.edu/content/files/16926-irb-application-form>.

Data collection cannot begin until the research proposal is approved (with possible modifications) by the IRB. The IRB approval letter must be in the appendices of the proposal and thesis. In cases where IRB approval is not received prior to the proposal deadline, a copy of the IRB Consent Form should be included as an appendix in the proposal and the College of Graduate Studies and Research should be notified by the advisor. An official approval letter is required in the final thesis submission.

H. INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

For research involving live animals, the Institutional Animal Care and Use Committee Form must be completed. This form is available on the web at <https://www.angelo.edu/content/files/22581-iacuc-protocol-form>.

Approval by the committee is required before any animal can be ordered or used. The IACUC approval letter must be in the appendices of the proposal and thesis. In cases where IACUC approval is not received prior to the proposal deadline, a copy of the IACUC Protocol Form should be included as an appendix in the proposal and the College of Graduate Studies and Research should be notified by the advisor. An official approval letter is required in the final thesis submission.

I. INSTITUTIONAL BIOSAFETY COMMITTEE (IBC)

Research involving any of the agents listed below must be approved by the Angelo State University Institutional Biosafety Committee (IBC) prior to initiation:

- A. Pathogens and potential pathogens of humans, animals, or plants
- B. Materials potentially containing human pathogens (including human blood, tissue, and cell line and non-human primate blood, tissue, and cell lines)
- C. Recombinant DNA (and RNA) including creation or use of transgenic plants and animals
- D. Select agents and toxins including strains and amounts exempted from the select agent regulations
- E. Any material requiring a CDC import license or a USDA permit
- F. Any material that is considered extremely toxic or a hazardous substance

Detailed information on the approval process and required forms are available on the web at <https://www.angelo.edu/content/files/23726-ibc-policies-and-procedurespdf>. The IBC approval letter must be in the appendices of the proposal and thesis. In cases where IBC approval is not received prior to the proposal deadline, a copy of the IBC Protocol Form should be included as an appendix in the proposal and the College of Graduate Studies and Research should be notified by the advisor. An official approval letter is required in the final thesis submission.

J. 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 a recent issue of one of

the more respected scholarly journals in the major field as a model or pattern for style and format.

The journal used as a model for style and format must be noted at the bottom of page one in 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 10).

The completed thesis must conform as closely as possible to the general format and organization of a published article in the journal. 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. 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. Such issues should be resolved well in advance of the final submission of the thesis in order to avoid the delays for final approval and graduation.

K. 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.

L. USE OF OWN PUBLISHED RESEARCH

Graduate students may publish materials that subsequently may be used as a part of the thesis provided that the College of Graduate Studies and Research 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.

M. COPYRIGHT LAWS AND PLAGIARISM

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. It is the student's responsibility to correctly record all documents that are used in the thesis that are not their own with proper citations of the sources. Plagiarism means the appropriation and the unacknowledged incorporation of another's work or idea into one's own work offered for credit. Plagiarism includes, but is not limited to, the following:

- a. Failing to acknowledge properly a statement, idea, or statistic made by another individual in the body of a work;
- b. Taking a whole section of somebody else's work and placing it in the body of your own work without properly acknowledging the contributor;
- c. Representing somebody else's work as that of your own.

N. FORMAT AND TYPING REGULATIONS

Format regulations marked with an * in this section will need to be followed for all theses regardless of journal model.

1. Font Specifications*

Use a 12-pt. font in typing the body of the thesis. Chapter headings should also not exceed 12 points. Script, italic, block, or any other unusual typeface is not acceptable for the main body of the text. The thesis must be printed with double spacing.

The same font must be used throughout the thesis. Mixing of font is not accepted. However, italic font is acceptable for those words and/or short phrases which would be italicized in a published format.

The smallest font size that may be used in a table or figure is 8 pt.

Samples of all font to be used must be cleared by the College of Graduate Studies and Research before they are used if any question exists about their quality.

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 College of Graduate Studies and Research.

2. Justified Right Margins*

Justified right margins are not acceptable.

3. 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.

4. 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)

Left margin = 1.25"

Top, right & bottom margins = 1"

5. Pagination*

Every page in the thesis except 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.

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.

6. Placement of Page Numbers

Preliminary page numbers of the thesis must be horizontally centered on the bottom of the page. Page numbers of the thesis text and supplementary pages can be horizontally centered on the bottom of the page, or placed according to journal model.

7. 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. 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. For photographs that 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.

8. 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.

9. Tables and Figures

Placement of tables and figures will be determined per journal model. Should a journal model not provide clear instructions, the following guidelines may be followed.

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 a single line that uses 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 Appendices, 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.

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

O. 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. Title Page
 - b. Approval Page (Committee Approval Page)
 - c. Signature Approval Page (NOT attached to final thesis)
 - d. Dedication page (optional)
 - e. Acknowledgments (optional unless copyright issues are involved)
 - f. Abstract (required; maximum of 350 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, References, or Literature Cited
 - b. Appendix or Appendices (if needed)
 - c. Biography/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.

P. PRELIMINARY PAGES

1. Title Page

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

- a. The title is typed in capital letters, double-spaced, and centered within the specific 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 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 College of Graduate Studies and Research.
- d. Degrees are awarded only in May, August, and December. The appropriate month and year must be shown at the bottom of the Title Page.

2. Committee Approval Page

The Committee Approval Page must follow the style, spacing, and form of Sample Form 2. This is the only approval page that will be included in bound copies of the thesis and should have the following characteristics:

- a. 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.
- b. No page number appears on the Approval Page, although it is considered page ii.
- c. 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 College of Graduate Studies and Research.
- d. 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. Signature Approval Page

The Signature Approval Page must follow the style, spacing, and form of Sample Form 3. This approval page is for official records only and must have original or electronic signatures of the members of the Advisory Committee and the Dean of the College of Graduate Studies and Research. The name of each committee member must be typed under his or her signature (electronic signature or original signature in black/blue ink). **DO NOT include this page within the final thesis document. Email it in PDF format as a separate document when submitting thesis.**

4. Abstract

The abstract should be a maximum of 350 words. It should contain the statement of the research problem, the research methodology, and the conclusions of the research.

5. 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, appendices if any, and biography--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 7).

Q. 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 K.

R. REFERENCES

The referencing system used in the thesis must follow the method used by the model journal (Section J). 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 College of Graduate Studies and Research office can also assist in selecting an appropriate referencing system. The Reference section should include only those sources cited directly in the text of the thesis.

S. BIOGRAPHY/VITA

A brief biographical sketch of the student is optional. If added, it becomes the last numbered page in the thesis and must be included in the Table of Contents. The biographical sketch may be titled Biography or Vita. It is written in third person and must not exceed one page in length. The biography must include the student's full name, as it appears on the Title Page and elsewhere, and education background (including schools attended, degrees earned, the years in which previous degrees were completed, and the major field of specialization). Remember this information will be made public along with the thesis. **DO NOT** include addresses (physical or email), phone numbers, birth date, place of birth, etc.

T. 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 must complete the following steps:

1. Be sure that the thesis has been spell-checked and grammar-checked. **Failure to turn in a professionally presented thesis MAY result in delay of graduation.**
2. Review thesis format and sign the Thesis Format Form.
3. Let thesis chairperson review thesis format and also sign the Thesis Format Form.
4. Email the following as separate documents in PDF format to the Thesis Coordinator (GA-thesis@angelo.edu) in the College of Graduate Studies and Research **NO LATER THAN FOUR WEEKS BEFORE THE END OF THE SEMESTER OF DEGREE COMPLETION.**
 - a. Thesis Format Form
 - b. Signature Approval Page
 - c. Final Thesis

U. MAKING CORRECTIONS IN THE MANUSCRIPT

When the manuscript has been checked by the College of Graduate Studies and Research, the student will be notified by email if corrections are to be made.

All necessary corrections must be made as promptly as possible so that the student does not encounter problems with the deadlines in the College of Graduate Studies and Research 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.

V. FINAL CLEARANCE

After the student receives final approval from the College of Graduate Studies and Research, the student must submit the electronic version of their thesis via the Texas Digital Library, which is detailed further in the following section. This step completes the final clearance process.

W. TEXAS DIGITAL LIBRARY (TDL)

Electronic Submission

Angelo State requires thesis-track graduate students to use the TDL submission system for the official electronic version of their theses. This allows you to enter information about your thesis, degree, and upload a PDF. The Thesis Coordinator then approves the submission. TDL is located at <https://asu-ir.tdl.org/handle/2346.1/2/submit> and instructions are available through the College of Graduate Studies and Research. Remember that the full-text of the thesis will be available online through the Angelo State University Digital Repository.

Copyright Agreement

During the submission process you must agree to a copyright agreement. This agreement states that the work does not infringe on copyright or patent of a third party. This agreement also states that you are the copyright owner of the work or you have permission from the copyright owner to submit the thesis. In most cases, this means you wrote the material and you did not use anyone else's copyrighted material without permission.

In the first paragraph of the agreement, you grant Angelo State the "non-exclusive rights to copy, display, perform, distribute and publish the content I submit". This allows Angelo State to publish a copy of the thesis in the Angelo State University Digital Repository. The author retains the copyright.

Embargo – All students submitting a thesis can request an embargo for six months; or one, two, or five years. Please consult with your graduate advisor about the appropriate embargo for your thesis. These embargoes are renewable. Otherwise, the embargo will expire after the predetermined time, and the Library will make the work public. To renew an embargo, the submitter must contact the Director at 325-942-2222 or library@angelo.edu and submit a written request and justification for renewal one month before the embargo expires. The maximum embargo length, even with renewals, is 10 years. Any embargo request for more than 10 years will require substantial reasons and the approval of the Director or designated successor.

Publication – Your thesis will be published to the Angelo State University Digital Repository after the degrees are confirmed. This can take up to four weeks.

X. SAMPLE FORMS

1. Title Page
2. Committee Approval Page
3. Signature Approval Page
4. Dedication page (optional)
5. Acknowledgments (optional)
6. Abstract
7. Table of Contents
8. List of Tables
9. List of Figures
10. Journal Model annotation
11. Literature Cited
12. Appendix
13. Biography/Vita (optional)

SAMPLE FORM 1 -- Title Page

Begin title 4 single spaced lines below top margin. On the proposal include "Thesis Proposal" as indicated below. Remove the word "Proposal" when submitting the completed thesis. **Text on this page is double spaced and there is 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 College of Graduate Studies and Research

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

May 2016

Major: History

SAMPLE FORM 2 – Committee Approval Page

Begin title 4 single spaced lines below top margin.

Text on this page is double spaced except where indicated below.

No page number on this page.

A STUDY OF THE HISTORY OF GOODFELLOW

AIR FORCE BASE, SAN ANGELO, TEXAS

3 single spaced lines

by

MARY ANN JONES

3 single spaced lines

APPROVED:

Typed Name of Chairperson

Typed Name of Committee Member

Typed Name of Committee Member

Typed Name of Committee Member

Typed Date

5 single spaced lines

APPROVED:

Dr. David Bixler
Dean, College of Graduate Studies and Research

Single spaced text here.

SAMPLE FORM 4 -- Dedication Page (optional)

DEDICATION

This page is optional. If it is included the page number will be iii.

A dedication is a short section written to honor a person, small group of people, or a thing for personal reasons.

SAMPLE FORM 5 – Acknowledgments (optional)

ACKNOWLEDGEMENTS

This page is optional unless copyright issues are involved. If it is included, the page number will be a small Roman numeral and follow that of the DEDICATION page. If there is no DEDICATION page, then this page number will be iii.

The Acknowledgements page is meant to pay tribute to individuals who helped you research and write your thesis. This page is usually one page or less.

ABSTRACT

The Abstract is a required section in the final thesis. It is limited to a maximum of 350 words. It should contain the statement of the research problem, the research methodology, and the conclusions of the research.

The page number will be a small Roman numeral and follow that of the Acknowledgments page (if included). If the Abstract is the first page after the title pages, then it will be page iii.

SAMPLE FORM 7a -- Table of Contents -- Example A, Chapter Style

TABLE OF CONTENTS

	Page
ACKNOWLEDGMENTS	iii
TABLE OF CONTENTS	iv
LIST OF FIGURES	vi
CHAPTER	
I. INTRODUCTION.....	1
II. PROBLEM IDENTIFICATION.....	3
Mechanics.....	3
Thermodynamics.....	5
III. SOLUTION ALTERNATIVES.....	15
IV. REFERENCES.....	24
V. APPENDIX.....	30

SAMPLE FORM 7b -- Table of Contents -- Example B, Section Style

TABLE OF CONTENTS

	Page
ACKNOWLEDGMENTS	iii
TABLE OF CONTENTS	iv
LIST OF FIGURES	vi
INTRODUCTION	1
PROBLEM IDENTIFICATION.....	3
Mechanics	3
Thermodynamics.....	5
SOLUTION ALTERNATIVES.....	15
REFERENCES.....	24
APPENDIX A: TITLE OF APPENDIX.....	30

SAMPLE FORM 8 – List of Tables

LIST OF TABLES

	Page
Table 2.1. Title of Table 2.1.....	26
Table 2.2. Title of Table 2.2.....	30
Table 3.1. Title of Table 3.1	35
Table 4.1. Title of Table 4.1.....	51
Table 5.1. Title of Table 5.1.....	60

See page 14 above for further guidance.

SAMPLE FORM 9 – List of Figures

LIST OF FIGURES

	Page
Figure 1.1. Title of Figure 1.1.....	7
Figure 1.2. Title of Figure 1.2.....	12

See page 14 above for further guidance.

SAMPLE FORM 10 – 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

SAMPLE FORM 11 – Literature Cited or References

Refer to your Journal Model for specific guidelines on how to format different reference types (books, electronic sources, periodicals, etc.) and for specifics such as when to use italics, which words to capitalize, where to place dates, quotation marks, and so forth.

SAMPLE FORM 12 – Appendix

APPENDIX (A, B, C, etc)

Title of Appendix

Examples of what can be placed here:

IRB Consent Form

IRB Approval letter

IACUC Protocol Form

IACUC Approval letter

IBC Protocol Form

IBS Approval letter

Multi-page table

SAMPLE FORM 13 – Biography/Vita (optional)

BIOGRAPHY

This section is optional. If you do choose to include it, follow the guidelines below:

- The title of this section can be BIOGRAPHY or VITA
- It is written in third person, double-spaced, and must not exceed one page in length.
- The student's name must be written as it appears on the Title Page and elsewhere in the thesis.
- In addition to name, it must include education background (including schools attended, degrees earned, the years in which previous degrees were completed, and the major field of specialization).
- It is the last numbered page in the thesis and must be included in the Table of Contents.
- **DO NOT** include addresses (physical or email), phone numbers, birth date, place of birth, etc.