

Graduate Thesis Manual

2021-2022

Instructions for the Preparation of Graduate Thesis



Office of Research and Graduate Studies
Texas A&M University-San Antonio

Revised Spring 2022

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A. INTRODUCTION

The primary purpose of this manual is to provide uniform standards regarding style and format, but also to allow enough flexibility to satisfy the accepted practices of each academic discipline. This manual serves as a guide to the University policies and procedures on the preparation of theses.

Developing and writing a thesis is a significant task. No manual is likely to hold all the answers to questions that may arise. Faculty and students should feel free to contact the Office of Graduate Studies at graduatestudies@tamusa.edu about issues not addressed in the manual.

B. CHOICE OF SUBJECT

Selecting an appropriate thesis is one of the most significant aspects of graduate work. The topic should be the result of thoughtful consultation with the student's Faculty Advisor/Program Coordinator.

Once a topic has been approved by the Faculty Advisor/Program Coordinator for the department the student should submit a Committee Composition Approval Form to the Graduate Studies office. This should be done well in advance of when the student anticipates beginning work on the thesis but no later than the semester before the student anticipates graduation and completing the thesis.

Once this form has been submitted if there are any changes to your committee members you must submit a Change in Committee form to the Office of Graduate Studies before any further work can be done on your thesis. Forms should be submitted to graduatestudies@tamusa.edu.

C. PROPOSALS PREPARATION AND SUBMISSION

Theses require proposals. The thesis proposal should describe the research that the student intends to undertake. The proposal should explain the nature of the problem to be examined, the status of current research relating to the subject under consideration, the research method, and the importance of the projected work. The proposal will also contain a reference section, using an appropriate citation style for the student's designated major. The proposal will be submitted to the students' Graduate Thesis Chair.

D. CITATION AND WRITING STYLE:

The style of theses vary widely according to academic discipline, yet there are standards common to all scholarship. The style of the thesis should be the decision of the student's graduate thesis chair, with the concurrence of the student's thesis committee and in line with any guidelines of his or her department. APA as the base formatting is required.

The Office of Graduate Studies guidelines for margins and formatting must be followed (see below).

Thesis

The only exceptions in style and format are those articulated by the Office of Graduate Studies for: (1) all preliminary pages (Title Page, Approval Page, Abstract,

Table of Contents, Table of Figures, Vita, etc.), and (2) margins and page numbering in the body of the text. The Office of Graduate Studies guidelines supersede guidelines which may be found in other journals and/or manuals.

E. COPYRIGHT PROTECTION OF SOURCE MATERIALS

Since a thesis is legally classified as a publication, care must be taken not to violate 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 a separate appendix of the thesis, and properly cited. In special cases where acknowledgement of source is sufficient, it should be clearly noted.

F. THE USE OF HUMAN SUBJECTS IN RESEARCH

It is the concern of Texas A&M University-San Antonio that no research sponsored by, supported by, or conducted by University faculty or students exposes persons who participate as subjects to unreasonable risks to health, general wellbeing, or privacy.

Students' research projects which involve human subjects must be conducted in compliance with the University policy for protection of human subjects. Students planning such projects must consult their Graduate Thesis Chair about University regulations before they begin any research activities which involve human subjects.

Students who wish to conduct research using human subjects in an effort to complete their thesis must seek approval from the Institutional Review Board (IRB). Further information about these regulations is available from the Office of Research and Graduate Studies at graduatestudies@tamusa.edu.

Research related to human subjects requires students to complete CITI training. Below is a link that you may use to access needed information for completing the CITI training.

CITI Instructions:

<https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwju6ID656HzAhUOFFkFHUniAp8QFnoECAMQAQ&url=http%3A%2F%2Fwww.tamusa.edu%2Facademics%2FOffice-Of-The-Provost%2FInstitutional-Review-Board%2FCITI-Program-Instructions-2019.pdf&usq=AOvVaw01Dzp9cDr67dJ0fBQ7eIC>

G. THE USE OF ANIMAL SUBJECTS IN RESEARCH

Texas A&M University-San Antonio takes responsibility for humane care and treatment of animals used in research projects. The university is committed to complying with the laws for Use of Animals for research, the Guide for the Care and Use of Laboratory Animals, the provisions of the Animal Welfare Acts, and other applicable laws and regulations.

In planning research projects that involve animal subjects, students should consult the appropriate published guides for the care and use of laboratory or experimental animals. Such information may be accessed through the link listed below.

<https://www.tamusa.edu/graduate-studies-research/research/institutional-animal-use-care-committee/index.html>

H. Institutional Biosafety Committee

All research conducted by Texas A&M University-San Antonio employees or students, involving any of the agents/materials listed in the FAQs (link listed below), must be approved by the Texas A&M University-San Antonio Institutional Biosafety Committee (IBC) prior to initiation of the research.

<https://www.tamusa.edu/graduate-studies-research/research/institutional-biosafety-committee/faqs.html>

Before starting work with rDNA or biohazardous materials, registration with the Institutional Biosafety Committee is required. Depending on the nature of the proposed research, **approval may also be required** by the IACUC, and IRB.

I. MANUSCRIPT PREPARATION

i. **Corrections**

The final draft of the thesis must not contain any visible corrections (e.g., crossing out of letters or words, use of white-out).

ii. **Reproduction of Manuscripts**

Xerography, offset, and clear originals produced by a laser printer (or printer that produces equivalent quality output) are the only acceptable methods of reproducing copies of theses. Only one method may be used to produce the final copies; mixing different types of reproduction is not acceptable.

iii. **Paper Quality and Signatures**

All copies of the theses must be on high quality white paper. It is the duty of the student to secure original signatures for each copy of the thesis. All signatures must be in black or blue ink. Electronic signatures are acceptable.

iv. **Photographs**

Photographs included in the manuscript must be properly labeled and cited. Output produced by any printer is acceptable if the type meets the usual type requirements. Photocopies of the original document are acceptable for final

copies of the thesis, provided the copies are of high quality.

v. Oversized Illustrative Materials

Oversized materials include, for example, large maps or charts which cannot be reduced and yet must be folded to fit onto an 8 ½ by 11 sheet of paper. All oversized materials must be identified in the text. The student's name and month/ year of graduation (for further identification) must be displayed in such a way that the information can be read while the material is folded.

vi. Reductions

Reduction of tables, charts, figures, etc., must be large enough to be easily legible. The minimum size for numbers and capital letters is 1.5 millimeters (0.06 inches).

vii. 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 figures only, never for tables. This exception applies only when the caption cannot be printed directly on the page on which the figure appears, or when there is no room on the List of Figures page for a caption to be typed within the margins. These are the only instances in which printing is permitted on the back side of a page of a thesis.

If a facing page caption is necessary, the page must face in the normal manner. Only the page number appears on the front side of the page. The caption itself is printed on the back side of the page containing the page number. This caption must fall within the required margins.

The facing page and the List of Figures page are both consecutively numbered, with the page numbers in the standard position. On the List of Figures page, the number of the page on which the figure itself appears is the only number that is recorded.

viii. Tables and Figures

Presentation of tables and figures referred to in the text should follow their first mention as soon as feasible. 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. Subsequent references to a given table or figure should include the page number in parenthesis.

Each table or figure in the main body of the graduate research project and/or thesis must have a separate number and a title. These must be entered in the List of Tables page or the List of Figures page. The numbering, wording, and pagination of titles and headings must be the same size, style, and font as on the thesis. Tables and Figures are to be numbered consecutively throughout the graduate research project and/or thesis. A List of Figures page or a List of Tables page is not necessary if the graduate research project and/or thesis contains only 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 graduate research project and/or 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 should be at either the top or the bottom of the table or figure, not at the bottom of the page.

Tables longer than one page in length should have the complete title and table number on the first page only. Subsequent pages of the same table should have the table number and the word "Continued," plus the necessary column headings for ease of reading and reference.

I. FORMAT

a. **Typeface Specifications**

Theses should be written in a conventional font, approved by the committee chair (e.g., Arial, Verdana, Times New Roman). The type size must be 12 point.

b. **Line Spacing**

Line-spacing of the narrative text may be 1 1/2 spaces or double spaced. Mixing spacing is not acceptable. Single spacing is used only for such specific and appropriate purposes as

long, blocked, and inset quotations, footnotes, endnotes, and itemized or tabular materials.

c. **Margins**

All typing must be 1 1/2 inches on the left, 1 inch on the right, and a minimum of 1 inch on the top and bottom of each page, except for the page number, which is placed one-half inch from top of the page and even with right-hand margin.

All illustrations and tables in the thesis must conform to the margin requirements in every way.

d. **Pagination**

Every page in the thesis except the Title page and the Approval page must be numbered. The Title page is considered to be page i and the Approval page is considered page ii, **but no pagination numeral is shown on these two pages.**

All page numbers [*except those of the preliminary pages and the first page of each major section within the body of the manuscript*] must be placed in the upper right-hand corner of the paper about one-half inch below the top edge of the paper and even with the right-hand margin.

Preliminary pages: Lower case Roman numerals (iii, iv, v, vi, etc.) are used to number the preliminary pages. These pages are numbered at the bottom center of the page. The first numbered page is the Abstract page (iii).

Text and Supplementary pages: Arabic numerals are used in numbering all text and supplementary pages. The first page of the narrative text begins with the number 1, at the top right corner, and the numbering runs consecutively to the end of the thesis.

Vita page: The VITA page carries the last page number in the thesis, with the page

number shown at the top, right corner.

J. REQUIRED PARTS OF THE MANUSCRIPT

a. Title Page

The Title Page for thesis must follow the style, spacing, and form of the example shown in APPENDIX A.

Checklist:

- i. The title is typed in capital letters, double spaced (if the title is more than one line in length), and centered within margins.
- ii. There is no page number on the Title page (although it is considered to be page i).
- iii. 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 Texas A&M University-San Antonio. Any changes must be cleared by both the Registrar and the Office of Graduate Studies, as well as the student's Thesis Committee.
- iv. The appropriate month and year when the degree will be awarded must be shown at the bottom of the Title page.

b. Approval Page

Each copy of the graduate thesis must have an Approval Form with original signatures of all members of the Thesis Committee, Graduate Thesis Chair, the Department Chair (or his or her authorized representative), and the Office of Graduate Studies. The student should check with the Office of Graduate Studies if there is any question about authorized signatures.

Signatures must be in black or blue ink and no signature should appear more than once on the Approval Form. Electronic signature are acceptable.

The number of signature spaces on the page is determined by the number of members on the student's Thesis committee. The name of each member on the committee must be typed under each signature space. The academic rank of each member on the committee must be indicated in parentheses under each signature space.

Checklist

- i. The title of the project is typed in capital letters, double-spaced (if more than one line in length), and centered within the margin. The title on the Approval page must be exactly the same as the title on the title page.
- ii. There is no page number on the Approval page (although it is considered to be page 2.)
- iii. 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 should be the same as that recorded in the official records of the

Registrar of Texas A&M University-San Antonio. Any changes must be cleared by both the Registrar and the Office of Graduate Studies, as well as the student's Thesis Committee.

- iv. If the student has a Co-Chair, the status of each is listed as "Co- Chairperson of Committee"; neither is designated as "Chairperson of Committee."
- v. If the Head of the student's major department serves also as a member or as Chairperson or Co-Chairperson of the student's Thesis Committee, he or she must sign only once in the signature space allotted under "Chairperson of Committee and Department Head."
- vi. The appropriate month and year when the degree will be awarded must be shown at the bottom of the Approval page.

c. Abstract

The Abstract Page must follow the style, spacing, and form of the example. The Abstract, which is placed immediately after the Approval page, is the first numbered page, iii, centered at the bottom of the page. The text of the Abstract must not exceed 150 words.

Checklist

- i. Numbering of pages starts with the Abstract page (iii), centered at the bottom of the page.
- ii. The word ABSTRACT is centered at the top of the page within the margins and is typed in capital letters.
- iii. The title of the graduate thesis is typed three spaces below the word ABSTRACT in upper and lower case letters and double-spaced (if more than one line in length). The title on the Abstract must be exactly the same as the title on the Title and Approval pages.
- iv. The date of graduation (same date as shown on the Title page and the Approval page) must be shown on the Abstract page. It is placed in parentheses (double spaced) below the title.
- v. The student's full legal name, as listed on the Title and Approval pages and his previous degrees are listed one double line space beneath the date of graduation.
- vi. The name of the Chairperson, or the names of the Co-Chair of the student's Advisory Committee, are listed one double space beneath the last line designating the student's previous degree(s).
Example: Co-Chair of Advisory Committee: Dr. John Wilson, Dr. Harry Smith
- vii. For the graduate research project the student will name the:
Example: Graduate Research Advisor: Dr. Katherine Gillen
- viii. The text of the Abstract starts one triple line space beneath the heading with a paragraph indentation. The Abstract text is typed double line spaced and is consistent with the spacing style followed in the narrative text.

d. Dedication

Font paragraph will be italicized, and indented to the left.

e. Acknowledgments

Font paragraph will be italicized, and indented to the left.

f. Table of Contents

The Table of Contents indicates the major divisions (i.e., chapters or sections) and principal subheadings of the thesis.

Preliminary pages do not have to be listed in the Table of Contents; however, if they are listed, the listings must start with the Abstract (iii) and must include all preliminary pages.

Inclusion of the Table of Contents page, in the Table of Contents itself is optional.

All major divisions of the narrative text (i.e., chapters or sections) and principal subheadings (when appropriate) 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 such as the reference section, appendices (if any), and Vita must be listed in the Table of Contents.

The numbering, wording, and pagination of titles and headings must be exactly the same in the Table of Contents as they are on the pages of the graduate thesis. All page numbers of the Table of Contents are right-hand justified.

g. Vita

A brief biographical sketch of the student is required as a part of each manuscript. This biographical sketch is called a VITA, and it may exceed one page in length.

The title, VITA, is typed in capital letters and centered at the top of the first page.

The vita is the last numbered section in the graduate thesis and must be included in the Table of Contents. It is numbered at the top right edge.

The biographical sketch should include the student's full legal name (as it appears on the title page and elsewhere), contact information (mailing address, email address, and phone number), and educational background (including schools attended, degrees, where completed, and major field of specialization, conference presentations, publications). Where applicable, the vita should list professional experience in industry, military service, business, and academic life, as well as any publications or conference presentations.

K. DIVISIONS OF NARRATIVE TEXT

The narrative text may be divided into chapters or sections. The journal model or the conventional style of the student's academic discipline can help determine which style is most appropriate.

a. Chapters

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

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.

b. Section

Section titles need not be numbered but are typed in capital letters. 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 flush left.

L. REFERENCING AND APPENDICES

References should be consistent in following the chosen citation style.

If the student wishes to list general references consulted and used as background study, these may be listed in a separate subdivision of the References section. Background materials listed should follow the chosen citation style.

Some departments encourage the use of an Appendix for such items as raw data, problems encountered, and other information. Appendices may be added to the end of a graduate thesis and/or research project; format and style are left up to the Program Chair or Graduate Thesis Chair.

M. GENERAL CHECKLIST FOR FINAL DOCUMENTS

- a. General neatness and readability.
- b. Quality of reproduction.
- c. Consistency of style and format throughout the document.
- d. Title page, Approval page, Abstract page, Dedication page, Acknowledgement page, and Vita page, including:
 - i. Style, spacing, and format.
 - ii. The month and year of graduation.

- iii. Full legal name of the student, without initials and 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 Texas A&M University-San Antonio. Any exceptions must be cleared by both the Registrar and the Director of the Office of Research and Graduate Studies, as well as the Student's Graduate Research Chair or Advisory Committee.
 - iv. Double-spacing of titles over one line in length.
 - v. Original signatures (in black or blue ink) of all members of the student's Advisory Committee and Head of Department on all copies of the Approval page.
- e. 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.
- f. Format and spacing of appropriate sections within the manuscript, including:
- i. Major divisions: Each major division (e.g., Abstract, Dedication, Acknowledgments, Table of Contents, 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 title is also a major division which is typed in capital letters and centered at the top of a new page. Page number appears at the bottom center of the page.
 - ii. Subheadings: There must be consistent subordination of subheadings within each chapter or section. Subheadings are the further division within each chapter or section and do not start on new pages and are not typed in all capital letters. The standard placement of subheadings is either flush left or centered.
 - iii. Table of Contents: Major division and principal (or first-order) subheadings must be listed on the Table of Contents page. The page number for the Table of Contents is centered at the bottom of the page.
- g. Appropriate format and placement of figures and tables within the manuscript.
- h. Consecutive numbering of tables and figures throughout the manuscript.
- i. Consistent citation style.
 - j. Compliance with margin requirements.
 - k. No liquid paper or visible corrections on copies submitted.
 - l. Numbering of every page in the manuscript starting with Abstract page (iii) and ending with the Vita page.
- m. Proofread for correct grammar and spelling.

N. SUBMISSION OF GRADUATE RESEARCH PROJECTS AND THESIS PACKAGES

The final graduate thesis are submitted to the Office of Research and Graduate Studies by email at graduatestudies@tamusa.edu on or before the published deadline.

Submission of graduate thesis should contain all required parts of the manuscript.

The thesis package becomes the property of the University and is archived in the University Library.

APPENDIX A

Sample Title Page for Theses

WHEN AN ANDROID DOESN'T KNOW HE'S AN ANDRIOD:

{double spaced

HOW CAN "IT" NOT KNOW WHAT "IT" IS?

{6 spaces

A Thesis

{Double spaced

by

{Double spaced

JAMES F. SEBASTION

{6 spaces single spaced

Submitted to Office of Graduate Studies

Texas A & M University-San Antonio

{center this section

in partial fulfillment of the requirements for the degree of

{6 single spaces

MASTER OF ARTS

{4 spaces

December 2021

{Semester of Commencement

{4 spaces

Major Subject: English Literature

APPENDIX B

Sample Title Page for Graduate Research Projects

THE DEVELOPMENT AND IMPROVEMENT OF INSTRUCTION
FOR GRADUATE STUDENTS

{Double space

{6 single spaces

A Graduate Thesis

{Double spaces

by

{Double spaced

JOHN PHILIP SMITHERS

{6 single spaces

Submitted to Office of Graduate Studies
Texas A&M University-San Antonio {single space, centered
in partial fulfillment of the requirements for the degree of

{6 single spaces

MASTER OF SCIENCE

{4 single spaces

December 2021

{Semester of Commencement

Major Subject: Educational Administration

{4 single spaces

APPENDIX C

Sample Thesis Approval Page

WHEN AN ANDROID DOESN'T KNOW HE'S AN ANDRIOD:

{Double space

HOW CAN "IT" NOT KNOW WHAT "IT" IS?

{6 single spaces

A Thesis

{Double space

by

{Double space

JAMES F. SEBASTION

{4 single spaces

Approved as to style and content by:

{4 single spaces

Hampton Francher, Ph. D.
Assistant Professor
(Chair of Committee)

David W. Peoples, Ph.D.
Associate Professor
(Committee Member)

{4 single spaces

M Emmett Walsh, Ph.D.
Associate Professor
(Committee Member)

Eldon Tyrell, Ph.D.
Professor
(Committee Member)

{4 single spaces

Vijay Golla, Ph.D.
(Vice Provost for Research and Graduate Studies)

MONTH YEAR

{Semester of commencement

APPENDIX D

Sample Graduate Research Project Approval Page

FACE TOUCHING DURING IN-VIVO VERSUS VIDEO CONVERSATIONS BY
SAME AND OPPOSITE SEX DYADS

{Double space

{6 single spaces

A Graduate Thesis

By

{Double space

JOANNA V. CASKEY

{Double space

{4 single spaces

Approved as to style and content by:

{4single spaces

Robert R. West, Ph.D.
Assistant Professor
(Committee Chair)

Adrienne Shelly, Ph.D.
Associate Professor
(Committee Member)

Vijay Golla, Ph.D.
(Vice Provost for Research and Graduate Studies)

MONTH YEAR

{Semester of Commencement

APPENDIX E

Sample Abstract Format for Theses

ABSTRACT

{3 single spaces

A Study of the Philosophy of Research from the Nineteenth

{Title in Upper and Lower Case

{Double spaced

Century to the Present Time

Month and year of}

(Month Year)

Commencement within parenthesis

Donald Jay Lee, B.A., Pontiac College

{double spaced

Graduate Thesis Chair: Dr. Jack M. Guy

{3 single spaces

The text of the Abstract starts on this line with a paragraph indentation. The body is typed doubled spaced, and is consistent with the spacing style followed in the narrative text. The text of the Abstract must not exceed 150 words (graduate research project and thesis). This is the first page to have a lower-case Roman numeral (iii) centered at the bottom of the page.

(Under name include only degrees already held, not the one that will be awarded)

APPENDIX F

Sample Abstract Format for Graduate Research Project

ABSTRACT

{3 single spaces

A Study of the Philosophy of Research from the Nineteenth

{Title in Upper and Lower Case

{Double spaced

Century to the Present Time

(Month Year)

**{Semester of commencement
within parenthesis**

Donald Jay Lee, B.A., Pontiac College

{double spaced

Graduate Thesis Chair: Dr. Jack M. Guy

{3 single spaces

The text of the Abstract starts on this line with a paragraph indentation. The body is typed doubled spaced, and is consistent with the spacing style followed in the narrative text. The text of the Abstract must not exceed 150 words (graduate research project and thesis). This is the first page to have a lower-case Roman numeral (iii) centered at the bottom of the page.

(Under name include only degrees already held, not the one that will be awarded)

APPENDIX G

Sample Formats, Table of Contents

Sample A: Inclusion of preliminary pages

TABLE OF CONTENTS		Page
ABSTRACT		iii
ACKNOWLEDGMENT.....		iv
TABLE OF CONTENTS.....		v
LIST OF FIGURES		ix
CHAPTER I. INTRODUCTION		1
CHAPTER II. PROBLEM IDENTIFICATION		3
Mechanics		3
Thermodynamics		5
Constitution		8
Problem Summary		14
VITA.....		25

(Note: The Tables of Contents must include a VITA in either case)

*Sample B: Omission of preliminary pages***TABLE OF CONTENTS**

CHAPTER	Page
I. INTRODUCTION.....	1
II. PROBLEM IDENTIFICATION.....	3
Mechanics.....	3
Thermodynamics.....	5
Constitution.....	8
Problem Summary.....	14
III. SOLUTION ALTERNATIVES.....	15
VITA.....	25

(Note: The Tables of Contents must include a VITA in either case)

*Sample C: Inclusion of preliminary pages***TABLE OF CONTENTS**

	Page
ABSTRACT.....	iii
ACKNOWLEDGMENT.....	iv
TABLE OF CONTENTS.....	v
LIST OF FIGURES	ix
LIST OF TABLES	x
CHAPTER I. INTRODUCTION	1
First-Level Subheading	1
First-Level Subheading	3
Second-Level Subheading	4
Second-Level Subheading (If Headings Are Long, Indent Runover Lines).....	6
Second-Level Subheading	9
Third-Level Subheading.....	10
First-Level Subheading.....	12
CHAPTER II. PROBLEM IDENTIFICATION	14
<i>[Continue as necessary]</i>	
REFERENCES.....	78
APPENDIX A. TITLE OF APPENDIX.....	80
APPENDIX B. TITLE OF SECOND APPENDIX	90
VITA.....	100

*Sample D: Omission of preliminary pages***TABLE OF CONTENTS**

	Page
CHAPTER I. INTRODUCTION	1
First-Level Subheading	1
First-Level Subheading	3
Second-Level Subheading.....	4
Second-Level Subheading (<i>If Headings Are Long,</i> <i>Indent Runover Lines</i>)	6
Second-Level Subheading.....	9
Third-Level Subheading	10
First-Level Subheading	12
CHAPTER II. PROBLEM IDENTIFICATION	13
	<i>[Continue as necessary]</i>
REFERENCES	78
APPENDIX A. TITLE OF APPENDIX	80
APPENDIX B. TITLE OF APPENDIX	90
VITA.....	100

Sample E: Decimal Heading

TABLE OF CONTENTS

	Page
ABSTRACT	iii
ACKNOWLEDGMENT	iv
TABLE OF CONTENTS	v
LIST OF FIGURES	ix
LIST OF TABLES	x
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APPENDIX H

Sample Thesis Oral Presentation
Announcement

To: Names (Thesis Committee
Members) and Department Faculty

From: Name (Chair of Committee)

Date:

Re: **Thesis Presentation by (Student's Name)**

(Student's name) will present and defend his/her thesis on (day, date, time, and where).

The title of his/her thesis is "_____." You are cordially invited to attend his/her presentation.

cc: Department Chair
Dean of the College
Vice Provost for Research and Graduate Studies
Provost

APPENDIX I

Plagiarism

Plagiarism

Plagiarism is defined as "a piece of writing that has been copied from someone else and is presented as being your own work." [1] Three simple conventions have been developed to identify when a writer must provide a reference. [2]

1. If you use someone else's ideas, you should cite the source.
2. If the way in which you are using the source is unclear, make it clear.
3. If you received specific help from someone in writing the paper, acknowledge it.

Types of Plagiarism

- Complete Plagiarism: This is the most obvious case: a student submits, as his or her own work, an essay that has been written by someone else.
- Near-complete Plagiarism: A student may also lift portions of another text and use them in his or her own work.
- Patchwork Plagiarism: In many cases, a student will lift ideas, phrases, sentences, and paragraphs from a variety of sources and "stitch" them together into an essay.
- Lazy Plagiarism: Inadvertent use of another's language, usually when the student fails to distinguish between direct quotes and general observations when taking notes.
- Self-Plagiarism: The use of an essay written for one course to satisfy the requirements of another course is plagiarism. Students should not use, adapt, or update an essay written for another purpose [3].

AVOIDING PLAGIARISM

To avoid plagiarism, all students must document sources properly using Footnotes, Endnotes, or Parenthetical References, and must write a Bibliography, References, or Works Cited page and place it at the end of the research paper to list the sources used. [4].

Appendix J

Formatting Page Numbers in a Word Document

Format Page Numbering in Word 2016, 2018, 2019:

1. Click at the very beginning of the first page where you want to start, stop, or change page numbering.
2. Choose Layout (or Page Layout) > Breaks > Next Page.
3. On the page after the section break, double-click in the header (top of page) or footer (bottom of page) area where you want to display page numbers. This will open the Design tab under Header & Footer Tools.
4. Click Link to Previous to deselect the button and disconnect your header or footer from the header or footer in the previous section.
5. In the Header & Footer group, click Page Number, pick a location, and then choose a style in the gallery.
6. To choose a format or to control the starting number, in the Header & Footer group, choose Page Number > Format Page Numbers to open the Page Number Format dialog box.
7. Do either or both of the following:
 - a. Click Number format to select the format for the numbering, such as a, b, c or i, ii, iii.
 - b. Under Page numbering, choose Start at and type a number that you want to start the section with.
8. When you're done, choose the Close Header and Footer, or double-click anywhere outside the header or footer area to close it.

Format Page Number in Word 2010 and 2007:

1. Click between two parts of your document that you want to number differently.
2. On the Page Layout Tab, Click Breaks.
3. Click Next Page, Even Page, or Odd Page, and then click OK.
4. Click in the first section of your document.
5. On the Insert Tab Click Header and then Click Edit Header
6. Click in the header or footer where you want the page number
7. On the Header & Footer Tools tab Click Page Number
8. Click The option that puts the page number where you would like
9. On the Header & Footer Tools tab Click Page Number
10. Click Format Page numbers
11. In the Number Format box, click the format that you want for the numbers in this section.
12. Do one of the following:
 - a. If you want the page numbering for the first page in this section to start at a particular number other than the first number in the format series, click Start at under Page numbering, and then enter the first number that you want to appear on the first page of the section.
 - b. If you want the page numbering to continue from the previous section, click Continue from previous section.
13. Click OK
14. On the Header and Footer tools tab, click Next in the Navigation Group
15. Repeat steps 1 through 3 and 9 through 11 to change the page numbering for another section
16. On the Header and Footer tools tab, click Close.

Format Page Numbering in Word 2003:

1. Click between two parts of your document that you want to number differently.
2. On the Insert menu, click Break.
3. Click Next Page, Even Page, or Odd Page, and then click OK.
4. For Help on an option, click the question mark, and then click the option.
5. Click in the first section.
6. On the View menu, click Header and Footer.
7. Click in the header or footer where you want the page number.
8. On the Header and Footer toolbar, click Insert Page Number
9. On the Header and Footer toolbar, click Format Page Number.
10. In the Number format box, click the format that you want for the numbers in this section.
11. Do one of the following:
 - a. If you want the page numbering for the first page in this section to start at a particular number other than the first number in the format series, click Start at under Page numbering, and then enter the first number that you want to appear on the first page of the section.
 - b. If you want the page numbering to continue from the previous section, click Continue from previous section.
12. Click OK.
13. On the Header and Footer toolbar, click Show Next.
14. Repeat steps 1 through 3 and 8 through 11 to change the formatting of the page numbering for another section.
15. On the Header and Footer toolbar, click Close.

References

- 1) www.dictionary.com
- 2) www.microsoft.com/support
- 3) www.apa.org
- 4) www.owl.purdue.edu