

# Summer 2018



TEXAS A&M  
UNIVERSITY

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## THESIS & DISSERTATION MANUAL

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Instructions Concerning the Preparation of Electronic  
Theses, Dissertations, and Records of Study (ETDs)

Office of Graduate and  
Professional Studies  
Thesis & Dissertation Services

<http://ogaps.tamu.edu>

(979)845-3631

*The Mission of Thesis and Dissertation Services is to provide effective and efficient guidance and support to students and advisors with the preparation and review of a scholarly manuscript. The office ensures adherence to university guidelines for quality and uniformity of style and format, while facilitating clearance for graduation and timely availability for public access to the manuscript.*

Office of Graduate and Professional Studies  
112 Jack K. Williams  
(979) 845-3631  
Fax: (979) 862-3124

Hours: Monday - Friday  
8 AM – 12PM & 1PM - 5PM  
E-mail: [thesis@tamu.edu](mailto:thesis@tamu.edu)  
<http://ogaps.tamu.edu>

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## THESIS AND DISSERTATION SERVICES

Office of Graduate and Professional Studies  
112 Jack K. Williams  
(979) 845-3631  
Fax: (979) 862-1692  
Email: [thesis@tamu.edu](mailto:thesis@tamu.edu)

Hours: Monday - Friday  
8 AM – 12PM & 1PM – 5 PM  
Website: <http://ogaps.tamu.edu>

To assist students, the Thesis and Dissertation Services team offers the following services:

- Help with specific thesis style and formatting questions. Students may call, email or come by the Thesis and Dissertation Services office with questions.
- Microsoft Word and LaTeX templates are available to assist students during the writing and preparation phases of their degree program and can significantly aid in meeting Thesis and Dissertation Services format requirements. These may be accessed and downloaded from our website.
- The **group pre-submittal conference** – Students meet with a reviewer for an overview of thesis and dissertation submittal and clearance requirements, deadlines and formatting requirements prior to the final defense and before the manuscript is submitted. **This conference is strongly recommended.** See scheduled dates and register online at [ers.tamu.edu](http://ers.tamu.edu). If you are not able to attend an in-person conference, you may utilize the online pre-submittal conference tutorial on our website.

### Required Forms

The following required forms are available on the Office of Graduate and Professional Studies website:

- Approval Form
- TAMU Copyright and Availability Form
- Survey of Earned Doctorates and AAUDE Survey (for Doctoral Students), combined and administered online

## **Contact Us with Questions or Problems**

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

- Problems having the Approval Form signed
- Multimedia to be added as separate non-PDF file(s)
- Audio or video files embedded in the PDF
- Copyright questions

## **WRITING THE THESIS OR DISSERTATION**

### **TAMU Standards and Requirements**

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

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

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

TAMU requires that all theses, dissertations, and records of study be submitted electronically, with the main document consisting of a single PDF file.

### **Presentation of the Material**

The finished manuscript is to be an independent professional effort. In the thesis, the student must use clear English, show an overall understanding of the literature in the field, and present clearly the method, significance and results of the research. Full documentation and useful tables and/or figures are especially important. The document should not be longer than is necessary to present the research thoroughly. Thesis length can vary widely depending on the research topic, academic discipline, and the degree sought. There is no specific minimum or maximum length.

The thesis should be presented as a single unit, and continuity from chapter to chapter is important. Several studies or experiments may be presented in separate chapters. Each chapter may have subdivisions such as Introduction, Materials and Methods, Discussion and Summary. References may be at the end of the main text or at the end of each chapter under a subheading such as "References" or "Bibliography". The thesis must have only one Abstract. The one inclusive Abstract and the Introduction and Conclusion provide continuity in the thesis. Refer to the Thesis and Dissertation Services handout on journal article style theses or dissertations for additional guidance.

### **Selecting and Using a Style Guide**

The student must consult with the department and/or committee to select an appropriate style guide to be used in writing the thesis. The table below provides some guidelines as to appropriate styles per College or University Campus.

College or Campus	Allowable Format/Style Options
Agriculture and Life Sciences	Each student, in consultation with the committee, will follow the style of a single, scholarly journal, well known in the major field.
Architecture	Each student, in consultation with the committee, will follow the style of a single, scholarly journal, well known in the major field.
Education and Human Development	Students will utilize the appropriate style guide, as noted below, based on their departmental affiliation.  EAHR: American Psychological Association (APA) TLAC: American Psychological Association (APA), Modern Language Association (MLA), or Chicago Style (the most recent) EPSY: American Psychological Association (APA) HLKN: American Psychological Association (APA), American Physiological Society (APS), or American Medical Association (AMA)
Engineering	Each student, in consultation with the committee, will follow the style of a single, scholarly journal, well known in the major field.
Geosciences	Students may utilize Harvard or Chicago styles.
Liberal Arts	Each student, in consultation with the committee, will follow the style of a single, scholarly journal, well known in the major field.
Mays Business School	Except for Accounting, each student, in consultation with the committee, will follow the style of a single, scholarly journal, well known in the major field.  Accounting students should consult with the department regarding the style to be selected.
Science	Each student, in consultation with the committee, will follow the style of a single, scholarly journal, well known in the major field.
Veterinary Medicine & Biomedical Sciences	Each student, in consultation with the committee, will follow the style of a single, scholarly journal, well known in the major field.
Health Science Center	CLMD, SPH, CLDN: Students should consult with the department regarding the style to be selected.
Texas A&M University at Galveston	Each student, in consultation with the committee, will follow the style of a single, scholarly journal, well known in the major field.
Texas A&M University at Qatar	Each student, in consultation with the committee, will follow the style of a single, scholarly journal, well known in the major field.

Follow the style guide for:

- Location of table titles (above or below table)
- Location of figure titles (above or below figure)
- Format and content of the Reference section
- Text mention of reference citations

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



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

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

### **Publication of the Research; Copyright Issues**

It is the student's responsibility to be aware of and adhere to U.S. copyright laws regarding the thesis and its contents.

*If you publish material that will be part of your thesis or dissertation **before** you submit the final document (TAMU policy):*

The TAMU policy is that graduate students may publish material that will later be used as part of the thesis or dissertation. However, you must be aware of the agreement you sign when a journal accepts an article for publication. TAMU Libraries make all manuscripts available to the public on the web. Do not sign any agreement that limits TAMU's rights to provide research results to the public.

*If you are using your already published material in the thesis or dissertation (journal policies):*

Students should be aware of the publishing agreement you sign when a journal accepts an article for publication. At that time, the student/lead author typically transfers copyright to the journal as publisher, and you may no longer possess the right to use this material without permission. However, the publishing agreement form *can* be modified before it is signed so that the student retains the right to include the material in the thesis. The publisher would still have the rights it needs to print, distribute, and sell the work. When negotiating with the publisher, remember to inform them that the thesis/dissertation will be available worldwide through the Internet (dissertations will be sent to ProQuest/UMI and can be purchased through them).

If you have **not** retained the right to use your previously published material in the thesis, you must get permission from the copyright holder to include it. A written statement of permission (email is accepted) should be provided to Thesis and Dissertation Services. See the *Permission to Use Copyright Material* information available from Prepare Your Document section on the OGAPS website for more information about obtaining permission and a sample letter requesting permission. If the journal retains the right to an article and does not allow its exact reproduction in your thesis, we recommend that you contact them to ascertain whether a revised or reworded chapter is acceptable.

Regardless of which rights you have retained, Thesis and Dissertation Services will require written documentation as evidence you have appropriate rights to include the pre-published material in your thesis. This evidence might be a copy of the publication agreement, website documentation about author retained rights, emails or other forms of written permission from the publisher.

*If you are planning to use your thesis or dissertation material in a future publication:*

Students who plan to publish thesis or dissertation material in future articles need to investigate whether the journal of choice will publish material already made available to the public and consider this when choosing an option for making the thesis available after graduation. You have the option to restrict full-text access to your thesis or dissertation for a period of time before releasing it to the Internet to allow time to publish in journals whose policy is to be first publisher. See the *TAMU Copyright and Availability Form* and instructions (on the OGAPS website under “Forms and Information”) for allowable restriction periods and before choosing an option.

*If you plan to include others' copyrighted material in the thesis or dissertation:*

If the manuscript contains any material (figures, tables, text, etc.) taken from copyrighted sources, the student has the responsibility to determine if permission from the copyright holder is needed. The student should consider a number of factors when utilizing material from other sources, including whether or not the material is in the public domain or can be used under the provisions of Fair Use. Regardless of whether or not permission is required, proper credit must be given in the text. For material which requires permission, acknowledgment should be included in the text, per the instruction of the copyright holder or as noted in the *Permission to Use Copyright Material* handout on the OGAPS website. An extra copy of the letter (or an email) must be provided to Thesis and Dissertation Services. For additional information regarding copyright and fair use, refer to Texas A&M University Libraries Copyright Resources LibGuide, linked from our website.

To summarize, if using published material:

- Determine if the material is copyrighted or not. Non-copyrighted material may be reused freely, as long as credit is given to the original source
- If the material is copyrighted, determine if it may be included in your thesis under the provisions of Fair Use. If Fair Use applies, do not seek permission.
- If Fair Use does not apply, obtain permission (in either the publisher agreement or in a letter or email from the copyright holder).
- Give proper acknowledgment of all work created by others and included in the thesis or dissertation.
- Provide Thesis and Dissertation Services with a copy of the permission letter or email (or publisher agreement form).
- Doctoral students must inform the copyright holder that the dissertation will be sent to, and sold on demand by, ProQuest/UMI.

## **Registering Copyright**

Your manuscript is automatically protected under U.S. copyright as soon as the work is created in a fixed form. Masters and doctoral candidates may wish to take additional steps to register their copyright through the U.S. Copyright Office. Information is available at <http://copyright.gov>. Although it is not required, there are benefits to registering your copyright, including additional legal remedies if you face copyright infringement.

## **Including a Copyright Notice on the Title Page**

Students may include copyright information on the title page, which consists of the word 'Copyright', the student's name, and the year of graduation.

The copyright notice indicates that the student owns copyright to the thesis as an original work of authorship. It is included regardless of whether the student has officially registered copyright with the U.S. Copyright Office and regardless of whether portions of the document are copyrighted by others.

It is good practice to include it in the thesis or dissertation because it informs the public that the work is protected by copyright, identifies the student as copyright holder, and shows the year of original publication.

Additionally, students may wish to include a Creative Commons license in the same location as the copyright notice. Creative Commons licenses allow the author to retain copyright, while authorizing specific uses of the work to others, such as downloading, printing, or sharing with a colleague. More information about Creative Commons licenses can be found at <http://creativecommons.org/>. For the proper format for these notices, please contact Thesis and Dissertation Services directly.

For additional information, see Texas A&M University Libraries Copyright Resources LibGuide. Contact Thesis and Dissertation Services at [thesis@tamu.edu](mailto:thesis@tamu.edu), if you have questions about any copyright issue relating to theses and dissertations.

## THESIS OR DISSERTATION SUBMITTAL AND REVIEW

### Committee Review and Approval of the Thesis or Dissertation

After the student has passed the final defense and the committee has approved the written thesis or dissertation, the committee and department head (or chair of intercollegiate faculty) signs the Written Thesis/Dissertation Approval Form. This form is available online from the Forms and Information section of the OGAPS website. The student, or designee, should hand deliver the signed original form to the Office of Graduate and Professional Studies. A listing of the committee members (no signatures) is included on the first page of the thesis PDF file (see pages 23-24). **Each chair, co-chair, and committee member must sign the Approval Form for him/herself. There are no exceptions.**

All committee members must sign the Written Thesis/Dissertation Approval Form before the thesis can be submitted electronically. While one Approval Form with all original signatures is preferred, we can accept multiple Approval Forms with faxed/scanned signatures for all signees **except** for the department head or chair of intercollegiate faculty. **At a minimum, the department head/intercollegiate faculty chair signature must be original.** In addition, if the head of the department is also a committee member, the department head must sign twice, once as a member and once as the head of the department. For more information on Office of Graduate and Professional Studies minimum original signature requirements go to [ogaps.tamu.edu/Buttons/Forms-Information](http://ogaps.tamu.edu/Buttons/Forms-Information).

All signatures are needed before Thesis and Dissertation Services can accept a manuscript for review. **Any student who is having trouble obtaining signatures should contact Thesis and Dissertation Services for guidance.**

In certain cases, if a committee member is willing but unavailable to sign at the time of submittal, the student may obtain the chair's or authorized signer's (must be of the same department as the committee member) signature in place of the committee member who is unavailable as a temporary measure. **The absent member's signature will be needed on the Written Thesis/Dissertation Approval Form before the student's final clearance.** This process cannot be used for the committee chair.

### Submitting the ETD (Electronic Thesis/Dissertation) as a PDF File

The student converts the thesis or dissertation from the original format to PDF using PDF conversion software. Adobe Acrobat can be found on all computers at the Open Access Labs.

The student then uploads the PDF file to the Thesis and Dissertation Services ETD Submittal System, Vireo (<http://etd.tamu.edu>). If you have trouble uploading, contact Thesis and Dissertation Services. The recommended maximum file size is 30 MB. No individual file may exceed 512 MB. Call the office if you are having problems with submitting because of excessive file size.

## **Availability of the Thesis/Dissertation to the Public**

After the student has graduated, the final approved manuscript will be available via the Internet from the Texas A&M University Libraries (<http://library.tamu.edu>) and the Texas Digital Library (<http://repositories.tdl.org/tdl>). Additionally, dissertations will be available from ProQuest/ UMI.

All theses and dissertations will eventually be available to the public. At the time of submittal, the student has the option to release the document immediately, have the document held for a limited period of time for publishing purposes (as specified in the *TAMU Copyright and Availability Form*), or have the full record held for a limited period of time for patent/proprietary issues. Except in cases of full record holds, information about the work (title, author, abstract, etc.) will be made available to the public during the embargo period.

## **Submittal and Review Process**

### ***Overview of the Submittal Process***

- Attend a pre-submittal conference (optional).
- Successfully defend your research.
- Make any changes to the written thesis/dissertation required by the committee.
- Obtain appropriate signatures on the Written Thesis/Dissertation Approval Form: committee chair and members, head of department (or chair of intercollegiate faculty).
- The paper form *Written Thesis/Dissertation Approval Form* with original signatures must be received by the Office of Graduate and Professional Studies on or before the submittal deadline.
- Convert the final thesis to a PDF file.
- Upload the file to the ETD Submittal System, Vireo (<http://etd.tamu.edu>) for Thesis and Dissertation Services review.

### ***Overview of the Correction Process***

- Receive the necessary changes from Thesis and Dissertation Services after the manuscript has been reviewed. (Student and chair receive an email from Thesis and Dissertation Services.)
- Make the requested corrections to the original document.
- Convert the changed document to a PDF file.
- Upload the new PDF file to the ETD Submittal System, Vireo (<http://etd.tamu.edu>).
- Thesis and Dissertation Services will review again; if further corrections are required, the correction process will be repeated.

## Requirements for Submittal of Thesis/Dissertation/Record of Study

### *Items Required to Begin the Review Process (Needed by Submittal Deadline)*

- Upload a PDF file of the complete manuscript on the ETD Submittal System, Vireo (<http://etd.tamu.edu>).
- A paper *Written Thesis/Dissertation Approval Form* with original signatures must be received by the Office of Graduate and Professional Studies on or before the submittal deadline.

\* Additional forms & fees are required for final clearance for graduation (see page 11).

### **Deadlines**

To maintain eligibility to graduate in a given semester, students must meet the scheduled deadline for submittal of (1) the signed paper form, *Written Thesis/Dissertation Approval Form* with original signatures and (2) the thesis in final form as a PDF file. This date, along with other dates of interest, is posted on the Office of Graduate and Professional Studies (OGAPS) dates and deadlines calendar (<http://ogaps.tamu.edu>). **There are no exceptions for late submittal.**

**Students should only submit in the semester they are intending to graduate.**

The thesis/dissertation submittal site is shut down for a few weeks after Deadline Day. Students wanting to submit a thesis/dissertation for the next semester may consult the OGAPS dates and deadlines calendar for information about the next semester's first day for submittal.

### **Thesis and Dissertation Corrections**

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

Thesis and Dissertation Services will contact the student via email after the review of the manuscript. The student will make requested corrections in the original Word (or other) file, convert the revised document to a new PDF file and upload the new PDF to the ETD Submittal System, Vireo.

All corrections must be made promptly and meet the deadlines on the Office of Graduate and Professional Studies calendar (<http://ogaps.tamu.edu>). Graduation will be postponed if corrections are not made on time. (Keep in mind that the Title page must be changed to reflect the correct date of graduation in the event of a graduation postponement.)

## Unreviewable Manuscripts

A thesis or dissertation may be declared unreviewable by Thesis and Dissertation Services and returned to the student and chair with a list of needed changes if the requirements outlined in this manual are not followed. Manuscripts declared unreviewable must be resubmitted with the needed changes to undergo a full review.

## Thesis and Dissertation Review Time

The following are approximate turn-around times after the manuscript and the signed approval form have been submitted to Thesis and Dissertation Services. Manuscripts are reviewed in the order received.

Early in semester (non-peak) -	5-10 working days
Deadline Day (peak) -	15-20 working days

If a manuscript is submitted in the semester before the semester you plan to graduate, turn-around time may be as long as six weeks because **no corrections can be given out for the next semester until all students are cleared for the current semester. Please understand that all available resources are being utilized for students intending to graduate in the current semester.** Call us if you have questions about this.

## Final Clearance for Graduation

*In addition to making corrections, students must:*

- **Register for the semester**
- **Apply for graduation** in the semester graduating through the Howdy portal
- **Submit the Copyright and Availability Form:** Complete and have form signed by student and committee chair/co-chair. \*
- **Submit the Survey of Earned Doctorates and AAUDE Survey completion certificate** via email (Doctoral students)\*\*

\* Forms are available in our office or online.

\*\* Forms are combined and administered online only.

## Thesis and Dissertation Processing Fee

A processing fee (\$110 masters / \$170 doctoral) is posted to all student accounts approximately 3-5 working days after the manuscript has been successfully submitted for the semester to Thesis and Dissertation Services. The processing fee is payable at Student Business Services or online through the Howdy portal.

## ORGANIZING AND FORMATTING THE MANUSCRIPT

### Thesis/Dissertation Content Organization

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

- Preliminary Pages (with Roman numeral page numbers)
  - \* Title Page
  - \* Abstract
  - Dedication
  - Acknowledgments
  - \* Contributors and Funding Sources
  - \* Table of Contents
  - \* List of Figures (if there are two or more figures in text)
  - \* List of Tables (if there are two or more tables in text)
  
- Text (with Arabic numeral page numbers)
  - \* Introduction (as first chapter or section)
  - \* Main body of text divided into various chapters or sections
  - \* Summary or Conclusion (as last chapter or section)

### References and Supplemental Sections

- \* References (at the end of the main text or at the end of each chapter)
- Appendix material

### Chapter or Section Method

- Divide the text of the thesis or dissertation into *either* chapters or major sections; a combination is not acceptable.
- If the chapter method is used, number the chapters with Roman numerals.
- If you choose the section method, options are to use Roman numerals, Arabic numbers or no numbers for major sections.
- The first chapter (or major section) needs to be INTRODUCTION.
- The last chapter (or major section) needs to be SUMMARY or CONCLUSIONS (In some cases a chapter discussing future research following the concluding chapter might be appropriate.).
- See pages 38 and 39 for sample first pages of chapter and section methods.

### Page Size

- The entire document will be in 8.5" x 11" (letter) page size.
- Pages may be set in "landscape" position (11" x 8.5") for figures and tables that do not fit optimally in "portrait" position.
- A page size exception is made for figures or tables that need to be larger. These may be 11" x 17." Call Thesis and Dissertation Services or see our handout on oversized illustrative material on our website.



## Text—Generally

- When creating the PDF file, make certain all fonts and symbols are embedded.
- Do not scan the text of your document into PDF. This will cause your text to be *unsearchable*.

## Type Style

- Choose one type style (font) and use it throughout the text of the manuscript.
- The type style selected must be one found in a scholarly journal (two examples are Times New Roman and Arial).
- Broken, colored or faint print is not acceptable for text.

## Type Style Exceptions

The following are *not* considered text and may be different type styles and sizes:

- Figures, tables and their captions.
- Appendix material.

## Use of Bold and Italics

- Boldface may be used for major headings
- Bold or italics may be used for subheadings and for emphasis in the text.
- The use of italics for *et al.*, *in vivo*, *in vitro*, and other Latin and foreign words is determined by the style guide being followed or common practice in your field of study. Consistency is needed in the thesis (exception: keep the original style (italic or not) of foreign words in a publication title listed in the reference section of the thesis.)

## Type Size

- Use 12 point type size throughout the *text* of the manuscript. In the case of long documents, 11 point type will be allowed with approval of OGAPS Thesis and Dissertation Services.
- The type on preliminary pages, narrative text, subheadings, equations, and the reference section cannot be reduced or enlarged.

## Type Size Variations

- *Major headings* may be up to two points larger than the text (maximum size is 14 point) and may be boldface. (See p.15 for an explanation of “major headings.”)
- *Tables, figures and their captions and Appendix material* are *not* considered text and can vary in point size. The **minimum size** for numbers and upper-case letters in tables, figures, footnotes, and appendixes is **1.5 millimeters**. (No less than 7 point type recommended.)
- *Footnotes and endnotes* may be up to two points smaller than text.

## Vertical Spacing

- *The text* of the manuscript must be *double-spaced*. In the case of long documents, space-and-a-half spacing will be allowed with approval of OGAPS Thesis and Dissertation Services.
- *Block quotations, lists in text, and table and figure titles* can be single-spaced. Spacing may also vary in **Appendix** material.
- *Subheadings* more than one line in length must have the same vertical spacing as text between the lines (not single-spaced).
- *Footnotes* must be single-spaced (with a single space or spacing of text between footnotes).
- *Endnotes* may be single-spaced with spacing of text between the notes--or the whole section may be in the spacing of the text.
- *Reference Section* may be the spacing of the text throughout or single space within each reference and spacing of the text around them.
- *Figure and Table Titles*: It is recommended that they be single-spaced to help differentiate them from text.

## Minimum Page Length

Each text page needs at least **4 1/2 inches of text** (about half a page) unless there is a table or a figure on the page or the next text begins a new chapter (or major section, if the section method is used).

## Margins

- Margins must be a minimum of 1" on all sides and consistent throughout the document. If binding, a left margin of 1.4" is recommended.
- All writing (text, tables, figures, Appendixes, etc.) must be placed within the margins--with the exception of the page numbers.
- Check the PDF file to make sure that the converted file contains these margins.
- Right margins may be justified or ragged. If justified, be sure there is regular and consistent spacing between words in text.

## Page Numbers

- *Every* page in the thesis (*except* the Title Page) must be numbered. The Title Page is considered to be page i, but no page number is shown on this page.
- *Preliminary pages* are numbered with lower case Roman numerals, beginning with the Abstract (numbered ii).
- *Text pages* are numbered with Arabic numerals, beginning with the first page of text (numbered 1). Every page following will have a page number, including Appendix pages.

## Page Number Placement

- Page numbers are to be placed outside the bottom margin and centered, approximately one inch from the bottom edge of the page. (See pages 38 and 39 for sample first pages.)

## Paragraph: Spacing and Indentation

Acceptable paragraph styles are either to *indent* the first line of each paragraph or *leave extra space* between paragraphs. Do not combine the styles. (The first paragraph under each subheading does not need to be indented. However, the indentation style must be consistent throughout the document.)

## Major Headings

“Major headings” in a thesis include the following:

- TITLE of the thesis or dissertation on the Title Page
- Headings ABSTRACT, DEDICATION, ACKNOWLEDGMENTS, CONTRIBUTORS AND FUNDING SOURCES, TABLE OF CONTENTS, LIST OF FIGURES, LIST OF TABLES, NOMENCLATURE on the preliminary pages
- CHAPTER designations and titles (or major section titles; see pages 38 and 39 for the difference in formatting)
- The word REFERENCES (or LITERATURE CITED, etc.) on the first page of references (if the citations are placed after the main text).
- APPENDIX designations and titles

The rules for major headings are:

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

## Subheadings

Subheadings are used throughout the thesis or dissertation to organize chapters into different sections/parts.

The formatting rules for subheadings are:

- Subheadings cannot be centered and all capital letters (as this defines major headings); first-order subheadings may be in all capital letters provided they are placed flush left.
- Use 12 point type size for all subheadings.
- Boldface and italics may be used for subheadings. Be consistent for each *level* of subheading.
- Do not put punctuation after a major heading or subheading that is on a line by itself.
- Use consistent capitalization for each *level* of subheading.

- The style used for subheadings must clearly show their various levels and must be consistent throughout the thesis or dissertation from chapter to chapter.
- Include the chapter/major section number if numbering or lettering the subheadings, ex. I.1, II.1. or 1.1, 2.1 (first level subheadings) and I.1.1, II.1.1 or 1.1.1, 2.1.1 (second level subheadings)
- Use the same vertical spacing as text for subheadings more than one line in length.
- Maintain consistency in vertical spacing above and below major headings and subheadings.
- Subheadings/subsections do not need to begin on a new page; text continues within a chapter or section.
- A subheading at the bottom of a page must have at least one line of text under it.

**Figures/Tables: *Color, Size, and Legibility***

- Color is acceptable in figures and tables.
- The minimum size for capital letters and numbers is 1.5 mm. (7 point type or more is recommended).
- All lettering must be of publishable quality; this includes scanned images. Images must be clear; no blurred or dark areas.

**Figures/Tables: *Text Mention***

- Each figure and table must be mentioned in text in order by its number.
- First text mention of each table or figure must be **within 1 ½ pages of text** before it appears or on the **next page of text** following its appearance (figures and tables themselves are not considered text).
- Appendix figures and tables do not need to be mentioned in text, and they do not need to be listed in Lists *unless* they are numbered consecutively after text figures and tables.

**Figures/Tables: *Placement in Text***

- Tables and figures may be included on pages with text, with other figures and tables or on separate pages.
- If a table or figure is placed on a page with other material, **the table or figure should be separated from the text (or other material) by a minimum of a triple space** (3 single spaces) above and below.
- Tables and figures may be placed in an Appendix. If so, the numbering may follow the last text table/figure, may be numbered by Appendix (e.g., A-1, A-2) or may be unnumbered.

**Figures/Tables: *Long and Continued***

- Tables or figures longer than one page have the complete title and the number on the first page only. (See pages 41-43 for examples.)
- Subsequent pages have the table or figure number (but not the title) and the word "Continued," plus (for tables) the necessary column headings for ease of reading.
- The end line of the completed table appears only on the last page of the table.

### Figures/Tables: *Landscape*

- If the table or figure is placed lengthwise (landscape position), the top of the table or figure must be at the left-hand, “binding” side of the page and facing in the same direction as the figure or table.
- Except for the title/caption, do not put text on the same page as a landscaped figure.

### Figures/Tables: *In Appendix*

- These may be numbered consecutively following the text or they may be numbered with an Appendix designation (A-1, for example) or unnumbered.
- They *must* be included in the List of Figures and List of Tables if they are numbered consecutively from text. (If they are numbered by Appendix designation, including them in the Lists is optional.)
- Appendix figures/tables do not need to be mentioned in text.
- If they are mentioned in text, they do not need to be mentioned in order.

### Figures/Tables: *Titles and Numbering*

- Each table and figure in the text must have a separate number and a unique title.
- It is recommended that titles be single spaced to further differentiate them from text.
- Figures and tables are numbered consecutively throughout the text, and each table or figure must be mentioned in order and by number in the text.
- In text, figure/table numbering style may be consecutive (1, 2, 3) or by chapter/major section (1.1, 1.2, 2.1).
- Do not number figures and tables by subsection.
- The chosen numbering style must be used for both figures and tables (by chapter or consecutive).
- Appendix figures and tables may be numbered consecutively after text (if not numbered by chapter in text), numbered A-1, A-2, etc. or unnumbered.
- Figures/Tables in the Appendix do not need to be mentioned in text.

### Figure/Table Titles: *Placement*

- **Placement** of *titles* on tables and figures (above or below) must be consistent throughout the document. Exception: Placement of titles *beside* figures and tables is not acceptable in a thesis or dissertation.
- **Consistency** is needed in the **formatting** of table/figure *titles*--capitalization, boldface, italics, placement, spacing, use of period at end.
- **Type size and style** of titles **may vary** from one to another.

### Figure Titles: *Large Figure Title/Long Caption on a Separate Page*

- This format may be used only when there is not enough space for the caption on the page with the figure, even if the type size is reduced.
- If the title (or caption) must go on a separate page, place it on the page preceding the figure, facing in the same direction as the figure (portrait or landscape).

- There should be no other text on a page with a separate figure title
- The pages are consecutively numbered, with the page numbers in the standard position.
- In the List of Figures, the number of the page on which the figure itself appears is the page number listed.
- The format is never used with tables.

### **Lists of Figures and Tables**

- Lists are necessary if there are two or more figures or tables in text. (If there is only one, the List is optional.)
- Lists of Figures and Tables must agree word for word with figure and table titles in the text.
- The entire title *up to the first period* **must** be included in the List (exception: parenthetical information may be excluded from the List).
- Figures and tables must be found on the page given in the List.
- Appendix tables and figures must be in the List *if* they are numbered consecutively after the text tables and figures.
- If numbered as A-1, A-2 or any other way that indicates they are in the Appendix, figures and tables do not need to be included in the Lists.
- If all figures (or all tables) are in the Appendix, no lists are needed, regardless of numbering.

### **Equations**

- Equation numbering is optional and may be consecutive (1, 2, 3) or by chapter/major section (1.1, 1.2, 2.1).
- No two equations may have the same number unless identical, term for term.
- The point size and type style of the equation and its number must match text.
- Placement of equation numbers needs to be consistent throughout the thesis or dissertation (to the left or to the right of the equation).

### **Footnotes**

- Footnotes appear at the bottom of each affected page
- They may be numbered throughout the text or begin with “1” for each chapter.
- They are in a smaller type size than the text.
- They are single spaced.

### **Notes/Endnotes (See also the handout “Notes and Endnotes” on our website.)**

- Notes have the same content as footnotes, except they are a separate section placed either at the end of each chapter or at the end of the last chapter of the thesis or dissertation.
- They are single spaced
- They may be called “Notes” or “Endnotes.”
- They may be numbered throughout the text or begin with “1” for each chapter.

## References

Each thesis or dissertation must contain a formal reference section in one of two locations: at the end of the main text or at the end of each chapter. If the references appear at the end of each chapter, they should be located under a subheading such as “References” or “Bibliography”. Numbered references will restart with each chapter. (A notes section is not a substitute for the formal reference section.) The reference list should be consistent, accurate and complete.

Use consistency for the following:

- Title (major heading) of this section—use the same wording typically found in your field of study, such as REFERENCES, LITERATURE CITED, or WORKS CITED. (Major heading is in all capital letters and bold if major headings are bold.)
- Capitalization, punctuation and ordering of information within each citation
- The order of citations (alphabetized, alphabetized and numbered or non-alphabetized and numbered)
- The use of italics, quotation marks, and bold type.

Contents of each citation. Include the following regardless of the style guide being followed:

- Volume number and page range for journal articles
- Publisher and city for books; city for universities, labs or corporations
- Sufficient information for retrieval of unpublished material
- Author or entity, title, date or date accessed and the specific web address for Internet material
- At least five authors before using et al. in a multi-authored publication (exception: SPE style uses three)
- A date (year) for every citation
- Consistency in designation of state names (abbreviated or not)
- Consistency in journal names or abbreviations
- Consistency in ordering multiple entries with same first author.

Spacing:

- Use a single space within citations and at least one double space between citations *or*
- Use double spacing throughout the entire section.

## Text Mention of References

- All references must be cited in the text, and all text citations must be referenced.
- All text citations must be from sources the student has actually used.
- Text mention of citations must follow the style guide approved by your College/department/campus (numbered, dated, etc.).
- The use of first author and et al. for references of three or more authors is acceptable in text mention of references.

## Supplemental Sources

- General references consulted and used as background study (but not cited in text) should be listed under a separate subdivision of the reference section/subheading.

- A first level subheading, such as “Supplemental Sources Consulted,” can be added at the end of the sources cited section.
- Follow the same citation style used in the reference section (although this list will be alphabetical by author name, regardless of listing method of the general reference section).
- Since this is a section within the references, it will not be included in the Table of Contents.

## Appendices

- Appendixes are **optional** and used for supplementary material.
- Place the Appendixes after the reference section.
- All Appendix pages need to be numbered; page numbers are continued from the last page of the references.
- All material must be within prescribed margins and be readable in size and legibility (1.5 mm or larger).

## Appendix Headings

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

APPENDIX A

FIGURES

- Appendix headings/titles may be either on a separate title/cover page before the Appendix material or on the top of the first page of each Appendix. Be consistent from Appendix to Appendix.
- The appendix designation (APPENDIX or APPENDIX A, etc.) is required in the Table of Contents.
- Appendix titles are optional in the Table of Contents.
- Appendix subheadings may be listed in the Table of Contents, but only if the titles are listed.

## Appendix Figures and Tables

- These may be numbered consecutively following the text, or they may be numbered with an Appendix designation (A-1, for example).
- If numbered consecutively from the text, they *must* be included in the List of Tables or List of Figures. (This is optional otherwise.)
- Appendix material may be reduced, but must conform to minimum size (1.5 mm ; this equates to approximately 7 point type) and legibility requirements.
- Material may have mixed fonts and point sizes and may be single spaced.



## Large Appendix Files

Appendix material that is very large (around 30 MB) may need to be in a separate PDF file. (Please contact Thesis and Dissertation Services to discuss if the material should be in a separate PDF file.) If the thesis or dissertation includes separate files, a description of these files will be placed in the main document or in the Appendix section. For example, “Ten years of weather data collected in September 2009 and discussed in Chapter III is included as a separate file.”

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

These may be added as separate files but will not be linked to the PDF document. Text in the thesis and/or a page in the Appendix will have a statement describing the separate files that will accompany the manuscript. Please contact Thesis and Dissertation Services if you have questions about the best way to include your multimedia file(s) with your manuscript.

See below for a list of examples of separate files.

**Separate Files: *Examples*** (This is not a complete list of all possible types of separate files)

- Adobe Acrobat File (PDF)
  - Containing: Appendix material large in file size
    - figures below minimum size requirement
    - handouts, questionnaires, etc... .
- Audio File
  - Containing: songs, interviews, lectures, etc... .
  - Common Audio File Types: .wav, .mp3, .wma, .midi
- Graphic File
  - Containing: pictures, drawings, graphs, figures, etc... .
  - Common Graphic File Types: .gif, .jpeg, .png, .tiff
- Microsoft Excel File
  - Containing: raw data, graphs, interactive forms that generates information, etc... .
- Microsoft PowerPoint File
  - Containing: presentations, tables, figures, etc... .
- Text File
  - Containing: raw data, specially formatted data for use in a specialty program, etc... .
  - Common Text File Types: .rtf, .txt
- Video File
  - Containing: animations, presentations, movies, interviews, etc... .
  - Common Video File Types: .asf, .avi, .mov, .mp4, .mpeg, .rm, .swf, .wmv

## Embedded Media Files

Media files may be embedded in the PDF file. Please create a List of Video or Audio files in the Preliminary Pages (use the List of Figures or List of Tables as the template). Also, upload the original video or audio file to the submission system as well.

## **FORMAT INSTRUCTIONS AND SAMPLES FOR SPECIFIC PDF PAGES**

**Title Page**

**Abstract**

**Optional Preliminary Pages (Dedication, Acknowledgments, Nomenclature)**

**Contributors and Funding Sources**

**Table of Contents**

**List of Figures and List of Tables**

**Page 1, Chapter Method**

**Page 1, Section Method**

**Page Showing Subheadings**

**Pages with a Figure and a Table**

**Title Page\*** (see sample page following instructions)

***General Format***

- Font must match text of thesis or dissertation
- Point size of title is the same as other major headings; point size for rest of the page is 12pt.
- No bold on this page; exception, title is bold if major headings are bold
- No page number on this page

***Title of Thesis***

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

***Thesis/Dissertation Author Statement***

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

***Submittal Statement***

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

***Committee Member Names and Positions*** (Committee members do not sign this page)

- Names do not include Dr. or Prof. or Ph.D. title
- If co-chairs, use Chair of Committee followed by Co-Chair of Committee (on separate lines) to distinguish roles. Do not include special appointments.
- If the department head serves as a member, chair or co-chair, his/her name must be included for both positions
- Intercollegiate degrees must include the name of the chair of the specific faculty (e.g., Intercollegiate Faculty Chair, Mary Williams). This name is listed in place of the head of department's name.

***Date***

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

***Major Subject***

- Must agree with major subject listed in the official university records
- Use upper and lower case letters

***Copyright Notice***

- Includes “Copyright” and the year of graduation

\* For students in joint degree programs, please visit with Thesis and Dissertation Services for more information.

SAMPLE TITLE PAGE  
Visit website for template files.

Double space title.

THE DEVELOPMENT AND IMPROVEMENT OF INSTRUCTIONS  
FOR GRADUATE STUDENTS

Title is in all capital letters.

Double space thesis author statement.

A Thesis

by

SARAH ANDERSON SMILEY

Name is in all capital letters.

Submittal statement text is centered on the page and single spaced.

Submitted to the Office of Graduate and Professional Studies of  
Texas A&M University  
in partial fulfillment of the requirements for the degree of  
MASTER OF SCIENCE

Degree is in all capital letters and one double space below submittal statement.

Chair of Committee,  
Committee Members,  
  
Head of Department,

Charles Doakes  
John J. Anderson  
David Benner  
Harold B. Morton  
Darla J. Marsh

Names do not include the title Dr., Prof., or Ph.D.

There are two double spaces between the following:

- title and thesis statement
- thesis author statement and submittal statement
- degree name and approval listing
- approval listing and month/year of graduation
- month/year of graduation and major subject
- major subject and copyright notice

December 20XX

Date is month and year of graduation.

Major Subject: Educational Administration

Copyright 20XX Copyright Owner's Name

First page in ETD  
(unnumbered)

## **Abstract (See sample on next page)**

### ***General Format***

- This is the first numbered page, lower case Roman numeral (ii). Page numbers are outside the prescribed margins, at the bottom of the page and centered; everything else is inside the margins
- No bold on this page (exception: heading ABSTRACT is bold if major headings are bold)

### ***Text***

- Begins two double spaces below the major heading
- Length of text: Recommend no more than 350 words
- Vertical spacing (double space), paragraph style, and margins are same as used in text
- No numbered references or formal citations in abstract

### ***Content***

- Provides a complete, succinct snapshot of the research, addressing the purpose, methods, results, and conclusions of the research
- Should be able to stand alone, with no formal citations or references to chapters/sections of the work
- Should translate easily into a variety of online databases, avoiding the inclusion of images or complex equations

**SAMPLE ABSTRACT PAGE**  
Visit website for template files.

**ABSTRACT**

The text of the Abstract starts two double spaces below the major heading. The text of the Abstract is double-spaced. Follow the same margin settings as your narrative text, as well as the same right alignment (ragged edge or right justified).

Your Abstract must be a “complete snapshot” of your manuscript. Paragraph one introduces your specific problem and the methods used. The remaining paragraphs present the research and results in detail. Text of the Abstract should not exceed 350 words. Any term (or numeral) with a space on either side is counted as one word.

Second page in ETD file,  
numbered as ii

## **Optional Preliminary Pages (See samples on the following page)**

### ***Dedication***

- Optional page--follows the Abstract
- Does not need the heading DEDICATION at the top of page
- If listing preliminary pages in Table of Contents, include Dedication
- Heading is bold if major headings are bold
- Limited to one page
- Is in same type size (12 pt.) and style as text

### ***Acknowledgments (may also be spelled Acknowledgements)***

- Optional--Limited to four pages
- Follows the Dedication Page (or Abstract, if no Dedication)
- If listing preliminary pages in Table of Contents, include Acknowledgments
- Heading (ACKNOWLEDGMENTS) is bold if major headings are bold
- Is in same type size (12 pt.) and style as text
- Vertical spacing, paragraph style, and margins are same as used in text

### ***Nomenclature***

- This optional list may be in the following places: before the Table of Contents, as the last preliminary page(s), before the reference section, or as an Appendix
- The heading is bold if major headings are bold
- The list is in same type size (12 pt.) and style as text
- Vertical spacing and margins are same as used in text

OPTIONAL PRELIMINARY PAGES (SAMPLES)  
Visit website for template files.

DEDICATION

To my mother

iii

ACKNOWLEDGMENTS

I would like to thank my committee chair, Dr. Smith, and my committee members, Dr. Jones, Dr. Morton, Dr. Anderson, and Prof. Benner, for their guidance and support throughout the course of this research.

Thanks also to my friends and colleagues and the department faculty and staff for making my time at Texas A&M University a great experience. I also want to extend my gratitude to the National Education Foundation, which provided the survey instrument, and to all the Texas elementary teachers and students who were willing to participate in the study.

iv

NOMENCLATURE

B/CS	Bryan/College Station
HSUS	Humane Society of the United States
P	Pressure
T	Time
TVA	Tennessee Valley Authority
TxDOT	Texas Department of Transportation

v



**Mandatory Preliminary Page (See samples on the following pages)**

All theses and dissertations must include a contributors and funding sources section.

In the **contributors section**, recognition will consist of two sections. Part 1 will acknowledge the faculty chair and committee member contributions. Name all members of the thesis or dissertation committee in part 1. Part 2 will acknowledge individual student contributions and/or the contributions of others. Acknowledge any collaboration with others and independent work done in carrying out your thesis or dissertation research in part 2. Please note that part 2 can include acknowledgement of advisors, outside collaborators, or collaborators/advisors also listed as committee members in part 1. *Students are encouraged to discuss this section with their committee chair for guidance in determining appropriate language.*

In the **funding section**, please note all support that was provided by the university, or any other source, to conduct your thesis or dissertation research and compilation. If you completed all work without outside financial support, indicate this here.

On the following page, examples are provided as samples of various language for the two sections.

**Please note that you do not include the subheadings in the Contributors and Funding Sources section in the Table of Contents.**

*Please note that these examples are not intended to be exhaustive, or to be used verbatim in all cases. Please change the text examples to fit your needs, in order to reflect the contributors and funding relationships specific to your document.*

### Contributors Section

#### **EXAMPLE 1 of Contributors Section (work completed in collaboration with others, but also containing independent contributions)**

##### *Part 1, faculty committee recognition*

This work was supervised by a thesis (or) dissertation committee consisting of Professor XXXX [advisor – also note if co-advisor] and XXXX of the Department of [Home Department] and Professor(s) XXXX of the Department of [Outside Department].

##### *Part 2, student/collaborator contributions*

The data analyzed for Chapter 3 was provided by Professor XXXX. The analyses depicted in Chapter 4 were conducted in part by [name] of the Department of [department name] and were published in (year).

All other work conducted for the thesis (or) dissertation was completed by the student independently.

#### **EXAMPLE 2 of Contributors Section (work completed independently by the student)**

##### *Part 1, faculty committee recognition*

This work was supervised by a thesis (or) dissertation committee consisting of Professor XXXX [advisor – also note if co-advisor] and Professor(s) XXXX of the Department of [Home Department] and Professor(s) XXXX of [Outside Department].

##### *Part 2, student/collaborator contributions*

All work for the thesis (or) dissertation was completed independently by the student.

#### **EXAMPLE 3 of Contributors Section (work completed entirely in collaboration with an advisor and/or other party(ies))**

##### *Part 1, faculty committee recognition*

This work was supervised by a thesis (or) dissertation committee consisting of Professor XXXX [advisor – also note if co-advisor] and XXXX of the Department of [Home Department] and Professor(s) XXXX of the Department of [Outside Department].

##### *Part 2, student/collaborator contributions*

All work for the thesis (or) dissertation was completed by the student, in collaboration with [name of collaborator/s] of the Department of [department name]].

#### **EXAMPLE 4 of Contributors Section (work completed entirely under advisement of committee member and/or other party(ies))**

##### *Part 1, faculty committee recognition*

This work was supervised by a thesis (or) dissertation committee consisting of Professor XXXX [advisor – also note if co-advisor] and XXXX of the Department of [Home Department] and Professor(s) XXXX of the Department of [Outside Department].

*Part 2, student/advisor contributions*

All work for the thesis (or) dissertation was completed by the student, under the advisement of [name of advisor/s] of the Department of [department name]].

**Funding Sources Section**

**EXAMPLE 1 of Funding Sources Section (fellowship/scholarship)**

Graduate study was supported by a fellowship from Texas A&M University and a dissertation research fellowship from XXX Foundation.

**EXAMPLE 2 of Funding Sources Section (research/grant)**

This work was made possible in part by [funding source] under Grant Number [insert grant number]

Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the [name of awarding office].

**EXAMPLE 3 of Funding Sources Section (no funding)**

There are no outside funding contributions to acknowledge related to the research and compilation of this document.

**SAMPLE CONTRIBUTORS AND FUNDING SOURCES  
PAGE**

Visit website for template files.

**CONTRIBUTORS AND FUNDING SOURCES**

**Contributors**

This work was supported by a thesis (or) dissertation committee consisting of Professor XXXX [advisor – also note if co-advisor] and XXX of the Department of [Home Department] and Professor(s) XXXX of the Department of [Outside Department].

The data analyzed for Chapter X was provided by Professor XXXX. The analyses depicted in Chapter X were conducted in part by Rebecca Jones of the Department of Biostatistics and were published in (year) in an article listed in the Biographical Sketch.

All other work conducted for the thesis (or) dissertation was completed by the student independently.

**Funding Sources**

Graduate study was supported by a fellowship from Texas A&M University and a dissertation research fellowship from XXX Foundation.

## **Table of Contents (See samples on the following pages)**

### ***General Format***

- No bold on this page (exception, heading “TABLE OF CONTENTS” is bold if major headings are bold)
- No italics on this page (except for Latin terms, titles of works, etc.)
- Put the word “Page” above page number column
- Include “CHAPTER” above chapter number column, or include the word “CHAPTER” with each title
- Need leader dots between listings and page numbers
- Double space above and below all major headings
- Single space all subheadings
- If more than one page, need appropriate headings at the top of page (e.g., add “Page” above page number column)

### ***Content***

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

### ***Consistency***

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

**SAMPLE TABLE OF CONTENTS (CHAPTER METHOD)**

Visit website for template files.

**TABLE OF CONTENTS**

The word 'Page' should be above the page number column.

Leader dots connect listings to page numbers.

Major headings are all in capital letters.

Use one double space between major headings.

Chapter numbers must be Roman; no periods after the number.

	Page
ABSTRACT .....	ii
DEDICATION .....	iii
ACKNOWLEDGEMENTS .....	iv
CONTRIBUTORS AND FUNDING SOURCES.....	v
NOMENCLATURE.....	vi
TABLE OF CONTENTS .....	vii
LIST OF FIGURES.....	viii
LIST OF TABLES .....	ix
CHAPTER I INTRODUCTION AND LITERATURE REVIEW .....	1
CHAPTER II PROBLEM .....	2
Mechanics.....	3
Thermodynamics .....	4
Sample 1 .....	5
Sample 2.....	6
Problem Summary.....	8
CHAPTER III SOLUTIONS .....	15
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Be certain page numbers align properly.

Indent and Single space subheadings

Double space or spacing of text

Double space or spacing of text

Double space or spacing of text

Double space or spacing of text

First chapter title must include INTRODUCTION.

Last chapter title must include SUMMARY or CONCLUSION.

No words in page number column.

**SAMPLE TABLE OF CONTENTS (SECTION METHOD)**

Visit website for template files.

**TABLE OF CONTENTS**

The word 'Page' should be above the page number column.

Leader dots connect listings to page numbers.

Major headings are all in capital letters.

Use one double space between major headings.

Indent and single space subheadings

Sections and subheadings may be numbered or not, consistent with text

Be certain page numbers align properly.

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First major section title must include INTRODUCTION.

Last major section title must include SUMMARY or CONCLUSION.

No words in page number column.

## List of Figures and List of Tables (See sample on next page)

### *General Format*

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

### *Content*

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

### *Consistency*

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



**SAMPLE LIST OF FIGURES PAGE (Style 1)**  
 Visit website for template files.

LIST OF FIGURES

The word 'Page' should be above the page number column.

Leader dots connect titles to page numbers.

FIGURE		Page
Use one double space between titles.	1    Equipment .....	14
	2    Flow Chart.....	21
	3    Location of Study Area .....	23
	4    Map of Brazos County .....	24
	5    Map of Navasota River Basin .....	27
Single space within an entry.	6    Major Tributaries of the Navasota River between Highway 45 and Highway 6.....	61
	7    Debris Collected at Bridge #72 .....	62

Be certain page numbers align properly.

No words in figure number column.

No words in page number column.

**SAMPLE LIST OF FIGURES PAGE (Style 2)**  
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LIST OF FIGURES

The word 'Figure' does not appear above the Figure number column if you are using style 2.

The word 'Page' appears above the page number column.

Leader dots connect titles to page numbers.

		Page
Use one double space between titles.	Figure 1    Equipment .....	14
	Figure 2    Flow Chart .....	21
	Figure 3    Location of Study Area.....	23
	Figure 4    Map of Brazos County .....	24
Single space within an entry.	Figure 5    Major Tributaries of the Navasota River between Highway 45 and Highway 6 .....	61
	Figure 6    Debris Collected at Bridge #72.....	62

Be certain page numbers align properly.

No words in page number column.

SAMPLE PAGE 1 (CHAPTER METHOD)  
Visit website for template files.

CHAPTER I

INTRODUCTION AND

LITERATURE REVIEW

Standard margins on this page, and on all text pages, are 1” on all sides. The page number (Arabic) 1 is outside the margin, at the bottom of the page and centered. Number every page of the thesis in sequence through the Appendix, which is the last page.

If the thesis is written using the *chapter method*, the major heading consists of the chapter designation (CHAPTER I) and the title. Both are centered, in all capital letters. Number chapters using Roman numerals. Use one or two double spaces between chapter designation and chapter title.

If the *chapter title* is longer than one line, use one double space between the lines of the title. Use same font size as other major headings (and bold if other major headings are bold). Be consistent with spacing between chapter title and text for all chapters (one or two double spaces).

SAMPLE PAGE 1 (SECTION METHOD)  
Visit website for template files.

1. INTRODUCTION AND  
LITERATURE REVIEW

Standard margins on this page, and on all text pages, are 1” on all sides. The page number (Arabic) 1 is outside the margin, at the bottom of the page and centered. Number every page of the thesis in sequence through the Appendix, which is the last page.

If the thesis / dissertation is written using the *section method*, the major heading will consist of a title, centered and in all capital letters. This heading may be numbered (Arabic or Roman) or unnumbered. If you are numbering your subheadings by section (1.1, 1.2, etc.), you must number your major headings. Do not use the word “chapter” in your text since your work is not organized in chapters. No punctuation occurs at the end of section titles.

If the *section title* is longer than one line, use one double space between the lines of the title. If you are using bold for your major headings, then the major heading on this page must be bold. The font size must be the same as the other major headings. Spacing between section title and text needs to be consistent for all sections (double space, or 2 double spaces).

## Page Showing Subheadings

### 2. PAGE SHOWING SUBHEADINGS

#### 2.1 Introduction

This page shows samples of three levels of subheadings. *These are examples only. TAMU graduate theses and dissertations do not have a specific “style” for subheadings.*

#### 2.2 Subheadings in General and First-order Subheadings in

##### Particular

Some rules for ALL levels of subheadings are:

- Vertical spacing above and below each subheading needs to be consistent for *each level*.
- Vertical spacing within a subheading with more than one line needs to be one double space.
- Include the chapter/major section number if numbering or lettering the subheadings, ex. I.1, II.1. or 1.1, 2.1 (first level subheadings) and I.1.1, II.1.1 or 1.1.1, 2.1.1 (second level subheadings)
- Style and format need to match for *each level* (numbering is enough to differentiate the levels—if numbered they can look the same *or* each level can look different).
- Type size and style need to follow text.
- Capitalization needs to be consistent for *each level* of subheading.

First-order subheadings must be included in the Table of Contents.

##### 2.2.1 *Second-order subheadings*

Second-order subheadings need to differ from first level *unless* they are numbered. If numbered, all levels of subheadings may match for style (but they do not have to). Second levels do not need to be included in the Table of Contents.

##### 2.2.1.1 *Third-order subheadings*

Third-order subheadings, if numbered, may match the other levels of subheadings. If unnumbered, they need to have a different style. Third levels do not need to be included in the Table of Contents.

## Pages with a Figure and a Table

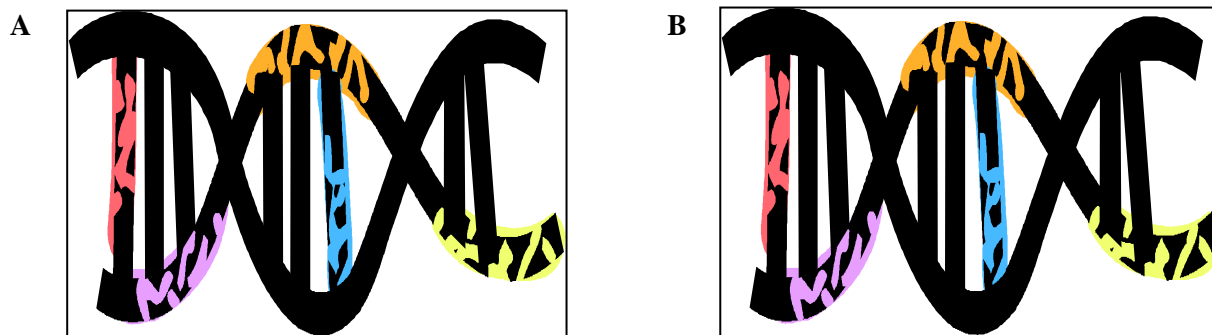
### 3. PAGES WITH A FIGURE AND A TABLE

#### 3.1 Figure Placement and Size

Figures need to be within the set text margins and be large enough to read (1.5 mm or about 7 pt type). You need spacing above and below the figure or table that is more than the spacing of the text. At least a triple (or three single) spaces is needed. Figures do not need to have the same size or style of type in them.

#### 3.2 Figure Titles

The style of the figure titles needs to be consistent for all the figures. This includes bold or not, italics, abbreviations, (Fig. 1 vs Figure 1, for instance), vertical spacing, flush or centered on the page. This does *not* include type size and style, which can vary from figure to figure. See Figure 1 caption for information on figure numbering and spacing.



**Figure 1.** The figures can be numbered consecutively throughout the thesis (1, 2, 3, 4, etc) or numbered by chapter (1-1, 1-2, 2-1, etc.). (A) Each figure should be referred to by that number within the text, within 1 ½ pages of the figure. (B) The figures can be put on a separate page from the text, but if they are incorporated into the text, they must be offset by at least a triple space above and below. (C) Figures must fit within the normal page margins. Figure captions are not considered regular text, and so may be a different font size and may be single spaced. Each figure must have a unique caption, and captions, up to the first period, must be included in the List of Figures.



**Figure 1** Continued.

### 3.3 Continued Figures

If a figure or a table continues to the next page, the full figure title goes on the first page, and “Figure 1, Continued” (for instance) goes on the next page. Related images may be grouped into a single figure, and are normally distinguished by labels (e.g., A, B, C). Captions will generally include each part label with an explanation for each (see Figure 1 caption for an example).

### 3.4 Table Placement and Size and Table Titles

As with figures, tables placed in text need to be separated from the text by at least a triple space. Table titles can be numbered by chapter or numbered consecutively throughout the thesis. Their titles need to be consistent, as figure titles. If you have a continued table, repeat the column headings.

**Table 1** Results from experimental and control runs

Species	Experiment 1	Experiment 2	Control 1	Control 2
Cow	+	-	-	+
Brown Horse	-	+	+	-
Gray Cow				
Gray Horse	+	-	-	+
White Horse	-	+	+	-
Tan Cow	+	-	-	+

**Table 1 Continued**

Species	Experiment 1	Experiment 2	Control 1	Control 2
White Cow	+	+	+	+
Spotted Pig	+	+	+	-
White Pig	+	-	-	-
Brown Pig		-		
Gray Pig		-		
Black Pig				

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