

THESIS GUIDELINES

COLLEGE OF ARTS AND SCIENCES



SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

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GENERAL GUIDELINES FOR THESES IN GRADUATE PROGRAMS COLLEGE OF ARTS AND SCIENCES SUL ROSS STATE UNIVERSITY

A thesis is a written account based on original research or a creative project in appropriate fields presented by a candidate for a master's degree as partial fulfillment of the requirements for the degree. The thesis topic or project must be approved in advance by the student's graduate committee and the Dean of the College of Arts and Sciences. The completed thesis must meet exactly the stylistic requirements of the College of Arts and Sciences and be acceptable to the members of the student's graduate committee and the Dean of the College of Arts and Sciences in both the quality and quantity of research and the quality of the writing. The thesis must be defended by the student in a publicly announced and open defense before final acceptance of the thesis.

It is the intent of these thesis guidelines to be general and flexible enough to be adaptable to any form manual which a student is required to follow in any discipline. Each form manual, however, differs somewhat from the next, and, when in doubt, the student's thesis committee chair should be consulted. In order to obtain unity among the theses of the College of Arts and Sciences, **the guidelines included here must be followed and have precedence over all others**, regardless of style manual followed. As a reminder, students must be registered throughout the thesis process—while using university facilities and receiving guidance from faculty, at the time of the defense, and during the semester or summer session of graduation.

ATTENTION:

Students must read this style manual in its entirety *before* beginning work on the thesis.

As a student works on a thesis, he or she must consult this style manual regularly, as it contains specific instructions for thesis content, format, and submission.

Students should pay particular attention to the samples in Section VII and to the Thesis Checklist and templates in Section VI.

SECTION I STEPS IN WRITING THE THESIS

OVERVIEW: Students must complete and receive approval for each of the following activities in moving the thesis from inspiration to graduation:

Write and Receive Approval for Prospectus (an overview of the thesis topic and proposed research)

Research, Write, and Defend Thesis (under the guidance of and with the approval of the departmental thesis committee)

Turn in Completed and Committee-approved Thesis to the Dean of Arts and Sciences (for signature)

Take Thesis Submission Packet to the Thesis Coordinator in the College of Graduate Studies for Editing (an original copy of the thesis, a completed **Checklist for Theses**, and an original thesis approval page, signed by each of the committee members and the Dean of Arts and Sciences)

Complete Revisions and Return Thesis to College of Graduate Studies for Final Approval (the Dean of Graduate Studies must sign the signature page)

Convert Thesis into a PDF and Submit Electronically to ProQuest

Students must successfully complete each of the steps above before being approved for graduation by the College of Graduate Studies. The *Thesis Guidelines* included in this publication provide more specific instructions for each step of this process. STUDENTS MUST READ THESE INSTRUCTIONS CAREFULLY.

1. The Prospectus (College of Arts and Sciences Only)

The prospectus represents an important first step in developing the thesis. The written prospectus serves as a foundation upon which the thesis is constructed and may prove useful in developing grants to support the research and abstracts for submission to professional meetings. The prospectus should only be written following a thorough investigation of the subject, including an extensive literature search, and discussions with the student's committee chair and/or entire committee. Scope, time frame, and feasibility of the research or creative project are some examples of areas to be considered.

The prospectus is a summary that describes the student's thesis topic and how the research or creative project is to be conducted and the methodology to be used. In general, the prospectus format (e.g., font, spacing, margins, etc.) should follow that of the thesis. The sequence of elements in the prospectus should be as follows:

A. Title Page (see sample in Section VII)

Formatting:

- The **margins** for the title page are one inch (1") all around (top, bottom, left, right)
- All required centering must be done within these margins.
- **Font style** is Times New Roman, and **font size** is 12 point.
- The title page is neither counted nor numbered.
- The title is placed at the top margin, centered within the one-inch side margins, and in all capitals.
- If the title runs two or more lines, the lines should be divided proportionally, with a preference for a shape similar to an inverted triangle.

Content:

- The prospectus statement includes an indication of the degree (e.g., A Prospectus for the Degree Master of Science) and is centered.
- The chair of the committee is listed first, and labeled (e.g., Sharon Hileman, Ph.D., Chair).
- The remaining committee members are listed alphabetically.
- Each committee member's name should be typed in the form of his or her legal signature, located below his or her appropriate signature line.
- The Dean's name is followed by position (e.g., James Downing, Ph.D., Dean of Arts and Sciences).
- Degrees (e.g., Ph.D., M.F.A., etc.) should be included with each committee member's name, placing a comma after the name and before the degree (e.g., Amy Moreland, Ph.D.).
- Titles (e.g., Dr.) should not be included with any name.
- No committee member should sign the approval page while revisions are still being made.
- The committee chair signs first, followed by the committee members.
- At least one signature should be made in blue ink to indicate an original page (for additional signatures, any color other than blue or black is not acceptable).
- It is the student's responsibility to obtain all signatures.

Spacing:

Page Construction: from the top margin

- A double space leaves one line space between typed lines. A triple space leaves two line spaces between typed lines. In triple spacing, the text begins again on the third line down from the previous text, not on the fourth line down from the previous text.
- The title is placed at the top margin, centered, double spaced, in all capitals.
- Following four single spaces, 25 underlines are used, centered.

- After two single spaces the prospectus statement is centered including an indication of the degree (e.g., A Prospectus for the Degree Master of Science).
- Following two single spaces, 25 underlines are used, centered.
- After two spaces, “by” is typed, followed by a single space and then the student’s full name.

Page Construction: from the bottom margin

- The Dean’s name and title are on the bottom margin and at the left margin.
- The Signature line is constructed with 40 underlines and placed at the left margin.
- “Approved:” is placed three single spaces above signature line, at the left margin.
- The final committee member name is placed two spaces above the Dean’s “Approved:,” with preceding committee member names and the committee “Approved:” separated by three single spaces.
- All committee signature lines are constructed with 40 underlines, ending at the right margin.
- The “A” of the committee “Approved” should align with the first letter of each committee member name.

B. Tentative Thesis Outline

Formatting:

- The **margins** are one inch (1") all around (top, bottom, left, and right)
- **Font style** is Times New Roman, and **font size** is 12 point.
- The Tentative Thesis Outline page is neither counted nor numbered.

Content:

- The outline may later become the TABLE OF CONTENTS in the Thesis.
- Each section (e.g., INTRODUCTION, DISCUSSION, etc.) should be labeled sequentially as CHAPTERS, using Roman numerals (e.g., CHAPTER I).
- Subsequent listings should be indented by a single tab (five spaces), with periods aligned, and two spaces following each period (e.g., A. Description of . . .).
 - Do not include single letter listings (e.g., A. without B., etc.).
 - Do not include single number listings (e.g., 1. without 2., etc.).

C. Narrative

Formatting:

- The **margins** are one inch (1") all around (top, bottom, left, right)
- All required centering must be done within these margins.
- **Font style** is Times New Roman, and **font size** is 12 point.
- Text is double spaced.

- All paragraphs are indented (one tab).
- All pages are numbered using Arabic numbers, centered at bottom, ¾ inch from bottom edge of page.

Content:

- This section describes the research to be conducted and the methodology to be used.
- All sentences must end with a period.
- Two spaces are inserted following each sentence-end period.

D. Bibliography, References, or Literature Cited

Formatting:

- The **margins** are one inch (1") all around (top, bottom, left, right)
- The title (which will vary according to style manual used) must be centered within these margins.
- **Font style** is Times New Roman, and **font size** is 12 point.
- The bibliography, references, or literature cited must be double spaced throughout.
- The pages in this section are counted and numbered sequentially with Arabic numbers, centered at bottom, ¾ inch from bottom edge of page.

Content:

- Section title varies depending upon department preference.
- The use of general encyclopedias, including electronic encyclopedias (e.g., Wikipedia) is not acceptable.
- The chosen format must be followed, paying close attention to spacing, periods, etc.
- Citations within the text must be included within this section and vice versa.
- Regardless of format followed, all sources (e.g., journal and book titles) must be spelled in full.

Once several revisions have been made, the prospectus is submitted, printed on white paper, to all committee members for their consideration, input, and possible further revisions. The original signed copy of the prospectus is then submitted to the Dean of Arts and Sciences for final approval. This approval must be received prior to registration for thesis hours (6302, 6040). Completed and approved forms (e.g., collecting permits; IACUC; Human Subjects) and/or paperwork (e.g., letters in support of research) must be included with the prospectus at the time of submission to the committee.

Depending on departmental recommendation, prospectus development may need to begin during the student's first semester, with completion by the second semester. The prospectus is written, submitted, and approved while the student is enrolled in the appropriate department's 6301 thesis course.

2. The Thesis (College of Arts and Sciences -and College of Graduate Studies)

Currently only one in twenty Sul Ross State University (SRSU) graduate students in Arts and Sciences completes the thesis in the semester the student expects to graduate. The other 19 students must request an extension in order to complete the thesis. This occurs because the student may not realize that the collaborative nature of a thesis, which involves working with at least three committee members, requires time for planning, writing, and revising material that must be submitted to and approved by the entire committee, often on a chapter-by-chapter basis.

Statistics show that SRSU graduate students in Arts and Sciences take an average of nine semesters to finish the master's degree (e.g., 5-13 within the Departments of Biology and Languages and Literature). The following timeline (Table 1) provides a 4-semester and 5-semester plan for a full-time student to complete a thesis. If a student begins early enough, he or she may be able to write a thesis and finish the 24 semester credit hours required for the degree within the specified time periods. However, failure to complete any of these requirements in the specified time frame may extend the number of semesters required to finish the degree. Students should realize that timeline specifications and preferred course sequences vary according to department and, sometimes, according to the individual thesis director. **EVERY STUDENT PLANNING TO WRITE A THESIS SHOULD CONSULT WITH HIS OR HER THESIS COMMITTEE CHAIR AS SOON AS POSSIBLE.**

Table 1. Suggested theses plans within the College of Arts and Sciences for full-time students.

Semester	4-Semester Thesis Plan (Do coursework and thesis simultaneously)	5-Semester Thesis Plan (Complete coursework before beginning thesis)
1	Interview faculty to determine likely thesis director. Enroll in nine sch coursework. (One of courses should be taught by proposed thesis director. [In Biology, the student is often expected to enroll in 6301 (Prospectus) during the first semester of graduate work.]	Enroll in nine sch coursework Interview faculty to determine likely thesis director
2	Enroll in six sch coursework and 6301 (Prospectus) Work with thesis director to select a committee and convene it early in the semester to discuss prospectus. Submit a draft of the prospectus at mid-semester.	Enroll in nine sch coursework. (One of the courses should be taught by proposed thesis director.)

	<p>Revise and submit prospectus to committee for approval by the end of the semester.</p>	
3	<p>Enroll in six sch coursework and 6302 (Thesis) or 6040 (Thesis Research)</p> <p>Write and revise the body of the thesis. (If thesis chapters are submitted on a monthly basis, the student should complete three chapters that have been satisfactorily revised according to all committee members' specifications. If the entire thesis is to be submitted, it should be near completion by the end of the semester.)</p> <p>Attend thesis committee meetings throughout the semester to make progress reports and receive suggestions from committee members.</p> <p>Thesis should be essentially completed by the end of this semester.</p>	<p>Enroll in six sch coursework and 6301 (Prospectus)</p> <p>Work with thesis director to select committee and convene it early in the semester to discuss prospectus.</p> <p>Submit a draft of the prospectus at mid-semester.</p> <p>Revise the prospectus and submit it to the committee for approval by the end of the semester.</p>
4	<p>Enroll in three sch of coursework and 6302 (Thesis) or 6040 (Thesis Research).</p> <p><u>Thesis should have been completed</u> in previous semester or <u>immediately</u> after beginning of this semester.</p> <p><u>Final-Semester Deadlines</u></p> <p>In order to graduate in this final semester, students must complete the following steps:</p>	<p>Enroll in 6302 (Thesis)</p> <p>Write and revise the body of the thesis.</p> <p>(If thesis chapters are submitted on a monthly basis, the student should complete three chapters that have been satisfactorily revised according to all committee members' specifications. If the entire thesis is to be submitted, it should be near completion by the end of the semester.)</p>

	<p>Twelve Weeks before Graduation Date:</p> <p>Approximately twelve weeks before graduation (preferably <u>before</u>), turn in copy of completed thesis to Committee Chair for review.</p> <p>Nine Weeks before Graduation Date:</p> <p>Approximately nine weeks before graduation (preferably <u>before</u>), be sure that each committee member has received a copy of the completed thesis for review.</p> <p>Interval from Nine Weeks to Six Weeks before Graduation Date:</p> <p>Work with Committee Chair to schedule the thesis defense as soon as it is definite that the thesis will be completed during the semester.</p> <p>The thesis must be defended and approved by all committee members before it is submitted to the Office of the Dean of Arts and Sciences for signature.</p> <p>Submit the approved thesis to the Dean of Arts and Sciences for signature.</p> <p>(Student may need to take a departmental Master's Assessment Exam.)</p> <p>Six Weeks before Graduation Date:</p> <p>Approximately six weeks before graduation (preferably <u>before</u>), turn in completed, approved thesis to the Thesis Coordinator in the College of</p>	<p>Attend thesis committee meetings throughout the semester to make progress reports and receive suggestions from committee members.</p> <p>(Student may need to take a departmental Master's Assessment Exam)</p> <p>Thesis should be essentially completed by the end of this semester.</p>
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	<p>Graduate Studies for editing, with signatures having been affixed on signature page at the conclusion of defense.</p> <p>Interval from Six Weeks to Four Weeks before Graduation Date:</p> <p>Thesis will be reviewed by the Thesis Editor in the College of Graduate Studies and returned to student for revisions.</p> <p>Four Weeks before Graduation Date:</p> <p>Approximately four weeks before graduation (preferably <u>before</u>), turn in <u>both</u> corrected thesis copy and copy with editing to College of Graduate Studies for final approval.</p> <p>When the Dean of Graduate Studies has approved the final copy of thesis and signed the signature page, the thesis will be returned to the student.</p> <p>Two Weeks before Graduation Date:</p> <p>Approximately two weeks before graduation (preferably <u>before</u>), submit pdf copy of thesis to ProQuest for review and online submission.</p>	
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5		<p>Enroll in 6302 (Thesis)</p> <p>Enroll in three sch of coursework and 6302 (Thesis) or 6040 (Thesis Research).</p> <p><u>Thesis should have been completed in previous semester or immediately after beginning of this semester.</u></p> <p><u>Final-Semester Deadlines</u></p> <p>In order to graduate in this final semester, students must complete the following steps:</p> <p>Twelve Weeks before Graduation Date:</p> <p>Approximately twelve weeks before graduation (preferably <u>before</u>), turn in copy of completed thesis to Committee Chair for review.</p> <p>Nine Weeks before Graduation Date:</p> <p>Approximately nine weeks before graduation (preferably <u>before</u>), be sure that each committee member has received a copy of the completed thesis for review.</p> <p>Interval from Nine Weeks to Six Weeks before Graduation Date:</p> <p>Work with Committee Chair to schedule the thesis defense as soon as it is definite that the thesis will be completed during the semester.</p>
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	<p>The thesis must be defended and approved by all committee members before it is submitted to the Office of the Dean of Arts and Sciences for signature.</p> <p>Submit the approved thesis to the Dean of Arts and Sciences for signature.</p> <p>(Student may need to take a departmental Master’s Assessment Exam.)</p> <p>Six Weeks before Graduation Date:</p> <p>Approximately six weeks before graduation (preferably <u>before</u>), turn in completed, approved thesis to the Thesis Coordinator in the College of Graduate Studies for editing, with signatures having been affixed on signature page at the conclusion of defense.</p> <p>Interval from Six Weeks to Four Weeks before Graduation Date:</p> <p>Thesis will be reviewed by the Thesis Editor in the College of Graduate Studies and returned to student for revisions.</p> <p>Four Weeks before Graduation Date:</p> <p>Approximately four weeks before graduation (preferably <u>before</u>), turn in <u>both</u> corrected thesis copy and copy with editing to College of Graduate Studies for final approval.</p> <p>When the Dean of Graduate Studies has approved the final copy of thesis and signed the signature page, the thesis will be returned to the student.</p>
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		<p>Two Weeks before Graduation Date: Approximately two weeks before graduation (preferably <u>before</u>), submit pdf copy of thesis to ProQuest for review and online submission.</p>
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sch = semester credit hours.

Note: The College of Graduate Studies will post thesis deadlines each semester.

SECTION II THESIS STYLE AND SEQUENCE

The thesis should be submitted by a student pursuing the Master of Arts or Master of Science degree in accordance with the requirements set forth by his or her discipline and committee chair.

1. Form and Style

A student should consult with his or her committee chair as to the form and style to be used. Various departments use guides particular to their own requirements (Table 2). The following standard guides may be purchased in the campus bookstore, and reference copies are kept in the Dean's office and the Wildenthal Memorial Library:

Table 2. Departmental thesis guides within the College of Arts and Sciences, by discipline.

Department	Guide
Behavioral and Social Sciences	History: <i>A Manual for Writers of Term Papers, Theses, and Dissertations</i> , latest edition, Turabian. Political Science: <i>A Manual for Writers of Term Papers, Theses, and Dissertations</i> , latest edition, Turabian or <i>Publication Manual of the American Psychological Association (APA)</i> , latest edition. Psychology: <i>Publication Manual of the American Psychological Association (APA)</i> , latest edition.
Biology, Geology, and Physical Sciences	Scientific journal format of appropriate discipline. When format is questionable, <i>Scientific Style and Format: The CBE (Council of Biology Editors) Manual for Authors, Editors, and Publishers</i> , latest edition.
Computer Science and Mathematics	No master's degree is offered at this time.
Fine Arts and Communication	<i>A Manual for Writers of Term Papers, Theses, and Dissertations</i> , latest edition, Turabian or <i>The Chicago Manual of Style</i> , latest edition.
Languages and Literature	<i>MLA Handbook for Writers of Research Papers</i> , latest edition or <i>MLA Style Manual and Guide to Scholarly Publishing</i> , latest edition.

2. Sequence of the Thesis

1. Title Page
2. Approval Page
3. Abstract
4. Acknowledgments
5. Table of Contents
6. List of Tables
7. List of Figures
8. Text of Thesis
9. Notes
10. Bibliography, References, or Literature Cited
11. Appendix(es)

3. General Guidelines for Thesis

A. Original Formatting

- **All margins in the thesis** are one inch (1") all around: top, bottom, left, and right
- All titles (i.e. chapter titles) are centered within these margins
- **For all text**, the **font style** is Times New Roman; **font size** is 12 point.
- In order to accommodate the multiple revisions needed, the thesis should be written and worked in MS Word or a comparable word-processing program.
- All page numbers are centered at bottom, $\frac{3}{4}$ inch from the bottom of the page.

B. Formatting for Final PDF Copy (created only after thesis is approved by the Dean of Arts and Sciences)

After the thesis has been approved in its entirety by the Dean of Arts and Sciences, it must be converted from the working word-processing-program file to a PDF file. The following formatting suggestions from ProQuest (available under Publishing Guides at <http://www.etsadmin.com/sulross>) will facilitate this conversion and ensure that the ProQuest copy of the thesis prints out correctly:

- In the ProQuest file (the final PDF), the font **must** be embedded. This embedding may be done at the very end, when you convert your thesis from MS Word (or the equivalent) to PDF. If you prefer to embed the font at the very beginning of your work on the thesis, take the following steps:

Using Microsoft Word 2010 on a PC

1. Create your manuscript using Times New Roman (a TrueType font).
2. In the File pull-down menu click on Options.
3. Choose Save on the left sidebar.
4. Check the box next to Embed fonts in the file.
5. Click the OK button.

6. Save the document.

For embedding instructions for other versions of MS Word or for a Mac, go to the ProQuest website for Sul Ross State University (<http://www.etdadmin.com/sulross>) and follow the Publishing Guides instructions.

- Generally, you should not have to do anything differently in writing your thesis using a word-processing program in order to turn the final, approved thesis into a PDF. However, the following information from ProQuest might be helpful to you as you write your thesis. According to ProQuest:

In order to improve the quality of the PDF document, you should

1. Use tabs instead of a series of spaces to align text.
2. Use Times New Roman font.
3. Use GIF, JPEG, TIFF or EPS files for graphics. Use a high resolution such as 600-dpi. Avoid using graphic editors that are part of a word processor.

Students needing help with formatting (in either word-processing file or PDF file) should contact the Graduate Student Center in the College of Graduate Studies at Sul Ross State University.

SECTION III THESIS FORMAT: FRONT MATTER AND APPENDIX(CES)

1. Title Page (see sample in Section VII)

- Because the title is often included within databases and information services, it should be constructed to communicate as much information as possible about the thesis, without becoming an extensive description.
- This page is counted but not numbered.

A. Page Construction: from the top margin

General Formatting:

- The **margins** are one inch (1") all around (top, bottom, left, right)
- All required centering must be done within these margins.
- **Font style** is Times New Roman, and **font size** is 12 point.
- The title is placed at the top margin, centered within the one-inch side margins, and in all capitals
- If the title runs two or more lines, the lines should be divided proportionally (by the student, not by the dictates of a word-processing program), with a preference for a shape similar to an inverted triangle.

Line Spacing and Content:

- A double space leaves one line space between typed lines. A triple space leaves two line spaces between typed lines. In triple spacing, the text begins again on the third line down from the previous text, not on the fourth line down from the previous text.
- All text is double spaced, including the title.
- Three spaces are inserted after the title.
- On the third line following the title, 25 underlines are used, centered.
- Three spaces are inserted after the underline.
- On the fourth line, "A Thesis" is centered, followed by: one double space; "Presented to the," centered; one double space; "College of Arts and Sciences," centered; one double space; and "Sul Ross State University," centered.
- Three spaces are inserted after "Sul Ross State University."
- On the third line following "Sul Ross State University," 25 underlines are used, centered.
- Three spaces are inserted after the underlines.
- On the fourth line, "In Partial Fulfillment" is centered, followed by: one double space; "of the Requirements for the Degree," centered; one double space; and the title of degree (e.g., Master of Science), centered.
- Three spaces are inserted after the degree title.
- On the third line following the degree title, 25 underlines are used, centered.

- Three spaces are inserted after the underlines.
- On the fourth line, “by” is centered, followed by: one double space; the name of the student, centered; one double space; and the month and year, centered.
- The month corresponds to the month of graduation (e.g., December, May, or August).

B. Page Construction: from the bottom margin

- The number of spaces from the bottom margin to the month and year will be variable depending upon the title length.
- Page construction should begin from the top margin working down.

2. Approval Page (see sample in Section VII)

General Formatting:

- The **margins** are one inch (1") all around (top, bottom, left, and right)
- All required centering must be done within these margins.
- **Font style** is Times New Roman, and **font size** is 12 point.
- This page is counted but not numbered.

Content:

- The chair of the committee is listed first, and labeled (e.g., James C. Zech, Ph.D., Chair)
- The remaining committee members are listed alphabetically.
- Each committee member’s name should be included in the form of his or her legal signature, located a single space below the appropriate signature line.
- The names of the Dean of Arts and Sciences and of the Dean of Graduate Studies are followed by degree and title (e.g. James Downing, Ph.D., Dean of Arts and Sciences; Sharon Hileman, Ph.D., Dean of Graduate Studies).
- Degrees (e.g., Ph.D., M.F.A., etc.) should be included with each committee member’s name, placing a comma after the name and before the degree (e.g., Carol Fairlie, M.F.A.).
- Titles (e.g., Dr.) should not be included with any name.
- No committee member should sign the approval page until all committee-level revisions are complete and the signature page has been approved by the Arts and Sciences editor.
- All final signatures are made on the required bond paper.
- The committee chair signs first, followed by the committee members.
- At least one signature should be made in blue ink to indicate an original page (for additional signatures, any color other than blue or black is not acceptable).
- It is the student’s responsibility to obtain all signatures.

A. Page Construction: from the top margin

- The title is placed at the top margin, centered within the one-inch side margins, in all capitals.
- If the title runs two or more lines, the lines should be divided proportionally (exactly as on the title page), with a preference for a shape similar to an inverted triangle.

B. Page Construction: from the bottom margin

- A double space leaves one line space between typed lines. A triple space leaves two line spaces between typed lines. In triple spacing, the text begins again on the third line down from the previous text, not on the fourth line down from the previous text.
- Name and title of the Dean of Graduate Studies are on the bottom margin and at the left margin.
- Name and title of Dean of Arts and Sciences are three spaces above Dean of Graduate Studies signature line, with signature line one space above name and title.
- Each dean's signature line is constructed with 38 underlines and placed at the left margin.
- "Approved:" is placed three single spaces above A&S Dean's signature line, at the left margin.
- The final committee member name is placed two spaces above the A&S Dean's "Approved:," with preceding committee member names and the committee "Approved:" separated by three single spaces.
- All committee signature lines are constructed with 40 underlines, ending at the right margin.
- The "A" of the committee "Approved" should align with the first letter of each committee member name.

3. Abstract

A well-prepared abstract enables readers to identify the basic contents of a document quickly and accurately, to determine the information's relevance to their interests. It is viewed as a mini-version of the thesis and should provide a brief summary of each of the main sections. Like the title, the abstract may be included within databases and information services and, therefore, should be constructed carefully to completely reflect the entire thesis.

- While the length may vary, the abstract should be approximately 150 words.
- Abstract pages are counted in the thesis and numbered in lower-case Roman numerals (e.g., iii).

General Formatting:

- The **margins** are one inch (1") all around (top, bottom, left, and right)
- All required centering must be done within these margins.
- **Font style** is Times New Roman, and **font size** is 12 point.
- In line spacing, a double space leaves one line space between typed lines. A triple space leaves two line spaces between typed lines. In triple spacing, the text begins again on the third line down from the previous text, not on the fourth line down from the previous text.

A. Abstract Page (Included in Thesis) Construction:

- The abstract page must have the title ABSTRACT.
- ABSTRACT should be written in all capitals and placed top center.
- The abstract text begins one triple space down from the title.
- The page number is centered at bottom, $\frac{3}{4}$ inch from the bottom of the page.
- A second copy of the abstract, including an abstract title page (see sample in Section VII), is required (printed on bond paper) at the time of final thesis submission. The abstract title page is not included within the thesis.

B. Abstract Title Page (Not Included in Thesis) Construction:

General Formatting:

- The **margins** are one inch (1") all around (top, bottom, left, and right)
- All required centering must be done within these margins.
- **Font style** is Times New Roman, and **font size** is 12 point.
- All text is double spaced, including the title.
- In line spacing, a double space leaves one line space between typed lines. A triple space leaves two line spaces between typed lines. In triple spacing, the text begins again on the third line down from the previous text, not on the fourth line down from the previous text.

Line Spacing and Content: from the top margin

- The title is placed at the top margin, centered, double spaced, and in all capitals.
- Three spaces are inserted after the title.
- On the third line following the title, 25 underlines are used, centered.
- Three spaces are inserted after the underline.
- On the fourth line, "An Abstract of a Thesis" is centered, followed by: one double space; "Presented to the," centered; one double space; "College of Arts and Sciences," centered; one double space; and "Sul Ross State University," centered.
- Three spaces are inserted after "Sul Ross State University."
- On the third line following "Sul Ross State University," 25 underlines are used, centered.
- Three spaces are inserted after the underlines.
- On the fourth line, "In Partial Fulfillment" is centered, followed by: one double space; "of the Requirements for the Degree," centered; one double space; and the title of degree (e.g., Master of Science), centered.
- Three spaces are inserted after the degree title.
- On the third line following the degree title, 25 underlines are used, centered.
- Three spaces are inserted after the underlines.
- On the fourth line, "by" is centered, followed by: one double space; the name of the student, centered; one double space; and the month and year, centered.

- The month corresponds to the month of graduation (e.g., December, May, or August).

Line Spacing and Content: from the bottom margin

- The number of spaces from the bottom margin to the month and year will be variable depending upon the title length.
- Page construction should begin from the top margin working down.

4. Acknowledgments

General Formatting:

- The **margins** are one inch (1") all around (top, bottom, left, and right)
- All required centering must be done within these margins.
- **Font style** is Times New Roman, and **font size** is 12 point.
- In line spacing, a double space leaves one line space between typed lines. A triple space leaves two line spaces between typed lines. In triple spacing, the text begins again on the third line down from the previous text, not on the fourth line down from the previous text.
- The Acknowledgment page is counted in the thesis and numbered in lower-case Roman numerals (e.g., iii).
- The page number is centered at bottom, ¾ inch from bottom of the page.

Contents and Line Spacing:

- The title is placed at the top margin, centered within the one-inch side margins, and in all capitals.
- Three spaces are inserted after the title.
- The preferred spelling of acknowledgments does not have an "e" between the g and m.
- The acknowledgments page is counted and numbered in lower-case Roman numerals.
- The prose format should be complete sentences throughout (e.g., Thanks go to . . . ; instead of, Thanks to . . .).
- All statements of appreciation must be made in first (I wish to thank . . .) or third (Dr. Moreland has provided . . .) person. Third person is preferred.
- This section should be brief, only including those who have contributed to the work.
- All committee members, including the chair, should be acknowledged.
- Acknowledgments should not be stated as sweeping generalizations (e.g., I would like to thank everyone at the Smithsonian Institute).
- If funding was provided, the agency and reference number, placed in parentheses, should be included.
- Editorials are not acceptable.
- Negative statements are not acceptable.

5. Table of Contents (see sample in Section VII)

General Formatting:

- The **margins** are one inch (1") all around (top, bottom, left, and right).
- All required centering must be done within these margins.
- **Font style** is Times New Roman, and **font size** is 12 point.
- In line spacing, a double space leaves one line space between typed lines. A triple space leaves two line spaces between typed lines. In triple spacing, the text begins again on the third line down from the previous text, not on the fourth line down from the previous text.
- The pages of the Table of Contents are counted in the thesis and numbered in lower-case Roman numerals (e.g., v.).
- The page number is centered at bottom, $\frac{3}{4}$ inch from bottom of the page.

Contents:

- TABLE OF CONTENTS is written in capitals and located at the top margin, centered.
- Whole Table of Contents is double spaced.
- Table of Contents may contain up to three levels of divisions in the text: Chapter; first-level subtitle; and second-level headings).
- Titles of text divisions (including Appendix titles) should be shortened if they run over one line
- All titles must follow the correct capitalization for titles.
- If the Table of Contents continues on a second page, the continuation will be acknowledged with the title TABLE OF CONTENTS, continued on the left margin, followed by a double space and Chapter and Page as designated for the first page of the Table of Contents.

Alignment and Line Spacing for Entries:

- “Page” is one double space below TABLE OF CONTENTS set to a right tab at 6.5”.
- Page numbers also will be aligned to the right tab at 6.5”.
- Initial contents (e.g., Abstract, Acknowledgements, Chapter, etc.) begin one double space below “Page” (and two double spaces below TABLE OF CONTENTS) aligned at the left margin.
- Each section (e.g., Introduction, Discussion, etc.) should be labeled sequentially as Chapters, using Roman numerals followed by a period.
- Chapter numbers must align with a left tab at 0.25”.
- Chapter titles must align with a left tab 0.5”.
- Subsequent listings should be set to a left tab at 0.75”, and two spaces following each period (e.g., A. Description of . . .).
 - Do not include single letter listings (e.g., A. without B., etc.).
 - Do not include single number listings (e.g., 1. without 2., etc.).
 - No divisions below second-level headings should appear in the Table of Contents.
- Leader dots must be included between entry and page number with a single space following the entry. The leader dots should end and align at a left tab stop at 6.2”.

Appendices:

- Appendices should not be designated as Chapters with numbers within the Table of Contents. The designation should be Appendix(ces) placed at the far left margin, with indentations set to a left tab stop at 0.75” used to designate multiple Appendices by title.
- Tab stops for leader dots and page numbers will be the same as in the Table of Contents
- Within the thesis, each of the multiple appendices should be preceded by a half-title page. In such cases the Appendix half-title page number is used in the Table of Contents.

6. List of Tables (see sample in Section VII)

General Formatting:

- The **margins** are one inch (1") all around (top, bottom, left, and right)
- All required centering must be done within these margins.
- **Font style** is Times New Roman, and **font size** is 12 point.
- In line spacing, a double space leaves one line space between typed lines. A triple space leaves two line spaces between typed lines. In triple spacing, the text begins again on the third line down from the previous text, not on the fourth line down from the previous text.
- The pages of the List of Tables are counted and numbered in lower-case Roman numerals (e.g., vi).
- The page number is centered at bottom, ¾ inch from bottom of the page.

Contents:

- Tables may or may not be included in a thesis.
- LIST OF TABLES is written in capitals and located at the top margin, centered, on the first page of the list.
- In List of Tables, table titles should be written as phrases, not sentences.
- All table titles within List of Tables must follow the correct capitalization for titles.
- If table titles are longer than a single line, an abbreviation, at an appropriate break, should be used.
- If the List of Tables continues on a second page, the continuation will be acknowledged with the title LIST OF TABLES, continued on the left margin. The title should be followed by a double space and Table and Page as designated for the first page of the List of Tables.

Alignment and Line Spacing for Entries:

- “Table” is double spaced below LIST OF TABLES with the “T” of Table aligned at the left margin.
- Table number digits (e.g., ones, tens, etc.) need to be aligned at 0.31” with a left tab.
- Table titles must be aligned to a left tab of 0.56”.
- “Page” is one double space below LIST OF TABLES set to a right tab at 6.5”.
- Page numbers also will be aligned to the right tab at 6.5”.

- Leader dots must be included between table title and page number with a single space following the title, and ending with the alignment of 6.2” with a left tab.

7. List of Figures (see sample in Section VII)

General Formatting:

- The **margins** are one inch (1") all around (top, bottom, left, and right)
- All required centering must be done within these margins.
- **Font style** is Times New Roman, and **font size** is 12 point.
- In line spacing, a double space leaves one line space between typed lines. A triple space leaves two line spaces between typed lines. In triple spacing, the text begins again on the third line down from the previous text, not on the fourth line down from the previous text.
- The pages of the List of Figures are counted and numbered in lower-case Roman numerals (e.g., vii).
- The page number is centered at bottom, ¾ inch from bottom of the page.

Contents:

- Figures may or may not be included in the thesis.
- LIST OF FIGURES is written in capitals and located at the top margin, centered, on the first page of the list.
- In List of Figures, figure titles should be written as phrases, not sentences.
- If figure titles are longer than a single line, an abbreviation, at an appropriate break, should be used.
- All figure titles within List of Figures must follow the correct capitalization for titles.
- If the List of Figures continues on a second page, the continuation will be acknowledged with the title LIST OF FIGURES, continued on the left margin. The title should be followed by a double space and Figure and Page as designated for the first page of the List of Figures.

Alignment and Line Spacing for Entries:

- “Figure” is double spaced below LIST OF FIGURES with the “F” of Figure aligned at the left margin.
- Figure number digits (e.g., ones, tens, etc.) need to be aligned to a left tab of 0.38”.
- Figure titles must be aligned to a left tab of 0.63”.
- “Page” is one double space below LIST OF FIGURES set to a right tab at 6.5”.
- Page numbers also will be aligned to the right tab at 6.5”.
- Leader dots must be included between figure title and page number with a single space following the title, and ending with the alignment of 6.2” with a left tab.

8. Appendix(ces)

General Formatting:

- The **margins** are one inch (1") all around (top, bottom, left, and right)
- All required centering must be done within these margins.
- **Font style** is Times New Roman, and **font size** is 12 point.
- In line spacing, a double space leaves one line space between typed lines. A triple space leaves two line spaces between typed lines. In triple spacing, the text begins again on the third line down from the previous text, not on the fourth line down from the previous text.
- The pages in appendices are counted and numbered sequentially with Arabic numbers.
- The page number is centered at bottom, ¾ inch from bottom of the page.

Contents:

- Appendices may or may not be included.
- The appendix(ces) follows the same format as the text.
- Appendices should not be designated as Chapters with numbers within the Table of Contents. The designation should be Appendix(ces) placed at the far left margin with first-level indentations used to designate multiple Appendices by title.
- Each Appendix must have a title written in all capitals and placed top center. If the Appendix is in the form of a figure or table printed in landscape, the Appendix title should be included within a separate half-title page preceding the landscape Appendix.
- Each appendix must have a title at the top of the page (formatted like a Chapter title, with APPENDIX centered, followed by double space and Appendix title, also centered.
- If the appendix is a full-page figure, it must be preceded by a half-title page.
- Multiple page Appendices need a title designation followed by a comma and “continued” at the top left margin (e.g., Shakespearean Vegetation, continued).
- In general, appendices should be double spaced. Single spacing may be used if the content or length requires it. This should be determined in a consultation between student and thesis chair. Specialized formatting should be consistent with all appendices in the thesis.

SECTION IV

THESIS FORMAT: CONTENT, PAGE CONSTRUCTION, AND MECHANICS FOR TEXT

In order to obtain unity among the theses of the College of Arts and Sciences, the guidelines included here must be followed and have precedence over all others, regardless of format followed. Students must be registered throughout the thesis process—while using university facilities and receiving guidance from faculty, at the time of the defense, and during the semester or summer session of graduation.

1. Text of Thesis (see sample in Section VII)

General Formatting:

- The **margins** are one inch (1") all around (top, bottom, left, and right)
- All required centering must be done within these margins.
- **Font style** is Times New Roman, and **font size** is 12 point.
- All text is double spaced.
- In line spacing, a double space leaves one line space between typed lines. A triple space leaves two line spaces between typed lines. In triple spacing, the text begins again on the third line down from the previous text, not on the fourth line down from the previous text. Students should use the template provided in Section VI to check triple and double spacing (Note: Microsoft Word automatically adds a line space before and after paragraphs. This must be disabled before you begin typing your thesis.)
- All paragraphs are indented (one tab).
- All sentences must end with a period (or question mark, exclamation mark, etc.).
- Two spaces are inserted following each sentence-end period.
- The first page of CHAPTER ONE begins the Arabic numbering in the thesis. All pages are numbered sequentially, using Arabic numbers, centered at bottom, ¾" from bottom edge of page.

Contents and Specific Formatting:

- Each section (e.g., INTRODUCTION, DISCUSSION, etc.) should be labeled sequentially as a CHAPTER, using Roman numerals (CHAPTER I).
- Chapter headings (e.g., CHAPTER I) are centered at the top 1.0 inch margin, followed by a double space and then the centered chapter title (e.g., MATERIALS AND METHODS). A triple space follows the chapter title before the text.
- No section (i.e. Chapter) may begin with a subtitle (e.g., every Chapter should begin with one or more paragraphs of text before the first-level subtitle appears). There must be text between (before and after) subtitles as well.
- First-level subtitles and second-level headings are separated from the text by a triple space before and a double space after (Note: Be sure to use the template in Section VI to check spacing).

- Both first-level subtitles and second-level headings are placed at the left margin.
- First-level subtitles are entirely capitalized but not written in italics.
- Second-level headings are in italics with first word and proper nouns capitalized.
- While not included within the Table of Contents, third-level headings in the text are placed at the left margin, underlined, no italics, with first word and proper nouns capitalized.

2. Notes

- A NOTES section is included only if footnotes or scientific form is not used.
- The pages are counted and numbered sequentially with Arabic numbers.

3. Bibliography, References, or Literature Cited

General Formatting:

- The **margins** are one inch (1") all around (top, bottom, left, and right)
- All required centering must be done within these margins.
- **Font style** is Times New Roman, and **font size** is 12 point.
- All text is double spaced.
- In line spacing, a double space leaves one line space between typed lines. A triple space leaves two line spaces between typed lines. In triple spacing, the text begins again on the third line down from the previous text, not on the fourth line down from the previous text. Students should use the template provided in Section VI to check triple and double spacing (Note: Microsoft Word automatically adds a line space before and after paragraphs. This must be disabled before you begin typing your thesis.)
- All pages are numbered using Arabic numbers, centered at bottom, 3/4" from bottom edge of page.

Contents:

- The title of this CHAPTER will vary depending upon department and format followed.
- The pages in this section are counted and numbered sequentially with Arabic numbers.
- The use of general encyclopedias, including electronic encyclopedias (e.g., Wikipedia), is not acceptable.
- The chosen format must be followed, paying close attention to spacing, periods, etc.
- Each entry should be complete on one page. If necessary begin the entry on the next page to avoid a split between pages.
- The bibliography, references, or literature cited entries should be double spaced.
- Citations within the text must be included within this section and vice versa.
- Regardless of format followed, all sources (e.g., journal and book titles) must be spelled in full.
- Bibliographic entries on Literature Cited pages should not be split between pages.
- The use of **GENERAL ENCYCLOPEDIAS**, including electronic encyclopedias (e.g., Wikipedia), **IS NOT ACCEPTABLE**.

4. Page Formatting for Thesis

A. Margins

- All pages must have the following **margins**: one inch (1") all around (top, bottom, left, and right)
- All required centering must be done within these margins.
- Margins will be checked by the Thesis Editor.

B. Font Style and Size

- The printing **font** used will be Times New Roman, **size** 12 point.
- First-level subtitles are not written in italics.
- Second-level headings are written in italics.

C. Page Numbering

- Both the title and approval pages are counted but not numbered. Therefore, the first typed page number will be for the Abstract (iii).
- The pages following the approval page are counted and numbered sequentially using lower-case Roman numerals (e.g., iii, iv, v, etc.) and placed bottom center, $\frac{3}{4}$ inch from bottom of page.
- The first page of the thesis text, CHAPTER I, begins the use of Arabic numbers (e.g., 1, 2, 3, etc.), with the entire thesis numbered sequentially.
- All page numbers are centered at the bottom of the page, $\frac{3}{4}$ inch from the bottom edge of the page.
- Page numbers are to be the same font style and size as the text (Times New Roman, 12 point).

D. Page Transition

- No page may end with less than two lines of a paragraph, and no page may begin with less than two lines of a paragraph.
- No page may end or begin with a hyphenated word.
- If the thesis contains numerous tables and/or figures, no page of text should be left with more than one third to one fourth of the page blank. Multiple tables and/or figures should be grouped so that several follow a page of full text rather than having numerous short-text pages (Note: Tables and figures must still be inserted immediately following the first text citation).

E. Paragraphs

- All paragraphs must be indented (one tab).
- Single-sentence paragraphs should be avoided.

F. Spacing

- A double space leaves one line space between typed lines. A triple space leaves two line spaces between typed lines. In triple spacing, the text begins again on the third line down from the previous text, not on the fourth line down from the previous text.
- Students should use the template provided in Section VI to check triple and double spacing (Note: Microsoft Word automatically adds a line space before and after paragraphs. This must be disabled before you begin typing your thesis.)
- Chapter headings (e.g., CHAPTER I) are centered at the top 1.0 inch margin, followed by a double space and then the centered chapter title (e.g., MATERIALS AND METHODS). A triple space follows the chapter title before the text.
- The entire text of the thesis, including BIBLIOGRAPHY, REFERENCES, or LITERATURE CITED, should be double spaced.
- Figure and table titles should be double spaced.
- Tables in their entirety should be double spaced.
- In general, appendices should be double spaced. Single spacing may be used if the content or length requires it. This should be determined in a consultation between student and thesis chair. Specialized formatting should be consistent with all appendices in the thesis.
- First-level subtitles and second-level headings are preceded by a triple space and followed by a double space.
- Block quotations should be double spaced.

5. Grammar and Spelling: All theses in the College of Arts and Sciences must conform to the rules for correct grammar and spelling, with particular attention to the following:

Grammar:

A. Person

- Acceptable person varies with discipline. Committee chair and guide followed should be consulted.
- Second person is not acceptable.

B. Punctuation

- Entries within BIBLIOGRAPHY, REFERENCES, or LITERATURE CITED should end with a period.
- All sentences, including table and figure titles, must end with a period (or question mark, exclamation mark, etc.).
- Two spaces are inserted after a period ending a sentence.
- The serial comma (a comma placed before and) should be used (e.g., red, white, and blue).
- Foreign language accents should be used (e.g., Río is written correctly. Rio is not).
- Back-to-back parentheses should be avoided.

- If necessary, parentheses are placed within brackets [()] or brackets may be placed within parenthesis ([]). [Note: specific department thesis guide format (Table 2) should be consulted.]
- The preferred sequence of use is colon followed by semi-colon followed by comma followed by period (e.g., . . . were as follows: wind; rain, including hail; snow; and ice.).
- The colon is not used if the words “as follows” or “the following” are not included (i.e., in the previous example, no colon is used if the list appears immediately after the verb “were”).

C. Abbreviations

- Abbreviations within the text must be first introduced spelled in full followed by the abbreviation in parentheses [e.g., American Journal of Botany (AJB)]. If an abbreviation is used only once, it should be omitted.
- Starting a sentence with an abbreviation should be avoided. Restructuring the sentence is suggested.
- Journal and book titles must be spelled in full within the BIBLIOGRAPHY, REFERENCES, or LITERATURE CITED.
- State names should be spelled in full.
- The word “and” must be used instead of “&” in all CHAPTER titles.
- The words Figure and Table must be spelled in full within figure and table titles (abbreviation may be used within the text, depending on format followed, but must be consistent).
- Ph.D. is the acceptable abbreviation for Doctor of Philosophy.
- M.F.A. is the acceptable abbreviation for Master of Fine Arts.

D. Capitalization

- The prospectus and thesis titles are fully capitalized.
- All chapter headings (e.g., TABLE OF CONTENTS, LIST OF FIGURES, ABSTRACT, etc.) are capitalized in full.
- Both the chapter number (e.g., CHAPTER I) and chapter title (e.g., INTRODUCTION) should be fully capitalized.
- First-level subtitles are entirely capitalized.
- The first word and proper nouns of second-level headings are capitalized.

Spelling:

- Misspelled words are not acceptable.
- The preferred spelling of Acknowledgments does not have an "e" between the g and m.
- The word data is plural. When the word data is used in a sentence, a plural verb is required. Datum is the singular form of the word.
- et al. is written correctly [et is a single word - no period, al is an abbreviation (alli) - include a period] and means “and others.”
- Within the text, Arabic numbers 1-10 should be written as words (one-ten), unless contrary to the style manual followed.

- Percentages must be spelled out when used as subjects of sentences, unless contrary to the style manual followed.
- Arabic numerals in general and years in particular must be spelled out at the beginning of a sentence.

6. Figure and Table Formats

A. Figures

General Formatting:

- The **margins** are one inch (1") all around (top, bottom, left, and right)
- All required centering must be done within these margins.
- **Font style** is Times New Roman, and **font size** is 12 point.
- All page numbers are centered at bottom, $\frac{3}{4}$ inch from the bottom of the page.

Content and Citation:

- Figures include: photographs; drawings (CAUTION: illustrations may suggest an artist's interpretation; work closely with your illustrator!); graphs (e.g. line, bar, pie, etc.); diagrams (using symbols); and maps.
- Figures are numbered sequentially throughout the thesis (NOT by chapter) and given an Arabic number. Figures included within an appendix are designated A1, A2, A3, etc.
- Figures are cited parenthetically within the text. Do not include specific figure reference sentences (e.g., See figure 3. or These data are shown in Figure 3.).
- Figures should be included on separate pages, inserted immediately following the first citation.
- Each figure must have a figure title. The title is located below the figure and should include all information necessary for interpreting the figure (in general, figures and titles stand independent of the text). Depending on the departmental thesis guide used (Table 2), this title may or may not be a sentence.
- If the figure is too large for the inclusion of the figure title on the same page, the figure title is to be included on the preceding page, centered both vertically and horizontally within the margins.
- If multiple images are included within a single figure, each must be labeled separately (e.g., a, b, c, etc.) and explained within the figure title.
- Symbols must be explained within the figure title.
- If the figure is being used with permission, a credit line (e.g., photo by Carol Fairlie) or citation should be included within parentheses at the end of the figure title.

Figure Formatting:

- Figures should be centered, vertically and horizontally, within the margins.
- All figure titles must follow the correct capitalization for titles.
- A single space is inserted between the Figure and title.
- Figure titles are double spaced.
- Figure titles are the same font style and size as the text (Times New Roman, 12 point).
- Although text within figures should be the same font style (Times New Roman), size may vary, but not unreasonably so (e.g., too small to read).
- All figure titles must end with a period.

C. Tables

General Formatting:

- The **margins** are one inch (1") all around (top, bottom, left, and right)
- All required centering must be done within these margins.
- **Font style** is Times New Roman, and **font size** is 12 point.
- All page numbers are centered at bottom, $\frac{3}{4}$ inch from the bottom of the page.

Content and Citation:

- Tables are used to present numerical data and/or short parallel descriptions (e.g., voucher information) that otherwise would have to be listed in the text.
- Tables are numbered sequentially and given an Arabic number. Tables included within an appendix are designated A1, A2, A3, etc.
- Tables are cited parenthetically within the text. Specific table-reference sentences within the text (e.g., These data are shown in Table 3. or See Table 3.) are not allowed.
- Tables are embedded within the text, positioned as close as possible to the first citation after finishing the paragraph that includes the citation.
- Each table must include a title. The table title is located at the top of the table, at the left table margin, and should include all information necessary for interpreting the table (in general tables and titles stand independent of the text). Depending on the departmental thesis guide used (Table 2), this title may or may not be a sentence.
- If the table is too large for a single page, it may be reoriented in a landscape position or extended over additional pages. For each additional page, the table title should be repeated followed by “continued.” Column headings should be repeated on each subsequent page.

- Table entries should be consistently aligned. For example, each numerical digit (ones, tens, hundreds, etc.) and decimal points should align with the inclusion of a zero before if no number is available (e.g., 0.17).
- Symbols and/or abbreviations must be explained within the table title or below the table.

Table Formatting:

- Triple spacing occurs above and below the table to slightly separate it from the text. In triple spacing, the text begins again on the third line down from the previous text, not on the fourth line down from the previous text. Students should use the template provided in Section VI to check triple and double spacing.
- The table and title are double spaced.
- All table titles must follow the correct capitalization for titles.
- A single line space is inserted between the table and title.
- Table title and content are the same font style and size as the text (Times New Roman, 12 point).
- All table titles must end with a period.
- A single line, the bottom rule, is placed at the end of the table, with additional information (e.g., explanation of abbreviations) located below the bottom rule.

7. Quotations

- Block quotations should be set apart from the text by one double space above and below, with adjusted left (1.5 inches) and right (1.5 inches) margins.
- The block quote font style and size remains the same as the text (Times New Roman, 12 point).
- Block quotations should be double spaced and indented 0.5 inches from both right and left margins.
- The American Style should be followed for quotation mark placement and use. Double quotation marks (“”) are used for a primary quotation and single quotation marks (‘’) for a quotation within a quote. The closing quotation mark should be placed after a comma or period, even if the punctuation mark is not part of the quotation, before a semicolon or colon, and after any other punctuation mark (e.g., !, ?, etc.) if it is part of the quotation.
- Quotations cited within the text should include the page number of the quote [e.g., Smith 2005: 346 (where 346 equals the page number)].

8. Departmental Specifics

- Scientific names are spelled in full at the beginning of a sentence and may or may not be abbreviated within the text.
- The first letter of a genus name is capitalized; the specific epithet is not. Both the genus and specific epithet are typed in italics or underlined.

**SECTION V
SUBMISSION, REVISION, AND COPY REQUIREMENTS**

THESIS SUBMISSION DEADLINES

The College of Graduate Studies will provide Thesis Submission Deadlines each semester. The deadlines will be based on the following timelines:

12 weeks prior to graduation	Submit thesis to Committee Chair
9 weeks prior to graduation	Submit thesis to Committee Members
6 weeks prior to graduation	Submit signed hard copy and electronic copy of thesis to the Thesis Editor in the College of Graduate Studies to be edited
4 weeks prior to graduation	Submit electronic copy of revised thesis to the Thesis Editor in the College of Graduate Studies for final approval
2 weeks prior to graduation	Submit pdf copy of thesis to ProQuest for review and online submission

- **Note: The above timelines are approximate. Refer to the Thesis Submission Deadlines each semester for actual dates. Failure to meet the deadlines established by the College of Graduate Studies prior to graduation may result in a postponement of graduation.**

COLLEGE OF ARTS AND SCIENCES REQUIREMENTS

In the College of Arts and Sciences students will engage in several revision and submission processes before obtaining final approval of their theses. Instructions are given below.

Departmental Committee Level:

- Submit the thesis to the committee chair approximately **twelve** weeks prior to graduation.
- After revisions required by the committee chair have been made, submit the completed thesis to the departmental committee approximately **nine** weeks prior to graduation. The student then has approximately **three** weeks to successfully defend the thesis, make necessary corrections, and obtain committee signatures.

College of Arts and Sciences Level:

- The printed copy of the thesis should **not** be submitted to the Dean of Arts and Sciences until the defense has been completed and the student has passed.
- After approval by the departmental committee and the Dean of Arts and Sciences, every thesis must be checked by the Thesis Coordinator in the College of Graduate Studies and revised before final submission to and approval by the Dean of Graduate Studies.

COLLEGE OF GRADUATE STUDIES SUBMISSION REQUIREMENTS

- Submit a hard copy and an electronic copy of your thesis to the Thesis Editor in the College of Graduate Studies for editing.
- After all revisions required by the Thesis Editor have been made and the final thesis revisions have been approved, the thesis must be approved by the Dean of Graduate Studies before the student will be allowed to graduate.
- After the final, thoroughly revised thesis, including the signature page with the signature of the Dean of Arts and Sciences affixed, is submitted to the College of Graduate Studies in paper form, the Dean of Graduate Studies must sign the signature page to indicate that the thesis has been approved on all required levels and is ready for electronic submission.
- Each student must complete all requirements for thesis submission and receive formal approval from the College of Graduate Studies before he or she will be allowed to graduate.

- **Thesis Submission Packet**

An original copy of the thesis, a completed **Checklist for Theses** (see Section VI), and an original thesis approval page, signed by each of the committee members and the Dean of Arts and Sciences, must be in the Thesis Coordinator's office in the College of Graduate Studies approximately **six** weeks prior to the date of graduation. (See Thesis Submission Deadlines)

Legibility

- "Draft" level printed texts of the thesis are unacceptable.
- The student is responsible for insuring that all text pages of the thesis are legible and correctly aligned.

- Corrections must be made on a computer.
- Corrections made by hand (e.g., liquid correction fluid, tape, etc.) are not acceptable.

Paper

- Paper size is 8.5 X 11.0 inches.
- Paper color must be white.

- The signature page should be made on required white bond paper, with at least one signature in blue ink.
- The original copy of the thesis and the signed, original thesis approval page, all printed on white paper, need to be submitted within a labeled manila envelope.
- **If a journal style manual has been used for the thesis, the manila envelope must also contain a copy of the journal style manual and two sample journal articles.**

- After corrections indicated by the Thesis Coordinator have been made and the Dean has approved the changes and signed the signature page, the thesis must be turned into a PDF document before being submitted electronically to ProQuest for printing and binding.

NOTE: The PDF document containing the thesis that will be submitted to ProQuest for printing will not contain the signature page with signatures affixed. Instructions for altering the signature page for printing may be found below.

ELECTRONIC SUBMISSION REQUIREMENTS

1. Completion of Thesis Submission

After all revisions required by the Thesis Editor and the Dean of Arts and Sciences have been made and the signatures of each committee member, the Dean of Arts and Sciences, and the Dean of Graduate Studies have been affixed, **a final, electronic submission of the thesis must be made before the student will be approved for graduation.**

This final, electronic submission will be made through the ProQuest web site designated for the use of Sul Ross State University. Students should go to the Sul Ross State University site at ProQuest (<http://www.etdadmin.com/cgi-bin/student/etd?siteId=585>) to find information about submission.

Electronic Submission

A student **must** submit his or her thesis electronically through ProQuest in order to receive approval for graduation and in order to arrange for printing and binding of the thesis.

At the time of electronic submission, the student will be asked to pay for the **required** four copies (two copies for the Wildenthal Memorial Library, including one copy for the archives, one copy for the department, and one copy for the student), using a credit card or a Visa debit card.

At the time of electronic submission, students will also be able to order additional personal copies of the thesis and to make decisions about copyright, the abstract, open access, etc.

PDF Conversion

In order to complete the required electronic submission, the student must convert the thesis file from a word-processing file to a PDF.

ATTENTION:

When the approved thesis is turned into a PDF document in preparation for electronic submission to ProQuest, the student must alter the signature page, according to the following instructions:

- Remove the signature lines from the signature page.
- Retain the typed committee names (with titles) and the typed names of the Dean of Arts and Sciences and the Dean of Graduate Studies (with titles).
- Retain the title from the original signature page.
- Retain the original spacing from the original signature page (except for signature lines).
- Place the altered signature page after the title page of the thesis in the PDF document.

When converting the thesis to a PDF, students should pay particular attention to the following formatting requirements from ProQuest. Students requiring help in converting to a PDF should contact the Graduate Student Center in the College of Graduate Studies.

2. PDF Formatting Requirements

On the Sul Ross page at the ProQuest web site, there is a link to formatting requirements under "Preparing Your Manuscript for Submission (Including Supplemental Files)" that each

student should consult at this stage of the submission process. **Students should pay close attention to the following:**

- **Embedded Fonts**

ProQuest absolutely requires that all fonts be embedded in the thesis PDF. This may be done at the very beginning, before the thesis is typed using a word-processing program such as Microsoft Word, or it may be done at the PDF stage. The “Preparing your Manuscript” guide on the ProQuest web site has information about converting word-processing files to PDF form.

- **Margins**

Thesis margins must be one inch (1") all around (top, bottom, left, right) in the PDF file.

- **PDF Settings**

1. Make sure there is no password protection on the PDF.
2. Ensure that security settings allow printing.

3. Approval of Electronic Submission

The electronic submission of the thesis must be checked and approved by the College of Graduate Studies before the student can be cleared for graduation. Students should contact the College of Graduate Studies for more information.

ELECTRONIC SUBMISSION INSTRUCTIONS

After the thesis has been approved by the committee, the Dean of Arts and Sciences, and the Dean of Graduate Studies, the student should submit the approved PDF of the thesis to ProQuest for publication, using the Sul Ross State University site. The URL for the SRSU site is <http://www.etdadmin.com/cgi-bin/student/etd?siteId=585>. Once the student is on the site, ProQuest will ask that he or she create an account. After the account is created, the student will be given instructions for submission.

If the student experiences any problems with the SRSU link above, the following instructions will get him or her to the Sul Ross State University submission site on ProQuest:

1. Go to the ProQuest web site (www.proquest.com).
2. Click on “Dissertations and Theses” at the top of the ProQuest web page.
3. Under “Submit a Dissertation,” click on “Learn more.”
4. On the “Submit a Dissertation” page, click on the “How to Submit” link under “Authors.”

5. On the page titled “Submitting your Dissertation or Thesis to ProQuest,” you will find information about the submission process (copied below). Under the section titled “Preparing your manuscript for submission,” click on “ETD Administrator.”
6. On the page titled “Publish dissertations and theses with UMI ETD Administrator,” find “Students” and click on “Submit my dissertation/thesis.”
7. Under “Select your institution,” select “United States.” Then find and click on the [Sul Ross State University](#) link, create an account, and follow the directions thereafter.

The ProQuest page titled “Submitting your Dissertation or Thesis to ProQuest” is copied on the next page of these thesis guidelines.

Submitting Your Dissertation or Thesis to ProQuest

There are a number of items to consider as you prepare to submit your graduate work.

If your university does not participate in ProQuest Dissertation and Theses Dissemination program, you can still submit your work to us; use [this form](#) to request a publishing agreement.

Preparing your manuscript for submission

Depending on the method supported by your graduate school, you will submit your manuscript in one of three ways:

- As a PDF file through our online submission tool (preferred), [ETD Administrator](#)
- Via your university delivering the files to ProQuest via another electronic means (typically via [FTP](#))
- As a paper copy we will digitize

Regardless of your submission method, there are several things that you can do to optimize your manuscript. Please see the [Preparing Your Manuscript Guide](#) for further information.

Author Agreement

Authors enter into a non-exclusive publishing agreement with ProQuest, where the author keeps the copyright in their graduate work. Authors are paid a 10% royalty for sales in all formats. See the [full traditional publishing agreement](#) for the details.

Inclusion of other people's copyrighted material

Including material produced by other authors in your dissertation or thesis can serve a legitimate research purpose, but you want to avoid copyright infringement in the process. Republishing someone else's work, even in abbreviated form, requires permission from the author or copyright owner. You must receive permission from the author(s) and include it with your submission before we can publish it in your dissertation or thesis.

For more detailed guidance on avoiding copyright infringement, please see our [Copyright Guide](#). In addition, Dr. Kenneth D. Crews, a Professor at Indiana University's School of Law, has kindly given us permission to provide a PDF copy of his booklet [Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities](#). It provides a detailed overview of copyright law that no new dissertation author should miss.

Optional Copyright Registration at Participating Institutions

If you live in the United States, registering for U.S. copyright can be a [significant benefit for the protection of your work](#) because of the availability of content on the open web via repositories and other avenues. For only \$55, you can protect your dissertation or master's theses and become immediately eligible for statutory damages and attorney fees. Registering for copyright allows for the claimant to receive statutory damages set out in [Title 17, Section 504 of the U.S. Code](#), which range from \$750 – \$150,000 plus attorney fees per copyright infraction. This contrasts with those who do not register for copyright – authors without copyright registration can claim only actual damages and no attorney fees.

At ProQuest, we make copyright registration easy—by submitting your application to the United States Copyright on your behalf and providing you with the certificate from the Library of Congress. Once your dissertation is published, a permanent link to your citation is created for your curriculum vitae and to refer scholars to your work.

Registering with the U.S. Office of Copyright establishes your claim to the copyright for your dissertation (which you already own) and provides certain protections if your copyright is violated. If you wish, ProQuest Dissertation Publishing will act on your behalf as your agent with the United States Copyright Office and apply for copyright registration as part of the publishing process. We will prepare an application in your name, submit your application fee, deposit the required copy or copies of the manuscript, and mail you the completed certificate of registration from the Library of Congress.

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ProQuest Dissertation and Theses Dissemination program offers a number of mechanisms that can help address concerns about prior publication and its potential to impact future publishing opportunities. The following [statement](#) explains in detail how we assist author's with prior publication concerns.

Who can submit their dissertation?

ProQuest welcomes graduate (post-graduate) works from all countries. As long as your work is a Master's Theses or PhD Dissertation / Thesis, ProQuest is able to accept the work. In the United States, ProQuest's policy is to accept master's theses and dissertations from all institutions which have been accredited by one of the six regional accrediting bodies (Middle States Association, New England Association, North Central Association, Northwest Association, Southern Association and Western Association) for inclusion in the ProQuest Dissertations & Theses database. Regional accreditation means that the accredited institutions are eligible for membership in the Council of Graduate Schools, which is the standard by which the United States higher education community judges itself. Master's theses and dissertations from independent medical and law schools accredited by the AMA and ABA are also accepted. [Learn more.](#)

2013-2014 Agreement Forms (United States)

2013-2014 ProQuest Dissertation Publishing Paper Submission Agreement (PDF)

2014-2015 Agreement Forms (United States)

[2014-2015 ProQuest Dissertation Paper Submission Agreement](#)

[2014-2015 FTP/CD ProQuest Dissertation Submission Agreement](#)

2014-2015 Agreement Forms (Outside United States and Canada)

[2014-2015 AFTA ProQuest Dissertation Submission Agreement](#)

Contacting ProQuest Dissertation Dissemination

If you have any questions that are not answered here or elsewhere on the ProQuest website, you can contact our Author and School Relations team directly at 1-800-521-0600 ext. 77020 or via email at disspub@proquest.com.

SECTION VI
COLLEGE OF ARTS AND SCIENCES CHECKLIST FOR THESIS
AND EDITING TEMPLATES

Before turning in your thesis to the Dean of Arts and Sciences, edit your work and check off each of the following to indicate that these requirements have been met. Theses will not be accepted until these guidelines are met. **Turn in this checklist with your thesis.**

FOR ALL THESES: Be sure that

- all pages have these margins: one inch (1") at top, bottom, left and right (Tip: Check each page with a hand-drawn, margin template. Use the sample on page 50 of the *Thesis Guidelines* as a guide.)
- all font is Times New Roman, 12 pt. (**Your thesis MUST be printed from an MS Word file for your 12 pt. font to get the editor's approval. A PDF printout will NOT work.**)
- all page numbers are centered at bottom, ¾ inch from bottom of the page.
- all of the References or Literature Cited pages are double-spaced, with a single, blank, line space between each typed line of each entry and between entries.
- all chapter titles are centered (in all capitals) immediately below the top 1" margin. Be sure that all sub-titles for chapters are centered, all caps, one double space below the word CHAPTER (one blank line space between). See the spacing samples on pp. 48-49 below.
- all initial chapter text begins one triple space below the chapter sub-title. A triple space leaves two, blank lines between lines of text. See the spacing samples on pp. 48-49 below.
- every chapter begins with a paragraph of text, not a first-level heading.
- spacing is correct both before and after all first-level subtitles and all second-level headings. (See *Thesis Guidelines*, p. 31). These constructions are preceded by a triple space (two blank line spaces) and followed by a double space (one blank line space).
- first-level subtitles are entirely capitalized (no italics) and begin on the left margin.
- second-level headings begin on the left margin, are in *italics*, and follow the capitalization rules for titles generally (See *Thesis Guidelines*, p. 32).

FOR SCIENCE THESES: Be sure that

- your thesis packet includes the thesis, a copy of the style-manual instructions from your chosen journal, and copies of two sample articles from the chosen journal. The thesis packet must be given to the Thesis Coordinator at the College of Graduate Studies.

BEGIN TEXT HERE. EVERYTHING FOLLOWING SHOULD BE DOUBLE-SPACED.

XX
XX
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XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

FIRST-LEVEL SUBTITLE

XX
XX
XX

Second-level Heading

XX
XX

The Thesis Editor for the College of Arts and Sciences
will use a template similar to this one to check
the margins in your thesis.

Before turning in your thesis, **you** should check the margins
to be sure that you have followed the guidelines
and that the pages of your thesis did not become misaligned in printing.

Using a ruler and a black marker, make a template similar
to this one, with the correct margins marked
(1" margin left, right, top, and bottom).

Do not photocopy this example to use as your template; draw your own.

Check to see that the margins on each page
of your thesis are correct by placing
this template behind each page.

SECTION VII SAMPLE PAGES

1. Order of Sample Pages

- Prospectus Title Page
- Thesis Title Page
- Thesis Approval Page
- TABLE OF CONTENTS
- LIST OF TABLES
- LIST OF FIGURES
- CHAPTER I INTRODUCTION
- Abstract Title Page

NOTE: The pages of the guide are numbered sequentially. While the page numbers of the following sample page are in the correct position, specific numbers and kind (e.g., Roman numerals vs. Arabic numbers) will vary within the thesis.

A SURVEY OF THE ECTOPARASITES ASSOCIATED WITH THE MEXICAN GROUND
SQUIRREL, *SPERMAPHILUS MEXICANUS*, IN BREWSTER COUNTY, TEXAS

A Prospectus for the Degree Master of Science

by
Mary Melvina Scott

Approved:

Christopher Ritzi, Ph.D., Chair

Bonnie Warnock, Ph.D.

James C. Zech, Ph.D.

Approved:

James Downing, Ph.D., Dean of Arts and Sciences

A SURVEY OF THE ECTOPARASITES ASSOCIATED WITH THE MEXICAN GROUND
SQUIRREL, *SPERMAPHILUS MEXICANUS*, IN BREWSTER COUNTY, TEXAS

A Thesis
Presented to the
College of Arts and Sciences
Sul Ross State University

In Partial Fulfillment
of the Requirements for the Degree
Master of Science

by
Mary Melvina Scott
May 2015

A SURVEY OF THE ECTOPARASITES ASSOCIATED WITH THE MEXICAN GROUND
SQUIRREL, *SPERMAPHILUS MEXICANUS*, IN BREWSTER COUNTY, TEXAS

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James C. Zech, Ph.D.

Approved:

James Downing, Ph.D., Dean of Arts and Sciences

Robert J. Kinucan, Ph.D., Associate Provost of Graduate Studies

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CHAPTER I

INTRODUCTION

The risk of illness from water-associated recreation and use of a fresh or marine water source has been largely overlooked (31). Special circumstances, such as waste water reclamation and contamination, promote the growth of pathogenic bacteria which can lead to infections of humans who use the water source (19). Many of these pathogens are introduced into the Río Grande via sewage-treatment outflows and sources such as human and animal waste. Past studies have shown that the highest pathogen presence has been observed below human population centers, with inflows of untreated waste water, and below agricultural irrigation (18).

There is a need for better methods for detecting pathogenic bacteria in the water and sediments of watersheds. The detection by culturing of these pathogens in aquatic environments is expensive and time-consuming, making culturing impractical on a regular basis (31). Polymerase chain reaction (PCR) is a rapid method that has successfully detected bacteria in water, sediments, and soils (25). In this study, PCR testing was used on target Deoxyribonucleic acid (DNA) sequences to directly detect the pathogens of interest from the water and sediment of the Río Grande.

Generally, recovery of pathogens by culturing is not effective because many bacteria undergo a physiological and morphological change in aquatic environments (31). Bacteria in the environment endure a variety of biological, chemical, and physical stresses which include competition, predation, starvation, extremes of temperature and pH, radiation, and presence of antibiotics, algal toxins, and heavy metals (25). Under these stresses, pathogens persist into a nonculturable but viable (NCBV) stage, making it difficult to ascertain the bacterial levels

REASSESSING A LIZARD SURVEY IN BIG BEND NATIONAL PARK,
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by
Daniel J. Leavitt
December 2007