

**DIRECTIONS ON FORM,  
PREPARATION, AND SUBMISSION OF  
THE FINAL COPIES OF MASTER'S  
THESES AND DOCTORAL  
DISSERTATIONS**

**OFFICE OF GRADUATE STUDIES  
SAM HOUSTON STATE UNIVERSITY  
HUNTSVILLE, TEXAS 77340**

*Effective Fall 2004  
Updated Fall 2009*

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## INTRODUCTION

The purpose of these guidelines is to specify directions for graduate students who are submitting a thesis or a dissertation (hereafter the reference will be simply to "thesis") in partial fulfillment of degree requirements. **The guidelines herein take precedence over those in the style manuals required by departments as well as earlier versions of the "Directions."** Students should consult their thesis directors as to the required style manual. Students should **avoid** using another thesis as a model. Because of the updating of style manuals and SHSU thesis guidelines, what was accepted in the past may now be unacceptable. The thesis will be evaluated according to the current declared style manual and the current SHSU thesis guidelines.

## HUMAN RESEARCH PARTICIPANTS

Research involving human participants must be approved by the SHSU Committee for Research on Human Subjects prior to the commencement of the project. Instructions and applications are available from the Office of Research and Sponsored Programs, Academic Building I or from the OSRP web site at [http://www.shsu.edu/~rgs\\_www/](http://www.shsu.edu/~rgs_www/).

## ANIMAL SUBJECTS

Research involving animal subjects must be approved by the SHSU Institutional Animal Care and Use Committee prior to the commencement of the project. Instructions and applications are available from the Office of Research and Sponsored Programs, Academic Building I or from the OSRP web site at [http://www.shsu.edu/~rgs\\_www/](http://www.shsu.edu/~rgs_www/).

## PLAGIARISM

According to the *Sam Houston State University Student Guidelines*, "The University expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom." A graduate student should be careful in the use of copyrighted material and in documenting the use of another person's ideas or words. The *SHSU Student Guidelines* defines plagiarism as "the appropriation of another's work or idea and the unacknowledged incorporation of that work or idea into one's own work offered for credit." Disciplinary proceedings may be initiated against a student accused of plagiarism under the University's guidelines for academic honesty. The *MLA Handbook* provides a lengthy discussion of plagiarism, including examples, to help writers understand what constitutes plagiarism and how it can be avoided.

## SPECIAL REQUIREMENTS AND PROCEDURES

### Quality of Paper

Two original copies must be submitted to the library on **acid-free**, 25% rag or cotton fiber content **white** paper of at least **20 pound weight**. This paper must have a watermark certifying cotton bond. Erasable bond is **NOT** acceptable.

A thesis must be printed on one side of the paper using a laser printer (inkjet often smears) and toner of excellent quality. There is evidence that the ink from laser printers will not permanently adhere to the surface of cotton bond paper. Therefore, the copies submitted for binding should be **photocopied** onto the cotton bond, acid-free paper.

### Typeface, Headings, and Spacing

A 12 point font is required of all text and double spacing is required. Headings, labels and titles may be in bold and in a font size up to 14 point. **The same font size and type should be used for headings, etc., consistently throughout the text.** Classical fonts such as Times New Roman, Helvetica, Courier, Geneva, and CG Times are acceptable. Ornate fonts, i.e. script, are not acceptable. Students who wish to use another typeface must obtain approval from the Library Director's Office **before** typing their thesis or dissertation. Below are selected examples of fonts acceptable for thesis text. Font sizes for tables and figures may vary but must still be legible in final form.

Font	Example
Times New Roman	This is Times New Roman 12 pt.
Helvetica	This is Helvetica 12 pt.
Courier	This is Courier 12 pt.
Geneva	This is Geneva 12 pt.
CG Times	This is CG Times 12 pt.

### Preparation

Keyboarding must be error free and the master copy should be of high quality and contrast. Documents produced with inkjet printers are not acceptable. Copies of the thesis must be made using a high quality laser printer or photocopier. Additional copies of the thesis for personal or departmental use must be of excellent quality, but need not be on cotton bond, acid free paper.

Students **MUST** take a **draft** version to the Newton Gresham Library for **preliminary approval of the format**. This may be done at any time, **but not later than 6 weeks prior to graduation**. This draft should include all tables, charts, bibliographies,

typefaces, etc. A student may be asked at any time to make changes or corrections: *getting preliminary approval of a draft will greatly aid the student in successfully completing this process.* Students must take **final** copies of their thesis, along with the routing sheet, to the office of the Director of Library Services for signature to indicate formal approval on matters of form, preparation, and submission. The route sheet then goes to the Office of Graduate Studies for signature before submission to the Registrar's Office.

### **Assistance**

Because there is such a variety and frequent upgrading of software and hardware, it is difficult to foresee all problems. Specific questions relating to word processing or printing procedures should be directed to the Helpdesk, Computer Services (936-294-1950; address E-mail to [HELPDESK@SHSU.EDU](mailto:HELPDESK@SHSU.EDU)). A list of word-processing programs supported by Computer Services can be found in the brochure *SHSU Computer Resources*, available in all Computer Services labs, or on-line at [http://www.shsu.edu/~ucs\\_www/](http://www.shsu.edu/~ucs_www/).

### **Tables and Figures**

Tables and figures must appear in the text as near as possible to the discussion relating to them. Under no circumstances will a table or figure precede the first discussion of its content. This rule includes tables or figures incorporated into the text.

Tables must be numbered consecutively using Arabic numbers throughout the thesis, as should figures, examples, and illustrations. Each table or figure in a thesis must have a caption that tells concisely what it contains. The caption must be placed *above* a table, but *below* a figure. Figures must be centered on the page. In cases of oversize tables and figures, the student must consult with the Newton Gresham Library.

Original materials should be rendered with a permanent, non-water-soluble, black ink (e.g., India ink, Koh-I-Noor Rapidograph waterproof drawing ink, etc.) Computer-generated tables and figures are acceptable, provided they are clear and legible and meet margin requirements. **Bar graphs must use shading or hash marks: *do not use colors to differentiate among data divisions.*** Colors do not reproduce well in black and white or when microfilmed. Line graphs should have clear distinct lines with symbols that are easily differentiated.

If a figure is of such nature that the scanning or photocopying process will not produce a good copy, photographic reproduction may be advisable. Prior approval by the Newton Gresham Library is required in these cases.

For mounting photos and other materials, rubber cement, aerosol spray glues, tapes, and glue sticks are NOT acceptable. The use of a cold mount permanent adhesive sheet is recommended. These sheets do not require heat for adhesion. Another acceptable method is dry mounting.

## **Bibliography/List of References**

A list of works (i.e. journal articles, books, electronic sources, etc.) used in preparation of the thesis must be included. Students should consult the style manual required by their department regarding criteria for inclusion in the bibliography/list of references. It should be understood that the most recent edition of the selected style manual should be followed (see the Appendix for a list of appropriate style manuals).

In some cases, style manuals do not contain up-to-date instructions on documentation of electronic publications (i.e. E-mail, software, electronic journals, etc.), government documents, or legal documents. When the department's style manual fails to provide sufficient instructions regarding bibliographic documentation, it is suggested that the student consult the *Publication Manual* of the American Psychological Association (APA) or a style manual associated with their discipline. Specialized style manuals for citing legal material and electronic information are available in the Newton Gresham Library and on the library's website <http://library.shsu.edu/research/citationguides.php>.

The bibliography/list of references should be **double spaced** throughout. Do not insert blank lines between entries in the list. Format should follow the style manual or journal style selected by the student under the guidance of their thesis advisor.

## **Copyright**

Since a thesis is legally classified as a publication, care must be taken not to violate copyright laws. If the thesis contains any material (e.g. figures, tables, test instruments, text, or photographs) taken from copyrighted sources, the student must determine if a letter of permission from the copyright holder is needed. This is true even if the student or thesis adviser is an author of the material; in such cases, a letter from the publisher may still be needed. Doctoral students should inform the copyright holder that the dissertation will be sent to UMI Dissertation Services and sold on demand (see Microform Copies). If a letter is needed, it must be included in a separate appendix; proper credit should be given in the text. A copy of the letter must be provided to the office of the Director of Library Services (the university's copyright officer). Kenneth D. Crews has prepared a booklet for dissertation authors, *Copyright Law & Graduate Research: New Media, New Rights, and Your New Dissertation*; it is available from UMI's website at <http://www.umi.com/hp/Support/DServices/copyright/>.

## **Copyright Registration**

The University does not register copyright. Doctoral students may register copyright when they submit their dissertations to UMI Dissertation Services (see Microform Copies). UMI acts as an agent for copyright registration and the copyright registration form is included in UMI's booklet, which is available in the Library. The fee for this service is \$65, which includes the registration fee and the two microfilm copies required by the Library of Congress. Candidates for the master's degree must also decide if they want to register their copyright. Under current U. S. Copyright Laws, any original

document containing your name and a date is protected without paying for copyright registration. Copies of the registration form can be downloaded from the U. S. Government's official site <http://lcweb.loc.gov/copyright>. Students **may** choose to insert a copyright page in your thesis in the proper place even if you are not registering your copyright. If a thesis is to be copyrighted, the copyright page must be inserted immediately after the title page and assigned page number ii. The following information must appear centered on the copyright page:

Copyright © <year> by <name>

All rights reserved

### **Margins and Page Numbers**

Top, right, and bottom margins **MUST** be one inch. The left (or binder's) margin **MUST** be one and one-half inches because one-half inch is required for binding, as is the case with this document. The left margin **MUST** be justified; however, it is not necessary to justify the right margin.

Page numbers should be placed in a header 0.5 inches from the top of the page, outside the top margin. The page number should be one inch from the right edge of the sheet flush with the right margin and one-half inch from the top of the page. Preliminary pages (abstracts, preface, table of contents, etc.) are numbered in lower case Roman numerals centered on the bottom of the page in a footer 0.5 inches from the bottom of the page, outside the bottom margin. The lower case Roman numerals are suppressed on the title and approval pages. A page number is assigned to **all** pages of the body of the thesis.

Sometimes a page cannot be made to come out exactly on the one inch line. Slight variations, when absolutely necessary, are permissible. In any event, avoid carrying over the last line of a paragraph to a new page.

### **Submission and Binding**

The deadline for submission of theses and dissertations to the appropriate academic dean's office is published in the Academic Calendar. Copies of this calendar may be found in the Graduate Catalogue, in the Schedule of Classes for each semester, and on SamInfo at <http://www.shsu.edu/saminfo/>.

The route sheet and *one extra copy of the Abstract* printed on acid free paper must accompany the thesis when submitted, but are not bound with it. Once the library's requirements are met, the route sheet will be signed by the Director of Library Services ("Librarian" on the Route Sheet) and then taken to the Office of Graduate Studies and then directly to the Registrar's Office.

Original signatures **must** appear on at least one copy of the thesis Approval Page and Abstract Page submitted to the Library. Originals of these pages must be on acid free, 20/25-pound-weight paper with 25% watermark. It is suggested that you submit the Approval Sheet on acid free bond paper to your committee when you defend your thesis. Unless the student desires original signatures on all copies of the thesis, this page can then be used as the master for additional copies.

All copies to be bound will be submitted to the office of the Library Director as follows: **TWO** (2) original copies (on acid free, 20/25-pound-weight paper with 25% watermark) for the library, **ONE** (1) copy for the thesis director, **ONE** (1) copy for the department (a requirement that applies to Criminal Justice students and that may apply to others. Check with your department chair, and see the Appendix for Educational Leadership's requirements). Students may submit one or more copies for binding as personal copies if desired.

Doctoral students must also provide **ONE** (1) copy of high quality and contrast to be submitted to UMI Dissertation Services. This copy will be digitized for the UMI Digital Dissertations database, microfilmed, and copied for publication. Instructions and forms are in a pamphlet provided by UMI available in the Office of Graduate Studies and the office of the Director of Library Services. The "Agreement Form" must be completed at the time of submission to the Library. The student does not have to complete the "Copyright Registration Form" if he/she does not want to officially register copyright. The University will pay UMI's publication fee (\$65); however, the student must pay the \$65 copyright registration fee, if desired, at the time the dissertation is submitted. (Note: These costs are subject to change.)

The cost of binding a thesis is approximately **\$15** per copy (**as of September, 2009**). There is also a **\$10** charge for microfilming. (**Note: These costs are subject to change.**) Binding and shipping fees are due upon submission of the thesis to the Library Director's office.

The office of the Library Director is in the Newton Gresham Library, Room 207. Office hours are Monday to Friday, from 8:00 AM to 5:00 PM.

### **Microform Copies**

The library microfilms all theses and dissertations for the university's archives. Doctoral dissertations are microfilmed and digitized by UMI, a process that constitutes publication and makes the dissertation available to the public. Agreement forms for this microfilming and instructions from UMI are available in the office of the Director of Library Services. All forms must be filled out when the dissertation is submitted. Extra copies of the Title Page and Abstract will be forwarded to UMI for inclusion in *Dissertation Abstracts International*. Currently, the Office of Graduate Studies pays the \$65 publication fee to UMI Dissertation Publishing on behalf of our students.

## JOURNAL MODEL

Departments in the College of Arts and Sciences may elect to use the format of a journal article for chapters of the thesis. The journal format to be followed will be noted in the research proposal and the thesis: see page 22 for format and wording of the journal model sentence. The journal should be a respected scholarly journal well known in the major field. A copy of the journal's instructions to the author, copies of three articles published within the last three years must be submitted with a draft of the thesis to the Library. A master's thesis may include one or more such articles; a dissertation may include two or more such articles.

The thesis should be presented as a single unit; continuity from chapter to chapter is important. Several studies or experiments may be presented in separate chapters or major sections. Each chapter may have subdivisions such as introduction, methods, discussion and summary. **Continuity in the thesis is provided by a common abstract, introduction, detailed review of the literature, and conclusion that ties together the major results and reference sections.** Unavoidably, this will duplicate some of the introductory and concluding material in each article. The thesis will have a common abstract and reference section. The reference section will be an integrated list, not a series of lists. Appendices may be added to present information not included in the body of the thesis.

Whenever there are differences in format and layout between the specifications of the Directions for Thesis and the journal model, this guide overrules the journal. The journal will be followed for:

- location of table titles (above or below)
- location of figure titles (above or below)
- reference section (entry format)

Consistency of style and form should be the rule throughout the manuscript. Continuous pagination is required throughout the thesis. If tables and figures are placed in a separate section, they should include a chapter designation as well as a table/figure number (Table 1.1, 1.2, 1.3; 2.1, 2.2, 2.3) both in the text and in the caption. **The usual requirements for margins, consistency in chapter or section titles, and other mechanics as specified elsewhere in this guide will apply.**

The thesis is not expected to duplicate the typographic style of the published journal; the publication and layout practices (use of double columns, extra spacing, etc.) are not to be followed. A journal's "Instruction to Contributors" is not followed exactly when writing a thesis. These instructions are for the convenience of editors and do not necessarily apply to the format of a thesis. Individual manuscripts serving as chapters of the thesis need not have the same internal structure. Instead, each is presented in the style appropriate to the selected journal.

### **Journal Model Sentence:**

- At the bottom of the cover page for the article/chapter

- Beneath a solid line 10 to 15 spaces long
- In a complete sentence with a period at the end
- Suggested wording: This thesis (or dissertation) follows the style and format of <journal name>.
- Type for journal (Italics, underline or regular) is the same used for journal titles in reference section; journal name should be spelled out completely
- Single spaced if more than one line

## **CREATIVE THESES**

All theses, including those in creative writing, music, and dance, are expected to conform to the basic university guidelines for margins, paper and copy quality. The thesis should contain an abstract, an introduction, and a review of the literature or critical essay that unifies the presentation and sets the tone for the creative work. The introduction should provide the rationale for the acceptance of a Creative Thesis. The following elements are required for acceptance of a Creative Thesis:

- Title Page
- Approval Page
- Dedication (optional)
- Abstract
- Acknowledgments (optional)
- Table of Contents
- Introduction
- List of References
- Creative Section
- Vita

In addition to the three required copies of the thesis, students in Dance must also submit a videotape of their dance performance to the Library.

## **PUBLICATION OF RESEARCH**

Graduate students may publish material that subsequently will be used as part of the thesis provided that the chair of the student's thesis or dissertation committee is notified in writing at the time the student submits the paper for publication. The notification should include the article title, the journal name, the names of all authors, and the date of submission. The student must be the first author of each article used. The names of all authors, in journal-submitted order, and the name of the journal (with volume, page numbers, and date, if known) must be given as a footnote to the title on the first page of each manuscript so as to indicate the current status of each manuscript. Evidence of permission to use articles that have been published or accepted for publication prior to completion of the thesis or dissertation must be included in the appendices.

Students should be aware that the agreement signed when a journal accepts an article for publication usually assigns all rights to the journal and the student may no longer possess rights to the material.

## TIMELINE

The thesis timeline represents the last steps in completion of the thesis process. Plan well in advance to have the thesis completed at least five weeks before the end of the semester in which you intend to graduate. Actual dates will be made available through the respective Deans' offices for each department, discipline, or program.

Six weeks prior to graduation: Take a completed draft of your thesis to the Director of the NGL for a check of the format for the document.

Five weeks prior to graduation: Complete a public Defense of your thesis for your committee. Obtain signatures from your thesis committee on the title page and abstract of your thesis (**on bond paper**) and send a signed Report of the Outcome of the Thesis Defense to your Dean. Obtain the signature of your Committee Chair on your Route Sheet.

Four weeks prior to graduation: Submit complete defended and signed thesis to Dean's office. This must be done by the date published in the Class Schedule each semester.

Three weeks prior to graduation: Following approval of the Dean, submit completed thesis and Route Sheet to the Director of the NGL.

Two weeks prior to graduation: Make all final copies and take them to the NGL for binding. After the Director gives their approval, take the signed Route Sheet to the Office of Graduate Studies. After receiving approval from the Dean of Graduate Studies, take Route Sheet to the Registrar.

## ORDER OF CONTENT

Thesis /Dissertation Parts	Numerical Style and Page Assignment	Typing Instructions
Blank Sheet of Bond Paper	None	None
1. Title Page 2. Approval Sheet	Lower case Roman Numerals (i, ii)	Do not type on page. Do not list in Table of Contents Original signatures must be on acid free paper
3. Dedication Page* 4. Abstract 5. Acknowledgments* 6. Preface* 7. Table of Contents 8. List of Tables 9. List of Figures 10. List of Plates (if plates are used)	Lower case Roman Numerals (iii, iv, v, vi, ...)	Type on Page (Bottom Center)
11. Body of Thesis (divided into chapters or sections) 12. Bibliography or List of References 13. Appendix* Include instruments and permissions here 14. Vita	Arabic Numerals (1, 2, 3, 4, ...) Start with 1	Type on Page (Top Right)
Blank Sheet of Bond Paper	None	None

\* Sections marked with an asterisk are optional. ALL OTHER PARTS ARE REQUIRED.

## **SPECIMEN PAGES**

On the following pages are examples of the proper form for the **TITLE PAGE**, **APPROVAL PAGE**, **ABSTRACT**, **TABLE OF CONTENTS**, **LIST OF TABLES**, **LIST OF FIGURES**, **CHAPTER HEADER**, and **VITA**. Samples for proper formatting for **TABLES** and **FIGURES** are also included for illustrative purposes.

An abstract is required for all theses. The abstract is a descriptive summary, no longer than 350 words, composed of three principal parts: statement of the purpose, the methods, and the findings of the thesis research.

A vita is also required as a part of each thesis. Usually, the vita as a narrative does not exceed one page. It contains personal, academic, and professional information about the author. Some departments may prefer a vita that provides more specific, detailed information. Consult with your thesis director about which of the two forms should be used.

THE TITLE OF THE THESIS GOES HERE CENTERED, IN ALL CAPS, AND  
DOUBLE SPACED

---

A Thesis

Presented to

The Faculty of the Department of *<Department Name>*

Sam Houston State University

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In Partial Fulfillment

of the Requirements for the Degree of

Master of Arts

---

by

Isaac M. Student

May, 2004

*(Note: Spacing will vary slightly according to length of the title)*

THE TITLE OF THE THESIS GOES HERE CENTERED, IN ALL CAPS, AND  
DOUBLE SPACED

by

Isaac M. Student

---

APPROVED:

---

U. R. Professor  
Thesis Director

---

*<Thesis committee member>*

---

*<Thesis committee member>*

Approved:

---

*<Complete name of Dean>*, Dean  
College of *<College Name>*

*(Note: Spacing will vary according to the length of the title. Master must be on acid free paper, 20-pound-weight paper for signatures. At least one copy **must** bear original signatures.)*

## ABSTRACT

Student, Isaac M., The title of the thesis goes here. Master of Arts (<Department>), May, 2004, Sam Houston State University, Huntsville, Texas.

This is the format for the bibliographic information required for the abstract. The content of the abstract that follows this citation will vary according to the subject area. The abstract should be concise and informative; however, the abstract must be less than 350 words in length. In general, it should state the purpose and describe the subjects and the methodology used in the study. The abstract should also describe the findings, conclusions, and implications of the study. Students should consult their thesis director and style manual to determine the content of the abstract. The abstract **must** be signed by the thesis director below.

A list of key words must be included at the bottom of the abstract; however, key words and the title information do not count toward the 350 word total. Key words should be specific terms or phrases used in the thesis that would enable a person to successfully search out the content of the document if it were in a library database. If one of the key words is a proper noun, follow the normal rules of capitalization. Likewise, italicize or underline foreign words or appropriate scientific nomenclature. The first word of each key term should be capitalized.

**KEY WORDS:** Thesis guidelines, Index word, Sam Houston State University, Graduate School, Texas.

Approved:

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U. R. Professor  
Thesis Director

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2 The complete table caption for Table 2 is printed here.....	27

**LIST OF FIGURES**

<b>FIGURE</b>	<b>Page</b>
1 The complete caption for Figure 1 is printed here in its entirety. Even if captions are formatted in the body of the thesis for different journal styles (e.g. underlined or italicized), format on this page must be standardized .....	20
2 The complete caption for Figure 2 is printed here .....	29

CHAPTER 2

THE TITLE OF THE MANUSCRIPT BELONGS HERE, CENTERED, ALL CAPS,  
AND DOUBLE-SPACED<sup>1</sup>

*(Use whichever style is appropriate below based on the status of the manuscript. The manuscript must meet the basic style and format conventions of the target journal listed. The footnote goes at the bottom of the page)*

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<sup>1</sup>Student, I. M., and U. R. Professor. 2001. The Journal of Whatever. 82:201-223.  
Reprinted with permission of publisher.

<sup>1</sup>Student, I. M., and U. R. Professor. 2001. Accepted by The Journal of Whatever.  
Reprinted with permission of publisher.

<sup>1</sup>Student, I. M., and U. R. Professor. 2001. Submitted to The Journal of Whatever.

<sup>1</sup>Student, I. M., and U. R. Professor. To be submitted to The Journal of Whatever.

**VITA**

Michael Vaughn was born in Lebanon, Missouri, on May 24, 1962. He attended the Joel E. Barber School through junior high, and graduated from Lebanon High School in 1980. In the fall he entered Central Missouri State University (CMSU) and received a Bachelor of Science in Criminal Justice. He received a Master of Science in Criminal Justice in 1988 and an Education Specialist degree in Human Services, Public Services, and Criminal Justice from CMSU. In September 1990 he entered Sam Houston State University and in August 1993 received a Ph.D. in Criminal Justice.

Mr. Vaughn has received several awards, including the Academy of Criminal Justice Sciences-Anderson Publishing Company Student Paper Competition; the Southwestern Association of Criminal Justice Educators Student Paper Competition; and the Peter P. Lejins Paper Competition. He has presented papers at meetings of the Academy of Criminal Justice Sciences; American Society of Criminology; the Southwestern Criminal Justice Association; and the Southwestern Association of Criminal Justice Educators. His research has focused on crime and social control in Japan and Taiwan and on legal issues in criminal justice. Mr. Vaughn has published numerous articles in academic journals.

## VITA

### Isaac M. Student

**Home Address**      123 Main Street  
Anytown, Texas 12345

#### EDUCATION

Master of Arts student in < *Discipline* > at Sam Houston State University, August 2002 – present. Thesis title: “Thesis title goes here in normal text.”

Bachelor of Arts (May 2002) in < *Discipline* >, Anytown State University, Anytown, Texas.

#### ACADEMIC EMPLOYMENT

Graduate Teaching Assistant, Department of < *Program* >, Sam Houston State University, August 2002 - present. Responsibilities include: assisting professors with the preparation and presentation of undergraduate courses, grading, and tutoring.

Research Assistant to U. R. Professor, Department of < *Program* >, Sam Houston State University, Spring 2003 - present. Research activities include .....

#### PUBLICATIONS

Student, I. M., and U. R. Professor. 2004. The title of the manuscript goes here. Name of the Journal 12:345-250.

Student, I. M. (In review). Title of a second manuscript. Name of the Journal.

#### PRESENTATIONS AT PROFESSIONAL MEETINGS

Student, I. M., and U. R. Professor. The title of the presentation goes here. 27<sup>th</sup> Annual Meetings of the Society of ....., Anytown State University, Anytown, Texas, 24 June 2004.

#### ACADEMIC AWARDS

Outstanding Graduate Student, Department of Department of < *Program* >, Sam Houston State University, April 2004.

#### PROFESSIONAL MEMBERSHIP

American Society of .....

Texas Association of .....

## TABLES, FIGURES, AND ILLUSTRATIONS

Tables, figures, and illustrations must appear as near as possible to the discussion relating to them. Under no circumstances may a table, figure, or illustration precede the first discussion of its contents; this rule includes any tables, figures, or illustrations that are incorporated into the text.

Original materials should be rendered with a permanent, non water soluble black ink (e.g., India ink, Koh-I-Noor Rapidograph waterproof drawing ink, etc.). Computer-generated tables and illustrations are acceptable provided they are clear and legible and meet margin requirements.

Tables must be numbered consecutively throughout the thesis using Arabic numbers (i.e., Table 1, Table 2, etc.). Figures and other illustrations should also be numbered consecutively with Arabic numbers, but they are numbered independently from tables (i.e., Figure 1, Figure 2, etc.) regardless of whether tables are used or not.

Each table, figure, or illustration in a thesis must have a self-explanatory caption that tells concisely what it contains. The caption must be placed **above** a table, but **below** an illustration or figure. Illustrations must be centered on the page. In case of oversize tables, figures, and illustrations, the student must consult with the Newton Gresham Library.

Table 2. Analysis of variance, means, and standard deviations for the Global Distress Scale for male and female groups. (Note: The format for this title and the table itself will follow the guidelines for your discipline or journal model.)

<u>Male Groups</u>					
Source	df	Sum of Squares	Mean Squares	F	<i>p</i>
Between Groups	2	430.65	215.33	2.05	0.14
Within Groups	61	6422.81	105.29		
Total	63	6853.46			
<u>Female Groups</u>					
Source	df	Sum of Squares	Mean Squares	F	<i>p</i>
Between Groups	2	109.71	54.85	0.71	0.49
Within Groups	61	4687.00	76.84		
Total	63	4796.71			
<u>Means and Standard Deviations</u>					
		Police-Police	Police-Civilian	Civilian-Civilian	
Female	M	48.77	45.54	47.55	
	SD	10.21	6.42	8.62	
	n	25	18	21	
Male	M	53.00	48.02	47.44	
	SD	13.64	7.20	7.34	
	n	25	18	21	

Table 2.--Soil parameters (mean  $\pm$  1sd) and results of ANOVA among DTSER sampling sites. (Note: This table represents proper formatting for a landscaped table and one that carries over to additional pages.)

	Site					
	1	2	3	4	5	6
Total Clay, % of total ***	44.4 $\pm$ 1.0	33.2 $\pm$ 0.3	62.2 $\pm$ 12.2	74.3 $\pm$ 2.3	16.4 $\pm$ 17.9	44.2 $\pm$ 3.9
Carbonate Clay	0.2 $\pm$ 0.2	1.0 $\pm$ 0.3	0.7 $\pm$ 0.5	0.1 $\pm$ 0.1	2.3 $\pm$ 2.3	2.1 $\pm$ 1.5
Total Silt, % of total *	16.0 $\pm$ 0.5	7.3 $\pm$ 0.6	12.5 $\pm$ 6.9	8.2 $\pm$ 2.6	3.5 $\pm$ 2.7	7.1 $\pm$ 3.0
Fine Silt	7.6 $\pm$ 0.2	3.7 $\pm$ 0.7	6.2 $\pm$ 3.7	4.4 $\pm$ 2.0	2.1 $\pm$ 1.8	3.9 $\pm$ 1.8
Coarse Silt **	8.3 $\pm$ 0.3	3.6 $\pm$ 0.3	6.3 $\pm$ 3.6	3.8 $\pm$ 0.8	1.4 $\pm$ 1.0	3.2 $\pm$ 1.3
Total Sand, % of total ***	32.2 $\pm$ 0.5	42.6 $\pm$ 0.7	5.7 $\pm$ 16.2	57.1 $\pm$ 1.0	75.4 $\pm$ 20.7	42.1 $\pm$ 6.3
Very Fine Sand ***	11.4 $\pm$ 0.3	2.4 $\pm$ 0.6	0.9 $\pm$ 0.7	1.2 $\pm$ 0.6		
Fine Sand *	7.3 $\pm$ 0.2	6.8 $\pm$ 1.2	2.9 $\pm$ 2.3	2.8 $\pm$ 0.3		
Medium Sand **	6.5 $\pm$ 0.3	17.9 $\pm$ 2.3	5.6 $\pm$ 5.9	1.4 $\pm$ 0.3		
Coarse Sand *	5.7 $\pm$ 0.1	11.6 $\pm$ 2.0	4.7 $\pm$ 5.8	1.1 $\pm$ 0.6		
Very Coarse Sand *	1.3 $\pm$ 0.3	3.9 $\pm$ 0.7	1.6 $\pm$ 2.0	0.6 $\pm$ 0.2		
Coarse Fragments, % of total ***	3.2 $\pm$ 1.3	12.5 $\pm$ 1.7	4.2 $\pm$ 2.9	5.6 $\pm$ 0.1		
2-5mm wt % <75mm *	61.8 $\pm$ 0.4	77.5 $\pm$ 0.7	82.9 $\pm$ 4.6	88.8 $\pm$ 2.9		
5-20mm wt% <75mm	10.6 $\pm$ 0.2	8.6 $\pm$ 1.6	7.6 $\pm$ 3.6	5.2 $\pm$ 2.3		
20-75mm wt% <75mm	27.5 $\pm$ 0.4	14.0 $\pm$ 1.2	9.4 $\pm$ 2.0	6.0 $\pm$ 0.5		
Walkley-Black Organic Fraction **	2.5 $\pm$ 0.1	2.5 $\pm$ 0.6	3.1 $\pm$ 0.1	2.8 $\pm$ 0.4		

Note: This table was formatted and inserted as a text box that was rotated 90° counterclockwise. To build the table, use either the “insert table” option within the text box or construct the table using tabs. Maximum size for a table in landscape format is 6” tall by 9” wide.

Table 2. (cont.) (Note: The table number and all column headings must be carried over to all additional pages of a multi-page table.)

	Site					
	1	2	3	4	5	6
Organic Matter **	4.3 ± 0.1	4.3 ± 0.9	5.3 ± 0.2	4.8 ± 0.7	2.4 ± 0.3	3.8 ± 0.9
15 bar water on air dry soil, wt % **	17.0 ± 0.9	14.7 ± 1.0	14.1 ± 3.4	11.1 ± 1.4	19.0 ± 1.2	15.1 ± 0.4
pH, 1:2 CaCl <sub>2</sub> susp. ***	7.6 ± 0.0	7.4 ± 0.0	7.6 ± 0.0	7.6 ± 0.1	7.5 ± 0.0	7.6 ± 0.0
pH, 1:1 water susp.	7.6 ± 0.0	7.6 ± 0.0	7.6 ± 0.1	7.6 ± 0.0	7.6 ± 0.0	7.7 ± 0.1

\*  $p < 0.05$ ; \*\*  $p < 0.01$ ; \*\*\*  $p < 0.001$

Table 5 (below) has been incorporated into the text rather than displaying it on a separate page. As demonstrated here, text may precede or follow a table on any page, but the table must not precede its reference in the text. The caption for Table 5 has been placed above the table and numbered with an Arabic number. The text on this page would continue as appropriate to allow the table to fit above the bottom margin. A blank line should be placed above or below the table to adequately separate it from the text.

Table 5. Multivariate test of parental bonding scales by the Self-Dimension.

MANOVA $F(4, 224) = 5.59, p < 0.000$				
Scales	Self-Dimension		Univariate F	<i>p</i>
	Positive <i>n</i> =122 M/(SD)	Negative <i>n</i> =113 M/(SD)		
Father Caring	25.23 (9.67)	20.56 (9.54)	13.18	0.000
Father Overprotection	11.53 (7.95)	12.96 (7.46)	1.00	0.320
Mother Caring	30.24 (7.54)	26.24 (8.45)	11.64	0.001
Mother Overprotection	11.32 (6.98)	15.06 (8.05)	6.46	0.012

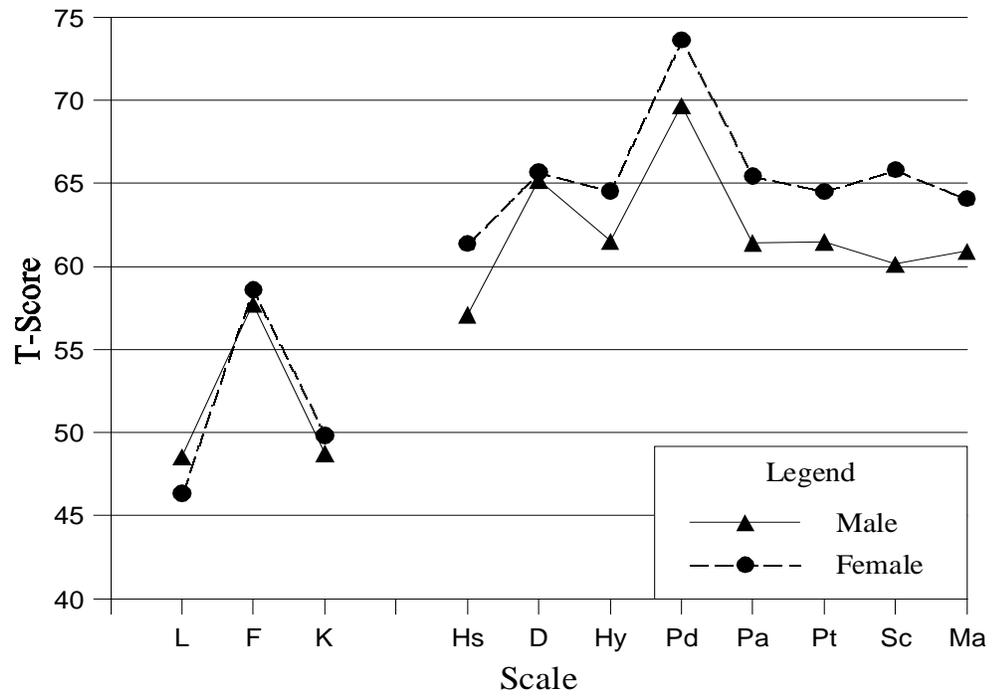


Figure 1. Mean MMPI Validity and selected Clinical Scales scores for male alcoholics (n=637) and female alcoholics (n=339).

## OFFICE OF GRADUATE STUDIES CHECKLIST

*(X indicates area requiring correction)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Style Manual (state title): \_\_\_\_\_

\_\_\_\_\_ Title Page See page 12

\_\_\_\_\_ Approval Page See page 13

\_\_\_\_\_ Acceptable font (type) See page 2

\_\_\_\_\_ Consistency of headings (all bold, same font size, etc.) See page 2

\_\_\_\_\_ Margins (1 ½" left margin; all others 1") See page 5

\_\_\_\_\_ Proper use of page numbers See page 5

\_\_\_\_\_ Pagination in each copy consistent with original See page 5

\_\_\_\_\_ Graphics clear and legible See page 3

\_\_\_\_\_ Graphics are captioned and placed appropriately in thesis. See page 3

\_\_\_\_\_ Correct form for Abstract See page 14

\_\_\_\_\_ Correct form for Table of Contents See pages 15 – 19

\_\_\_\_\_ Bibliography/List of References See page 4

\_\_\_\_\_ Vita See pages 23 - 24

\_\_\_\_\_ Correct order of contents See page 10

\_\_\_\_\_ White paper of acid-free 25% cotton rag or cotton fiber with watermark, at least 20 pound weight See page 2

Draft copy approved by Office of Graduate Studies

Signature: \_\_\_\_\_

Date approved: \_\_\_\_\_

## ROUTE SHEET FOR THESIS

This Route Sheet, when completely filled out and properly signed, will be handed to the Registrar by the student as evidence that the thesis has been completed as required for the <Conferred Degree – e.g. Master of Arts> degree.

Name of Student Isaac M. Student

Major Subject <Discipline>

Minor Subject <Sub-discipline>

Title of Thesis <The complete title of the thesis goes here>

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Signatures:

\_\_\_\_\_  
Thesis Director

\_\_\_\_\_  
Dean of College

\_\_\_\_\_  
Librarian

\_\_\_\_\_  
Office of Graduate Studies

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

## APPENDIX

### STYLE MANUALS

The following style manuals have been accepted by the Sam Houston State University Graduate Council. The **most recent edition** of these manuals should always be followed. **CONSULT YOUR THESIS DIRECTOR TO DETERMINE WHICH MANUAL IS REQUIRED BY YOUR DEPARTMENT.**

*ACS (American Chemical Society) Style Guide: A Manual for Authors and Editors*

*AIP (American Institute of Physics) Style Manual*

*Associated Press Stylebook and Libel Manual*

*Chicago Manual of Style*

*Form and Style: Theses, Reports, Term Papers* (William G. Campbell)

*A Manual for Authors of Mathematical Papers* (American Mathematical Association)

*A Manual for Writers of Term Papers, Theses, Dissertations* (Kate Turabian)

*MLA (Modern Languages of America) Handbook for Writers of Research Papers*

*Publication Manual of the American Psychological Association*

*Scientific Style and Format: THE CBE (Council of Biology Editors) Manual for Authors, Editors and Publishers*

*Style Manual for Political Science*

*Style Manual* (United States Government Printing Office)

*Suggestions to Authors of the Reports of the United States Geological Survey*

*A Uniform System of Citation* (Harvard Law Review)