



Guidelines

FOR THESES, DISSERTATIONS, AND RECORDS OF STUDY

Thesis and Dissertation Services is here to help you produce a high-quality thesis, dissertation, or record of study. Whereas your chair and committee oversee content, we work with you to ensure that your document meets Texas A&M University’s guidelines for formatting and style. To this end, we offer a [LaTeX](#) manuscript template through [Overleaf](#) and [Microsoft Word templates](#) via our [website](#).

The finished manuscript should be an independent professional effort. Students must cogently express their ideas, show an overall understanding of the literature in their field, and present clearly the method, significance, and results of the research. Full documentation and useful tables and/or figures are important. The document should not be longer than is necessary to present the research thoroughly. Document length can vary widely depending on the research topic, academic discipline, and the degree sought.

Theses, dissertations, and records of study should be presented as a single unit, and continuity from chapter to chapter is important. In a traditional style, students write five chapters, typically titled Introduction, Literature Review, Method, Results, and Summary and Conclusions, respectively. The References or Bibliography follow these chapters. Alternatively, students may choose to follow a Journal Article style, where studies or experiments may be presented in separate chapters. Each chapter may have subdivisions such as Introduction, Literature Review, Method, Results, Summary and Conclusions. References may be at the end of the main text or at the end of each chapter. The Thesis and Dissertation Services [handout](#) on journal article style theses or dissertations provides additional guidance.

Table of Contents

General Guidelines.....	2
Document Content.....	3
Copyright Information.....	4
Approvals and Required Forms.....	6
Document Submission.....	7
Sample Pages.....	8

GENERAL GUIDELINES

Style. The student must consult with the department (see pg. 11) and/or committee to select an appropriate style guide for writing the thesis. Note: Whenever there are differences in format and layout between the Guideline specifications and the style guide, the Guidelines overrule the style guide.

Possible style guides include: American Psychological Association (APA), American Physiological Society (APS), American Medical Association (AMA), Chicago Manual of Style, Harvard, Modern Language Association (MLA), and Vancouver, among others. Students may also use the style guide of the scientific journals commonly used in their field.

Page and Margins. Students should use 8.5" × 11" page size, with 1" minimum margins.

Font and Type Size. Use one font (type style) throughout the entire manuscript. Consult the style guide for appropriate fonts. Use 12-point type size throughout the manuscript.

Spacing. The text should be double-spaced. Students should follow their style guides for spacing in block quotations, lists in text, tables, figures, and references. There should be a double space between each reference.

Titles. Students should follow the style guide for formatting major headings (title, chapter/section headings), including use of capitals and bold font. Major heading formatting should be consistent throughout the manuscript.

Page Numbers. The title page should not have a page number. Students should use lower case Roman numerals (e.g. i, ii, iii) for preliminary pages such as Abstract, Dedication, Acknowledgements, Contributors and Funding Sources, Nomenclature, Table of Contents, List of Figures, and List of Tables. Students should use Arabic numbers (e.g. 1, 2, 3) for all other pages in the document.

Illustrations, Tables, and Figures. All illustrations, tables, and figures should be mentioned in the text (e.g., "see Table 1.1"). Students can include them in each chapter or in an Appendix. Students should follow their style guide for formatting and presentation guidelines.

References. Each document must contain a formal reference section in one of two locations: at the end of the main text or at the end of each chapter. Each source included in the reference section should be cited in the text. Students should follow the style guide for formatting.

Language Use. Students pursuing a Hispanic Studies graduate degree may write their thesis in English or Spanish. All other students should write the document in English, though it is permissible to include other languages when quoting directly from foreign language sources.

DOCUMENT CONTENT

The thesis, dissertation, or record of study should contain the following content:

Title Page. The title page should include the (1) Title, (2) Author Statement, (3) Committee Member Names and Positions, (4) Department Head Name, (5) Graduation Date, (6) Major Subject, and (7) Copyright Notice. The font and point size must match text within the document. Do not include page numbers on this page. See example on page 8 and the templates.

Abstract. Provides a complete, succinct snapshot of the research, addressing purpose, method, results, and conclusions within 350 words. Abstracts that exceed two pages will not be accepted.

Dedication (optional). Limit to one page.

Acknowledgments (optional). Limited to four pages.

Contributors and Funding Sources. In the Contributors section, recognize: (1) faculty chair and committee member contributions and (2) individual student contributions and/or the contributions of others. In the Funding Sources section, note all support provided to conduct your thesis or dissertation research and composition. If you completed all work without outside financial support, indicate this here. See example on page 10.

Nomenclature (optional). Page where students list applicable terms or concepts and their matching abbreviations.

Table of Contents. Contains the major headings and the first level subheadings. Subordination of subheadings should be indicated by indentation. Put the word "Page" above the page number column. Include leader dots between listings and page numbers. Double space above and below all major headings. Single space all subheadings. See example on page 9.

List of Tables (if applicable). Include a list if two or more tables are in the main text. Each table must have a unique title; no two titles may be identical. Include only the words in the title up to the first punctuation mark.

List of Figures (if applicable). Include list if two or more figures are in main text. Each table must have a unique title; no two titles may be identical. Include only words in the title up to the first punctuation mark.

References (if not included at the end of each chapter). Format according to the chosen style guide and either double space the entire section or single-space entries and double-space in between.

Appendices (if applicable). Optional section for supplementary material placed after the reference section. All Appendix pages must be numbered continuously from the last page of the references section and should maintain the margins established for the entire document.

COPYRIGHT INFORMATION

It is the student's responsibility to be aware of and adhere to U.S. copyright laws regarding their manuscript and its contents. If you publish material that will be part of your thesis, dissertation, or record of study before you submit the final document (TAMU policy):

Graduate students may publish material that will later be used as part of the thesis, dissertation, or record of study. However, students must be aware of the agreement they sign when a journal accepts an article for publication. TAMU Libraries make all manuscripts publicly available through their digital repository. Do not sign any agreement that limits TAMU's rights to provide research results to the public.

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

Students should be aware of the publishing agreement they sign when a journal accepts an article for publication. The corresponding author typically transfers copyright to the journal as publisher and may no longer possess the right to use this material without permission.

The publishing agreement form can be modified before it is signed so that the student retains the right to include the material in the thesis, dissertation, or record of study. The publisher would still have the rights it needs to print, distribute, and sell the work.

When negotiating with the publisher, remember to inform them that the thesis, dissertation, or record of study will be available online. Dissertations and records of study will be sent to ProQuest/UMI and can be purchased through them. TAMU *does not* consider the posting of dissertations in the ProQuest/UMI repository as a commercial venture that the student is pursuing.

If students have not retained the right to use their previously published material in the document, they must get permission from the copyright holder to include it. A written statement of permission (email is accepted) should be provided to Thesis and Dissertation Services. The [Permission to Use Copyright Material](#) document offers more information. If the journal retains the right to an article and does not allow its exact reproduction in your manuscript, we recommend contacting them to ascertain whether a pre-print version is acceptable or if you can revise or re-word the printed version.

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

Students who plan to publish manuscript material in future articles:

Determine whether the journal of choice will publish material already made available to the public and consider this when choosing an embargo. You have the option to restrict full-text access to your thesis or dissertation for two years before it is published to the TAMU digital repository. This allows time to publish in journals whose policy is to be first publisher.

See the TAMU Copyright and Availability Form and instructions for allowable restriction periods before choosing an option.

If you are including others' copyrighted material in your manuscript:

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

Registering Copyright. Your manuscript is automatically protected under U.S. copyright as soon as the work is created in a fixed form. Master's and doctoral candidates may wish to take additional steps to register their copyright through the U.S. Copyright Office. Information is available at [their official website](#). Although it is not required, there are benefits to registering your copyright, including additional legal remedies if you face copyright infringement.

Creative Commons License. Students may wish to include a Creative Commons license in the same location as the copyright notice. Creative Commons licenses allow the author to retain copyright while authorizing specific uses of the work to others. More information about Creative Commons licenses can be found at [the Creative Commons website](#).

For additional information, see [Texas A&M University Libraries Copyright Resources LibGuide](#). Contact Thesis and Dissertation Services at thesis@tamu.edu.

To summarize, when using published material:

- Determine if the material is copyrighted. Non-copyrighted material may be used freely providing you credit the original source.
- If the material is copyrighted, determine if Fair Use provisions apply. If so, you do not need permission to reuse.
- If Fair Use does not apply, obtain permission via the publisher agreement or documentation from the copyright holder.
- Properly acknowledge and cite all work included in your manuscript.
- Provide Thesis and Dissertation Services with documentation of the permission letter, email, or publisher agreement.
- Doctoral students must inform the copyright holder that their manuscript will be sent to and sold on demand by ProQuest/UMI.

APPROVALS AND REQUIRED FORMS

Effective September 2023, approvals and required forms to clear for graduation will be completed through the [ARCS \(Academic Requirements Completion System\)](#) section of Howdy. Once a student passes their final defense, they will be prompted to complete the following:

[Survey of Earned Doctorates and AAUDE Survey \(for doctoral students\)](#). Doctoral students must complete both surveys and upload a copy of the completion certificates/emails through ARCS.

Copyright and Availability Form. All theses and dissertations will eventually be publicly available via the [OAKTrust Digital Repository](#). Students have the option to release their manuscript immediately, hold it for two years for publishing purposes, or have the full record held for two years for patent/proprietary issues. Except in cases of full record holds, certain metadata (title, author, abstract, keywords) will be made available to the public during the embargo period. The student initiates this form in ARCS and their committee chair approves it.

Thesis / Dissertation/Record of Study Approval Form. Once the committee chair has approved the Copyright and Availability Form in ARCS, master's students can initiate their approval form. Doctoral students will need to complete the surveys and the Copyright and Availability Form first. All committee members and the department must approve before the student's manuscript can be reviewed. Students who have trouble obtaining approvals should contact their committee chair or departmental graduate advisor.

DOCUMENT SUBMISSION

Submitting the ETD (Electronic Thesis/Dissertation). Students will convert their manuscript to a PDF file and upload it to the ETD submittal platform, [Vireo](#). The recommended file size is 30 MB. If media files or other data-heavy material causes your ETD to exceed this limit, you can upload them as separate supplemental files when you submit your manuscript. If you experience issues, please contact Thesis and Dissertation Services at thesis@tamu.edu.

Deadlines. To maintain graduation eligibility in their graduating semester, students must meet the scheduled deadline for submitting the approved Thesis/Dissertation Approval Form, the PDF of the manuscript in its final form, and the approved Copyright and Availability Form. This date, along with other graduate deadlines and dates of interest, is accessible via the [Dates and Deadlines](#) page on the [Graduate and Professional School website](#).

Students should only submit in the semester they intend to graduate. Vireo is shut down at 5:00 p.m. on deadline day until submissions open for the next semester. **There are no exceptions for late submittal.**

ETD Corrections. Students are only allowed to make formatting corrections required by Thesis and Dissertation Services after the manuscript is uploaded to Vireo. Additional corrections requested by the student, their chair, or other committee members will not be accepted without approval from the Graduate and Professional School.

Upon initial review of the manuscript, the student and their committee chair will receive an email notification of its completion. The student will then make the requested corrections in the initial Word or LaTeX file, convert the revised document to a new PDF file, and upload the new PDF file to Vireo.

All corrections must be made promptly and meet the aforementioned deadlines. If corrections are not made in time, graduation will be postponed and the title page will need to be changed to reflect the correct graduation semester.

SAMPLE TITLE PAGE

WRITING A QUALITY DISSERTATION: IMPLICATIONS FOR GRADUATE STUDENTS
AT TEXAS A&M UNIVERSITY

Double space Title.
Use all capital letters.

A Dissertation

by

Double space the
Author Statement.
Name in all capitals.

SOON TOBE GRADUATE

Submittal Statement
text is centered,
single spaced.

Submitted to the Graduate and Professional School of
Texas A&M University

in partial fulfillment of the requirements for the degree of

List Co-Chair (if
applicable) after the
Committee Chair

DOCTOR OF PHILOSOPHY

Degree in all capitals,
one double space below
the Submittal
Statement.

Chair of Committee,
Co-Chair (if applicable)
Committee Members,

Leroy Sterling
H.Y. Moh
Dionel Avilés
Breeja Larson
Nancy Nielson
José Angel Ortís

No titles (e.g., Ph.D.)
included with names.

Head of Department,

Graduation Semester:
Fall → December.
Spring → May.
Summer → August.

December 20XX

Major Subject: Educational Administration

Copyright 20XX Copyright Owner's Name

**There are two double spaces
between the following:**

- Title and thesis statement.
- Thesis Author Statement and Submittal Statement.
- Degree Name and Approval Listing.
- Approval Listing and Month/Year of Graduation.
- Month/Year of Graduation and Major Subject.
- Major Subject and Copyright Notice.

No page numbers
on title page

SAMPLE CONTRIBUTORS AND FUNDING SOURCES PAGE

CONTRIBUTORS AND FUNDING SOURCES

Contributors

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

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

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

Funding Sources

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

SAMPLE TABLE OF CONTENTS

TABLE OF CONTENTS

Major headings are in all capital letters.

Leader dots connect listings to page numbers.

Include 'Page' above the page number column.

	Page
ABSTRACT	ii
DEDICATION	iii
ACKNOWLEDGEMENTS	iv
CONTRIBUTORS AND FUNDING SOURCES	v
NOMENCLATURE	vi
TABLE OF CONTENTS	vii
LIST OF TABLES	viii
LIST OF FIGURES	ix
INTRODUCTION	1
LITERATURE REVIEW	10
Theory	20
Hypotheses	30
METHOD	32
Participants	32
Measures	34
Procedures	38
RESULTS	42
SUMMARY AND CONCLUSIONS	62
REFERENCES	73
APPENDIX A	80

Use one double space between major headings

Indent and single space subheadings.

No words in page number column.

FORMAT AND STYLE OPTIONS, BY COLLEGE

Each student, in consultation with their committee, will follow the style of a single, scholarly journal well known in their respective field, except as noted otherwise below.

College, School, or Campus	Allowable Format or Style Options
Arts and Sciences	Each student, in consultation with their committee, will follow a recognized format appropriate to their discipline.
Education and Human Development	Students will utilize the appropriate style guide based on their departmental affiliation. EAHR: American Psychological Association (APA) TLAC: American Psychological Association (APA), Modern Language Association (MLA), or Chicago Style (the most recent) EPSY: American Psychological Association (APA) KNSM: American Psychological Association (APA), American Physiological Society (APS), or American Medical Association (AMA)
Mays Business School	Except for Accounting, each student, in consultation with the committee, will follow the style of a single, scholarly journal, well known in the major field. Accounting students should consult with the department regarding the style to be selected.
Nursing	American Psychological Association