

GRADUATE STUDIES GUIDELINES

For Preparing

THESES AND DISSERTATIONS

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I. Introduction

Congratulations on reaching this stage in your academic program! You are beginning preparation of your master's thesis or doctoral dissertation for final submission to the Graduate School.

The following guidelines apply equally to theses, field studies, and dissertations.

The purpose of this Guide is to acquaint you with Lamar University College of Graduate Studies' requirements for the formatting of theses or dissertations that will be submitted to the University. It is your responsibility as a student to follow these guidelines and use correct spelling, punctuation, and grammar. The Graduate Studies Office reserves the right to refuse any thesis or dissertation that does not observe the guidelines found within.

This "Graduate Studies Guidelines for Preparing Theses and Dissertations" will save you heartache, headache, irritation, and delay if you will read it thoroughly and completely, follow the directions carefully, and adhere to all standards and requirements.

The Graduate School requires that a preliminary copy of the master's thesis or doctoral dissertation be emailed to the Graduate Editor at lugradstudies@lamar.edu on or by the submission deadline in the given semester so that it may be edited for formatting problems and specifications. The formatting of the thesis or dissertation must be approved by the Graduate Studies Office before final submission will be allowed. Most students require multiple editing checks before submission is approved.

DO NOT use a previous master's thesis or doctoral dissertation as a model for your paper!

The Graduate Studies Office requires MANDATORY attendance to the thesis workshops before submitting your preliminary copy to the editor. These workshops are conducted in the Fall, Spring, and Summer semesters. Dates of the workshops are posted on the Graduate Studies website during the first week of class each semester <http://graduatestudies.lamar.edu/thesis-guidelines/index.html>. Thesis workshops are designed to give the student an idea of accepted formats and styles. Students will have the opportunity to ask questions of the Graduate Office staff who oversee the thesis process.

The language of your submission should be clear and free from jargon; the grammar should be perfect, and the style, format, and quality MUST meet requirements stated in this Guide. For other matters of style and directions on preparation of the final copy, please consult the style book accepted in your specific field. Please remember consistency in formatting and style throughout your thesis or dissertation. Students are often surprised to learn how much additional work and preparation the final document requires.

II. Format Requirements

A. Style Guide Requirements

All theses and dissertations must conform to an accepted style manual which sets guidelines for references, tables, figures, citations, headings, quotations, etc. The thesis or dissertation must conform to ONE style manual approved by the Lamar University Graduate Council. The student should consult the style book accepted in their specific field of study. Theses or dissertations using more than one style will be returned to the student for correction. The Graduate Studies Office reserves the right to reject a thesis or dissertation if the correct style book is not followed. Alternate style manuals or exceptions to style guidelines may be permitted only with prior approval by the Graduate Studies Office. See page 18 for a list of links to style resources.

The following style manuals have been approved by the Lamar University Graduate Council and are available at most bookstores:

1. The **ACS** Style Guide: Effective Communication of Scientific Information (3rd Ed)
2. **APA** or Publication Manual of the American Psychological Association, (6th Ed)
3. The **Chicago** Manual of Style (16th Ed) Format references in the Author-Date style.
4. **MLA** Handbook for Writers of Research Papers, (7th Ed) MLA is used most frequently by English majors.
5. Students in the Mathematics Department typically use LaTeX Software provided by their department.

B. Formatting Requirements

Type/Font

Font size should be 12 point; Times New Roman or Courier font types are suggested. The same typeface must be used throughout the entirety of the paper. This includes page numbers, headers, figure and table captions, and footnotes.

Margins

All pages of the thesis or dissertation must have the following margins:

Left:	1½ inch
Right:	1 inch
Top:	1 inch
Bottom:	1 inch

Note: This requirement supersedes the APA style recommendations.

Page Numbering and Placement

All pages preceding the first page of the first chapter of the document are known as the “Front Matter” section. The front matter pages must be numbered using lowercase Roman numerals (i, ii, iii, iv, v, etc.). Page numbering begins with the ACKNOWLEDGEMENTS page with page iii. All remaining pages in the front matter should be consecutively numbered. Page numbers are placed in the Footer section at the bottom center of the page and ½ to ¾ inch from the bottom of the page.

Page numbering in the Main Body of the document begins with chapter one, page one. Page numbers must be placed in the Header section in the upper right corner of the page. All pages MUST be consecutively numbered with Arabic numerals (i.e., 1, 2, 3, etc.) preceded by the author's last name (i.e. Smith 1). They must be no less than 1" from right margin and ¾ inch from the top of the page.

Placement of Page Numbers on Landscape Pages

Page numbers on landscape pages must appear in the same location as portrait pages if they were turned in the same direction. To find instructions on how to insert page numbers properly, Google "How to add a portrait page number to a landscape page." You can also include the software type and version you are using to further tailor the instructions. For Word, you may find a tutorial here: <https://support.microsoft.com/en-us/kb/211930>. There are also many YouTube videos available.

Tables and Figures

Table captions should be placed at the top of tables. Figure captions should be placed at the bottom of figures. For tables and figures placed in the text, insert **four single lines of space above and below** the table or figure so that it or its caption are not confused with the regular text. Unless you have more than one table or figure per chapter, do not number tables and figures as 1.1, 2.1, 3.1 etc. If you use a table or figure which is the work of another author, give a full citation, including page number.

Text within tables and figures must be legible both in print and electronic formats. Table and Figure captions must be consistent with all other font throughout the entirety of the paper. Captions may be single spaced.

Tables or Figures which are too long or too wide for a single page may be continued on the next page. If continued, tables, charts, figures, graphs, photographs, etc. number or headings should be repeated and followed by the abbreviation: (Cont.). All column and row headings for tables must be repeated on each continued page.

Headers/Headings

Running headers are not allowed. Headings (i.e. chapter title headings, section headings, etc.) must be formatted consistently throughout, according to the style guide being used. Please pay close attention to consistent placement, bolding, and capitalization of each heading. All headings and subheadings in the document should also be listed in the Table of Contents. The wording should be exactly the same in each location in which the headings appear.

Spacing

Double space all lines in the text and in the front matter section.

- References may be spaced 1.5 within the reference and double spaced between references.
- All lines of text in the front matter section must be double spaced unless otherwise indicated.
- Table and Figure captions may be single spaced if the caption is more than one line in length.

Justification

Left alignment must be used throughout the entire thesis or dissertation.

Paragraphs

Indent the first line of each new paragraph ½ inch from the left margin. Do not start the first line of a new paragraph on the last line of a page. Do not end the last line of a paragraph on the first line of a page. This is known as the “widows and orphans” rule.

Color

Color is *not* allowed in the form of text (i.e. hyperlinks, headings, etc.). Color *is* allowed in the form of photographs, tables, figures, graphs, etc. when a student’s committee considers this essential to the thesis or dissertation.

Personal Information

Because master’s theses and doctoral dissertations are published online through UMI ProQuest, personal information such as home phone, cell phone, home address, and e-mail address must not be included in the thesis or dissertation. University-based information may be included but is not recommended.

C. Plagiarism and Copyright Issues**Plagiarism**

Plagiarism is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit. The use of a quotation, figure, table, graph or legend directly from a publication that is not cited is also considered plagiarism. The Graduate School reserves the right to check any thesis or dissertation for plagiarism.

Self-Plagiarism

Self-plagiarism occurs when an author reuses portions of their previously published writings in subsequent research papers, without citing the published work.

Copyright Violations, Excessive Use of Materials

When any copyrighted material is used, the student must conform to all laws pertaining to the use of copyrighted material. Also, use of materials, including figures, legends, and pictures from a publication, even if cited, can be a copyright violation. In this case, it is recommended that the student contacts the publisher of the document for further instructions on obtaining permission for use. Documentation of permission must be included in the appendices of the paper.

D. Citations

When citing another person’s ideas, processes, results, or words, you must consistently follow rules set out by your chosen style guide. This applies not only in the body of work, but also in the acknowledgments, dedication, and appendices.

- All charts, tables, graphs, photos, etc. that are directly used from another work must be cited in the figure caption. Permission to reproduce must be included for all copyrighted tables and figures.
- All original photos for a thesis or dissertation must include the name of the photographer in the figure caption of the photo to give appropriate credit along with the statement “used with permission”. If the photographer is someone other than the author of the dissertation or thesis document, permission must be obtained from the photographer to reprint the photo.

- Photographs taken of samples or equipment taken by the author (that do not also contain persons in them) do not require a photo citation.

E. Abstract

On the ABSTRACT page, insert the word “ABSTRACT,” centered, in uppercase letters, on the first line at the top of the page. Double space and then insert the thesis or dissertation title, centered, in uppercase letters. Double space again and insert the word “by” in lowercase letters, centered. Then, double space and insert the author’s name, capitalized normally, and centered. The abstract for a master’s thesis or doctoral dissertation must be double-spaced and is limited to 350 words, without exception. An abstract is required for all theses and dissertations.

F. Theses or Dissertations Consisting of Published/Publishable Articles and/or Co-Authored Works

Manuscript Style vs. Published/Publishable Papers Style

Manuscript style is the regular style of a thesis or dissertation in which the thesis or dissertation is intended to be a whole work that stands together from one chapter to the next.

Published/Publishable Papers style is intended for theses or dissertations where multiple individual works are compiled into a single entity. Each chapter in this style must be able to stand on its own as a complete work.

Published/Publishable Papers Style

A student who contemplates this type of submission should seek the approval of his/her thesis or dissertation chair before beginning the project. Students should also check with their department head or program director to confirm that there are no program restrictions that will apply. Students need to be aware that some departments/programs have very strict rules about submitting this type of dissertation and some departments/programs do not allow it. Students wishing to reuse their published work without significant modification must use this style. For complete information and guidelines with regard to using this type of submission, contact the Graduate Editor in the Graduate Studies office.

G. Detailed Arrangement of the Master’s Thesis or Doctoral Dissertation

Theses and dissertations should be arranged as follows. Be aware that some of these sections may be optional and are not required.

Front Matter Section

1. Blank Page (**unnumbered**)
2. Title Page (**counted, but not numbered**)
3. Signature Page (**no page number**)
4. Copyright Page (**counted, but not numbered**)
5. Abstract Page (**no page number**)
6. Acknowledgments (optional) (**iii**)
7. Table of Contents (**iv or iii, if no acknowledgements**)
8. List of Tables (if used) (**v**)
9. List of Figures (if used) (**vi**)
10. List of Plates (if used) (**vii**)
11. Abbreviations, glossary (optional)

Front Matter pages are numbered in lowercase Roman numerals, centered, at the bottom of each page, beginning on the ACKNOWLEDGEMENTS page, which is numbered page iii.

Main Body of the Thesis or Dissertation

12. On the first page of the first chapter, begin page numbering with Arabic numerals preceded by author's last name, and continue consecutively through the Back Matter section of the thesis or dissertation. Do not skip any pages within the body of the thesis or dissertation.

Back Matter Section

13. References or Bibliography (depending on style manual used)
14. Appendix/Appendices (if used)
15. Biographical Note (optional)
16. Blank Page (unnumbered)

(Example of a Title Page)

(2 inch margin from top of page to title)

TITLE

(Centered, double spaced if more than one line, uppercase)

(2 inches from title to “A Thesis”)

A Thesis

Presented to

The Faculty of the College of Graduate Studies

Lamar University

(3 inches from “A Thesis” to “In Partial Fulfillment”)

In Partial Fulfillment

of the Requirements for the Degree

(Name the degree, for example: Master of Education or
Master of Engineering Science)

by

Jane Doe

Date

(Month and Year)

(1 inch margin from date to bottom of page)

(Example of Signature Page)

TITLE (centered)

AUTHOR (centered)

Approved:

 (*Name of Supervising Professor)
 Supervising Professor

 (*Name of Committee Member)
 Committee Member

 (*Name of Committee Member)
 Committee Member

 (*Name of department chair)
 Chair, Department of (Name of Department)

 (*Name of academic dean)
 Dean, College of (name of college)

 William E. Harn
 Dean, College of Graduate Studies

*Do not include titles or degrees.

© [date] by [your name here] for example:

© 2016 by John E. Doe

No part of this work may be reproduced without permission except as indicated by the “Fair Use” clause of the copyright law. Passages, images, or ideas taken from this work must be properly credited in any written or published materials.

(Example of Copyright Page)

Nota bene: Lamar University can claim co-ownership of copyright in cases where the work meets the conditions stated in the Intellectual Property policy statement of the Texas University System.

[Do not use the above statement in the copyright page. It is for your information only.]

ABSTRACT

AGING IN FACT AND FICTION:
BECKETT'S PLAYS AND THE PHYSICAL EVIDENCE

by

John H. Doe

Samuel Beckett's major plays – “Waiting for Godot,” “Endgame,” “Krapp's Last Tape,” “Happy Days” – use aged protagonists who suffer from conspicuous physical and mental disabilities. This study compares Beckett's representation of old age with recent research data produced by gerontologists in studies of actual aging. The comparison shows that the disabilities portrayed reflect actual experience to some extent, but more often they function as metaphors for human limitations. The characters are paradigmatic human beings representing the plight of mankind in an absurdist universe; their blindness and lameness represent our inability to understand and act.

(Example of an ABSTRACT page)

ACKNOWLEDGEMENTS

I am grateful to all of those with whom I have had the pleasure to work during this and other related projects. Each of the members of my Graduate Committee has provided me with extensive personal and professional guidance and taught me a great deal about both scientific research and life in general.

Nobody has been more important to me in the pursuit of this project than the members of my family. I would like to thank my parents, whose love and guidance are with me in whatever I pursue. They are the ultimate role models.

(Example of ACKNOWLEDGEMENTS page with pagination)

Table of Contents

List of Tables	vi
List of Figures	vii
Chapter	Page
1. Introduction	1

(The heading for the table of contents page is capitalized normally, rather than uppercase. The same rule applies to any subsequent page headings in the remainder of the Front Matter section.)

(Example of Table of Contents page with pagination)

III. Thesis or Dissertation Editing Process

Pre-Submission Requirements

During the semester in which a student graduates, the student MUST:

- Be enrolled in the thesis, field study, or dissertation class (e.g., 5391).
- Apply for graduation online through Self Service Banner
- Attend the MANDATORY Thesis Workshop. You only need to attend one of the three workshops in a given semester. You may also attend the workshop prior to your graduating semester.
- Pay graduation fees online or at the Cashier's Office on or by given semester's deadline.
- Purchase cap and gown at Lamar University Bookstore prior to commencement ceremony.
- Orally defend the thesis within the appropriate period of your graduating semester. This requirement may occur simultaneously with the editing process. The student's supervising professor should use the G-5 form to notify the Graduate Office of the time and place of the defense.

The specific time and place for the defense are determined by the supervising professor and committee. The defense shall be conducted by the supervising professor with all committee members present and participating. A representative of the Graduate Office may attend, as may other Graduate Faculty with the permission of the supervising professor.

The committee may approve or reject the thesis or require revisions. If either the thesis OR the defense is not acceptable to a majority of the committee, the supervising professor and at least one other committee member may require a second defense after notifying the Graduate Office. Unless the Graduate Office grants an exception, all re-examinations must be held during the published oral defense period.

Preliminary Submission to Graduate Editor

A. Submit a preliminary electronic copy of your thesis or dissertation (in Microsoft Word format with the exception of Mathematics papers) via email attachment to *lugaradstudies@lamar.edu* by the designated deadline in the semester. It should be complete and it must comply with the style manual accepted by the student's department and should have no grammatical, spelling, or typographical errors. Rough drafts will not be accepted. If a student is unable to meet the preliminary submission deadline, they must contact the Graduate Editor **prior to the due date** to discuss alternatives.

B. The preliminary submission MUST be accompanied by a copy of the “**Approval Form for Editing Thesis/Dissertation**” (p. 19 in this document). This form must be signed by the supervising professor and all committee members, verifying the document meets Graduate Studies Thesis Guidelines standards. It may be scanned and emailed to the Graduate Editor along with the preliminary thesis/dissertation submission, or it may be delivered to the Graduate Studies office in suite 219 of the Wimberly building.

C. The thesis will be checked for formatting errors and returned to the student for correction via email.

D. The student must make the requested corrections and return the document to the Graduate Editor within 48 hours of receipt. This exchange will continue until all formatting errors are corrected.

NOTE: Documents with an excessive number of errors – whether spelling, grammatical, or formatting errors – will be returned to the student and their supervising professor with the recommendation to hire a personal editor. If the thesis has been approved but changes are required after the thesis defense, the thesis must be resubmitted with changes to the Graduate Editor for final review and approval.

E. When all formatting errors are corrected, the Graduate Editor will approve your thesis or dissertation for Final Submission. You will be notified via email by the Graduate Editor with an Approval Letter. The Approval Letter will contain instructions for the Final Submission Process.

IV. Final Submission Process

Once you have received the Approval Letter from the Graduate Editor, the following documents must be submitted to the Graduate Studies office by the deadline:

1. **Signature Page** – Take a copy of this page from your thesis to your defense. Once you have defended, obtain the signatures of your committee members. Then, obtain your department chair and college dean's signature. Submit one copy of the thesis or dissertation's signature page with all original signatures except for the Graduate Dean's signature to the Graduate Studies Office, Suite 219 in the Wimberly Building. (The Graduate Dean's signature will be obtained by the Graduate Editor.)
2. **Thesis Book Invoice for Binding**– You must order and pay for your thesis or dissertation books by completing and submitting an invoice to the Graduate Editor (invoice is provided by Graduate Editor at time of approval.) If color pages are used, students must include a list of those color pdf page numbers on the invoice. Lamar University requires all master's and doctoral students to order three copies: two for the library and one for your department.

Note: Some departments require that you order additional copies for your department, professors, or committee members. Check with your department before placing your order. ***Do not include personal copies in this order!!***

3. **Proof of Payment of Book Invoice** – After submitting your book invoice to the Graduate Editor, you must pay the book fee by the prescribed deadline in the semester. You may pay in person at the Cashiers window in the Wimberly Building on campus, or online via your Self Service Banner account. Once the book invoice is paid, email the Graduate Editor to confirm payment.
4. **PERSONAL COPIES ARE ORDERED SEPARATELY.** Once the student pays for the university's required number of copies, and has emailed the graduate editor to confirm payment, a link will be provided by the Graduate Editor with instructions so that you may order personal copies and have them shipped directly to your U.S. address.
5. **Proof of Submission to UMI/ProQuest** – You must electronically upload the approved copy of your thesis or dissertation to UMI/ProQuest by the semester deadline. See instructions for submitting Electronic Thesis or Dissertation (ETD) on p. 16 of this document or online at <http://graduatestudies.lamar.edu/thesis-guidelines/how-to-submit-online.html>.
Once you have submitted to ProQuest, your Editor will receive an emailed notification as proof of submission.
6. **Survey of Earned Doctorates** – PhD and DE students must submit the online Survey of Earned Doctorates. The link is <https://sed-ncses.org>.
NOTE: EdD students are not required or allowed to submit the survey.

How to Submit Your Electronic Thesis or Dissertation (ETD) Online

1. Create an account:
 - Go to www.etdadmin.com/lamar
 - Click “Submit my dissertation/Thesis”.
 - Click “Create an Account” and fill in information.
2. Convert thesis/dissertation to PDF (be sure to include the blank pages in PDF).
 - Click the “PDF Conversion” tab.
 - Click “Browse” button and select your thesis/dissertation.
 - Click “Convert File”.
 - You will receive an email about 10 minutes later containing your PDF file. Open the file and review it to make sure that there were no errors during the conversion. Save it to your computer.
3. Go back to the “My ETDs” tab and make sure you are under the “Submit my ETD” heading. Review the checklist to ensure that you have the required information, then click “continue”.
4. Select Publishing Options, then click “save & continue”.
5. Read Traditional Publishing Agreement, then click “accept”.
6. Enter contact information, then “save & continue”.
7. Fill in Dissertation/Thesis Details, then “save & continue”.
 - When asked to insert Abstract, just copy and paste it into the box. For formatting assistance, click the “formatting hints” link.
8. Upload your saved PDF thesis/dissertation; once successfully uploaded, click “save & continue”.
9. Upload any supplemental files (if applicable) that are part of your thesis/dissertation, but were not included in your uploaded PDF file of your thesis/dissertation, then “save & continue”.
10. Add any additional notes that you want us (the Graduate Office) to read along with a phone number and email address to reach you, then “save & continue”.

11. Register U.S. Copyright (optional), then “save and continue”.
 - You will probably choose “no” for the Previous Copyright Registration unless other arrangements have been made within your department.
 - We do not require you to copyright your work. Note: if you choose for ProQuest/UMI to file for copyright, it will cost you \$55.
12. DO NOT ORDER COPIES! Scroll to bottom of page and click “decline- do not order”.
 - The university has a contract with another company to print and bind your thesis/dissertation copies at a lower rate.
13. Review submission, make changes if necessary, then click “submit dissertation/thesis”.
14. You should only be charged a fee if you chose to copyright your thesis/dissertation; otherwise, your submission should be free of cost, click “done”.

Links to Style Guidelines and Information

APA

<http://www.apastyle.org/>

<http://citesource.trincoll.edu/>

Chicago Style

<http://www.chicagomanualofstyle.org/home.html>

http://www.chicagomanualofstyle.org/tools_citationguide.html

<http://citesource.trincoll.edu/>

MLA

<http://www.mla.org/style>

<http://citesource.trincoll.edu/>

ACS

<http://library.williams.edu/citing/styles/acs.php>

<http://www.usciences.edu/library/help/citation-acas.asp>

<http://citesource.trincoll.edu/>

NOTE:

It is the student's responsibility to ensure they are referencing the proper edition of their department's required style guide. These are merely suggested links.

APPROVAL FORM FOR EDITING
THESIS/DISSERTATION

This form is to be completed by the student, signed by all committee members and submitted to the College of Graduate Studies. The College of Graduate Studies does not provide editorial service. Work which has major grammatical, spelling, and/or style problems will be returned to the student.

Student's Name (Print)	LU ID#	Dept.
Writing Style Used	Phone #	Email

Date of Defense: _____

Semester of Mandatory Thesis Workshop Attendance: _____

I certify that I have read this preliminary work and approve its submission to the College of Graduate Studies. Although it is subject to changes resulting from the oral defense, I consider its academic merit to meet the standards of the discipline and the University department. Further I certify that I have reviewed the work for conformation to an approved style manual (e.g., ACS, APA, MLA, or Chicago) and for grammatical and spelling errors. I understand that the Office of Graduate Studies will assist students in matters relating to style conformation but will return this work to the supervising professor if significant problems are found.

Print: _____ Sign: _____ Date: _____
Supervising Professor

Print: _____ Sign: _____ Date: _____
Committee Member

Print: _____ Sign: _____ Date: _____
Committee Member

Print: _____ Sign: _____ Date: _____
Committee Member (if needed)

Print: _____ Sign: _____ Date: _____
Committee Member (if needed)