If you have questions about this guide or any part of your manuscript preparation and submission, please contact:

gradeditor@lamar.edu
College of Graduate Studies
Wimberly 2nd floor, Suite 219
(409) 880-8230 * gradeditor@lamar.edu
lamar.edu/graduate-studies

Revised 6/2/21
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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 Graduate Studies. The following guidelines apply equally to theses, field studies, and dissertations.

The purpose of this guide is to acquaint you with the requirements of the Lamar University College of Graduate Studies for the formatting of theses or dissertations. It is your responsibility to follow these guidelines. Please read this guide in its entirety prior to formatting your thesis or dissertation document. The language of your submission should be clear and free from jargon; the grammar should be excellent, and the style, format, and quality must meet requirements stated in this guide. Graduate Studies reserves the right to send back to student and supervising professor any thesis or dissertation that does not observe the guidelines found within.

The contents of this document will save you heartache, headache, irritation, and delay if you will read them thoroughly and completely, follow the directions carefully, and adhere to all standards and requirements.

We require that a preliminary copy of the master’s thesis or doctoral dissertation, along with the approval to edit form (Appendix G), be emailed to the Editor at gradeditor@lamar.edu on or by the first draft deadline of the semester so that it may be edited for formatting problems and specifications. See Academic Calendar at the end of this document. More details about the editing process follow in this guide. Graduate Studies must approve all document formatting before we accept your final submission for binding. We will provide two edit rounds after which your committee will need to follow up if requirements have not been met. Students are often surprised to learn how much additional work and preparation the final document requires.

Graduate Studies requires that you register for and attend a brief Blackboard workshop before submitting your preliminary copy to the editor. You will view a screencast in Blackboard to fulfill this requirement. Dates of the workshops are posted in this guide and on the Graduate Studies web site during the first week of class each semester at https://www.lamar.edu/graduate-studies/calendar-of-events-and-deadlines.html. The workshop is designed to give you an idea of accepted formats and styles and to create the basic layout of your document. You will have the opportunity to ask questions of Graduate Studies staff who oversee the thesis process.

You should never, under any circumstances, use a previous master’s thesis or doctoral dissertation as a template for your paper.

Please be aware that though we do offer two templates (one for STEM-based works and one for non-STEM fields) for your use in constructing Assignment One, you should still follow all of the screencasts to make sure that the template matches the required format.
Documentation and Deadlines: Quick Reference

Please remember that deadlines are crucial, because your thesis/dissertation does not only affect you. Your work will impact the College of Graduate Studies, the Records Department, the Registrar’s Office, the Cashier, Financial Aid, International Student Services, and your department’s administrative staff. We are all working to our own deadlines, so you absolutely must meet yours. Thanks in advance! ☺

Please also visit https://www.lamar.edu/graduate-studies/calendar-of-events-and-deadlines.html

June 1-July 6 Apply for graduation online through Self Service Banner.
June 1-June 11 BB Asynchronous Thesis-Dissertation Workshop open for registration and completion of Assignment One.
June 21-Aug 3 Window opens for submission of first complete draft of your electronic thesis and approval to edit form (Appendix G) to open. Early submissions are welcome but must be complete, read by your committee, and accompanied by the same form.
June 28-Aug 3 Oral exams and thesis/dissertation defense
June 28 Deadline for comprehensive written exams
July 12 Deadline for submission of official title of diss or thesis
Aug 3-9 Window and deadline to turn in academic college approved final version of thesis/diss and to finalize ProQuest processes/binding payments with clean, signed signature page.
Aug 10 Many deadlines today!
   Last day for paper graduation paper application.
   Final day for ProQuest upload. Final day to pay Cashier fees for Library copies of dissertation/thesis.

Aug 14 Commencement ceremonies

Style Guides
All theses and dissertations must conform to an accepted style manual that sets the disciplinary 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. You should consult the style book accepted in your specific field of study, such as APA, MLA< ACS, University of Chicago, etc. (note: it is not the editor’s responsibility to teach you to use your style guide; if you do not know how, you should hire a professional editor to work with you throughout the writing process).

See our website for more style guide resources. Theses or dissertations that appear to use more than one style will be returned to you for correction. The following style manuals have been approved by the Lamar University Graduate Council and are available at most bookstores:
• ACS, 3rd edition (Chemistry, ChemEng)
• APA, 7th edition (used by many disciplines at LU)
• Chicago, 17th edition (used by many disciplines at LU)
• MLA, 9th edition (English and Modern Languages, humanities)
• LaTeX (for mathematics – software is available through your department)

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

If you are planning to use published or publishable papers, notify Graduate Editor at gradeditor@lamar.edu when you turn in your Approval to Edit form.

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

If you wish to reuse your published work without significant modification, you must use this style. If you are contemplating this type of submission, you should seek the approval of your thesis or dissertation chair before beginning the project. You should also check with your department head or program director to confirm that there are no program restrictions. You 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.

The minimum requirements for this type of submission are 3-5 published/publishable papers, of which the student must retain 51% ownership of this document/research. For complete information and guidelines on using this type of submission, contact the Graduate Editor.

Graduate Studies reserves the right to return to student and supervising professor a thesis or dissertation based on the use of an inappropriate style guide or the handling of style based on the discipline’s accepted style. Most importantly, whatever you do in terms of style and formatting, do it consistently; this will make editing much simpler.

Formatting Your Document

Note on all aspects of document formatting: You should build your document manually instead of using “shortcuts” in Microsoft Word. Those shortcuts and/or templates will actually cost you time in the end, as they will result in a document that is very difficult or impossible to edit. The editor will return any and all documents that use a template of any kind except the one provided in the Blackboard workshop; again, you should build and format your document manually so that the editing process is much cleaner. The Thesis-Dissertation Workshop has been designed to allow time to set-up the foundation of your document while the Grad Editor is available to help and answer questions. It is to your advantage to attend a face-to-face offering of this workshop. If you need additional help learning to use Microsoft Word to build your document, you should schedule a 30-minute appointment with the Lamar University Writing Center, where a tutor can show you how to avoid using the shortcuts.
BEFORE YOU BEGIN BUILDING THE DOCUMENT:

**Change the default settings in Microsoft Word!** Set your margins to one inch all around, except for the left margin, which is 1.5.” Change the paragraph settings so there is no extra space before or after paragraphs (see screen shot below). This will help correctly space the text and the tables and figures in it.

![Microsoft Word Margins and Layout Settings](image)

Abstract

All theses and dissertations must contain an abstract. **The abstract for a master’s thesis or doctoral dissertation must be double-spaced and is limited to 350 words, without exception.** On the abstract page, insert the word “ABSTRACT,” centered, in uppercase letters, on the first line at the top of the page (see Appendix D). 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.
Appendices to the Document
If you use appendices, they should follow your list of references. Each appendix/type of appendix should have a heading and a title, e.g. Appendix A: Copyright Permissions Obtained, Appendix B: IRB Approval Letter, etc.

Appendix A should be preceded by a list of appendices formatted as follows:

Chapter Headings and Titles
Format your chapter headings and titles (both as level 1) as follows in the body of the document (this specification supercedes all style manuals):

Chapter 1
Introduction

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 not be required, depending on the content of your document.

Front Matter

- Blank Page (unnumbered)
- Title Page (counted, but not numbered)-see Appendix A
- Signature Page (no page number) –see Appendix B
- Copyright Page (counted, but not numbered) - see Appendix C
- Abstract Page (no page number) - see Appendix D
- Acknowledgments (optional) (iii) - see Appendix E
- Table of Contents (iv or iii, if no acknowledgements) - see Appendix F
- List of Tables (if used) (v)
- List of Figures (if used) (vi)
- List of Plates (if used) (vii)
- 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. (See Blackboard Thesis-Dissertation Module, Screencast “Formatting Tutorial #1” for assistance.)

Main Body of the Thesis or Dissertation

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 of
the thesis or dissertation. Do not skip any pages within the body of the thesis or dissertation. (See Blackboard Thesis-Dissertation Module, Screencast “Front Matter and Pagination How-to” for assistance.)

Back Matter Section

- References, Works Cited, or Bibliography (depending on style manual used)
- Appendix/Appendices (IRB and survey instrument if used)
- Biographical Note (optional)
- Blank Page (unnumbered)

Headers/Headings in the Text
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. 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, punctuation, and capitalization should be exactly the same in each location in which the headings appear.

Justification
The entire document is left-aligned (not justified), with the exception of the cover page.

List of Figures
The list of figures follows the list of tables in the front matter and is formatted as:

<table>
<thead>
<tr>
<th>Figure</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure 1.</td>
<td>Depiction of Kaplan’s (1995) ART versus Ulrich’s (1983) SRT</td>
<td>5</td>
</tr>
<tr>
<td>Figure 2.</td>
<td>Approaches to Linkage Between Task Demand, Resource Decline, Performance, and Stress. (Kaplan, 1995, p.179)</td>
<td>12</td>
</tr>
<tr>
<td>Figure 3.</td>
<td>Mediational Analysis Model Using Digit Span to Measure Attention and State Affect Stress Scale to Measure Stress</td>
<td>31</td>
</tr>
<tr>
<td>Figure 4.</td>
<td>Mediational Analysis Model Using Digit Span to Measure Attention and ZIPIERS to Measure Stress</td>
<td>34</td>
</tr>
</tbody>
</table>
List of Tables
The list of tables FOLLOWS the Table of Contents in the front matter and is formatted as:

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table 1.</td>
<td>Factor Analysis of State Affect Scale</td>
<td>20</td>
</tr>
<tr>
<td>Table 2.</td>
<td>ANCOVA Summary Table for Effects of Type of Environment (ENV) and Fascination Level (FASC) on Digit Span score, controlling for Virtual Reality Discomfort (VRD)</td>
<td>26</td>
</tr>
<tr>
<td>Table 3.</td>
<td>ANCOVA Summary Table Testing the Effects of Type of Environment (Nature Vs. Urban) and Fascination Level (High vs. Low) on State Affect Stress score</td>
<td>27</td>
</tr>
</tbody>
</table>

Margins
All pages of your document must use 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
Pages preceding the first page of Chapter 1 are “front matter.” The front matter pages must be numbered using lowercase Roman numerals (i, ii, iii, iv, v, etc.). Page numbering begins with the ACKNOWLEDGEMENTS page (Appendix E), numbered as 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). This information must be no less than 1” from the right margin and ¾” from the top of the page.

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.
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 required or recommended.

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, you can 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.

References/Works Cited
Do not use the References application in Microsoft Word. Also, do not use BibTex or EasyBib or CiteSeer or any other shortcut applications to format your references. Consult and learn your style guide, and type each entry manually. If you use shortcuts, it will be very obvious in the list of entries that you have done so, and the editor will send your submission back to you and your supervising professor. References that are imported through a template or use links are uneditable by the Graduate Editor, so minor errors that could be corrected quickly are not able to be changed. Often, those templates do not even allow the Editor to comment on individual entries in the Reference List, thus creating a situation where the author must identify and correct every error on their own. Do not use a template for References. If your Committee requires that you use certain templates, let us know and then be sure to unlock these prior to sending us the document requires these.

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 should be single-spaced if the caption is more than one line in length.
- Verify all Tables and Figures are within the margins. Any portion of Tables and Figures that fall outside of the required margins will be LOST IN PRINTING.

Table of Contents
Do not use Microsoft Word shortcuts, templates, or links to build your Table of Contents; you should build it manually. Here is the basic format (achieve indented levels using the ‘tab’ key):
Table of Contents

List of Tables vii
List of Figures ix

Chapter Page

1 Introduction and Literature Review 1
  1.1 Psycho-evolutionary (Stress Recovery) Theory (SRT) 6
  1.2 Attention Restoration Theory (ART) 8

You are not required to use numeric seriation of your subheadings; the only numerical seriation required is of chapters. However, regardless of whether you use numerical seriation, you should use incremental, ½” indentations to differentiate heading levels in the Table of Contents. (Also see Appendix F.)

Tables and Figures
Table captions should be placed above the table. Figure captions should be placed below the figure. 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 that is the work of another author, you must 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 should be single-spaced. (See Appendix F.)

Tables and figures may be centered, but their headings and captions should be left-aligned.

Tables or figures that are too long or too wide for a single page may be continued on the next page. If continued, the number or heading of the table or figure should be repeated on subsequent pages and followed by “cont.” (abbreviation of continued). Column and row headings for tables must repeat on each continued page.

Type/Font
Font should be set to 12-point Times New Roman. In most cases, we do not recommend using any other font. The same typeface must be used throughout the entirety of the paper. This includes page numbers, headers, figure and table captions, and footnotes.
Plagiarism and Copyright Issues

Plagiarism and Citing Your Sources

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. 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.

- Charts, tables, graphs, photos, etc. directly used from another work must be cited in the caption. Permission to reproduce must be included for all copyrighted tables and figures.

- Original photos must include the name of the photographer in the caption along with the statement “used with permission.” If the photographer is someone other than the author of the research, 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.

Self-Plagiarism

Self-plagiarism occurs when you, the author, use any portion of your previously published writings in subsequent research papers without citing the original work.

Copyright Violations, Excessive Use of Materials

When any copyrighted material is used, you 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, we recommend that you contact 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.

Graduate Studies reserves the right to thoroughly investigate your thesis or dissertation if we find signs of plagiarism.

Appending IRB Approval and Survey Instrument

If the research on which your thesis or dissertation is based required the use of human subjects, this section applies to you.

The Office of Research & Sponsored Programs is responsible for the administration of research ethics at Lamar University. The office oversees policies and compliance, and this oversight includes that of the Institutional Review Board (IRB). All research projects conducted by Lamar University faculty, staff, students, and colleagues that require the participation of human subjects must receive written approval from the IRB before the research begins.

Before you submit your first electronic draft to the Graduate Editor, if your research falls under this policy, then your IRB approval and the instruments applied to your subjects
(surveys, questionnaires, polls, observation documentation, etc.) must be appended to your thesis or dissertation.

The Editing Process

Pre-Submission Requirements

During the semester in which you graduate, you must:

- Be enrolled in the thesis, field study, or dissertation class (5390 or 5391).
- Apply for graduation online through Self-Service Banner.
- Register for and attend the mandatory Blackboard workshop. You only need to attend one workshop in a given semester. You may also attend the workshop prior to your graduating semester. If more than a year lapses between the semester you take the workshop and the semester you graduate and publish, then you should take the workshop again.
- 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. Your supervising professor should use the G-5 form 10 days in advance of the defense to notify Graduate Studies 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 Graduate Studies may attend, as might other Graduate Faculty, with the permission of the supervising professor.

- Your 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 Graduate Studies. Unless Graduate Studies grants an exception, all re-examinations must be held during the published oral defense period.

Preliminary Submission to Graduate Editor

1. **Do not submit a rough draft as the preliminary submission; this preliminary submission should be complete except for the editor’s technical and stylistic edits.** If you are unable to meet the preliminary submission deadline, you must contact your Committee Chair and the Graduate Editor **prior to the due date** to discuss alternatives.

2. Submit this preliminary electronic copy of your thesis or dissertation (in Microsoft Word format with the exception of Mathematics LaTeX papers) via email attachment to gradeditor@lamar.edu by the designated deadline in the semester. It should be complete,
and it must comply with the style manual accepted by your department and should have no grammatical, spelling, or typographical errors. In this version, you should have addressed all committee comments and removed them from the margin, if any.

3. The preliminary submission MUST be accompanied by a copy of the “Approval Form for Editing Thesis/Dissertation” (see appendices). This form must be signed by the supervising professor and all committee members; this verifies that the document meets the requirements of these guidelines. It may be scanned and emailed to the Graduate Editor along with the preliminary thesis/dissertation submission, or it may be delivered to Graduate Studies in Wimberly 219. The editor will check your document for formatting errors and return it to you for correction via email.

4. You 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.

5. Documents with an excessive number of errors – whether spelling, grammatical, or formatting errors – will be returned to you and to your supervising professor with the recommendation to hire a personal editor. The Graduate Editor is a technical editor, primarily, who helps prepare your document for binding and academic distribution. The Writing Center does not provide this level of editing for thesis and dissertation writers, though the Writing Center Director may be able to connect you with a more affordable personal editor.

**A note on personal editors:** they can be expensive, and that cost will be your responsibility above and beyond the costs associated with publishing your thesis and with graduation. If you foresee a need for help with the grammar and mechanics of your document, you should plan ahead and set aside $200-$500 for this expense (estimate $5.00-$8.00 per page). If the graduate editor requires you to hire a private editor, do not delay the process. The longer you wait, the higher the fees are for rushed return on edits.

It’s possible that the Graduate Editor may fully approve your thesis before you’ve defended it. If this happens, but your committee requires changes after the fact, you must submit the document again with those changes to the Graduate Editor for final review and approval. 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.

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

**Signature Page** – Take a copy of this page from your thesis or dissertation 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 Graduate Studies in Wimberly 219. (The graduate editor will obtain the graduate dean’s signature on your behalf.) If you are defending virtually or some committee members are virtually present, provide a copy of the signature page to your committee in advance of the defense and request that the committee sign the document and forward the signed copy to their college dean for his/her signature. He or she will send it forward to the Graduate Studies Office for the Graduate Dean’s Signature.

**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, you must include a list of those color pdf page numbers on the invoice. Lamar University requires all master’s and doctoral students to order: one copy for the library.

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! You’ll receive a link to order personal copies separately.**

**Book Binding and Ordering Copies**

**Proof of Payment of Binding Invoice**

After submitting your binding invoice to the Graduate Editor, you must pay the invoice by the prescribed deadline in the semester. You may pay in person at the Cashier in the Wimberly Building or online via your Self-Service Banner account. Once the binding invoice is paid, email the Graduate Editor to confirm payment.

Order personal copies separately.

Once you pay for the university’s required number of copies and email the Graduate Editor to confirm payment, you will receive a link from the Graduate Editor with instructions so that you may order personal copies and have them shipped directly to your U.S. address.

**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) in the appendices to this guide or online at [https://www.lamar.edu/graduate-studies/thesis-dissertation-info/how-to-submit-online.html](https://www.lamar.edu/graduate-studies/thesis-dissertation-info/how-to-submit-online.html). Once you have submitted to ProQuest, the editor will receive an emailed notification as proof of submission.

**Survey of Earned Doctorates**

Ph.D. and D.E. students must submit the online Survey of Earned Doctorates. The link is [https://sed-ncses.org](https://sed-ncses.org). NOTE: Ed.D. candidates are neither required nor allowed to submit the survey.
Appendices to These Guidelines
On the following pages, these samples are formatted exactly as yours should be, including pagination.
Appendix A: Sample Title Page

(2 inch margin from top of page to title)

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

(2 inches, or 4 double spaces, from title to “A Thesis”)

A Thesis
Presented to
The Faculty of the College of Graduate Studies
Lamar University

(3 inches, or 6 double spaces, from “A Thesis” to “In Partial Fulfillment”)

In Partial Fulfillment
of the Requirements for the Degree
(Name of degree, e.g. Master of Engineering Science)

by

Jane Doe

August 2020

(1 inch margin from date to bottom of page)
(Appendix B: Sample Signature Page)

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AUTHOR (centered)

Approved:

(*Name of Supervising Professor)
Supervising Professor

(*Name of Committee Member)
Committee Member

(*Name of Committee Member)
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(*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

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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.

(Appendix D: Sample Abstract)
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.

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THESIS/DISSERTATION
APPROVAL FORM FOR FINAL EDITS

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 that has major grammatical, spelling, and/or style problems will be returned to the student.

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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.

Supervising Professor

Date

Committee Member

Date

Committee Member

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- Binding invoice paid
- Degree requirements met
- Defended successfully
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