A Thesis

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

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

by
Jane Doe

August 2020
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ABSTRACT

TITLE(centered)

by

AUTHOR(centered)

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.
ACKNOWLEDGMENTS

The purpose of this page is to recognize scholarly and professional aid and advice; however, the inclusion of references to persons who provided clerical help, help with field studies, financial assistance, and permission to use copyrighted materials is also acceptable.

Acknowledgments should be brief, in a professional style, and should not exceed two pages.
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The table will automatically populate with all “Heading 1”, “Heading 2”, “Heading 3”, “Heading 4”, and “Back matter” styles. With the cursor in the table, right click and then click ‘Update Field’ to update the titles and page numbers.
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| Abbreviations(Optional) |  
|------------------------|--------|
| Example                | XX     |
| Positive Matrix Factorization | PMF    |
Chapter I

1 Introduction

1.1 Style Guide

*To add a sub-chapter, choose the “Heading 2” style from a new line, then press ‘Enter’ to go to normal text>*

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 (note: it is not the editor’s responsibility to teach you to use your style guide; if you do not know, then 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)

1.2 Front Matter

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 “Front Matter and Pagination How-to” for assistance.)

1.3 Main body of the thesis or dissertation

1.3.1 Margin

<To add a section, choose the “Heading 3” style from a new line, then press ‘Enter’ to go to normal text>

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.

1.3.1.1 Example Title 1.3.1.1

<To add a sub-section, choose the “Heading 4” style from a new line, then press ‘Enter’ to go to normal text>

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Figure 1.1 Margin settings

1.3.2 Page Number

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.)
1.3.3 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.

1.3.4 Table of Contents

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.)

<table>
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<th>Table 1.1</th>
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1.3.5 Table/Figure captions

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 captions 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 provide a full citation, including page number.

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

1.3.7 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.

1.3.8 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.

1.3.9 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.

1.3.10 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 reject your submission. 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.

1.3.11 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.

1.3.12 Type/Fonts

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.
Figure 1.2  Example Figure 1.2

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.

Table 1.2  Example Table 1.1

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1.3.13 Appendices

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.

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