

MANUAL FOR THE PREPARATION OF THESIS
AND DISSERTATIONS

by

THE COLLEGE OF EDUCATION

Texas Christian University
Fort Worth, Texas

To be used by students in the
College of Education
Texas Christian University
as a guide for preparation of
thesis and dissertations
for the degrees of
Master of Education,
Doctor of Education, and
Doctor of Philosophy

2011-2012

Sample thesis title page

TITLE OF THESIS IN CAPITAL LETTERS

DOUBLE-SPACED IF MORE THAN

ONE LINE

by

MEGAN MARIE NALLEY

Bachelor of Education, 2005

Rice University

Houston, Texas

Submitted to the Graduate Faculty of the

College of Education

Texas Christian University

in partial fulfillment of the requirements

for the degree of

Master of Education

May* 2012

*This date can only be May, August, or December

Sample dissertation title page

TITLE OF DISSERTATION OR CAPSTONE PROJECT IN CAPITAL LETTERS

DOUBLE-SPACED IF MORE THAN

ONE LINE

by

MEGAN MARIE NALLEY

Bachelor of Education, 2005
Rice University
Houston, Texas

Master of Education, 2007
University of Texas
Austin, Texas

Submitted to the Graduate Faculty of the
College of Education
Texas Christian University
in partial fulfillment of the requirements
for the degree of

Doctor of Education

May* 2012

*This date can only be May, August, or December

The page after the title page is intentionally left blank, *or* it may contain the copyright statement shown here. In either case, it is unnumbered.

Copyright by
Full Legal Name of Author
2012

ACKNOWLEDGEMENTS

Here the author gratefully acknowledges all the support and help received from various sources. It is usual to acknowledge the help of the major professor/committee members, at least, and any others the author wishes to include.

The page does not need to (but may) include the author's name.

The acknowledgements page may instead be a dedications page, or may be omitted entirely. If you intend to include such a page in your final work, it must be submitted as part of your review copy presented to the dean's office prior to your orals.

Note that this page is numbered "ii" since the previous page is unnumbered as is the title page.

TABLE OF CONTENTS

Acknowledgements	ii
Table of Contents	iii
List of Figures	iv
List of Tables	v
I. Procedures to follow for the final semester	1
II. Submitting final copies of theses and dissertations	1
Processing fees	2
Procedures for copyright	2
III. Manuals and formbooks	2
IV. Parts and order of the manuscript	2
V. Manuscript presentation	3
VI. Official University copies in electronic format	3
VII. Margins and spacing	3
VIII. Pagination	4
IX. Special page descriptions	4
Title Page	4
Table of Contents, List of Figures, etc.	4
Vita	5
Abstract	5
References	5
Approval Page	5
X. Special problems	5
XI. Special page examples	6
Title Page (thesis)	6
Title Page (dissertation)	7
Vita	8
Abstract	9
References	10
Approval Page	11

LIST OF FIGURES

1. Sample figure caption

LIST OF TABLES

1. Sample table caption

MANUAL FOR PREPARATION OF THESES, DISSERTATIONS, AND CAPSTONE PROJECTS

College of Education

May 2012

Section I: Procedures to follow for the final semester

- a. File an “Intent to Graduate” Form (available in the Graduate Office, Bailey 204, during the first four weeks of the semester). **NOTE:** the school will charge you a graduation fee when you file the intent. If you postpone your graduation, you must cancel the intent. You will need to file a new intent the next semester and pay the graduation fee again.
- b. You will receive a packet of information and forms from the Graduate Office. Be sure to note the page of deadlines included. The Registrar’s Office will send instructions, forms to complete, and information about payment of graduation fees. **NOTE:** There are deadlines for refunds of cap and gown rental and diploma fees.
- c. Submit a completed draft of your thesis or dissertation to your committee for review.

All committee members must read the draft of a thesis.

At least three (but preferably all) committee members must read a draft of a dissertation.

- d. Prepare a revised draft incorporating all changes required by your committee.
- e. As your major professor or committee chair to schedule the final thesis oral or dissertation defense with the Associate Dean.

Section II: Submitting final copies of theses or dissertations

- a. Send a PDF version of the entire completed manuscript (including vita, and abstract pages) to the Graduate Office (p.chairez@tcu.edu) for suggested changes and/or approval at least five days before your final oral/defense. The office will return any suggested corrections to you as soon as possible.
- b. Make corrections called for by the college and your committee. Have the approval page signed by your committee members and bring the approval page to the Associate Dean’s office for final signature. You may insert the approval page as an *unnumbered* page immediately after the title page in bound copies

of the thesis. Do not include it in the PDF that you upload.

- c. Pay required submission fees in the Financial Services Office located in 2011 Sadler Hall. Bring a copy of your receipt to the Graduate Office.
- d. If you choose to have ProQuest/UMI file for copyright for you, there is an additional fee of \$45 which should also be paid at the Cashier's Office in Sadler Hall prior to electronic submission of the manuscript.
- e. Bring a completed *Survey of Earned Doctorates* form to the Graduate Office.

Section III: Manuals and formbooks

The College of Education requires all degrees to use the same format. For general guidance on formatting, consult *Publication Manual of the American Psychological Association* (6th ed). Because the thesis or dissertation should reflect the requirements of the discipline, documentation should be in accordance with professional stylebooks.

Section IV: Parts and order of the manuscript

A manuscript generally has three main parts: the preliminary pages, the text, and the reference material. The order of these is usually as follows:

The preliminaries:

Title page

One blank page or copyright notice if the dissertation is to be copyrighted (see preliminary pages of this manual)

Preface, including acknowledgements or dedication (optional)

Table of contents, with page references

List of figures, with titles and page references (if there are figures)

List of tables, with titles and page references (if there are tables)

(NOTE: Embed all tables and figures in the text of the document; *do not* present them in a separate section at the end of the document)

The text:

Introduction

by Main body, with the larger divisions and important minor divisions indicated suitable, consistent headings

Reference:

Appendices

Bibliography (if the appendices are bound as a separate volume, the bibliography is bound with the text in the first volume)

Vita (see sample in this manual)

Abstract (see samples for heading. The original of the dissertation has an extra

copy of the abstract and title page for use by University Microfilms, Inc. in the preparation of their publication, *Dissertation Abstracts*).

Section V: Manuscript presentation

The manuscript, as a demonstration of your ability in research, analysis, and effectiveness of expression, should have an appearance in keeping with such a document. Unsightly irregularities, such as handwritten insertions and obvious use of correction fluids or erasures are not permitted. The college will reject unacceptable manuscripts.

You are responsible for final proofreading. This is to be done before bringing it to the Associate Dean for checking (see II a). An indication that careful proofreading has not been done is cause for complete rejection of the manuscript and possible delay of graduation by at least one semester. Because it is difficult for adequate proofreading by persons unfamiliar with the material, competent outside proofreaders are advisable. You retain full responsibility for effective proofreading and satisfactory correction. You should wait until after your oral examination to make final corrections, so you will have a composite list of all corrections requested by your examination committee and the college.

Section VI: Official University copies in electronic format

The University does not require a bound copy of your thesis or dissertation. Instead, you are required to upload the final version of your document to ProQuest/UMI in PDF format. In addition, the University requires you to upload a native (e.g. Microsoft Word) version of your document to a local TCU database. This copy is a backup copy of your document.

Details on the UMI uploading process as well as details on font embedding etc. are found at <http://lib.tcu.edu/NDLTD>. In case you want to bind your own copies of your thesis or dissertation, this web page also contains information about suggested binderies and associated costs.

Section VII: Margins and spacing

- a. The text of the manuscript is double-spaced. Indented quotations may be single or double-spaced. Consult the approved format for your discipline for additional guidance on spacing.
- b. The left margin (binding side) should be no less than 1.25 inches, and the top margin not less than 1 inch. The right and bottom margins must have a clearance of not less than .75 inch from the typed material. Any of the approved formbooks will give rules for margins well within these limits. Charts, maps, and other illustrative material must meet these margin requirements also.

Section VIII: Pagination

- a. Except the blank pages preceding the title page and following the approval page, the abstract page, and the vita page, each page in the manuscript should be assigned a number. Header and footer margins for page numbers are ½ inch; i.e., there is a ½ inch margin between the page number and the top or bottom of the page. The page number is the only mark that should appear within the margins specified in VII b.
- b. For the preliminary pages, small Roman numerals (i, ii, iii, iv, etc.) are used. The numbering should begin with “ii”; the title page counts as page “i”; but the number does not appear. The blank page or copyright page is not counted or numbered. These page numbers are centered at the bottom of the page. Preliminary pages of these manual illustrate this.
- c. For the remainder of the manuscript including the text, illustrations, appendices, and references, Arabic numbers are used. All pages are numbered, except the vita and abstract pages. Do not use letter suffixes such as 10a, 10b, etc. The numbering should begin with “1”, and run consecutively to the end of the manuscript. Page numbers should be placed at the right margin, consistently either above or below the text. If page numbers are above the text and the page carries a major heading, such as the first page of a chapter or of the references, the page number may be placed at the center bottom. If the description of an illustration is too long to be placed on the same page as the illustration, it should be placed on the preceding page, not on an unnumbered page.
- d. When the appendices are bound as a separate volume, this volume should contain a title page duplicating the title page of the textual volume, with the addition of the word “Appendices,” or similar descriptive words, just like below the title. The pages of this volume are numbered consecutively with Arabic numerals, counting the title as page “1” (although the number does not actually appear on this title page.)

Section IX: Special pages

- a. Title page: the title page contains: (1) the title, in capitals, double-spaced if longer than one line, (2) the full name of the student, (3) the degree or degrees held, (4) sources and dates of the degree or degrees, (5) the “partial fulfillment” statement, and (6) the degree sought, the date the degree is to be conferred. These details are shown on the sample pages (thesis, page 6; dissertation, page 7). Proper spacing is assured if the sample page is used as a guide.
- b. Table of Contents, List of Figures, etc.: The Table of Contents for this document is a good illustration of how these pages should be formatted. Page reference numbers should be placed using a right tab so that they align properly at the right side of each page.

- c. Vita: The vita page should be written in the third person, and should include: (1) personal data, (2) education, and (3) professional experience. The last line of the vita should contain the name of the typist, if the manuscript was prepared by someone other than the author. The vita is written in an outline form as are professional resumes (see samples in the special page examples of this manual). The vita does not bear a page number, and must not be more than one page in length.
- d. Abstract: The abstract page contains: (1) the title of the manuscript (all caps, single-spaced), (2) the author's name, exactly as it appears on the title page, with degree and year, and (3) the thesis or dissertation advisors name and rank (see samples in the special page examples of this manual). The purpose of the abstract is to give a succinct account of the manuscript so that the reader will be able to determine whether it is advisable to read the complete manuscript. The abstract does not bear a page number, and must not be longer than 250 words for a dissertation and 150 words for a thesis.
- e. Reference: References must follow the style format of the *Publication Manual of the American Psychological Association* (6th ed).
- f. Approval Page: The approval page contains: (1) the title of the manuscript (all caps, single-spaced), and (2) a line for each committee member's signature plus one line for the college signature. The first line should be labeled "Major Professor," and the last line, "For The College of Education." These details are shown on the special page examples in this manual (page 11). Proper spacing is assured if the sample page is used as a guide. The approval page may be inserted as an *unnumbered* page immediately after the title page in bound copies of the thesis. It should not be part of the PDF file that you upload.

Section X: Special problems

- a. All special problems encountered in preparing your manuscript should be discussed with the Associate Dean prior to preparation of the final copy.

Section XI. Special page examples

Sample thesis title page

TITLE OF THESIS IN CAPITAL LETTERS
DOUBLE-SPACED IF MORE THAN
ONE LINE

by

MEGAN MARIE NALLEY

Bachelor of Education, 2005
Rice University
Houston, Texas

Submitted to the Graduate Faculty of the
College of Education
Texas Christian University
in partial fulfillment of the requirements
for the degree of

Master of Education

May* 2012

*This data can only be May, August, or December

Sample dissertation title page

TITLE OF DISSERTATION IN CAPITAL LETTERS

DOUBLE-SPACED IF MORE THAN

ONE LINE

by

MEGAN MARIE NALLEY

Bachelor of Education, 2005
Rice University
Houston, Texas

Master of Education, 2007
University of Texas
Austin, Texas

Submitted to the Graduate Faculty of the
College of Education
Texas Christian University
in partial fulfillment of the requirements
for the degree of

Doctor of Education

May* 2012

*This data can only be May, August, or December

Sample vita, outline form

VITA*

Personal Background	Megan Marie Nalley Huntington Beach, California (Optional information) Daughter of Mason James and Beth Ann March Married Brian Wesley Nalley, May 24, 2005 One child
Education	Diploma, Fountain Valley High School, Fountain Valley, California, 2001 Bachelor of Education, Rice University, Houston, 2005 Master of Science, Special Education, University of Texas, Austin, 2007 Doctor of Education, Leadership, Texas Christian University, Fort Worth, 2012
Experience	Superintendent of Schools, FWISD, 2008-2009 TCU Fellow, Texas Christian University Fort Worth, 2009-2010 Teaching Assistantship, Texas Christian University 2010-2011 Assistant Professor of Education, Midwestern State University Wichita Falls, January 2006-present
Professional Memberships	Teacher Association

This dissertation or capstone project was typed by Ms Jean Stanley.
(Use this line only if the author is not the typist).

*The vita is limited to one page.

Sample abstract

ABSTRACT

TITLE OF THESIS, DISSERTATION, OR CAPSTONE PROJECT IN CAPITAL
LETTERS SINGLE SPACED IF MORE THAN ONE LINE
MAKE SURE THIS TITLE AGREES WITH THE TITLE AND APPROVAL PAGES

by Megan Marie Nalley, Ed.D., 2012
College of Education
Texas Christian University

Thesis, Dissertation, or Capstone Project Advisor: Name of Professor, Rank
examples: Ray L. Smith, Assistant Professor of Education

Barbara C. Thomas, Associate Professor of Special Education

Ernest Powell, Professor of Educational Foundations

James Garin, Professor of Educational Administration and Director
of Administration

The double spaced text of the abstract goes here. The abstract may have multiple pages, but cannot be longer than 250 words for a dissertation or capstone and 150 words for a thesis.

REFERENCES*

- Cochran, W., Fenner, P., & Hill, M. (1984). *Geowriting: A Guide to Writing, Editing, and Printing in Earth Science*. Alexandria, Virginia: American Geological Institute.
- Council of Biology Editors Style Manual Committee. (1994). *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers* (6th ed.). New York: Cambridge University Press.
- Day, R. A. (1994). *How to Write and Publish a Scientific Paper* (4th ed.). Phoenix, Arizona: Oryx Press.
- Hathwell, D. & Metzger, A.W. (1978). *Style Manual* (3rd ed.). New York: American Institute of Physics.
- Publication Manual of the American Psychological Association* (4th ed.). (1994). Washington, D.C.: American Psychological Association.
- Turabian, K. L. (1996). *A Manual for Writers of Term Papers, Theses, and Dissertation* (6th ed.). Chicago: University of Chicago Press.

* This section is titled "References".

Sample thesis/dissertation approval page; Submit the signed page after final approval of your committee to the Dean's Office. This page is not part of the electronically submitted thesis or dissertation, however after all signatures have been obtained, it can be inserted as an unnumbered page immediately following the title page in printed copies that you wish to have bound.

TITLE OF THESIS or DISSERTATION
SINGLE SPACED IF MORE THAN ONE LINE
THIS TITLE MUST AGREE WITH THE ONE ON THE TITLE PAGE
AND MUST BE IN ALL CAPS

Thesis/Dissertation approved:

Major Professor

For The College of Education

*Provide the exact number of lines for each committee member's signature.