SAM HOUSTON STATE UNIVERSITY

The Graduate and Professional School

Electronic Thesis and Dissertation Manual

A Guide to Thesis/Dissertation Formatting and Submission

TABLE OF CONTENTS

CHAPTER I

INTRODUCTION

What is the ETD Manual?

The Graduate and Professional School has created the Electronic Thesis and Dissertation (ETD) Manual to assist graduate students with formatting and submitting their thesis/ dissertation. The ETD Manual includes information on submission timetables, formatting (either with the pre-formatted templates and non-template users), digital accessibility compliance, copyright, Vireo, etc.

Order of Events: From Writing to Submitting your Thesis/Dissertation

Below is a detailed timetable of tasks that need to be completed to graduate. These requirements must be completed the semester you intend to graduate.

1. Initiation Sheet: The initiation sheet should be submitted once the graduate student completes coursework, registered for thesis/dissertation writing courses (ABD/ABT) and formed their thesis/dissertation committee. Email form to thegraduateschool@shsu.edu. Note: If a member is not employed by SHSU, a Non-SHSU Employee Committee Request Form must be submitted to the Graduate School for the individual to serve on a thesis/dissertation committee. Make sure all applicable signatures are on the request form and attach the non-SHSU member's Vita to the email along with the request form. Also, SHSU committee members must maintain their Graduate Faculty Membership status to remain on a committee. Faculty and students can check committee member status under the Faculty and Staff Resources tab on The Graduate School webpage.

2. First Draft Review: Thesis/Dissertation 1st drafts should be submitted to the Thesis/Dissertation Specialist at tgsthesis@shsu.edu by the set deadline. Graduate students must submit all required sections (i.e., title page, approval page, table of contents, vita, etc.) plus **THREE CHAPTERS** of their thesis/dissertation. Include your name, SAM ID, and chosen style guide (i.e., MLA, APA, Chicago, etc.) when submitting your draft. After the document is reviewed, you will be emailed a draft review checklist that will provide all corrections that need to be made. Note: It is the graduate student's responsibility to ensure their thesis/dissertation meets all SHSU regulations and guidelines. The ETD Manual and Draft Review Checklist has instructions on formatting thesis/dissertation documents following SHSU guidelines. If you need to delay your graduation, you must **resubmit** your 1st draft for the semester you intend on graduating.

3. Public Defense Announcement: A public defense announcement should be completed two weeks prior to the defense. Email form to thegraduateschool@shsu.edu. If applicable, please attach your college/department (internal) defense announcement for verification purposes. An example of the public defense announcement has been provided to assist with proper formatting. Public Defense Announcement Example.

4. Public Defense: A public defense of your thesis/dissertation should be completed by the deadline stated in the academic calendar. Students can also find this deadline below. Coordinate with your Chair, committee members and department on scheduling your defense.
5. Route Sheet: Graduate students should submit a route sheet immediately after successfully defending their thesis/dissertation. Read the instructions carefully and fill out the form correctly. This information will be sent to the Registrar's Office for degree program and graduation purposes.
6. Embargo Request: Graduate students who are seeking a one-year, two-year or permanent embargo must submit an Embargo Request Form by the deadline. Students must be approved for an embargo by the Dean of The Graduate School. Email form to thegraduateschool@shsu.edu. **Note to Faculty and Graduate Students:** Faculty can submit an embargo request form on behalf of a student by filling out the applicable fields on the form. Please be aware that failure to submit an embargo request by the deadline is ultimately the graduate student's responsibility. An Embargo allows a thesis/dissertation to be withheld from being published digitally via SHSU's institutional repository either temporarily or permanently providing students an opportunity to have their research published in an academic journal, as a novel or to acquire a patent. Students must submit all requirements listed in this section regardless of an embargo approval.
7. Final Draft Review: The final draft review should be submitted to the Thesis/Dissertation Specialist at tgsthesis@shsu.edu after revising all format issues included in the 1st review checklist as well as all approved edits by committee members. The document should be completed in its entirety and submitted to the Thesis/Dissertation Specialist at tgsthesis@shsu.edu after revising all format issues included in the draft review checklist as well as all approved edits by committee members. Final drafts should be submitted after successfully defending your thesis/dissertation. Make all necessary changes to your document before submitting for final review. THIS IS THE FINAL SUBMISSION OF YOUR DOCUMENT. THROUGHLY PROOFREAD YOUR FINAL DRAFT FOR GRAMMER AND FORMATTING ISSUES.
8. Vireo and Embargo Submission: The Thesis/Dissertation Specialist will email a final pdf version of your approved thesis/dissertation document to submit through Vireo (No additional edits can be made to your approved document). Follow the instructions, fill in all sections correctly and upload the approved pdf file. If a graduate student was granted a one-year or two-year embargo, fill in all sections that apply. Graduate students who have been approved for a permanent embargo **do not** submit their final document through Vireo; students should follow the Permanent Embargo Instructions to submit their document to the Newton Gresham Library. Note: It is important that embargo requests and Vireo submissions be completed in a timely manner. Failure to do so will delay final route sheet approvals which need to be confirmed by the Registrar for commencement purposes.

Thesis/Dissertation Public Defenses Via Zoom

***ATTENTION: If you're planning to defend your thesis/dissertation via Zoom, please follow the tips below to safeguard against Zoom-bombing:

- Do not use your Personal Meeting ID. Set-up an ID that will generate automatically when creating the meeting.
- Require a meeting password. Do not overshare your password. Only give it to those who will be attending the meeting.
- When creating the meeting, check the 'Enable Waiting Room' and 'Mute Participants on Entry' in the Advanced Options section.
- To prevent harassment of other participants, inappropriate images, and GIFs in the chat, disable file transfer and private chat. Go to settings in the Zoom web app. Select Personal, then Settings and click In Meeting. Go to File Transfer and Private Chat to disable (Note: The gray button indicates when the Private Chat is disabled).
- Once the meeting has started, select the arrow next to the green Share Screen button, then Advanced Sharing Options and select 'One participant can share at a time' and 'Only Host' in the designated sections. Assign your Chair and one other committee member as co-hosts. If you experience a Zoom bomb during your defense, go to Participants List, scroll down to More and click Lock Meeting. Have one of your co-hosts go to Participants List, scroll to the bottom, and click Mute All Controls to cut the hacker's microphone/audio.

Approved List of Style Manuals/Guides

The following style manuals have been accepted by the Sam Houston State University Graduate Council. Students must use one of the style guides listed below. The exception to this requirement is students whose document qualifies as a journal-model thesis/dissertation. The **most recent edition** of these manuals should always be followed. CONSULT YOUR THESIS/DISSERTATION DIRECTOR TO DETERMINE WHICH MANUAL IS REQUIRED BY YOUR DEPARTMENT.

1. ASC Guide to Scholarly Communication (Online)–
   https://pubs.acs.org/doi/book/10.1021/acsguide
2. The AP Stylebook, 55th Edition (Online and Book)
   – https://www.apstylebook.com/
3. Chicago Manual of Style, 17th Edition or A Manual for Writers of Research Papers, Theses, and Dissertations, 9th Edition (Online and Book) –
   https://www.chicagomanualofstyle.org/home.html
4. AMS Style Guide (Online) – https://www.ams.org/publications/authors/AMS-StyleGuide-online.pdf
5. MLA Handbook, 9th Edition (Online and Book)– https://style.mla.org/

6. Publication Manual of the American Psychological Association, 7th Edition or Concise guide to APA Style, 7th Edition (Online and Book)
   – https://apastyle.apa.org/
7. Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers, 8th Edition (Online and Book)
   – https://www.scientificstyleandformat.org/Welcome.html#pt3
8. Style Manual for Political Science, 2018 Edition (APSA) (Online and Book)– https://connect.apsanet.org/stylemanual/
9. Style Manual: An Official Guide to the Form and Style of Federal Government Printing, 2016 (GPO) (Online and Book)
   – https://www.govinfo.gov/content/pkg/GPO-STYLEMANUAL-2016/pdf/GPO-STYLEMANUAL-2016.pdf
10. Suggestions to Authors of the Reports of the USGS, 7th Edition (Online)
    – https://pubs.usgs.gov/unnumbered/7000088/
11. The Bluebook, A Uniform System of Citation, 21st Edition (Online and Book)
    – https://www.legalbluebook.com/
12. AIP Style Manual, 4th Edition (Online)
    – https://publishing.aip.org/resources/researchers/ or https://publishing.aip.org/wp-content/uploads/2021/03/AIP_Style_4thed.pdf
13. ASHS Publications Style Manual (Online Only)
    – https://journals.ashs.org/page/publish or https://journals.ashs.org/fileasset/style_manual_1218.pdf
14. Journal of Animal Science (Online Only)
    – https://academic.oup.com/jas/pages/General_Instructions
15. AMA Manual of Style, 11th Edition (Online and Book) – https://www.amamanualofstyle.com
16. ASA Style Guide, 7th Edition (Online and Book) – https://www.asanet.org/publications/journals/asa-style-guide/?hilite=asa+style+guide
17. IEEE Editorial Style Manual, 2018 — https://ieeeauthorcenter.ieee.org/wp-content/uploads/IEEE-Editorial-Style-Manual.pdf or https://www.ieee.org/

CHAPTER II

FORMATTING

The measure of a Life is its Service.
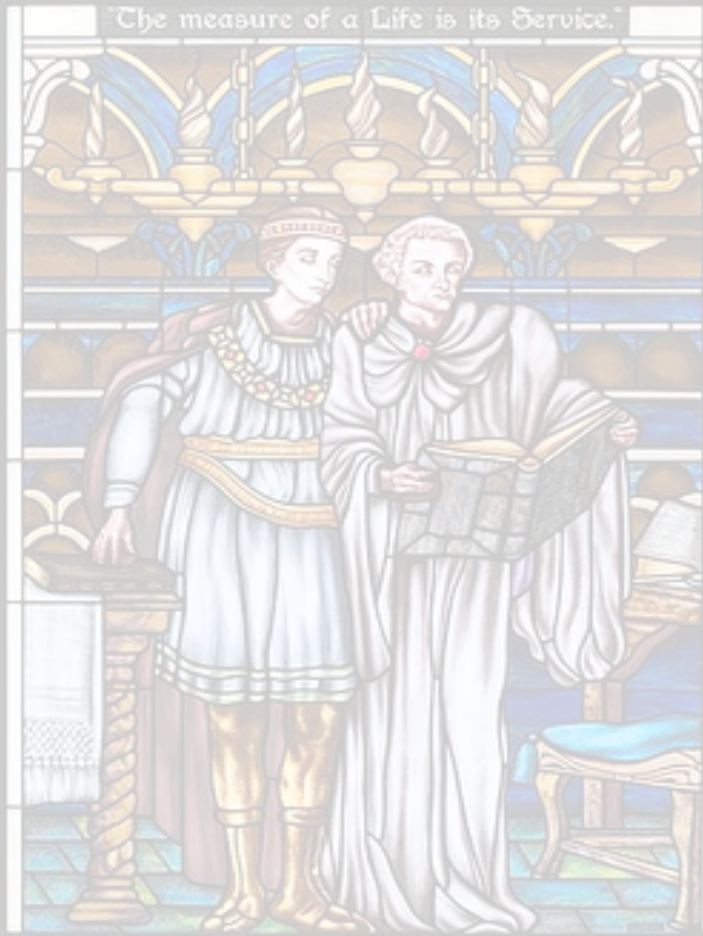
Templates

Students are advised to use the templates to assist with formatting. These templates are pre-formatted word documents that have all major sections and page numbers set to SHSU standards. There are three templates available:

1. Traditional Thesis/Dissertation Template: This dissertation is pre-formatted for a traditional thesis or dissertation.
2. Journal-Model Template: This is a modified template that includes designation pages for journal articles. The template is meant for students who have published or are in the process of publishing portions of their thesis or dissertation to academic journals. The template is formatted to APA 7.
   A. Doctoral Dissertation Requirement: Students must have A MINIMUM OF THREE journal articles that are either already published or intended to be published in an academic journal(s).
   B. Master's Thesis Requirement: Students must have A MINIMUM OF TWO journal articles that are either already published or intended to be published in an academic journal(s).
3. Creative Thesis Template: The Creative Thesis Templates are non-tradition templates for creative works. Version 1 is without chapters and Version 2 has chapters. Students can choose which version best suits their thesis or dissertation.

Thesis/Dissertation Arrangement

Each document is broken down into 13 parts. The table below provides a list of these sections.

NOTE: Sections marked with an asterisk (*) are optional and may be deleted from the document. All others are required according to official SHSU standards. If you are using a template, it is recommended to wait until your thesis/dissertation is complete to delete optional sections.

1. Title Page
2. Approval Page
3. Dedication *
4. Abstract
5. Acknowledgements *
6. Preface *
7. Table of Contents
8. List of Tables (If applicable)
9. List of Figures (If applicable)
10. Body of Thesis/Dissertation
11. References, Bibliography or Works Cited
12. Appendix (If applicable. Include any copyright information in the appendix)
13. Vita

Margins, Spacing, Font and Pagination

Margins

- Top: 1"
- Left: 1.5"
- Top: 1"
- Bottom: 1"

Spacing

Your document should be double-spaced throughout. There are a few exceptions to this rule that will be noted as you add content to your document. NOTE: The template will show where single-spacing is allowed.

Font Size and Style

12 pt. font is required throughout. The only exception to this requirement is tables/figures and footnotes which can be reduced to 9-10 pt. font; font must always be legible.

Acceptable font styles include:

- Times New Roman
- Helvetica
- Courier
- Geneva
- CG Times

NOTE: The same font style must be used throughout the entire document.

Pagination

- The Title and Approval Page should <u>not</u> have page numbers
- From Dedication to List of Figures, use roman numerals page numbers, bottom and centered, starting at (iii).
- From the body to the end of the thesis/dissertation, use Arabic page numbers, top right corner starting at (1).

Title Page

Checklist for Title Page

Title of document is the same as what appears on the Abstract page and Approval page.

- The title of document uses ALL CAPS.
- Author's name is the same as what appears on Abstract page and Approval page.
- The date listed reflects the current semester of publication. Students graduating in a later semester must put the current semester of publication on their documents.
- The correct Department name appears on the Title page.

Non-template users need to format the approval page as follows:

1. NO PAGE NUMBER.
2. Margins: Left margin 1.5 inch. Top, Right, Bottom 1 inch.
3. Font: 12 pt. Double-spaced throughout. Use same font style throughout document. (Use **RegText**)
4. Title: ALL CAPS and centered on first line beneath top margin. The title may take multiple lines depending on its length.
5. (centered) 1-inch underscore line two spaces beneath the title.
6. (centered) A Thesis/Dissertation
7. (centered) Presented to
8. (centered) The Faculty of the Department *<Insert Department Name>*
9. (centered) Sam Houston State University
10. (centered) 1-inch underscore line two spaces beneath SHSU.
11. (centered) In Partial Fulfillment
12. (centered) of the Requirements for the Degree of
13. (centered) Doctor of *<Insert Degree>* **OR** Master of *<Insert Degree>*
14. (centered) 1-inch underscore line two spaces beneath degree.
15. (centered) by
16. (centered) *<Your official name as found in the Registrar's Office>*
17. (centered) Month of current graduation semester, Year of current graduating semester. [i.e. May, 2016]
18. When finished, click on the **Insert** tab, and click on **Page Break** to start a new section.

Approval Page

The approval page is the second page in your document, and it also follows an official standard. Physical signatures are no longer required on the approval page. The Electronic Route Sheet has replaced this process, saving you time and hassle.

Checklist for Approval Page

Title of document is the same as what appears on Abstract page and Title page.

- The title of document uses ALL CAPS.
- Author's name is the same as what appears on Abstract page and Approval page.
- All committee member names on the Approval page are spelled correctly and have appropriate credentials next to each person's name.

Non-template users need to format the approval page as follows:

1. NO PAGE NUMBER.
2. Margins: Left margin 1.5 inch. Top, Right, Bottom 1 inch.
3. Font: 12 pt. Double-spaced throughout. Use same font style throughout document. (Use **RegText**)
4. Title: ALL CAPS and centered on first line beneath top margin. The title may take multiple lines depending on its length.
5. (centered) by
6. (centered) *<Your official name as found in the Registrar's Office>*
7. (centered) 1-inch underscore line two spaces beneath degree.
8. Tab over to center of page (about 6 times), and type APPROVED:
9. Tab over to center of page (about 6 times): Advisor's first and last name, followed by credentials.
10. Tab over to center of page (about 6 times): Thesis Director
11. Tab over to center of page (about 6 times): Committee member's first and last name, followed by credentials.
12. Tab over to center of page (about 6 times): Committee Member
13. Repeat steps 10 & 11 until all committee members are accounted for.
14. Tab over to center of page (about 6 times): Dean of college's first and last name, followed by credentials.
15. Tab over to center of page (about 6 times): Dean, College of *<Insert name of college>*
16. Hit the ENTER button once.
17. Click on the **LAYOUT** tab.
18. Click on the **Breaks** feature in the **Page Setup** section.
19. Select **Continuous break**. (*This is an important step for formatting page numbers*.)
20. When finished, click on the **Insert** tab, and click on **Page Break** to start a new section.

Dedication Page

The Dedication page is optional and can be deleted if you decide not to use it.

Non-template users need to format the approval page as follows:

1. Lower case Roman Numeral (iii), centered, bottom of page.
2. Margins: Left margin, 1.5 inch. Top, Right, Bottom, 1 inch.
3. Font: 12 pt. Double-spaced throughout. Use same font style throughout document.
4. Title: **DEDICATION** – ALL CAPS, bold, centered on the first line. (Use CHPT_Title)

Abstract

All theses and dissertations must have an abstract at the beginning of the document that is formatted according to SHSU guidelines. The abstract is a descriptive summary, no longer than 350 words, composed of three principal parts:

- Statement of the purpose
- Methods
- Findings of the thesis/dissertation research

**NOTE FOR JOURNAL-MODEL THESES/DISSERTATIONS: Don't confuse this abstract with the other abstracts that you will create for each section of a journal-model thesis/dissertation. This main abstract ties together the entire document, summarizing all the research and preparing readers on what to expect in your manuscript. Unavoidably, this will duplicate some of the introductory material in each article.

Checklist for Abstract

- Title of document is the same as what appears on Title page and Approval page.
- The title of document uses sentence-style capitalization.
- Author's name is the same as what appears on Title page and Approval page.
- The date listed reflects the current semester of publication. Students graduating in a later semester must put the current semester of publication on their documents.
- The correct Major is listed in the Abstract.
- Key Words are listed at the end of the Abstract. The first word of each term is capitalized. (Assessment risk, Chemical reaction, Handbook, Optical illusion)

Non-template users need to format the approval page as follows:

1. Lower case Roman numeral (iii), centered, bottom of page.
2. Margins: Left margin 1.5 inch. Top, Right, Bottom 1 inch.

3. Font: 12 pt. Use same font style throughout document.
4. Title: **ABSTRACT** -- ALL CAPS, bold, centered on first line. (Use CHPT_HD font style).

      Citation. The next line beneath the page's title consists of a single-spaced citation of your manuscript. All theses and dissertations follow the same citation style for the abstract:

      Student, Isaac M., *The title of the thesis goes here (use sentence-case capitalization)*. Master of [Fine] Arts/Science or Doctor of Philosophy/Education (*<Your Major>*), May, 2015, Sam Houston State University, Huntsville, Texas.

The font should be 12 pt. and single-spaced for the citation, and it should be flush-left on the page. Refer to the example abstract.

      Abstract Body. Use **RegText** to type the body of the abstract so that the first line of each paragraph is indented appropriately. The body should be double-spaced throughout. Refer to the abstract example for instructions on what to include in the text.

      Key Words. A list of key words appears on the next line below the text body. KEY WORDS is typed flush-left in ALL CAPS, followed by a colon. The font should be 12 pt. and single-spaced, and it should remain flush-left on the page. Refer to the example abstract for more information on key words.

When finished, click on the **Insert** tab, and click on **Page Break** to start a new section.

Acknowledgements

The Acknowledgments page is optional and can be deleted if you decide not to use it.

This is the place in your document where you may either thank all the important people in your life who helped you achieve your current success, or other persons you deem as important to your work. There is no word limitation.

**NOTE FOR TEMPLATE USERS: It is best to wait until you have completely finalized your document before deleting this page, unless you are <u>positive</u> that you will not use it.

Non-template users need to format the approval page as follows:

1. Lower case Roman Numeral (iii), centered, bottom of page.
2. Margins: Left margin 1.5 inch. Top, Right, Bottom 1 inch.
3. Font: 12 pt. Double-spaced throughout. Use same font style throughout document.
4. Title: Type **ACKNOWLEDGMENTS** in ALL CAPS, bold, centered on first line beneath top margin. (Use CHPT_Title)

Body Text. Use **RegText** to type the body of your text, indenting each paragraph appropriately. When finished, click on the **Insert** tab, and click on **Page Break** to start a new section.

Preface

The Preface is optional and can be deleted if you decide not to use it.

Generally, it may contain personal details about the nature of the research undertaken, how it relates to your background and experiences, and information about the intended audience. Basically, information that is not directly relevant to the research itself. You may also include acknowledgments in this section. If you do include acknowledgments, then delete the Acknowledgments page.

**NOTE TO TEMPLATE USERS: It is best to wait until you have completely finalized your document before deleting this page, unless you are <u>positive</u> that you will not use it.

Non-template users need to format the approval page as follows:

1. Margins: Left margin 1.5 inch. Top, Right, Bottom 1 inch.
2. Lower case Roman Numeral (iii), centered, bottom of page.
3. Font: 12 pt. Double-spaced throughout. Use same font style throughout document.
4. Title: Type **PREFACE** in ALL CAPS, bold, centered on first line beneath top margin. (Use CHPT_Title)

Body Text. Use **RegText** to type the body of your text, indenting each paragraph appropriately. When finished, click on the **Insert** tab, and click on **Page Break** to start a new section.

Table of Contents

The Table of Contents (TOC) is an organized listing of the chapters and major sections of your document. Readers will immediately be able to see how your manuscript is organized and then skip down to sections that are most relevant to them. A clear, concise, and well formatted TOC is the first indicator of a good research paper.

To save yourself some time in making your Table of Contents, be sure that you use font styles.

Checklist for Table of Contents

- Appropriately formatted
- Lists all main sections of the document starting with the Dedication page. If the Dedication page is not used, then starts with the Abstract page.

- Lists the titles of each chapter, plus all Heading Level 2's -- these are the main sections within each chapter. **Do not list any subsections**.
- All titles and headings match what appears in the text **exactly**.
- All page numbers are correct.

Non-template users need to format the approval page as follows:

1. Roman Numeral page number, centered, bottom of page.
2. Margins: Left margin 1.5 inch. Top, Right, Bottom 1 inch.
3. Font: 12 pt. double-spaced throughout. Use same font style throughout document.
4. Title: Type **TABLE OF CONTENTS** in ALL CAPS, bold, centered on first line. (Use CHPT_HD font style)

Inserting a Table of Contents

1. Click on **REFERENCE** tab.
2. Click on **Table of Contents**.
3. Click on **Custom Table of Contents**.
4. Make sure that **Show Levels** is set to **3**.
5. Click on **Options**.
   - Type a number 1 next to **CHPT_title**.
   - Remove the numbers next to Heading 1, Heading 2, and Heading 3.
   - Scroll down until you see **Heading2** and **Heading3**.These are the headings that you previously created when setting up your document.
     - Type a number 2 next to **Heading2**.
     - Type a number 3 next to **Heading3**.

Populating the Table of Contents

The TOC can be automatically generated if you use the pre-formatted font styles created in **Setting Up Your Document**. As you type your document, remember to use each of those font styles as appropriately required. After adding content:

1. Click on the **Reference** tab.
2. Click on **Update Table**.
3. Choose either to:
   A. **Update page numbers only**.
      - Updates just the page numbers of the existing TOC contents.
   B. **Update entire table**.
      - Updates all headings and page numbers in the TOC, adding new content as needed.

When finished, click on the **Insert** tab, and click on **Page Break** to start a new section.

**NOTE: Below is detailed instructions on how to populate the Table of Contents for the traditional and journal-model templates:
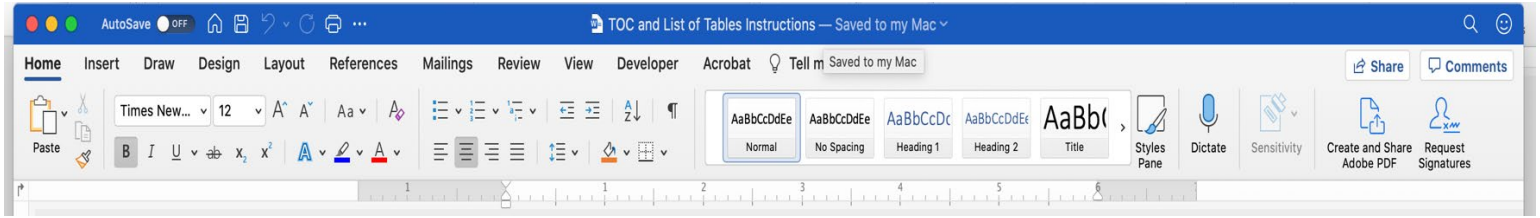
Heading styles are located under Home

HEADING 1:

Use style **Heading 1** to write your chapter title. You will need to manually write the chapter and the chapter number on the line before the chapter title (i.e., CHAPTER I, CHAPTER II, CHAPTER V). Center, **Bold** and ALL CAPS. Select the style **'Normal'**, then, in all caps and bold, write the chapter and chapter number (roman numeral) and center. On the next line, select style **'Heading 1.'** Write the chapter title using title-case capitalization. Heading 1 is pre-set to be bold and centered. Go to Table of Contents, right click and select **Update Field** or go to References and select **Update Table**. Select update entire table.

**NOTE: In the Table of Contents, the chapter number will automatically populate once you've written the chapter title.

HEADING 2:

Use style **Heading 2** to write main sections of your chapters. These subsections should appear in your table of contents. Heading 2 is pre-set to APA 7. Go to Table of Contents, right click and select **Update Field** or go to References and select **Update Table**. Select update entire table.

HEADING 3:

Use style **Heading 3** to write subsections. These sections should not appear in your Table of Contents but should be used to keep your thesis/dissertation organized. You should format these sections according to the style guide/manual you are currently using. In the template style Heading 3 is pre-set to APA 7.

HEADING 4:

Use style **Heading 4** to write subsections. These sections should not appear in your Table of Contents but should be used to keep your thesis/dissertation organized. You should format these sections according to the style guide/manual you are currently using. In the template style Heading 4 is pre-set to APA 7.

HEADING 5:

Use style **Heading 5** to write subsections. These sections should not appear in your Table of Contents but should be used to keep your thesis/dissertation organized. You should format these sections according to the style guide/manual you are currently using. In the template style Heading 5 is pre-set to APA 7.

List of Tables

A List of Tables is a reference tool that allows your readers to navigate to data quickly and easily in your thesis or dissertation. Construction of the list is like creating a Table of Contents. To save yourself some time in making your List of Tables, be sure that you use font styles.

 NOTE: You do not have to provide a List of Tables if you have **fewer than 5 tables.

Checklist for List of Tables

- Appropriately formatted.
- Lists all tables in the document except those listed in any Appendices.
- All titles match what appears in the text **exactly.**
- All page numbers are correct.

Non-template users need to format the approval page as follows:

1. Lower case Roman Number (iii), centered, bottom of page.
2. Margins: Left margin 1.5 inch. Top, Right, Bottom 1 inch.
3. Font: 12 pt. Use same font style throughout document.
4. Title: **LIST OF TABLES** -- ALL CAPS, bold, centered on first line. (Use CHPT_HD font style).
5. On the next line, change the justification to **Justify**. This is the fourth justification selection on the right side of the Right Justify button. It looks like four equal-sized lines stacked on top of each other. This will force the text to evenly space itself between the margins.
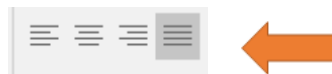
6. Use **RegText** to type these two words: Table Page
7. Place your cursor in front of the word **Page**. Use the **Tab** key on your keyboard to force the word **Page** to move as far right as possible. When **Page** goes onto the next line, stop, and use the **Backspace** key until it is on the same line as **Table**. Use your spacebar to move **Page** as far over to the right as you can without moving it onto the next line.

How to Set the Font Style

1. Click on the down arrow on the far-right side of the visual **Style Gallery/Styles Pane**.
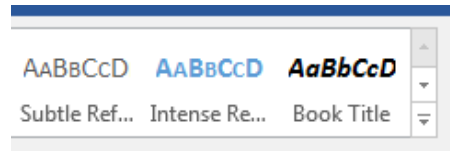
2. Click **Create a Style/New Style**. This opens a **Create New Style from Formatting** window.
3. Change the name to **Table title**.
4. Click **Modify**.
5. Under **Formatting**:
    A. Select your chosen font from the drop-down menu (i.e., Times New Roman).
    B. Set it to 12 pt.
    C. Left justified.
    D. Single-spaced.
6. Click on **Format** in the bottom left-hand corner of the window.
7. Select **Font**.
8. Under **Effects**, make sure that no options are checked.
9. Click OK. Click OK again.
10. You should now see your new style named **Table title** in the **Style Gallery**.

How to Insert a List of Tables

1. Click on the **Reference** tab.
2. Click on **Insert Table of Figures** in the **Captions** section.
3. Under **General**, make sure that **Caption** label is set to **Table**.
4. Also make sure that **Include label and number** is unchecked.
5. Click on **Options**.
6. Check the **Style** box and select **Table title** in the dropdown box.
7. Click OK.
8. Click on **Modify**. This shows a preview of the font that will be used to create your List of Tables.
9. Click on **Modify**.
10. Under **Formatting**, change the font style so that it matches the font used in the rest of your document:
    A. 12 pt.
    B. Left justified
    C. Double-spaced

11. Click on the **Format** button and select **Paragraph** from the dropdown menu.
12. Under **Indentation**, make sure that **Left** is set to **0.3**.
13. Click Ok, Ok, Ok, and Ok to close all of the windows.
14. Don't be surprised if the following appears: **No table of figures entries found.** This will be replaced with your table titles as you start inserting them into your document.
15. When finished, click on the **Insert** tab, and click on **Page Break** to start a new section.

List of Figures

The List of Figures allows readers to navigate to those pages containing charts and images quickly and easily that are of interest to them. To save yourself some time in making your List of Figures, be sure that you use font styles.

 NOTE: You do not have to provide a List of Figures if you have **fewer than 5 figures.

Checklist for List of Figures

- Appropriately formatted.
- Lists all figures in the document except those listed in any Appendices.
- All titles match what appears in the text **exactly.**
- All page numbers are correct.

Non-template users need to format the approval page as follows:

1. Lower case Roman Number (iii), centered, bottom of page.
2. Margins: Left margin 1.5 inch. Top, Right, Bottom 1 inch.
3. Font: 12 pt. Use same font style throughout document.
4. Title: **LIST OF FIGURES** -- ALL CAPS, bold, centered on first line. (Use CHPT_HD font style).
5. On the next line, change the justification to **Justify**. This is the fourth justification selection on the right side of the Right Justify button. It looks like four equal-sized lines stacked on top of each other. This will force the text to evenly space itself between the margins.

6. Use **RegText** to type these two words: Figure Page
7. Place your cursor in front of the word **Page**. Use the **Tab** key on your keyboard to force the word **Page** to move as far right as possible. When **Page** goes onto the next line, stop, and use the **Backspace** key until it is on the same line as **Figure**. Use your spacebar to move **Page** as far over to the right as you can without moving it onto the next line.

How to Set the Font Style

1. Click on the down arrow on the far-right side of the visual **Style Gallery/Styles Pane**.
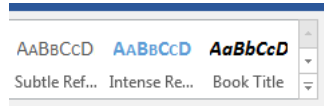
2. Click **Create a Style/New Style**. This opens a **Create New Style from Formatting** window.
3. Change the name to **Figure title**.
4. Click **Modify**.
5. Under **Formatting**:
   A. Select your chosen font from the drop-down menu (i.e. Times New Roman).
   B. Set it to 12 pt.
   C. Left justified.
   D. Single-spaced.
6. Click on **Format** in the bottom left-hand corner of the window.
7. Select **Font**.
8. Under **Effects**, make sure that no options are checked.
9. Click OK. Click OK again.
10. You should now see your new style named **Figure title** in the **Style Gallery**.

How to Insert a List of Figures

1. Click on the **Reference** tab.
2. Click on **Insert Table of Figures** in the **Captions** section.
3. Under **General**, make sure that **Caption** label is set to **Figure**.
4. Also make sure that **Include label and number** is unchecked.
5. Click on **Modify**. This shows a preview of the font that will be used to create your List of Figures.
6. Click on **Modify**.
7. Under **Formatting**, change the font style so that it matches the font used in the rest of your document:
   A. 12 pt.
   B. Left justified
   C. Double-spaced
8. Click on the **Format** button and select **Paragraph** from the dropdown menu.
9. Under **Indentation**, make sure that **Left** is set to **0.3**.
10. Click Ok, Ok, Ok, and Ok to close all of the windows.

11. Don't be surprised if the following appears: **No table of figures entries found.** This will be replaced with your figure titles as you start inserting them into your document.
12. When finished, click on the **Insert** tab, and click on **Page Break** to start a new section.

Body of Thesis or Dissertation

The body of each manuscript contains text describing research performed as part of the completion process for a master or doctoral program. Formatting may vary depending on the style guide used, or whether the document is a journal model or a creative thesis; however, all manuscripts must adhere to SHSU's basic format standards:

- Page Numbers: Arabic numbers (1, 2, 3, 4, etc.), right side, top of page. Page numbers start with 1 on the first page of the first chapter and continue to the end of the document.
- Margins: Left margin 1.5 inch. Top, Right, Bottom 1 inch.
- Font:12 pt. double-spaced throughout. Use same font style throughout document.

Checklist for Body of Thesis/Dissertation

- Separated into chapters with chapter titles.
- Appropriately formatted according to chosen style manual, such as APA, MLA, Chicago/Turabian, etc.
- Headings and subheadings are consistently formatted throughout the document. Do not change heading structure midway through the document.
- A subheading at the bottom of the page must have at least one line of text beneath it. Otherwise, the subheading may be moved to the next page.
- Do not use numbering systems to designate sections and subsections. For example:
  o Part 2: Structure of the Elements
  o Part 2. 1: List of elements
- Text is double-spaced throughout. Do not insert extra blank lines or spacing to separate text.
- You may insert blank lines at the bottom of one page to keep a single Table from breaking, or when inserting a Figure.

Dividing the Content

The first thing you will do when constructing a thesis or dissertation is create a basic outline of your content. This same outline can be used to generate chapter titles and headings throughout the document.

Titles and headings help readers understand how you have structured the subject matter and prepares them for what they are about to read. A logical and consistent progression of headings helps with this.

Unless stated otherwise in your specific style manual, the following outlines the basic structure for titles and headings (Note: Heading styles 2-5 are in APA 7):

1. Each chapter begins with a chapter designation on the top line of the page:
    A. Bold
    B. Centered
    C. ALL CAPS
    D. Followed by a Roman numeral: CHAPTER I, CHAPTER II, CHAPTER III, etc.
2. The next line is the chapter title:
    A. Bold
    B. Centered
    C. Headline Style Capitalization. (Use Heading1)
3. Heading style 2:
    A. Bold
    B. Left-justified
    C. Headline Style Capitalization. (Use Heading2)
4. Heading style 3:
    A. Bold
    B. Left-justified
    C. Italicized
    D. Heading style capitalization (Use Heading3)
5. Heading style 4:
    A. Bold
    B. Indented for paragraph
    C. Heading style capitalization ending with a period. Regular text starts after period. (Use Heading4)
6. Heading style 5:
    A. Bold
    B. Italicized
    C. Indented for paragraph
    D. Heading style capitalization ending with a period. Regular text starts after period. (Use Heading5)

You may not need to use all these heading formats but knowing will take some of the guesswork out of the creation process.

NOTE: Heading formats must be used in consecutive order. You cannot skip one heading level in preference for another. Also, you cannot have only one subsection within a section. Use at least two, or none.

Special Instructions for Journal Model

> **Doctoral dissertations must contain 3 or more journal articles. Master's theses must contain 2 or more journal articles.** If it does not, the the document should be formatted to a traditional thesis or dissertation.

- First chapter contains an Introduction discussing all research presented in the document, including: Literature Review, Study Area, and Literature Cited.
- Each article appears in its own chapter and may have its own List of References.
- Last chapter is a Summary or Conclusion of all research.
- A comprehensive list of <u>all</u> references appears in a Reference/Bibliography section.

Special Instruction for a Creative Thesis or Dissertation

- First chapter contains an Introduction to the document with a review of the literature or critical essay unifying the presentation and sets the tone of the work. The introduction should provide the rationale for the acceptance of a Creative Thesis. A bibliography may appear either directly after this section, or at the end of the document before any Appendices or the Vita.
- Is divided into Chapters.
- Last chapter is a Summary or Conclusion of all research (if applicable).
- A comprehensive listing of <u>all</u> references appears in a Works Cited/Bibliography section. If no sources are referenced in the Creative section, then a list of references at the end of the Introduction section is sufficient.

Bibliography, References or Works Cited

The Bibliography or References appears after the body of the document. It is a complete listing of all cited resources used to create your document. Even though Journal Model authors may have individual Reference sections for each article, this complete Reference list of all citations must appear at the end of the entire manuscript.

Reference lists are formatted according to the instructions provided by the most recent edition of your chosen style manual. In some cases, style manuals do not contain up-to-date instructions on documentation of electronic publications (i.e., E-mail, software, electronic journals, etc.), government documents, or legal documents. When the department's style manual fails to provide sufficient instructions regarding bibliographic documentation, it is suggested that the student consult the Publication Manual of the American Psychological Association (APA) or a style manual associated with their discipline. Specialized style manuals for citing legal material and electronic information are available in the Newton Gresham Library.

Checklist for Bibliography, References or Works Cited

- Includes a complete listing of all resources cited in the document.
- Appropriately formatted according to chosen style guide. Should be double-spaced throughout with no extra spacing unless chosen style guide dictates otherwise.

Non-template users need to format the approval page as follows:

1. Page numbers: Arabic numbers (1, 2, 3, 4, etc.), right side, top of page.
2. Margins: Left margin 1.5 inch.Top, Right, Bottom 1 inch.
3. Font: 12 pt. Double-spaced throughout. Use same font style throughout document.
4. Title: Type **REFERENCES** *or* **BIBLIOGRAPHY** *(whichever term is deemed appropriate by your style guide)* in ALL CAPS, bold, centered on first line beneath top margin. (Use CHPT_Title)

      Body Text. Use **RegText** to type the body of your text, indenting each paragraph appropriately. When finished, click on the **Insert** tab, and click on **Page Break** to start a new section.

NOTE: Non-Template users may manually type their citations in the Reference section, or use Microsoft Word's **Insert Bibliography feature, found under the **References** tab.

Appendix

Appendices serve as a space for materials that help clarify your research, but do not belong in the main text. It is not required to include an Appendix. Include one or more if you need to.

Items that might be included:

- Letters receiving permission to reproduce or adapt images, instruments for research, or other copyrighted materials. (See Copyright section of this website)

- Copies of IRB's.

- Survey questionnaires that you have created.

- Tables, figures, or instruments that do not belong in the main text.

Talk to your advisor if you have material that you are not certain about. They should be able to provide guidance about what should be included in an Appendix. Also, consult your chosen style guide about and appropriate content and formatting considerations.

Checklist for Appendix

- Contains a copy of the IRB (if one was required for research).
- Contains copies of any copyright permissions if any were needed.
- Tables and figures are labeled appropriately according to style guide.
- If there are more than one Appendices, they should be labeled A, B, C...

Non-template users need to format the approval page as follows:

1. Page numbers: Arabic numbers (1, 2, 3, 4, etc.), right side, top of page.
2. Margins: Left margin 1.5 inch. Top, Right, Bottom 1 inch.

3. Font: 12 pt. Double-spaced throughout. Use same font style throughout document.
4. Title: Type **APPENDIX** in ALL CAPS, bold, centered on first line beneath top margin. (Use CHPT_Title)

   Body Text. Use **RegText** to type the body of your text, indenting each paragraph appropriately. When finished, click on the **Insert** tab, and click on **Page Break** to start a new section.

**NOTE: If you have more than one Appendix, label them like the main sections and alphabetically. For instance, APPENDIX A, APPENDIX B, APPENDIX C, etc. In the table of contents, label each appendix exactly as shown above as a main section (i.e., Acknowledgements, Vita, References, Table of Contents, etc.). Do not add titles to appendices.

Vita

A vita is the equivalent of a resume and is used to list your educational and professional qualifications. There are two items of note that should **NOT** be included in a thesis or dissertation vita:

- Personal contact information
- Professional references

These documents are posted on the web and the university cannot control who can view them, so it is highly discouraged to provide personal contact information for your personal safety. Also, personal references will change as you progress in your career, and so it does not make sense to provide them in this document. These types of information are fine for resumes sent out while job hunting, but not in a bound manuscript.

Your vita may follow one of two formats:

- Narrative
- Traditional CV (resume) style

The narrative contains personal, academic, and professional information about the author written in biographical form. It is similar to the biographical narratives found in books by your favorite authors.

The traditional CV (resume) style is the most common format used. It is a methodical listing of your professional and educational experiences, including any research projects and publications you've contributed to. There is no required format for this style. Instead, you may arrange the contents in the manner that best suits your academic field if the general format for theses and dissertations is followed.

Consult with your thesis director about which of the two forms should be used in your manuscript.

Checklist for Vita

- Does not contain any personal contact info such as home address, phone number, or email address. This is for your personal safety since these documents are accessible by anyone.
- Is neatly formatted according to the style used within your field. Alternatively, you can use the narrative format.

Non-template users need to format the approval page as follows:

1. Page numbers: Arabic numbers (1, 2, 3, 4, etc.), right side, top of page.
2. Margins: Left margin 1.5 inch.Top, Right, Bottom 1 inch.
3. Font: Use same font style throughout document.
4. Title: Type **VITA** in ALL CAPS, bold, centered on first line beneath top margin. (Use CHPT_Title)

Body Text. Use **RegText** to type the body of your text.

CHAPTER III

JOURNAL MODEL THESIS/DISSERTATION

Journal Model Manuscript

Departments may elect to use a specific journal's format for the body of the thesis or dissertation; the journal should be a respected scholarly journal well known in the major field. The decision to follow the journal model is made by the student's department and advisor, not the student.

**NOTE: Doctoral dissertations must contain 3 or more journal articles. Master's theses must contain 2 or more journal articles. If requirements are not met, students must restructure their document to SHSU's traditional thesis or dissertation formatting.

Following the journal model means that while each manuscript will follow the same structure for front and end matter, the body of the document will be structured according to the journal's standards (with a few exceptions).

Continuity is provided by a **common abstract, introduction, detailed review of the literature, and conclusion** that ties together the major results and reference sections. Unavoidably, this will duplicate some of the introductory and concluding material in each article.

The following elements are required for acceptance of a Journal Model thesis/dissertation:

- Title Page
- Approval Page
- Dedication *(optional)*
- Abstract
- Acknowledgments *(optional)*
- Preface *(optional)*
- Table of Contents
- List of Tables *(if applicable)*
- List of Figures *(if applicable)*
- Body of Document. The body of the document should consist of the following elements:
    - Introduction: Introduction of all research presented in the thesis or dissertation (including literature review)
    - Journal Articles: Each article should be its own chapter and consist of the following four elements:
        - Chapter designation page
        - Abstract
        - Body of research
        - References
    - Conclusion: Summary of all research.
- References/Bibliography
- Appendix
- Vita

Checklist for Body of Thesis

- Separated into chapters with chapter titles.
- Appropriately formatted according to chosen style manual, such as APA, MLA, Chicago/Turabian, etc.
- Headings and subheadings are consistently formatted throughout the document. Do not change heading structure midway through the document.
- A subheading at the bottom of the page must have at least one line of text beneath it. Otherwise, the subheading may be moved to the next page.
- <u>Do not</u> use numbering systems to designate sections and subsections. For example:
    - Part 2: Structure of the Elements
    - Part 2. 1: List of elements
- Text is double-spaced throughout. Do not insert extra blank lines or spacing to separate text.
- You may insert blank lines at the bottom of one page to keep a single Table from breaking, or when inserting a Figure.

Special Instructions for Journal Model:

- **Doctoral dissertations must contain 3 or more journal articles. Master's theses must contain 2 or more journal articles.** If it does not, then the document should be formatted as a regular thesis or dissertation.
- First chapter contains an Introduction discussing all research presented in the document, including: Literature Review, Study Area, and Literature Cited.
- Each article appears in its own chapter and may have its own List of References.
- Last chapter is a Summary or Conclusion of all research.
- A comprehensive listing of <u>all</u> references appears in a References/Bibliography section.

Journal Model New Chapter Designation

Each journal article will exist in its own chapter within the thesis or dissertation and will be designated as such by providing a chapter heading indicating the chapter number, title of the article, and information about which journal the article is modeled after.

Instructions for creating a Journal Model Designation Page for an article:

- At the bottom of the cover page for the article/chapter
  Beneath a solid line 10 to 15 spaces long
- In a complete sentence with a period at the end
- Suggested wording: This thesis (or dissertation) follows the style and format of <journal name>.
- Type for journal (Italics, underline or regular) is the same used for journal titles in reference section; journal name should be spelled out completely
- Single spaced if more than one line
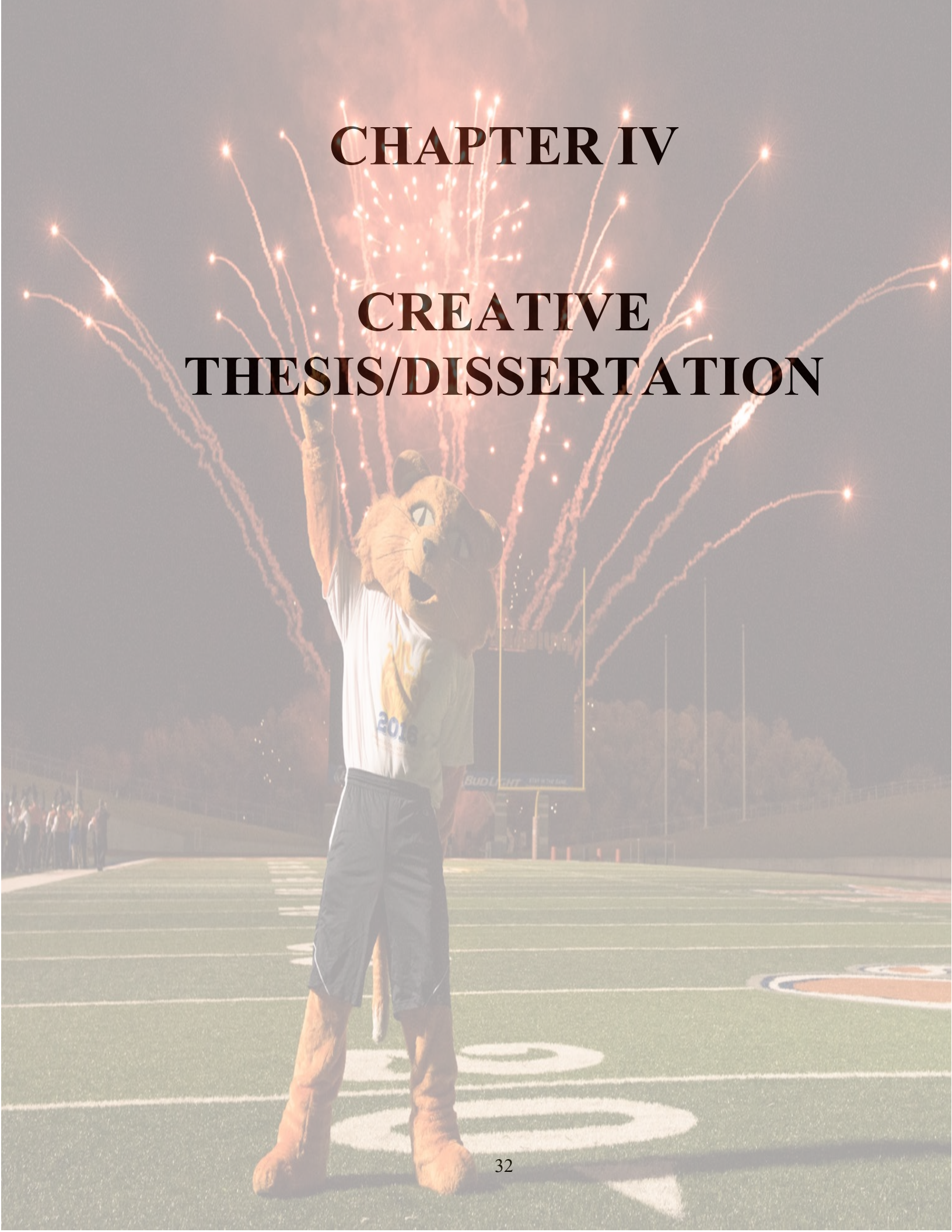
An example of the Journal Model Designation Page can be seen below.

Journal Model Designation Page

Also see below an example of a Journal Model Table of Contents. The table of contents illustrates the breakdown of sections within the document, including the Introduction, Journal Articles, and Summary/Conclusions.

Journal Model Table of Contents

CHAPTER IV

CREATIVE THESIS/DISSERTATION

Creative Manuscript

All theses and dissertations, including those in creative writing and music, are expected to conform to the basic university guidelines for margins, paper, and copy quality. The thesis/dissertation should contain an abstract, an introduction, and a review of the literature or critical essay that unifies the presentation and sets the tone for the creative work. The introduction should provide the rationale for the acceptance of a creative thesis/dissertation. The Graduate School has provided preformatted templates to assist with formatting a creative thesis/dissertation; the templates can be found in Chapter II.

The following elements are required for acceptance of a Creative Thesis:

- Title Page
- Approval Page
- Dedication *(optional)*
- Abstract
- Acknowledgments *(optional)*
- Preface *(optional)*
- Table of Contents
- Body of Document: The body of the document should consist of the following elements:
    - Introduction: Review of Literature or Critical Introduction
    - Creative section
- Bibliography/Works Cited
- Vita

Checklist for Body of Thesis

- Separated into chapters with chapter titles or main sections (Introduction, Creative section/title).
- Appropriately formatted according to chosen style manual, such as APA, MLA, Chicago/Turabian, etc.
- Headings and subheadings are consistently formatted throughout the document. Do not change heading structure midway through the document.
- A subheading at the bottom of the page must have at least one line of text beneath it. Otherwise, the subheading may be moved to the next page.
- Do not use numbering systems to designate sections and subsections. For example:
    - Part 2: Structure of the Elements
    - Part 2. 1: List of elements
- Text is double-spaced throughout.
- You may insert blank lines at the bottom of one page to keep a single Table from breaking, or when inserting a Figure.

Special Instructions for Creative:

- First chapter contains an Introduction to the document with a review of the literature or critical essay unifying the presentation and sets the tone of the work. The introduction should provide the rationale for the acceptance of a Creative Thesis. A list of references may appear either directly after this section, or at the end of the document before any Appendices or the Vita.
- Is divided into Chapters.
- Last chapter is a Summary or Conclusion of all research.
- A comprehensive listing of <u>all</u> references appears in a Reference/Bibliography section. If no sources are referenced in the Creative section, then a list of references at the end of the Introduction section is sufficient.

CHAPTER V

INSERTING TABLES AND FIGURES

Color Images and Copyright

Color Images

A note on color images: Color images do not translate well when we make microfilm copies of theses and dissertations. Because of this, we recommend that students change their images to B/W or grayscale. If color is integral to the explanation of your research, then you may choose to proceed as is.

However, when your document is sent to the Press, you will have to provide them with detailed instructions about which pages contain color images. This way, they can print only those pages in color, which costs more, and then print the rest of the manuscript in B/W.

Copyright

Since a thesis is legally classified as a publication, care must be taken not to violate copyright laws. If the thesis contains any material (e.g. figures, tables, test instruments, text, or photographs) taken from copyrighted sources, the student must determine if a letter of permission from the copyright holder is needed. This is true even if the student or thesis adviser is an author of the material; in such cases, a letter from the publisher may still be needed.

See Copyright section for more information.

Tables

- Tables **must** appear in the text as near as possible to the discussion relating to them. **Under no circumstances will a table precede the first discussion of its content.** (Exception: tables in Appendixes)
- **DO NOT** insert a table in the middle of a sentence. This interrupts the flow of thought and is distracting for your readers.
- Tables must be numbered consecutively using Arabic numbers throughout the thesis, as should figures, examples, and illustrations. Each table in a thesis/dissertation must have a caption that tells concisely what it contains. The caption must be placed _above_ a table.
    - o Journal Model: If tables are placed in a separate section, they should include a chapter designation as well as a table number (Table 1.1, 1.2, 1.3; 2.1, 2.2, 2.3) both in the text and in the caption.
- Computer-generated tables are acceptable, provided they are clear and legible and meet margin requirements.

Checklist for Tables

- Table number and title appears above each table.
- Table note (if any) appears below each table.

- Tables fit within margins. To see margins, click on the VIEW tab, then click on Gridlines.
- Tables are cleanly formatted, with the least number of horizontal and vertical lines to separate main elements.
- If a table spans multiple pages, the word (continued) appears on the last line of the table before the break – this goes for each page where a break occurs.
- If a table spans multiple pages, the table's headings repeat at the top of each new page.
- Each table is referenced in the text leading up to it. <u>Do not</u> place a table in the middle of a sentence. Complete the sentence, then insert the table.

Figures

- Figures **must** appear in the text as near as possible to the discussion relating to them. **Under no circumstances will a figure precede the first discussion of its content.** (Exception: figures in Appendixes)

- **DO NOT** insert a figure in the middle of a sentence. This interrupts the flow of thought and is distracting for your readers.

- Figures must be numbered consecutively using Arabic numbers throughout the thesis, as should tables, examples, and illustrations. Each figure in a thesis/dissertation must have a caption that tells concisely what it contains. The caption must be placed <u>*below*</u> a figure **unless** the designated style guide/manual has an established format to follow.

  - o Journal Model: If figures are placed in a separate section, they should include a chapter designation as well as a figure number (Figure 1.1, 1.2, 1.3; 2.1, 2.2, 2.3) both in the text and in the caption.

- Computer-generated figures are acceptable, provided they are clear and legible and meet margin requirements. **Bar graphs must use shading or hash marks:** *do <u>not</u> use colors to differentiate among data divisions.* Colors do not reproduce well in black and white or when microfilmed. Line graphs should have clear distinct lines with symbols that are easily differentiated.

Checklist for Figures

- Figure number, title, and note (if needed) appear below each figure. Do not provide additional titles above figures.
- Template users: figure note does <u>not</u> appear in the List of Figures.
- Figures fit within margins. To see margins, click on the VIEW tab, then click on Gridlines
- Each figure is referenced in the text leading up to it. <u>Do not</u> place a figure in the middle of a sentence. Complete the sentence, then insert the figure.
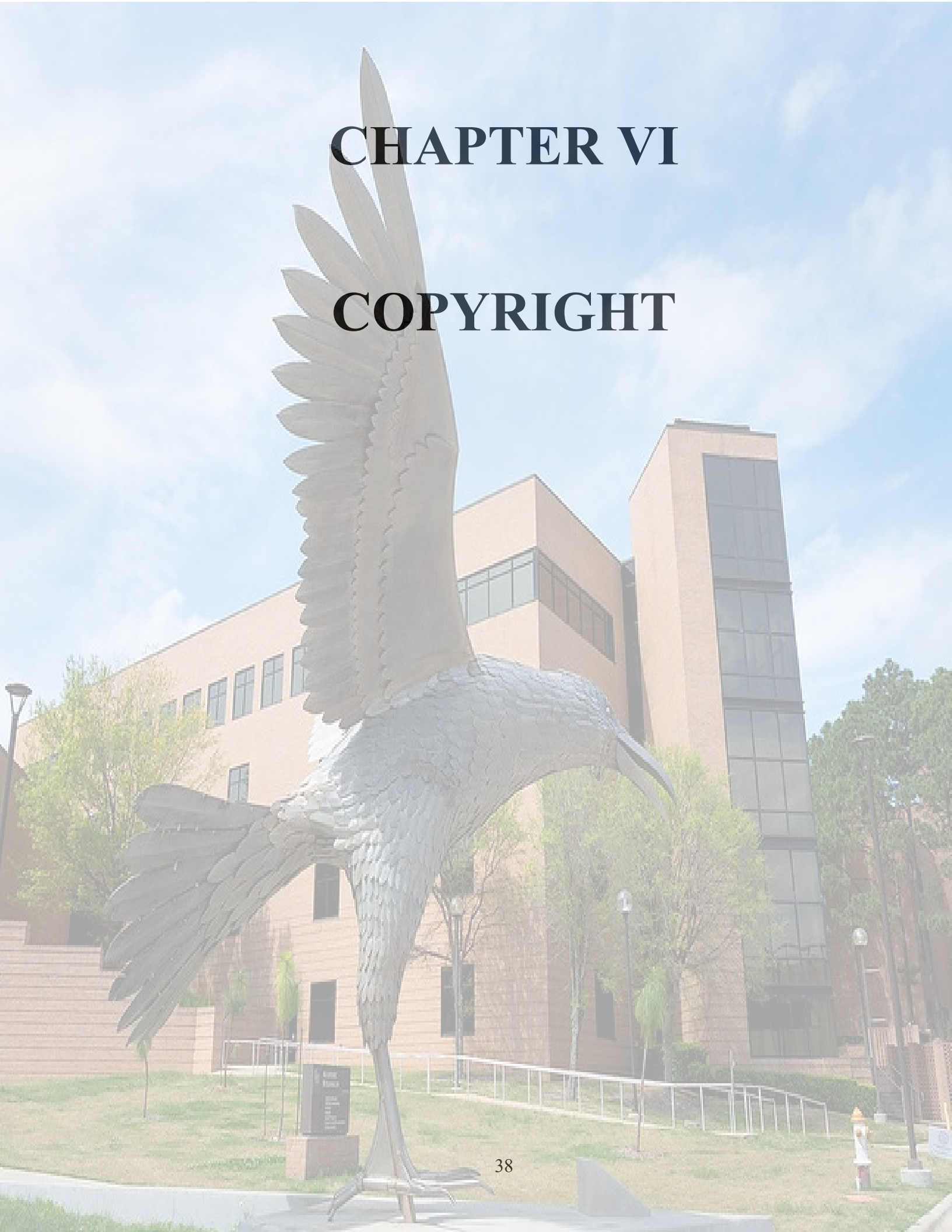
CHAPTER VI

COPYRIGHT

SHSU has provided a copyright request letter template to assist students in simplifying the copyright and fair use process.

Resources

SHSU has numerous resources to further understand copyright and fair use listed below:

1. Newton Gresham Library's Copyright and Fair Use webpage.
2. United States Copyright Office. (Copyright Basics and Copyright FAQ)
3. Copyright and Your Dissertation or Thesis by Dr. Kenneth D. Crews.
4. Copyright Clearance Center – Copyright Basics.
5. World Intellectual Property Organization (WIPO) – FAQs about Copyright and What is copyright.
6. Berne Convention for the Protection of Literacy and Artistic Works.
7. Creative Commons Licenses.

Copyright & Permissions Flowchart

Did you:

- Take the photo?
- Make the graph, chart, or table based on collected data?
- Write the computer code?
- Create the musical notation?
- Create an original instrument for research, such as a survey or questionnaire?

→ **NO** →

Does the item exist in the public domain or under a Creative Commons license?

NOTE: Some government agencies are proprietary about their publications. It is always best practice to ask for permission unless they clearly state that items are free to reprint in other publications.

→ **NO** →

Then you will have to ask for permission to reprint and/or modify the item for use in your thesis or dissertation.

You can do this one of three ways:

1. Contact the author and ask if he/she owns the copyright. And if they do, then would they allow you to reprint and/or modify the work for your thesis or dissertation? Provide specific details about what you want to use and how you will use it.

2. Contact the publisher and ask if they own the copyright. And if they do, then would they allow you to reprint and/or modify the work for your thesis or dissertation? Provide specific details about what you want to use and how you will use it. You may have to pay a fee.

3. Go to www.copyright.com, click on **Advanced Search** at the top right side of the screen, and search for the publication that you need permission from. You may have to pay a fee.

   If you can't find the publication you need on the Copyright Clearance Center website, don't give up. Contact their service representatives and ask for help. Sometimes they can help you get permission for hard-to-find items.

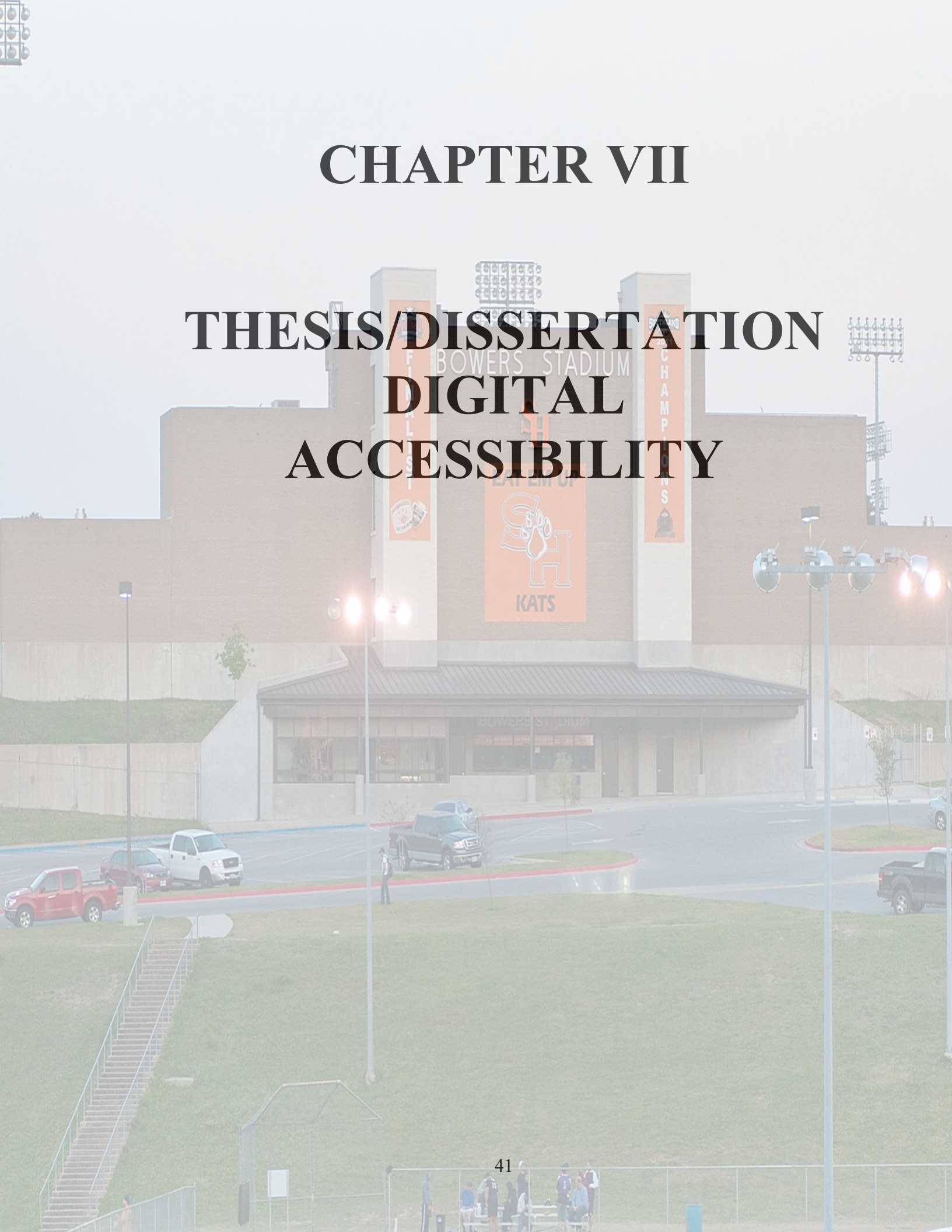Place copies of all permissions received in Appendixes at the end of your document, whether they are copies of emails or legal contracts. This lets SHSU and ProQuest know that all required permissions have been acquired.

YES ↓

YES →

Then you may use it in your thesis/dissertation, but provide correct attribution where the item is inserted.

Also, provide a reference citation in the list of references at the end of the document.

Have you ever published this item before in another journal or book?

→ **NO** →

Then you are fine and can use the item in your thesis or dissertation without any worries.

YES ↓

Then you will have to make sure that you own the copyright to the previously published material. Read the agreement that you signed with the publisher, or contact the publisher to find out.

- **If you own the copyright**, then you can reprint and/or modify the material for your thesis/dissertation.

- **If you do not own the copyright**, then you will have to request permission from the copyright owner to reprint and/or modify for your thesis/dissertation.

  The copyright owner is usually the publisher of the journal or book.

This Copyright & Permissions Flowchart may be reproduced, modified, and distributed for non-commercial purposes.

CHAPTER VII

THESIS/DISSERTATION DIGITAL ACCESSIBILITY

To increase the visibility of graduate students' research, The Graduate School has asked that students aim to make their thesis/dissertation documents more accessible to people with disabilities. By following the checklist below, electronic theses and dissertations will be accessible to people who are blind, have low vision, and those who have cognitive and/or mobility impairments. The accessibility checklist, in conjunction with using one of the Word templates provided, will establish a basic standard that will ideally lead to SHSU being a more accessible research institution.

Accessibility Checklist for Word Documents

1. **Heading Styles and Bookmarks**

   Using heading styles provide organization and structure to your document. The Graduate School offers several Word templates with pre-formatted heading styles to assist students with organizing their thesis/dissertation. You may need to change the font style and position of heading styles/levels depending on what style guide you are using. Ensure that your heading styles are consistent throughout your document as this is the basis for creating bookmarks within your document once it is converted into the final approved PDF version of your thesis/dissertation by the Thesis/Dissertation Specialist. For template users, instructions on heading levels and how to input headings into the Table of Contents can be found in the Table of Contents section in Chapter II.

2. **Alt (Alternative) Text Images**

   Adding alt text to images, tables, figures, pictures, etc., provides a description of the images for people who are blind or have low vision. To add alt text, right click the picture/image. Select "**Edit Alt-Text**" and add a description of the image (This should be done with all images in your document). If there is descriptive text in the image, include that text in the description as well; screen readers cannot read text within an image.

3. **Edit Document Properties**

   Adding information to the document properties of your thesis/dissertation helps identify your word document and add additional metadata. In Word, select "**File**" then "**Properties**." Add the title of your thesis/dissertation in the title field and your name in the author field.

4. **Color Contrast, Symbols and Bullet Points**

   Avoid using color fonts or color combinations that will make it difficult for people who are color blind or color vision deficient (CVD) to read. For example, a sign with a red background and black text cannot be seen by some color-blind people (red background with white text is a better option). Avoid using the following color combinations in text and images.

- Green and Red
- Blue and Yellow
- Green and Gray
- Blue and Gray
- Green and Brown
- Green and Black
- Blue and Purple

Some symbols and bullet points can be difficult to read; an example being the asterisk (*). Students are advised to increase the font size slightly on symbols and bullets if they appear to be too small for people with low vision to distinguish.

NOTE: New versions of Word offer an "Accessibility Checker" feature to easily check for accessibility issues in your document. In Word, select "Review**" then "**Check Accessibility**." The accessibility checker will appear and list any issues found in your document. Please address as many of these issues as possible.

When the final approved PDF version of your thesis/dissertation is sent to you to submit through Vireo, the following information will be checked and edited in the PDF document properties by the Thesis/Dissertation Specialist:

1. Title and Author Name
2. Initial View (Show Document Title)
3. Language (English)
4. Keywords (Optional)

For more information on accessibility for Microsoft Office suite and Adobe Acrobat PDF, follow the links provided:

https://support.microsoft.com/en-us/office/accessibility-video-training-71572a1d-5656-4e01-8fce-53e35c3caaf4

https://www.adobe.com/accessibility/pdf/pdf-accessibility-overview.html

CHAPTER VIII

VIREO AND EMBARGO SUBMISSIONS

The Graduate and Professional School
Sam Houston State University
A Member of the Texas State University System

Vireo and ProQuest Publication Policy

Sam Houston State University (SHSU) publishes theses and dissertations electronically through Vireo and ProQuest.

Once a thesis or dissertation is approved and submitted through Vireo, it cannot be edited or changed unless there is personal information about the graduate candidate or any study participants (i.e., phone numbers, addresses, etc.).

Graduate candidates must contact the Thesis/Dissertation Specialist or Digital Librarian (Newton Gresham Library) to request a change to their published work including the reason for the requested changes.

Name Change on Publication

SHSU is required to use students' legal names for all SHSU official documents (i.e., diplomas, transcripts, etc.); however, the Registrar's Office offers a *Name Change Request Form* for students. This form can be used to update a student's name if (1) they have legally had their name changed or (2) they want to use a preferred name.

If a graduate candidate has legally changed their name, they can submit a request to have their name updated on SHSU official documents.

If the candidate has not legally changed their name, they can submit a request for a preferred name change. The preferred name change will only update the candidate's name on unofficial documentation (i.e., class rosters, email addresses, etc.). A candidate can add their preferred name to their thesis/dissertation; however, they must include their legal name in parenthesis on both their final draft and Vireo submission.

Embargo Policy

In certain cases, SHSU recognizes the sensitivity of information in theses and dissertations and allows for an embargo to be placed on them to permit candidates time to further their research interests. An embargo allows a thesis or dissertation to be withheld from being published digitally for a limited time in SHSU's Institutional Repository and ProQuest. This provides candidates time to seek publication as a monograph, in academic journals, or to acquire a patent.

If a candidate is unsure if an embargo is needed, they should consult their committee chair or advisors.

Candidates must submit an *Embargo Request Form* (temporary and permanent) in order to be approved for an embargo.

Candidates are not required to submit an Embargo Request Form unless needed.

Embargo Options

The criteria for embargo requests are based on necessity. One-year and two-year embargos are the most common embargo as they delay thesis/dissertation publication in SHSU's repository, so the graduate candidate has time to submit portions of their research as articles in academic journals. Those seeking patents on research also qualify for this embargo. Permanent embargos are usually reserved for grant-funded research and for candidates who intend on publishing their thesis/dissertation in its entirety as a book or novel; this is usually used by those whose research is considered a creative work.

- One-Year and Two-Year Embargo – This embargo type delays the electronic publishing of a thesis or dissertation between one and two years. Candidates who wish to submit and publish parts of their thesis or dissertation in academic journals, monograph, or apply for patents would benefit from a One-year or Two-year embargo.
- Five-Year Embargo – This embargo is special request only. Candidates must have justification above what's needed for the One- and Two-year embargo. This embargo request will be considered on an individual basis and reviewed and approved by the Dean of The Graduate and Professional School.
- ProQuest Embargo – This embargo must be completed in conjunction with the one-, two, and five-year embargo to ensure the thesis or dissertation is not published on ProQuest before the temporary embargo ends.
- Permanent Embargo – A thesis or dissertation with a permanent embargo is never published electronically by the University. This embargo is for those who plan to publish their thesis or dissertation in its entirety, such as a book or novel. Candidates, with permission from their committee chair, must submit their request for a permanent embargo to the Dean of The Graduate and Professional School. A decision is communicated to the Thesis/ Dissertation Specialist from the Dean of The Graduate and Professional School and then to the candidate. A physical copy is kept in Newton Gresham Library's closed stacks. A digital copy is kept for preservation purposes, but never made available to the public. Students

and faculty should carefully consider this decision because, apart from extenuating circumstances, a permanent embargo cannot be reversed.

The Graduate and Professional School's criteria for embargo requests are not hard-set; meaning, candidates can have reasons for an embargo outside of what is stated above that may be approved.

The University has asked for nonexclusive distribution rights to your document. In other words, even if a candidate's document is published through the SHSU Institutional Repository, they still have all rights to it, including publication. To understand more about these rights, see a copy of the *license*.

Temporary Embargo Extension

If more time is needed to submit parts of a thesis or dissertation to an academic journal or are still in the process of obtaining a patent, the graduate candidate can extend a temporary embargo.

Candidates are required to contact The Graduate and Professional School or the Newton Gresham Library to request the extension before the temporary embargo ends.

Candidates cannot request to replace a temporary embargo with a permanent embargo.

[Updated: June 18, 2024]

Vireo Electronic Submission Instructions

Students will submit their documents to Vireo only after receiving approval to do so from the Thesis/Dissertation Specialist. Here is a brief breakdown of the format review and publication process:

1. Submit 1st draft for review.
2. Defend Thesis/Dissertation to committee.
3. Submit Electronic Route Sheet after successful defense of thesis/dissertation
4. Submit Final draft for review of complete document with ALL Committee revisions
5. Receive approval to submit thesis/dissertation to Vireo by thesis/dissertation specialist
6. Submit thesis/dissertation to Vireo. Click on the following link to access the Vireo system: https://shsu-etd.tdl.org/

NOTE: Newton Grisham Library has produced detailed student and faculty instruction manuals on how to submit through Vireo.

Permanent Embargo Submission Instructions

If a graduate candidate and their committee chair feel that the candidate's work should not be publicly accessible, you can request a permanent embargo. It is the goal of the university to publicly promote the academic research presented by its students, so permanent embargoes should be considered only if there is a real need. Note: Apart from extenuating circumstances, a permanent embargo cannot be reversed. Candidates must submit an Embargo Request Form (temporary and permanent) in order to be approved for an embargo.

The University is required to keep a copy of all theses and dissertations for preservation and University community use. Candidates retain the copyright to their document and may submit the work to publishers without needing permission from the University. Below are instructions on how to obtain a permanent embargo:

1. Candidates must fill out an Embargo Request Form and email to thegraduateschool@shsu.edu. The form must be completed by the deadline stated in the Academic Calendar (this is usually the same day that Public Defense must be completed). Students must meet certain criteria to be approved for an Embargo.
2. If the candidate is approved for the embargo, the Thesis/Dissertation Specialist will send a notification via email to the candidate as well as to the Digital Resources Librarian.
3. Once the public defense and second review is completed, the Thesis/Dissertation specialist will send the final approved PDF copy of the thesis/dissertation to the candidate.
4. Submit the approved PDF document to the Print Services for printing. The candidate must pay to have their thesis/dissertation printed (you can pay in person or over the phone). Inform the UP that your document is a thesis/dissertation, request it be unbounded and on cotton paper, then request the document be sent to the Newton Gresham Library's Digital Resources Librarian.
5. After the Newton Gresham Library receives the printed copy, it will be bound and placed in the catalog and held in the library's closed stacks where students and faculty can request to see it. Once your document is received by the library, they will notify the Graduate School who will then approve your Route Sheet.
6. A digital copy will also be made and kept in the library's dark archive for preservation purposes.

**It is important to make sure that your document is received by the library on time as your Route Sheet will not be approved until NGL notifies the Graduate School of its delivery.

CHAPTER IX

ORDERDING PHYSICAL COPIES OF THESIS/DISSERTATION

The Newton Gresham Library is no longer involved in the printing and binding of theses and dissertations. All theses and dissertations are published electronically in Vireo (Institutional Repository). Students should contact their departments and committee members to find out if copies are required.

Students may contact the company of their choice to have copies printed and bound. The following binding companies are not endorsed by the Newton Gresham Library or SHSU but are provided as a convenience to you.

Thesis on Demand
http://thesisondemand.com
1-800-334-3628
1010 North Sycamore Street
North Manchester, IN 46962

PHD Book Binding
http://www.phdbookbinding.com
8708 S. Congress Ave
Suite A-180
Austin, TX 78745
main: (512) 478-0871
backup: (512) 596-7791

GradWorks Online
http://gradworksonline.com/
(801) 422-1469
Email: printandmail-support@byu.edu
Brigham Young University
701 E. University Parkway
Provo, UT 84602

Houchen Bindery Ltd.
http://houchenbindery.com/
1-800-869-0420
University Bindery-Division
7917 Watson Rd.
St. Louis, MO 63119

Book1One
http://www.book1one.com/Services/bookcategories/thesesdissertations
(585) 458-2101
655 Driving Park Avenue
Rochester, NY 14613

Bella Becho Book & Print Bindery
http://www.bellabecho.com/bookbinding/thesis-binding/
(713) 880-8294
404 Arlington
Houston, TX 77007

CHAPTER X

APPENDIX

Appendix A: Example of Title Page

**NOTE: No page number on Title page.

TYPE TITLE HERE IN ALL CAPS

_____

A Thesis <OR> Dissertation

Presented to

The Faculty of the Department of <Insert Department Name>

Sam Houston State University

_____

In Partial Fulfillment

of the Requirements for the Degree of

Doctor of <insert degree> OR Master of <insert degree>

_____

by

<Your official name as found in the Registrar's office>

December, 2023

Appendix B: Example of Approval Page

**NOTE: No page number on Approval page.

TYPE TITLE HERE IN ALL CAPS

by

<Your official name as found in the Registrar's office>

_____

APPROVED:

Committee Member Name, PhD
Committee Director <or> Chair

Committee Member Name, PhD
Committee Co-Director <or> Co-Chair

Committee Member Name, PhD
Committee Member

Committee Member Name, PhD
Committee Member

Dean of College Name, PhD
Dean, College of <insert name of college>

Appendix C: Example of Dedication Page

**NOTE: Page number should be roman numeral, bottom and centered on Dedication page.

DEDICATION

Click here to enter text. This section is optional. If you do not wish to compose a dedication, then delete this page using the navigation pane. If you are nor sure whether you will compose a dedication or not, then you should refrain from deleting this page until your thesis/dissertation is complete.

Appendix D: Example of Abstract Page

NOTE: Page number should be roman numeral, bottom and centered on Abstract page.

ABSTRACT

Student, Isaac M., *The title of the thesis goes here: Use sentence style capitalization.* Master of Arts (<Insert Major Here>), December, 2016, Sam Houston State University, Huntsville, Texas.

This is the format for the bibliographic information required for the abstract. The content of the abstract that follows this citation will vary according to the subject area. The abstract should be concise and informative; however, the abstract must be less than 350 words in length. Students should consult their thesis director and style manual to determine the content of the abstract. In general, it should state the purpose and describe the subjects and the methodology used in the study. The abstract should also describe the findings, conclusions, and implications of the study.

A list of key words must be included at the bottom of the abstract; however, key words and the title information do not count toward the 350-word total. Key words should be specific terms or phrases used in the thesis that would enable a person to successfully search out the content of the document if it were in a library database. If one of the key words is a proper noun, follow the normal rules of capitalization. Likewise, italicize or underline foreign words or appropriate scientific nomenclature. The first word of each key term should be capitalized.

KEY WORDS: Thesis guidelines, Index word, Sam Houston State University, Graduate School, Texas.

Appendix E: Example of Acknowledgements Page

**NOTE: Page number should be roman numeral, bottom and centered on Acknowledgements page.

ACKNOWLEDGMENTS

I would like to acknowledge everyone who played a role in my academic accomplishments. First of all, my parents, who supported me with love and understanding. Without you, I could never have reached this current level of success.

Secondly, my committee members, each of whom has provided patient advice and guidance throughout the research process. Thank you all for your unwavering support

Appendix F: Example of Preface Page

**NOTE: Page number should be roman numeral, bottom and centered on Preface page.

PREFACE

This basis for this research originally stemmed from my passion for developing better methods of data storage and preservation. As the world moves further into the digital age, generating vast amounts of data and born digital content, there will be a greater need to access legacy materials created with outdated technology. How will we access this content? It is my passion to not only find out, but to develop tools to break down barriers of accessibility for future generations.

In truth, I could not have achieved my current level of success without a strong support group. First of all, my parents, who supported me with love and understanding. And secondly, my committee members, each of whom has provided patient advice and guidance throughout the research process. Thank you all for your unwavering support.

Appendix G: Example of Table of Contents Page

**NOTE: Page number should be roman numeral, bottom and centered on Table of Contents page.

TABLE OF CONTENTS

Appendix H: Example of List of Table and List of Figures Pages

NOTE: Page number should be roman numeral, bottom and centered on List of Tables and List of Figures pages.

LIST OF TABLES

LIST OF FIGURES

Figure		Page

Appendix I: Example of Chapter Title Page

**NOTE: Page number should be Arabic, top and right on body section.

CHAPTER I

This is the Title for Chapter I

Starting typing text here. This is the first paragraph of this chapter and contains lots of valuable information about data collected during this research project. Figure 1 demonstrates a part of the research process. The author must reference the figure before it appears in the text. Use the FigureTitle font style found in the Quick Styles gallery on the Home tab to type the figure's title. Use the Normal font style to type the figure number. Manually bold and set the figure number to the left.

Appendix J: Example of References, Bibliography or Works Cited Page

**NOTE: **NOTE: Page number should be Arabic, top right on References/Bibliography page. The example reference page is using APA 7 citation format.

REFERENCES

Barlow, D. (2016). Blues narrative form, African American fiction, and the African

Diaspora. *Narrative*, *24*(2), 134-155.

Barrera, I., Amezcua-Allieri, M. A., Estupiñan, L., Martínez, T., & Aburto, J. (2016).

Technical and economical evaluation of bioethanol production from lignocellulosic

residues in Mexico: Case of sugarcane and blue agave bagasses. *Chemical*

Engineering Research & Design: Transactions of The Institution of Chemical

Engineers Part A, 10791-101. https://doi.org/10.1016/j.cherd.2015.10.015

Glądalski, M., Bańbura, M., Kaliński, A., Markowski, M., Skwarska, J., Wawrzyniak, J.,

& ... Bańbura, J. (2016). Effects of nest characteristics on reproductive performance

in Blue Tits Cyanistes caeruleus and Great Tits Parus major. *Avian Biology*

Research, *9*(1), 37-43. https://doi.org/10.3184/175815516X14447556559088

Kendi Morikawa, C., & Shinohara, M. (2016). Heterogeneous photodegradation of

methylene blue with iron and tea or coffee polyphenols in aqueous solutions. *Water*

Science & Technology, *73*(8), 1872-1881. https://doi.org/10.2166/wst.2016.032

Appendix K: Example of Appendix Page

**NOTE: Page number should be Arabic, top and right on Appendix page. If there are multiple appendixes, each appendix should be on its own page and lettered (ex: APPENDIX A, APPENDIX B, APPENDIX C). This labeling should be reflected in the table of contents.

APPENDIX

Survey to Establish Socioeconomic Status of Participants

Please mark the appropriate answers to all questions below:

What is your age range?

____ 20 to 30 years old

____ 31 to 40 years old

____ 41 to 50 years old

What is your income level?

____ less than $10,000 per year

____ $10,000 to $20,000 per year

____ $20,000 to $30,000 per year

____ $30,000 to $40,000 per year

____ $40,000 to $ 50,000 per year

____ more than $50,000 per year

What is your gender identification?

____ male

____ female

____ other. Please explain: _____

What ethnicity do you identify with?

____ Caucasion

____ Black

____ Hispanic

____ Asian

Appendix L: Example of Vita Page

**NOTE: Page number should be Arabic, top and right on Vita page. Vita should be no longer than 5 pages.

VITA

Isaac M. Student

EDUCATION

Master of Arts student in < Discipline > at Sam Houston State University, August 2002 – present. Thesis title: "Thesis title goes here in normal text."

Bachelor of Arts (May 2002) in <Discipline>, Anytown State University, Anytown, Texas.

ACADEMIC EMPLOYMENT

Graduate Teaching Assistant, Department of <Program>, Sam Houston State University, August 2002 - present.

Research Assistant to U. R. Professor, Department of <Program>, Sam Houston State University, Spring 2003 - present. Research activities include…

PUBLICATIONS

Student, I. M., and U. R. Professor. 2004. The title of the manuscript goes here. Name of the Journal 12:345-250.

Student, I. M. (In review). Title of a second manuscript. Name of the Journal.

PRESENTATIONS AT PROFESSIONAL MEETINGS

Student, I. M., and U. R. Professor. The title of the presentation goes here. 27th Annual Meetings of the Society of …, Anytown State University, Anytown, Texas, 24 June 2004.

ACADEMIC AWARDS

Outstanding Graduate Student, Department of <Program>, Sam Houston States University, April 2004.

PROFESSIONAL MEMBERSHIP

American society of…

Texas Association of…

Appendix M: Example of Journal-Model New Chapter Designation Page

**NOTE: Use whichever style is appropriate below based on the status of the manuscript. The manuscript must meet the basic style and format conventions of the target journal listed.

CHAPTER II

THE TITLE OF THE MANUSCRIPT BELONGS HERE, CENTERED, ALL CAPS

AND DOUBLE-SPACED[1]

This dissertation follows the style and format of *<Insert academic journal in italics>*

---

[1] Student, I. M., and U. R. Professor. 2001. The Journal of Whatever. 82:201-223.
Reprinted with permission of publisher.

**Add a footnote if the journal article has already been published.

Appendix N: Example of Table, Figure, or Image in Landscape Orientation

Table 1

Defining Characteristics of National Football League Mascots

Mascot Name	Team Colors	Based on a Real Animal	Based on a Fictitious Animal	Based on a Real Human or Cultural Group	Weapon(s)
Billy Buffalo	Red, white, and blue	American buffalo			Horns on head
Who Dey	Orange, black, and white	Bengal tiger			Claws and teeth
Toro	Dark blue, red, and white		Part man, part bull		Horns on head
Pat Patriot	Navy blue, silver and red			Patriot soldiers from the American Revolution	Musket
Steely McBeam	Black and gold			American steelworkers	A steel beam
T-Rac	Navy blue, Titans blue, red, and silver	Raccoon			
Warpaint	Red, gold, and white	Paint horse			

Mascot Name	Team Colors	Based on a Real Animal	Based on a Fictitious Animal	Based on a Real Human or Cultural Group	Weapon(s)
Gumbo	Black,gold and white	Dog			
Captain Fear	Red, pewter and orange			Pirates	Sword
Sourdough Sam	Red and gold			49er miners from the California gold rush period	Pickax
Viktor	Purple, gold and white			Vikings	Hammer

Note. Notice the word (continued) that appears in the bottom right corner of the table where it splits and bleeds over onto another page. This informs readers that there is more data on the next page of the manuscript.