

INFORMATION FOR STUDENTS IN MASTER'S **THESIS** PROGRAMS

Congratulations on making your way to the thesis stage of your master's program. The latest version of the master's thesis guidelines is designed to help you with the thesis process and also to serve as a guide in preparing your thesis for final approval by the Graduate School. If you have further questions, please contact the Graduate Services Coordinator, Ms. Maggie Thomas at (903) 886-5134 or email at Maggie_Thomas@tamuc.edu.

This guide will help you navigate the thesis process from proposal submission to thesis submission.

Enrollment in 518

You must be registered for the 518 to receive advice and assistance from a member of the faculty or while utilizing university facilities and services in connection with the thesis. (See the Thesis [518] section of the current *Graduate Catalog*.) A reduced fee for 518 may be approved by the Registrar's Office after all other course work for the degree is completed. Students writing a thesis must be enrolled during the semester the thesis is approved by the Office of Graduate Studies and Research.

Proposal

All students writing a thesis must submit a thesis proposal to the Graduate School at least one semester prior to graduation. This proposal, which should be completed in consultation with the major adviser, must be approved by all members of the thesis committee and the Dean of Graduate Studies and Research. The thesis proposal form is attached.

The proposal should be submitted to the Dean of Graduate Studies and Research when the departmental committee approves the proposal and before any work has been done on the thesis. If the committee changes the research plan, a copy of the new plan should be given to the Dean of Graduate Studies and Research.

The proposal should be based upon an extensive review of the literature. Proposals should include but not necessarily be limited to the following information. Your thesis adviser will help you select the appropriate information to include in your proposal.

Statement of the Problem

Purpose of the study—States the goals of the research

Hypotheses, Research Questions, and/or Objectives

Significance—indicates why this problem and this study are important; conceptual framework, relevant literature

Method or Procedures—describes instrumentation, how the study will be conducted, how the data will be collected

Limitations—conditions beyond the control of the researcher that may restrict the study's conclusions

Delimitations—restrictions placed on the study by the researcher that may restrict the study's conclusions

Assumptions—the researcher's beliefs about design aspects of the study that may or may not have been validated

Treatment of the Data—analyses to be conducted, including as appropriate, the specific statistical procedures and alternatives to be used if they are necessary

The decision to include each or any of the above proposal parts (or others) should depend upon the section's appropriateness to the specific study. Further, the proposal must show clear evidence that an appropriate research method in which you are proficient has been chosen prior to submission.

In addition, all theses proposals must include evidence that the study is in compliance with the university policy relating to Human Subjects Protection (A15.02).

Human Subjects Protection

In preparing your thesis proposal you should be aware that any research which involves human subjects must be in compliance with University Rule A15.02 Human Subjects Protection. If your research involves human subjects you must have written approval from your department and the University Institutional Review Board **prior** to contacting your research subjects and before your proposal is submitted to the Graduate School.

Failure to gain appropriate approval before interacting with research subjects could result in denial of your proposal and have possible legal ramifications for you. For further information visit our website at www.tamu-commerce.edu/gradschool/research/newresearch/researchfiles/grant.htm.

Preparation of Thesis

The style manual approved by the department should be used for the thesis preparation, except for the following Graduate School requirements:

1. The text of the thesis must be a standard face of type.
2. The margins for each page shall be as follows: left side, one and one-half inches; all other margins, one inch.
3. Arrangement of materials in the manuscript will be as follows:

Blank Sheet
 Title Page
 Signature Sheet
 Copyright Page (if applicable)
 Abstract
 Acknowledgments (if applicable)
 Table of Contents
 List of Tables (if applicable)
 List of Figures (if applicable)
 Body

References
 Appendix (if applicable)
 Vita
 Blank Sheet.

4. Page Numbering

- ✓ The first page of each major division of the manuscript (such as the Table of Contents, Acknowledgments, References, etc.) and the first page of each chapter must be numbered in the center of the bottom of the page, one line below the one-inch margin.
- ✓ Number all other pages at the top, right-hand side.
- ✓ The two blank pages and the title page are not numbered, all other pages of the manuscript must be numbered. Appendices differ according to manual selection.
- ✓ Preliminary pages are numbered with small Roman numerals.
- ✓ The signature page is given page number "ii."
- ✓ The body of the manuscript is numbered with Arabic numbers.
- ✓ The copyright page (if applicable) will be page number iii.
- ✓ Page numbers on the Table of Contents, List of Tables or List of Figures should be the same as the numbers in the text.
- ✓ There should be no page entry or page number listed on the Table of Contents page of any page preceding the Table of Contents.

5. Format

The format of the title page, signature sheet, abstract, and vita follows the guide attached to this hand-out.

6. Copyright Page

The copyright page (if applicable) will be page number iii. Center "Copyright © year" on line 39 and your name on line 41.

7. Table of Contents

- ✓ Entries on the Table of Contents page should be written exactly as the headings in the text of your paper. This means the spelling, punctuation, wording, and capitalization should match the text.
- ✓ There should be no page entry or page number listed on the Table of Contents page of any page preceding the Table of Contents.

8. Figures, Illustrations, and Tables

Figures and Illustrations should have captions. The captions and titles should match exactly the titles on the Table of Contents Page.

9. References

Be sure to check each reference with the citations in your text. Each citation should have a corresponding entry in your reference list. Also each bibliographical entry should have a corresponding textual citation.

10. Appendix

If your manuscript contains one or more appendices, each appendix should be mentioned within the text of your paper. Appendices should be treated with the same page numbering and margins as other pages in your text. Follow your style manual for format.

Filing for Graduation

Students must file for graduation in the Registrar's Office during the semester they plan to graduate. Deadlines can be found in the current Academic Calendar at <http://www.tamu-commerce.edu/registrar/calendar.asp>

A student must be in good academic standing in order to complete graduation requirements.

Submission of Thesis to the Graduate School

The Graduate School will only accept manuscripts that have been approved by the student's committee and are in final form.

One copy of the manuscript must be submitted to the Graduate School by the **deadline** indicated in the academic calendar at www.tamu-commerce.edu/home/current_students.asp or www.tamu-commerce.edu/registrar/calendar.asp (approximately five weeks prior to commencement). Accompanying this copy will be the following:

1. The Final Comprehensive Examination Report
2. Receipt showing payment of binding and mailing fees, plus fees for copyright, if applicable (approx. \$156.00). Binding fees may vary depending on the size of the thesis. Payment is to be made at the cashier's window in the Business Administration Building.
3. Four signature pages on 100% white cotton bond, at least 20 lb. paper with each page signed by the committee members in black ink.
4. Graduate School forms: Copyright agreement form (if applicable) and Information Data Sheet.

You will be given a list of any changes or corrections that need to be made in your manuscript. After these changes are made, you will be directed to make the final four copies on a good grade of 100% white cotton bond paper, at least 20 lb. weight, 8 1/2 by 11. (An additional copy of the thesis is required if you are copyrighting. This copy does not need to be on the bond paper.) You are responsible for checking each copy for correct order and pagination, for obtaining your major adviser's final approval and for submitting the final copies to the Graduate School. Four copies are required to be bound (one copy each for your major department, your major adviser, the A&M-Commerce library and you). The library copy will be placed on the open shelves of the Library and may be accessed by the public. If you desire additional bound copies, arrangements can be made with the Cashier. Additional signature sheets can be submitted for the dean's signature.

What is expected of the student?

It is the student's responsibility to submit to the committee and to the Graduate School a completed thesis that meets high standards of quality. The student carries that burden of responsibility. When this does not happen, committee members can sometimes provide assistance. At other times, the student should seek outside assistance especially for editing the manuscript.

Once the thesis is defended and approved by the committee, the student submits to the Graduate School one completed copy in the following condition:

1. All changes required by the committee have been made.
2. The paper is in the form it will appear when bound, including: title page, table of contents, list of tables, pagination, bibliography, appendices, and other support materials.

What should I expect from the Graduate School

The primary role of the Graduate School is to sample the thesis in random locations to evaluate quality factors. The staff does not serve as editors or proof-readers. This should be done prior to submitting the paper. When sampling shows evidence of high quality, the paper is approved by the Dean of Graduate Studies and Research and submitted for binding. When sampling identifies significant problems, similar problems are likely to exist throughout the paper. Among the indicators of quality that staff look for include the following:

1. Grammar, punctuation, and spelling.
2. Correct citations in the text with corresponding references.
3. Appropriate formatting based on the Thesis Guidelines established by the Graduate School and the writing guide adopted by the departments (e.g., APA).

Problems identified through the sampling of pages are noted in a letter to the student, who makes the corrections identified and any other similar corrections, whether noted in the letter or not. When the corrections are made and a revision is returned to the Graduate School, the Dean of Graduate Studies and Research will review the thesis for overall quality. Once approved, the document will be submitted for binding.

Title Sheet Guide

TITLE OF THESIS

(Center title between the left and right margins. Succeeding lines of title must be shorter than the preceding line and double spaced.)

by

YOUR NAME

Submitted to the Faculty of the Graduate School
of Texas A&M University-Commerce
in partial fulfillment of the requirements
for the degree of
MASTER OF SCIENCE (or appropriate degree)
Month Year (of Graduation)

Signature Sheet Guide

TITLE OF THESIS

(Center title between left and right margins. If title is two or more lines long, each line must be shorter than the preceding line and double spaced.)

Approved:

Adviser

Dean of The College of Arts and Sciences (or appropriate college)

Dean of Graduate Studies and Research

Abstract Guide

ABSTRACT

TITLE OF THESIS

Your Name, MEd(or other degree)
Texas A&M University-Commerce YEAR

Adviser: Name of Your Adviser

Begin abstract. The abstract should be 150 words only and include the purpose, procedure, results, and conclusions.

The word ABSTRACT should be centered and positioned 12 lines from the top of the page. The title is single-spaced, each line shorter than the preceding line. Use your specific degree after your name (M.Ed., M.S., etc.) and the year your degree is to be conferred after Texas A&M University-Commerce.

The abstract should be on one page. You may single space.

page no.

Copyright © 2006

(Your Name)

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Vita Guide

VITA

Mary Jane Neeley Bryant was born in Tom Bean, Texas, on July 4, 1973, the daughter of Mary Suzanne Jasper Neeley and William Jack Neeley. After graduating from Tom Bean High School, Tom Bean, Texas, in 1991, she enrolled at The University of Texas at Arlington, Arlington, Texas. She received the Bachelor of Science degree with a major in mathematics and a minor in computer science in August 1995 from the University of Houston. She taught mathematics in DeWitt Perry Middle School, Carrollton, Texas, for three years following her graduation from college. In September 1998, she enrolled in the Graduate School of Texas A&M University-Commerce and was awarded the Master of Science degree in August 2002.

Permanent address: 1511 Sycamore Street
Paris, TX 75482

THE GRADUATE SCHOOL THESIS PROPOSAL

Submit to the Graduate School no later than one semester prior to graduation.

Name: _____ ID#: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Circle Degree: MS, MA, MFA, MSW, MM, MED, SSP Major: _____ Minor: _____

Title of Study: _____

Name & Edition of Thesis Guide: _____

Please attach a copy of your Thesis Proposal. This Proposal should contain a clear and concise Statement of the purpose of the thesis, the significance of the information to the field of study, appropriate background, and detailed methodology that will be used in the study. See page 2 of this guide. The proposal can be as many pages as it takes to clearly and concisely describe your research problem.

Signature of Student: _____

Approved:

Major Advisor Date

Member Date

Member Date

Major Department Head Date

Dean of College Date

Dean of Graduate Studies and Research Date

THESIS INFORMATION SHEET
Texas A&M University-Commerce
Office of Graduate Studies and Research

Name: _____ **CWID/SS #:** _____

Current Mailing Address: _____

Address to Mail Your Bound Thesis Copy: _____

Current Contact Information:

Home# _____ Work# _____

Fax# _____ Cell# _____

E-mail _____

Four copies (on 100% cotton bond, at least 20lb., paper) of the final manuscript are required for binding.

An additional copy on regular paper is required for copyrighting purposes.

The four copies of your dissertation will be distributed as follows:

One copy to you

One copy to your major adviser

One copy to your department

One copy to the A&M-Commerce Library and placed on the open shelves and may be accessed by the public

Are you currently enrolled in 518? Yes

No

Did you file for graduation this semester? Yes

No

Manual/edition used to write manuscript: _____

Graduate School will complete the following section

Date Received: _____

_____ Proposal date	_____ Copyright page included in thesis*
_____ Admission to candidacy date	_____ Copyright agreement form signed*
_____ Final defense report	_____ Thesis Fees Paid (see below)
_____ Number of signature pages	_____ *Required if copyrighting thesis

Total Fees (if copyrighting) **\$156**: Binding - \$50, Microfilm - \$13, Copyright - \$45, Publishing - \$45, Postage - \$3

Total Fees (not copyrighting) **\$53**: Binding - \$50, Postage - \$3

Receipt No. _____ Amount _____

CHECKLIST

Submitting Thesis to the Graduate School

I Enrollment in 518

- Registered for at least 6 hours of thesis.
- Registered for 518 the semester that the thesis is submitted to the Graduate School.

II Proposal

- Proposal submitted to the Graduate School one semester before thesis is submitted.
- Proposal has been approved by the Dean of Graduate Studies and Research.
- If applicable, Human Subjects approval has been obtained before any research has been done.

III Defense of Thesis

- Schedule defense with the thesis committee.
- The thesis has been approved by thesis committee.

IV First Submission to Graduate School The Deadline is posted in the Academic Calendar at www.tamu-commerce.edu/registrar/calendar.asp or www.tamu-commerce.edu/home/current_students.asp (approximately 5 weeks before graduation)

- All corrections from committee have been made.
- Thesis has been checked for format according to thesis guide.
- Textual citations have been checked with the bibliography.
- Secondary sources have been properly cited in bibliography.
- Pagination has been checked.
- Appendices have been mentioned in the text and included in the thesis.
- Four cotton bond signature sheets have been signed and submitted with your thesis.
- The information sheet has been completed and submitted.
- The binding fee has been paid.
- The thesis should be accompanied by your Comprehensive Exam Form.

V Final Approval by Graduate School

- When all Graduate School corrections have been made, you will be asked to submit four cotton bond copies to the Graduate School for Binding.
- An information sheet should accompany the final thesis with mailing information for your bound thesis.
- Have your major adviser sign the corrections page and submit with your thesis.
- If applicable, copyright forms have been completed and submitted along with a plain paper copy of thesis.