

MANUAL FOR THE PREPARATION OF THESES AND
DISSERTATIONS

by

ADDRAN COLLEGE OF LIBERAL ARTS

Texas Christian University
Fort Worth, Texas

To be used by students in
AddRan College of Liberal Arts
Texas Christian University
as a guide for preparation of
theses and dissertations
for the degrees of
Master of Arts
Master of Science
Doctor of Philosophy

2020 -2021

The page after the title page is intentionally left blank, or it may contain the copyright statement shown below. In either case it is not numbered nor counted.

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2020

ACKNOWLEDGEMENTS

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

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

The acknowledgements page may instead be a dedications page, or may be omitted entirely. Check with the graduate director in your department, however, since some departments require an acknowledgements page. If you intend to include such a page in your final work, you must submit it as part of your review copy, presented to the dean's office prior to your thesis or dissertation defense.

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

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MANUAL FOR PREPARATION OF THESES AND DISSERTATIONS

AddRan College of Liberal Arts

Section I: Procedures to follow for the final semester

- a. File an “[Intent to Graduate](https://addran.tcu.edu/graduate-resources.php)” (<https://addran.tcu.edu/graduate-resources.php>) during the first four weeks of the semester. **NOTE:** When you file the “Intent to Graduate” form, you must pay a required fee (\$65 for a master’s degree and \$100 for a doctoral degree) at the same time. If you postpone your graduation, you must file a “[Cancel Intent to Graduate](#)” form. You will need to file a new intent the next semester and pay the graduation fee again.
- b. The Dean’s office will send you an e-mail with information on the appropriate steps that you must take to complete your degree. Be sure to note the deadlines that will be included. The Registrar’s office will send a separate e-mail with information on ordering caps and gowns and the graduation ceremony. **NOTE:** There are deadlines for refunds of cap and gown rental and diploma fees.
- c. Submit a completed draft of your thesis or dissertation to your committee for review. All committee members must read the draft of a thesis. At least three (but preferably all) committee members must read the draft of a dissertation.
- d. Prepare a revised draft incorporating all changes required by your committee.
- e. Ask your major professor to schedule the final [thesis oral or dissertation defense](#) with AddRan. (See your department’s specific documentation on steps Ic, Id, and Ie).

Section II: Submitting final copies of theses and dissertations

- a. Send a PDF version of the entire completed manuscript (including preliminary, vita, and abstract pages) to the AddRan Associate Dean for Graduate Studies (p.worthing@tcu.edu) for format checking at least five business days before your final oral. The Associate Dean will notify you as soon as possible if changes are required.
- b. Make all corrections called for by AddRan College and your committee for the final copy. Have the committee members sign the approval page and bring the approval page to the Associate Dean’s office for final signature. **The approval page may be inserted as an *unnumbered* page immediately after the title page in bound copies of the thesis. A scanned completed approval page can also be inserted in the same location in the PDF file that you upload.**
- c. Students completing a thesis or dissertation must pay a small “Archiving & Publication Fee” by close of business the last weekday in February, May, and August for expected Spring, Summer, and Fall graduates, respectively. Near the end of each term, the AddRan’s Dean’s office will send a list of all students completing a thesis or

dissertation to the Office of Graduate Studies which will forward the list to financial services. Financial services will then proceed to place the fee on each graduate student's TCU Account. The student can then pay their fee via Web Check (Here is the link: <https://stupay.tcu.edu/studentPayments/>) or credit card.

- d. If you choose to copyright your thesis or dissertation, you have two choices:

Register your copyright yourself: If you wish to copyright your thesis or dissertation, information and forms are available from the [United States Copyright Office](#). The U.S. Copyright Office fee is \$35 to file online, or \$85 to file with most paper forms. See the [fees page on the Copyright Office's website](#) for the latest information. Pay this directly to the U.S. Copyright Office, using the forms provided at the links above, not to TCU.

Register your copyright through UMI: Alternatively, UMI will file for copyright on your behalf (this is one of the options that come up on their website when you submit your PDF file). UMI charges a \$55 fee to file for copyright. If you choose to use this option, the Proquest UMI website will prompt you to pay with a credit card before completing your submission—do not pay the TCU Cashiers Office.

- e. Students completing the PhD degree must complete the Survey of Earned Doctorates before graduating. You may leave some answers blank if you choose not to share the information requested. The Associate Dean's office will provide a link to the online survey in the packet of information referenced in Ib. Once you complete the survey, an e-mail notification screen will allow you to enter up to two e-mail addresses where you would like the notification of completion to be sent. Have the notification sent to p.worthing@tcu.edu and your department's Director of Graduate Studies. Your final graduation will not be processed unless this notification is received.

Section III. Manuals and formbooks

AddRan College does not require all departments to use the same format. Because the thesis or dissertation should reflect the requirements of the discipline, documentation should be in accordance with latest editions of the professional stylebooks.

English	<i>MLA Handbook</i>
History	<i>The Chicago Manual of Style</i>
Criminal Justice	<i>Publication Manual of the American Psychological Association</i>

Section IV. Parts and order of the manuscript

A manuscript generally has three main parts: the preliminaries, the text, and the reference material. The order of these may vary, but is usually as follows:

The Preliminaries:

Title page

Approval page (with signatures of all committee members)

One blank page or copyright notice, if applicable (see preliminary pages of this manual)

Preface, including acknowledgments (optional)

Table of contents, with page references

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

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

(Note: All tables and figures should be embedded in the text of the document, not presented in a separate section at the end of the document)

The Text:

Introduction

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

Reference:

Appendices

Bibliography or references (If appendices are bound as a separate volume, the bibliography is bound with the text in the first volume.)

Vita (See examples in this manual)

Abstract (See examples for heading. The original of the dissertation has an extra copy of the abstract and title page for use by University Microfilms, Inc. in the preparation of their publication, *Dissertation Abstracts*).

Section V. Manuscript presentation

The manuscript, as a demonstration of your ability in research, analysis, and effectiveness of expression, should have an appearance in keeping with such a document. Unacceptable manuscripts will be rejected by the college. Both theses and dissertations will be archived electronically after submission and approval.

You are responsible for final proofreading. This is to be done before bringing it to AddRan for checking (see IIa). An indication that careful proofreading has not been done is cause for complete rejection of the manuscript and possible delay of graduation by at least one semester. Because it is difficult for proofreading to be done adequately by persons already familiar with the material, competent outside proofreaders are advisable, but you retain full responsibility for good proofreading and satisfactory correction, and you should wait until after your oral examination to make final corrections. In this way you will have a composite list of all corrections requested by your examination committee and the AddRan office.

Section VI. Official University copies in electronic format

The University does not require a bound copy of your thesis or dissertation. Instead, you are required to upload the final version of your document to ProQuest/UMI in PDF format. In addition, the University requires you to upload a native (e.g., Microsoft Word) version of your document to a local TCU database. This copy will be used as a backup copy of your document. Be sure to remove all unnecessary metadata, such as reviewer comments, track-changes, and file property information.

Details on the UMI uploading process as well as details on font embedding, etcetera can be found at <http://www.lib.tcu.edu/submit-thesis-or-dissertation.asp>. In case you want to bind your own copy of your thesis or dissertation, this web page also contains information about suggested binderies and associated costs.

If you don't want your thesis or dissertation to be immediately accessible online, you can specify an "embargo" period -- this is one of the options on the Proquest/UMI submission form. The default maximum is two years, but you can restrict access for more than two years by selecting the "Until the following date" option and entering the date you would like the embargo to end.

Section VII. Margins and spacing

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

Section VIII. Pagination

- a. Each page in the manuscript should be assigned a number except the blank page following the title page, approval (signature) page, the abstract pages, and the vita page. Header and footer margins for page numbers are ½ inch; i.e., there is ½ inch margin between the page number and the top or bottom of the page. The page number is the only mark that should appear within the margins specified above in VIIIb.
- b. For the preliminary pages, small Roman numerals (i, ii, iii, iv, etc.) are used. The numbering should begin with ii; the title page counts as page i, but the number does not appear. **The blank page or copyright page following the title page is not counted or numbered, nor is the approval page.** These page numbers are at the bottom of the page, centered or at the right margin.
- c. For the remainder of the manuscript, including the text, illustrations, appendices, and bibliography, Arabic numerals are used. All pages are numbered, except the vita and

abstract pages. Do not use letter suffixes such as 10a, 10b, etc. **The numbering should begin with “1” and run consecutively to the end of the manuscript.** Page numbers should be placed at the bottom of the page, centered or on the right margin. If the description of an illustration is too long to be placed on the same page, it should be placed on the preceding page, not on an unnumbered page.

- d. When the appendices are bound as a separate volume, this volume should not contain a title page duplicating the title page of the textual volume, with the addition of the word “Appendices,” or similar descriptive words, just below the title. The pages of this volume are numbered consecutively with Arabic numerals, counting the title page as “1” (although the number does not actually appear on this title page.)

Section IX. Special pages

- a. Title Page: The title page contains: (1) the title, in capitals, double-spaced if longer than one line, (2) the full name of the student, (3) the degree or degrees held, (4) sources and dates of the degree or degrees, (5) the “partial fulfillment” statement, (6) the degree sought, the date the degree is to be conferred. These details are shown on the sample pages (thesis, page 13; dissertation, page 14). Proper spacing is assured if the sample page is used as a guide.
- b. Table of Contents: List of Figures, etcetera: The Table of Contents for this document is a good illustration of how these pages should be formatted. Page reference numbers should be placed using a right tab so that they align properly at the right side of each page.
- c. Vita: The vita page should be written in the third person, and should include: (1) personal data, (2) education, and (3) professional experience. The vita may be written in either paragraph form or in an outline form as are professional résumés (see samples in the appendix of this manual). **The vita does not bear a page number and must not be more than one page in length.**
- d. Abstract: The abstract page contains: (1) the title of the manuscript (all caps, single-spaced), (2) the author’s name, exactly as it appears on the title page, with the degree and year, and (3) the thesis or dissertation advisor’s name and rank (see samples in the appendix to this manual). The purpose of the abstract is to give a succinct account of the manuscript so that the reader will be able to determine whether it is advisable to read the complete manuscript. **The abstract does not bear a page number and must not be longer than 350 words for a dissertation or 150 words for a thesis.**
- e. Approval page: The approval page contains: (1) the title of the manuscript (all caps, single-spaced), (2) your name, and (3) a line for each committee member’s signature plus one line for the college signature. The first line should be labeled “Major Professor,” and the last line “For the College of Liberal Arts.” These details are shown on the sample pages (page 7). Proper spacing is assured if the same page is used as a guide. The approval page may be inserted as an *unnumbered* page

immediately after the title page in bound copies of the thesis or dissertation. A scanned completed approval page can also be included in the same location in the PDF file that you upload.

Section X. Special problems

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

Appendix: Additional Sample Pages

Sample thesis approval page: Submit the signed page after final approval of your committee to the Dean's Office. **This page should be inserted as an unnumbered page immediately after the title page in printed copies that you wish to have bound. A scanned completed approval page can also be included in the same location in the PDF file that you upload.**

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

By

Your Name

Thesis approved:

Major Professor

For the College of Liberal Arts

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

(The page number below refers to this manual. Your approval page will not have a page number)

Sample dissertation approval page: Submit the signed page after final approval of your committee to the Dean's Office. **This page should be inserted as an unnumbered page immediately after the title page in printed copies that you wish to have bound. A scanned completed approval page can also be included in the same location in the PDF file that you upload.**

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

By

Your Name

Dissertation approved:

Major Professor

For the College of Liberal Arts

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

(The page number below refers to this manual. Your approval page will not have a page number)

Sample thesis title page

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

by

MARY BROWN DOE

Bachelor of Arts, 2009
Rice University
Houston, Texas

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

Master of Arts

August* 2017

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

(The page number below refers to this manual. Your title page will not have a page number)

Sample dissertation title page

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

by

MARY BROWN DOE

Bachelor of Arts, 2006
Rice University
Houston, Texas

Master of Arts, 2009
University of Texas
Austin, Texas

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

Doctor of Philosophy

May* 2017

*This date can only be May, August, or December
(The page number below refers to this manual. Your title page will not have a page number)

BIBLIOGRAPHY/REFERENCES*

- Cochran, Wendell, Peter Fenner, and Mary Hill, eds. *Geowriting: A Guide to Writing, Editing, and Printing in Earth Science*. Alexandria, Virginia: American Geological Institute, 1984.
- Council of Biology Editors Style Manual Committee. *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*. 6th edition. New York: Cambridge University Press, 1994.
- Day, Robert A. *How to Write and Publish a Scientific Paper*. 4th edition. Phoenix, Arizona: Oryx Press, 1994.
- Hathwell, David, and A.W. Kenneth Metzner, eds. *Style Manual*. 3rd edition. New York: American Institute of Physics, 1978.
- MLA Handbook*. 8th edition. New York: Modern Language Association of America, 2016.
- Publication Manual of the American Psychological Association*. 4th edition. Washington, D.C.: American Psychological Association, 1994.
- Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertation*. 6th edition. Chicago: University of Chicago Press, 1996.
- University of Chicago Press, *The Chicago Manual of Style*. 16th edition. Chicago: University of Chicago Press, 2010.

*This section is titled “Bibliography” or “References,” as appropriate to the discipline.

Sample vita, paragraph form

VITA*

Mary Brown Doe was born November 21, 1984, in Dallas, Texas. She is the daughter of Clarence Phillips and Alice Bradley Brown. A 2002 graduate of Woodrow Wilson High School, Dallas, she received a Bachelor of Arts degree with a major in English from Rice University, Houston, in 2006.

After receiving her Master of Arts degree in English from the University of Texas, Austin, in 2009, she joined Markham Industries, Inc., Dallas, as a technical writer.

In September, 2011, she enrolled in graduate study at Texas Christian University. While working on her doctorate in English, she held a University Fellowship during the years 2011-13 and a Teaching Assistantship in 2013-14. Since September, 2014, she has been an assistant professor in the English department at Midwestern University, Wichita Falls. She is a member of the Modern Language Association and the Conference on College Composition and Communication.

She is married to John Butler Doe of Dallas. They have two children.

*The vita is limited to one page.

(The page number below refers to this manual. Your vita page will not have a page number)

Sample vita, outline form

VITA*

Personal Background	Mary Brown Doe Born November 21, 1984, Dallas, Texas Daughter of Clarence Philip and Alice Bradley Brown Married John Butler Doe October 6, 2006 Two children
Education	Diploma, Woodrow Wilson High School, Dallas, 2002 Bachelor of Arts, English, Rice University, Houston, 2006 Master of Arts, English, University of Texas, Austin, 2009 Doctor of Philosophy, English, Texas Christian University, Fort Worth, 2015
Experience	Technical writer, EDS, 2009-2011 TCU Fellow, Texas Christian University Fort Worth, 2011-2013 Teaching Assistantship, Texas Christian University 2013-2014 Assistant Professor of English, Midwestern University Wichita Falls, September 2014-present
Professional Memberships	Modern Language Association Conference on College Composition and Communication

*The vita is limited to one page.

(The page number below refers to this manual. Your vita page will not have a page number)

Sample abstract

ABSTRACT

TITLE OF THESIS OR DISSERTATION IN CAPITAL LETTERS
SINGLE SPACED IF MORE THAN ONE LINE

by Mary Brown Doe, Ph.D., 2017
Department of English
Texas Christian University

Thesis or Dissertation Advisor: Name of Professor, Rank

Examples: Ray L. Smith, Assistant Professor of Biology

Barbara C. Thomas, Associate Professor of Chemistry

Ernest Powell, Professor of Psychology

James Kennedy, Professor of History and Chair of the Department

Ellen Kessler, Professor and Jones Chair of English

The double-spaced text of the abstract goes here. The abstract may have multiple pages but cannot be longer than 350 words for a dissertation or 150 words for a thesis.

(The page number below refers to this manual. Your abstract page will not have a page number)