Title OF THESIS OR DISSERTATION: MAke sure the top line is longer

Than the second line

t

A [Thesis] [Dissertation]

by

YOUR NAME

Submitted to the Graduate School

of East Texas A&M University

in partial fulfillment of the requirements

for the degree of

TITLE OF DEGREE

[December] [May] [August] 20XX

TITLE OF THESIS OR DISSERTATION: MAKE SURE THE TOP LINE IS LONGER

THAN THE SECOND LINE

A [Thesis] [Dissertation]

by

YOUR NAME

Approved by:

Advisor: Bob Brown

Committee: Jim Johnson

Jill Smith

Joe Perry

Head of Department: Kathy Jones

Dean of the College: Jane Doe

Dean of the Graduate School: Jennifer L. Schroeder

[Copyright is optional—remove this page if you do not plan to copyright your document]

Copyright © 20XX

Your Name

ABSTRACT

TITLE OF THESIS OR DISSERTATION: MAKE SURE THE TOP LINE IS LONGER

THAN THE SECOND LINE

Your Name, PhD, EdD, MS, MA

East Texas A&M University, 20XX

Advisor: Name of Your Advisor, EdD or PhD

Text begins here, two double spaces below the advisor line. **Your proposal abstract should include the purpose, literature review, and procedures.**

In your final thesis or dissertation, the results and conclusions are added. For many researchers, relevant articles are selected based on the material presented in the abstract; therefore, it is important to provide as much useful information as possible in as few words as possible. The abstract should not exceed 350 words and must be doubled-spaced and text left justified, as is the remainder of the thesis or dissertation. Any term (or numeral) with a space on either side is counted as one word.

*Keywords:* Keywords are optional.

ACKNOWLEDGEMENTS

Although this page is optional, the Graduate School encourages you to thank those people who helped you along the way. In your proposal, include this page even if you do not fill it out until the final thesis or dissertation. Please keep your acknowledgements to one page.

# TABLE OF CONTENTS

LIST OF TABLES viii

LIST OF FIGURES ix

CHAPTER

1. INTRODUCTION #

Statement of the Problem #

Purpose of the Study #

Research Questions #

Hypotheses #

Significance of the Study #

Definitions of Terms #

Limitations #

Delimitations #

Assumptions #

Organization of [Thesis] [Dissertation] Chapters #

2. REVIEW OF THE LITERATURE #

Subtopic 1 #

Subtopic 1a #

Subtopic 1b #

Subtopic 2 #

Subtopic 2a #

Subtopic 2b #

Subtopic 2c #

CHAPTER

3. METHOD OF PROCEDURE #

Design of the Study #

Instrumentation #

Sample Selection #

Data Gathering #

Treatment of Data #

4. PRESENTATION OF FINDINGS (or DATA) #

**Instruction:** Usually organized by hypotheses or by research questions

5. SUMMARY OF THE STUDY AND THE FINDINGS, CONCLUSIONS,

IMPLICATIONS, AND RECOMMENDATIONS FOR FUTURE

RESEARCH #

REFERENCES #

APPENDICES #

Appendix

A. As Needed #

B. As Needed #

C. As Needed #

VITA #

LIST OF TABLES

TABLE

1. If a table title is 2 or more lines, the entry in the List of Tables should always be double spaced and aligned like this #
2. Replace words in red with your text #
3. #
4. #
5. #

LIST OF FIGURES

FIGURE

1. If a figure title is 2 or more lines, the entry in the List of Figures should always be double spaced and aligned like this #
2. Replace words in red with your text #
3. #
4. #
5. #

Chapter 1

INTRODUCTION

Begin the details of the INTRODUCTION. Each chapter must be formatted in the same way with ALL pages numbered at the top right with Arabic numerals beginning on THIS page. All pages before THIS page are in lower case Roman numerals.

**Statement of the Problem**

This section should consist of a minimum of 1-2 paragraphs discussing the statement of the problem as it relates to your research. References to scholarly literature that outline the problem and illustrate the need for further research are desirable.

**Purpose of the Study**

This section should provide a minimum of 1-2 paragraphs addressing the purpose and justification for completing the study. Part of justifying the study is discussing relevant scholarly literature. You do not need to provide an exhaustive summary here, but maybe briefly mention researchers who have studied your problem/topic and state that the research will be discussed in more detail in the literature review.

**Hypotheses**

The hypothesis is “the researcher’s prediction, derived from a theory or from speculation, about how two or more variables will be related to each other” (Gall et al., 2007, p. 642). Hypotheses are REQUIRED if you are doing a quantitative study. Hypotheses are FORBIDDEN in pure qualitative studies. Always provide an introduction for numbered and bulleted lists:

1. Begin numbered lists at the ½-inch indent and continue the sentences aligned under the first letter of the first line.
2. In addition, “hypotheses can be stated in two forms, directional and null” (Gall et al., 2007, p. 50).

**Research Questions**

Research questions are used if you are conducting either a qualitative or quantitative study or a combination thereof. Again, always provide an introduction for numbered lists:

1. Be inclusive and exhaustive when delineating your research questions. They will define your study.
2. In addition, remember, “The reader needs to know why the researcher framed the question . . . and how research findings relating to it are likely to advance knowledge and improve educational practice” (Gall et al., 2007, p. 52).

**Significance of the Study**

The significance of the study should accomplish three tasks:

1. Describe the gap in the literature.
2. Describe how this study proposes (at least partially) to fill that gap.
3. Demonstrate that the researcher is competent to conduct this study.

These tasks will require a reasonably thorough review of the literature to demonstrate knowledge of the subject to be studied. The literature review in this section of the proposal (Significance of the Study), while extensive, is not nearly as in-depth as that of Chapter 2 in the thesis/dissertation, which requires a detailed comprehensive examination of at least four or five related studies. However, some of the literature reviewed in Chapter 2 is always contained in this section of the document as well.

**Definitions of Terms**

***Dissertation.*** According to Grove (1964), a dissertation is“A substantial paper that is submitted to the faculty . . . for an advanced degree that is typically based on independent research and . . . gives evidence of the candidate’s mastery of subject and scholarly method” (p. 656).

***Proposal.***The purpose of a research proposal is to describe the problem you wish to study and how you plan to study it (Gall et al., 2007).

**Limitations**

Check with your advisor to determine if your study will allow for limitations and delimitations to be combined. If not, then list them in two separate sections. These can be formatted as numbered lists or in paragraph form. Use a numbered list only if you have two or more items to list.

**Delimitations**

Check with your advisor to determine if your study will allow for limitations and delimitations to be combined. If not, then list them in two separate sections. These can be formatted as numbered lists or in paragraph form. Use a numbered list only if you have two or more items to list.

**Assumptions**

Create a numbered list of assumptions as you determine them to be appropriate for your study. Use a numbered list only if you have two or more items to list.

**Organization of [Thesis] [Dissertation] Chapters**

For guidance on organization of your thesis/dissertation, study your style guide, consult with your advisor, and examine other recent theses/dissertations from your department. For each chapter, offer an example of what material will be covered. Just remember, if there is a discrepancy between the Graduate School formatting standards and the style guide you are following, the Graduate School’s formatting standards prevail.

Chapter 2

REVIEW OF THE LITERATURE

It is important to mention that you are not required to use these exact section headings. For instance, some disciplines prefer to combine the introduction and the literature review into a single chapter. Be sure to communicate with your advisor to determine which headings will best serve the purpose of the paper.

Pagination will always be at the top right on each page throughout the proposal or thesis/dissertation through your Vita, which is the last page of your document.

**Subtopic 1**

Depending on your thesis/dissertation topic, it may be helpful to you and the reader if the material is organized by topics and subtopics. Use of different levels of heading can help the reader comprehend the material more easily and it can help you, as the author, keep the information flowing smoothly.

**Subtopic 1a**

Again, if your style manual does not specify how to format your levels of heading, you may format in any way you choose, as long it is consistently maintained.

***Subtopic 1a1***

Indentation, bold text, italicized text, and varied punctuation can help you to differentiate easily between different levels of heading.

***Subtopic 1a2***

Something to consider, however, is if you only use one subheading within a specific section, then perhaps the subheading is not needed.

**Subtopic 1b**

Beware of widows and orphans. Section headings should not be alone at the bottom of the page. If a page break separates the heading from its content, push the heading onto the next page.

As you write your thesis/dissertation, consider what organization and information would make sense to the reader. If your style manual offers little guidance on how to format tables, figures, or the body of your manuscript, make sure your formatting choices are consistent and make it easy for the reader to read and understand the material.

Chapter 3

METHOD OF PROCEDURE

Chapter 4

PRESENTATION OF FINDINGS (or DATA)

All tables and figures must be mentioned no further than 1½ pages before the table or figure appears in the document. Also, insert at least three single-spaced lines before and after tables and figures that are placed within text to set them off from surrounding text. If a table must be converted to landscape format to make it fit on the page, the top of table should be oriented to the left margin (see the [Thesis and Dissertation Formatting Guide](https://inside.tamuc.edu/academics/graduateSchool/documents/thesis--dissertation-services/Graduate%20School%20Thesis%20and%20Dissertation.pdf) and the related Appendix B for more detailed instructions and examples).

In most styles, generally for tables there are no vertical border lines and minimal horizontal border lines. In the document text, the style guide you use may dictate the style of the figure and table numbering. You will follow your style guide to comply with its rules regarding numbering and placement of tables. No matter the style followed, however, they should be numbered consecutively (1, 2, 3) or by chapter and section (1.1, 1.2, 2.1). If your style guide does not address this topic, please follow the formatting and style shown below in the examples.

For page numbering of landscape pages, please see the Appendix to this template.

**Table 1**

*Years of Experience as Principal*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | On Current Campus | |  | Career Total | |
| Number of Years | Frequency | % of Sample |  | Frequency | % of Sample |
| 1-2 years | 2 | 20 |  | 1 | 10 |
| 3-5 years | 4 | 40 |  | 2 | 20 |
| Table 1 (continued) |  |  |  |  |  |
|  | On Current Campus | |  | Career Total | |
| Number of Years | Frequency | % of Sample |  | Frequency | % of Sample |
| 6-10 years | 2 | 20 |  | 3 | 30 |
| 16+ years | 10 | 10 |  | 1 | 10 |

You will follow your style guide to comply with its rules regarding style of numbering and placement of figures. If your style guide does not address this topic, please follow the formatting and style shown below. Your chosen style guide may also dictate whether the figure has a figure title (above the figure) or a figure caption (below the figure). If it does not, please follow one of the styles shown below, either using a figure title or a figure caption, but be consistent with whichever style you choose. Regardless of the style guide you are following, figures are numbered consecutively with Arabic numerals throughout the text.

Note, figures should not have an outside borders or be titled in the figure itself.

**Figure 1**

*Webb University Faculty Athletic Representative Stages of Concern, Fall 2008 Through Spring 2009*

*Figure 1.* Webb University faculty athletic representative stages of concern, fall 2008 through spring 2009.

You must be careful not to violate the copyright laws of the United States. The inclusion or adaptation of part or of an entire work (e.g., a survey instrument, a text, a model, a figure, or data) by another author often requires that written permission from the copyright holder be included in the appendix. Information regarding source and copyright holder must be on the item with the statement “Reprinted with permission” or “Adapted with permission.”

Chapter 5

SUMMARY OF THE STUDY AND THE FINDINGS, CONCLUSIONS, IMPLICATIONS,

AND RECOMMENDATIONS FOR FUTURE RESEARCH

REFERENCES

Please format the reference (literature cited) section according to the style guide you are using (APA, MLA, ACS, etc.). Many references styles use a hanging indent. The hanging indent can be accessed by selecting text, then right clicking, and going to “Paragraph.” At the “Indentation” section, click on the drop box under “Special” and select “Hanging.”

NOTE: As in text, widows and orphans in references are not acceptable. A new reference with only one line at the bottom of the page should be moved entirely to the next page. Similarly, the last line of a reference should not be left to stand alone at the top of a page. Instead, move an additional line of text to accompany that line.

A three-line reference is sometimes difficult because you cannot leave one line on a page. At least two lines must be on each page so you may have to move the entire reference to the next page, leaving a blank line or two at the bottom of the previous page.

Appendices are **optional** and used for supplementary material. Include this cover page unless you have only one appendix, then use the format for an appendix title page, as shown on the next page, without the appendix designation.

APPENDICES

.

Each appendix must have a title page. Appendix title pages come before each appendix document. All appendix material must be within prescribed margins and be readable in size and legibility (no smaller than 7 pt. font). Tables and figures must conform to the same formatting requirements as when they are included in the body of the manuscript.

APPENDIX A

TITLE OF APPENDIX A

TITLE OF APPENDIX A

Place the appendix title at the top of the first page only of the appendix document page. The title should be centered, in all capital letters and not bolded.

APPENDIX B

TITLE OF APPENDIX B

VITA

Though many students already have a resume-style vita, the Graduate School requires students to publish a *paragraph-style* vita instead. If you have difficulty drafting your vita, please see Appendix A to the Thesis and Dissertation Formatting Guide for a sample vita.

Some of the information you may want to include in your vita is as follows:

* your educational background for all previous degrees, beginning with your bachelor’s degree and ending with the current degree you are obtaining from East Texas A&M University.
* professional experience,
* publications, and/or
* business or academic information.

Do not include personal information such as date of birth, parents’ names, or your personal address in order to protect your privacy. Please ensure the name you include in your vita matches the name you have used on your title page.

Please include a permanent address (at the bottom of the page) that is good for two years. A professional/work address or East Texas A&M University department address are recommended rather than a personal address in order to protect your privacy.

Single-spaced at bottom of page

Permanent address

Email:

APPENDIX

LANDSCAPE PAGE NUMBER TEMPLATE

LANDSCAPE PAGE NUMBER TEMPLATE

* To be safe, first make a backup copy of your thesis/dissertation file.
* You will need both documents open in order to work on them simultaneously.
* To put a landscape page in your document:
  + Highlight the bold text below along with everything in between the lines of bold text.
  + Choose Copy.
  + Switch to the document you want to place the landscape page(s) in and place your cursor at the beginning of where you want the first landscape page.
  + Choose Paste.
  + Type, copy or move the text or table that you want landscape to this document page.
  + Delete the extra text of these instructions.

**Select from this line (including this text) to the line on the last page.**

**Note: This page should be portrait when you are done.**

**Table # / Figure #**

[*Title*]

Place the landscape table or figure here (by typing, inserting, or using copy/paste). NOTE: This page should be landscape when you are done.

**Note: This page should be portrait when you are done. Include this line in your Copy but DELETE this line when you are done.**

\*\*\* Delete any red text when you are done - best if done one line at a time so you don’t delete any of the Section Breaks (Next Page) and their formatted page numbers.