Undergraduate Research Scholars

THESIS MANUAL

Fall 2015-Spring 2016

Instructions for the preparation of electronic theses

LAUNCH
Undergraduate Research

TEGR@tamu.edu
TEGR.tamu.edu

Last Updated: November 19, 2015
# TABLE OF CONTENTS

The Undergraduate Research Scholars Thesis ................................................................. 1
  Purpose of the Thesis Manual ....................................................................................... 1

Introduction .................................................................................................................. 2
  Things to Know Before Getting Started ................................................................... 2
  Questions or Problems ............................................................................................... 2

Writing the Thesis ....................................................................................................... 3
  Availability of Theses to the Public .......................................................................... 3
  Copyright Concerns ................................................................................................. 3

Thesis Submission and Review Process ....................................................................... 4
  Progress Reports and Installment Submissions ......................................................... 4
  Review and Corrections Process ............................................................................... 5
  Final Thesis Submission .......................................................................................... 5
  Thesis Submission Deadlines .................................................................................... 6

Thesis Format Specifications ....................................................................................... 7
  Content Organization and Methods Overview ......................................................... 7
  Required Preliminary Pages ...................................................................................... 9
  Optional Preliminary Pages ...................................................................................... 11
  General Thesis Formatting Requirements ................................................................. 12

Contact Information ................................................................................................ 20
Each Undergraduate Research Scholar is required to describe the results of their research in a formal thesis. This thesis will be electronically submitted and indexed in the permanent Undergraduate Research Collection of the OAK Trust Texas A&M Open Access Digital Repository, where it will be accessible worldwide. Theses must be presented in a uniform scholarly manner, professionally designed and properly documented, accurately representing the Undergraduate Research Scholar’s creative and intellectual studies. Theses should also exemplify the highest level of scholarship as they will be available to the general public as a representation of the quality of research endeavors at Texas A&M University.

PURPOSE OF THE THESIS MANUAL

This Thesis Manual is designed to assist Undergraduate Research Scholars and their Faculty Advisors in the preparation of theses by providing uniform standards of style and format while allowing enough flexibility to satisfy the accepted practices of different academic disciplines. The Undergraduate Research Scholars Thesis Manual has been adapted from the Thesis Manual published by Graduate and Professional Studies at Texas A&M University to emphasize the expectation that the resulting Undergraduate Research Scholar’s Thesis meets the same high standards for format and style as a doctoral dissertation. Previously submitted Undergraduate Research Scholars’ theses are available for your edification and review in the Undergraduate Research Collection at oaktrust.library.tamu.edu/handle/1969.1/3367.
INTRODUCTION

THINGS TO KNOW BEFORE GETTING STARTED

The Undergraduate Research Scholar’s Thesis will be the primary product of the Undergraduate Research Scholars program and will be written in progression over the fall and spring semesters. Research should be presented in a scholarly, well-integrated and properly documented manner, and should report the original work done by the student under the supervision of their Faculty Advisor. The Undergraduate Research Scholar’s Thesis will meet the same high standards for format and style as a doctoral dissertation. Therefore, all Undergraduate Research Scholars must follow the thesis format outlined in this manual.

Theses are reviewed by the Undergraduate Research staff for format and by Faculty Advisors for content. Undergraduate Research Scholars are expected to meet with their Faculty Advisors regularly to assess the strength of the research content. Undergraduate Research staff will not be able to provide feedback on projects, only thesis formatting and style.

Any project that involves the use of human subjects, vertebrate animals, or biohazards and pathogens must be approved by Research Compliance & Biosafety prior to the start of any data collection. LAUNCH: Undergraduate Research highly suggests that Undergraduate Research Scholars speak to their Faculty Advisors and contact Research Compliance & Biosafety if they are unsure whether or not their project requires compliance approval.

Undergraduate Research staff will assist in the formatting of theses, give general project direction in regards to the style and conventions of various disciplines, and foster a sense of community among fellow scholars. We provide a number of face-to-face and technical resources to Undergraduate Research Scholars:

- Thesis Manual
- Thesis Templates
- Thesis Examples
- Optional Thesis Writing Course in the spring semester
- eCampus Community
- Scholars Thesis Submittal System (STSS)
- OAK Trust Digital Repository
- Workshops
- Drop-in Help Sessions
- Scheduled Appointments

QUESTIONS OR PROBLEMS

Always feel free to contact any of us here at LAUNCH: Undergraduate Research at by phone or email if you run into any problems. We are also available for scheduled appointments.

LAUNCH: Undergraduate Research
Henderson Hall  |  4233 TAMU
ph: (979) 458-0039  |  fax: (979) 458-4668
ugr.tamu.edu  |  ugr@tamu.edu
WRITING THE THESIS

AVAILABILITY OF THESES TO THE PUBLIC

After the your final thesis has been approved by your Faculty Advisor and Undergraduate Research staff, it will be uploaded to the Undergraduate Research Collection of the OAK Trust Texas A&M Open Access Digital Repository at oaktrust.library.tamu.edu/handle/1969.1/3367, where it will be available to the public. Theses will be deposited into the Repository based on the embargo option that was approved by the Faculty Advisor during the final thesis submission process. During a two-year hold, the thesis will not be made public, allowing Undergraduate Research Scholars and Faculty Advisors time to publish their results in an academic journal or to submit the products for patent consideration. If you select to place a hold on your thesis, Undergraduate Research staff will contact your Faculty Advisor after two years to confirm that the thesis can be released. Each Undergraduate Research Scholar must discuss with their Faculty Advisor whether to make the thesis available immediately or to place it on hold for two years.

COPYRIGHT CONCERNS

Because you will own the copyright to your Undergraduate Research Scholars Thesis you may still submit your original work in the thesis for publication by a scholarly journal. However, because a thesis uploaded to the OAK Trust Texas A&M Open Access Digital Repository is legally classified as a publication, care must be taken not to violate United States copyright laws. If your Undergraduate Research Scholars Thesis contains any material (pictures, figures, tables, text, etc.) taken from other copyrighted sources, you are responsible for determining if a letter of permission from the copyright holder is needed to allow you to include this material. This is true even if you are an author of the material. If a permission statement is needed, it must be included in your thesis as a separate appendix. In addition, proper credit (as instructed in the letter of permission) must be given in the text.

If you have already published material that you subsequently want to include as part of your Undergraduate Research Scholars Thesis, you should be aware of the agreement that you signed when the material was accepted for publication. At that time, you may have assigned copyright to someone else (a journal, for example) as publisher and you may no longer possess rights. Publisher agreement forms can be modified before they are signed so that you retain the right to include the material in your thesis. When negotiating with the publisher remember to inform them that the thesis will be available worldwide through the Internet. If you have not retained the right to use the material in the thesis written permission must be obtained from the copyright holder to include the material in the thesis. Proper credit, as instructed in the letter of permission, must be given in the text. A copy of the letter of permission should be included in a separate appendix and an extra copy of the letter should be emailed to Undergraduate Research staff at ugr@tamu.edu.

For more information about United States Copyright Law, visit guides.library.tamu.edu/copyright. You should always discuss the need to use previously copyrighted material with your Faculty Advisor.
THESIS SUBMISSION AND REVIEW PROCESS

Thesis installment submissions, reviews and corrections will all be made through the Undergraduate Research Scholars eCampus Community. The eCampus Community serves as another place for all Undergraduate Research Scholars to easily locate important deadlines and due dates, thesis templates and other helpful resources. All installment submissions, in addition to progress reports, will be submitted through the eCampus Community.

Final thesis submissions in April will be made through the Scholars Thesis Submittal System (STSS) at scholarsthesis.tamu.edu.

To access the Undergraduate Research Scholars eCampus Community, login to ecampus.tamu.edu using your NetID and Password. 2015-2016 Undergraduate Research Scholars should be visible on your eCampus home page under My Organizations. If you do not see the 2015-2016 Undergraduate Research Scholars eCampus Community, please contact us at ugr@tamu.edu as soon as possible.

PROGRESS REPORTS AND INSTALLMENT SUBMISSIONS

Progress reports must be submitted with each installment and are an important part of assessing and reflecting on your progress throughout the program. Progress reports will be reviewed by Undergraduate Research staff before reviewing your thesis installment.

Installments should be submitted in Microsoft Word or PDF (LaTeX users only) format through the Undergraduate Research Scholars eCampus Community by the specified deadlines. Each submission should include increasingly more content and must always include the preliminary pages. For example, when it is time to submit the second thesis installment, you must submit the Title Page, Table of Contents, Abstract Page, any Optional Preliminary Pages (i.e. Dedication, Acknowledgments, and Nomenclature), Chapter I and Chapter II, all within the same document. Thus, you should work on the same document file throughout the entire program. All documents must be submitted on time or you will risk being dropped from the program.

TEAMS

While only a team’s primary contact will need to make installment submissions, ALL team members will be required to submit their own progress report. All installment submission grades for team members will be overridden to reflect the score that the primary contact received on the team submission. Each team will be responsible for the communication and delegation of corrections as only the primary contact will immediate access to the “graded” document. If you have any questions about procedures for Undergraduate Research Scholars teams, please contact Undergraduate Research staff at ugr@tamu.edu.
REVIEW AND CORRECTIONS PROCESS

Thesis installment submissions are reviewed by the Undergraduate Research staff after each deadline. The review period can last up to two weeks. Comments and/or corrections concerning format and style will be made directly on the document within eCampus and are returned with a “grade” of either a 1 or a 0 to indicate whether or not the document requires corrections:

- 0: Needs Corrections
- 1: Approved

If your document is returned with a 0 (Needs Corrections), you will be required to resubmit a corrected draft by a new deadline. Undergraduate Research staff will contact you via email about the status of your document with specific instructions on what to correct. You must correct all specified errors (and any others you may find in the process) and resubmit your document through eCampus within the time period given to you in the email (usually 24 to 48 hours). This process will continue until your document is formatted correctly and approved by Undergraduate Research staff.

If your document is approved, no further submission is required until the next submission deadline.

FINAL THESIS SUBMISSION

Final theses are submitted to the Scholars Thesis Submittal System (STSS) at scholarsthesis.tamu.edu. Your Faculty Advisor must review your final thesis for content before you submit it. After your final thesis has been submitted, your Faculty Advisor will receive an email asking them to login to the STSS and approve your final thesis document and embargo option. Only until your Faculty Advisor approves the thesis and embargo options through the STSS will your thesis be reviewed by Undergraduate Research staff for final approval. Therefore, once you upload your final thesis and receive approval by your Faculty Advisor, no changes may be made to content—only formatting corrections requested by Undergraduate Research staff.

When no further corrections or revisions are required, the thesis will be approved by Undergraduate Research staff. You and your Faculty Advisor will receive a program completion approval email from ugr@tamu.edu.

IMPORTANT: Final thesis review will not proceed until the Faculty Advisor has approved the final thesis and embargo option. Please make sure your Faculty Advisor is aware of this fact. Start discussing the content of your thesis with your Faculty Advisor well before the deadline in April.

EMBARGO OPTIONS

- None/No hold (Published directly to the Digital Repository)
- Two-Year Journal Hold
- Two-Year Patent Hold

During the Two-Year Journal or Patent Hold, the thesis will be placed on “hold” for two years to enable the student to publish results or apply for a patent. After two years, the thesis will be deposited in the OAK Trust Digital Repository unless requested otherwise by the Faculty Advisor.
THESIS SUBMISSION DEADLINES

First Installment and Progress Report
Sunday, November 22, 2015 by 11:59pm

Second Installment and Progress Report
Sunday, January 24, 2016 by 11:59pm

Third Installment and Progress Report
Sunday, February 28, 2016 by 11:59pm

Final Thesis
Sunday, April 10, 2016 by 11:59pm
THESIS FORMAT SPECIFICATIONS

CONTENT ORGANIZATION AND METHODS OVERVIEW

PRELIMINARY PAGES

All Undergraduate Research Scholars Theses must include preliminary pages:

- Title page (required)
- Abstract page (required)
- Table of Contents (required)
- Dedication (optional)
- Acknowledgments (optional)
- Nomenclature (optional)

DEDICATION

This section is used to recognize those that supported you throughout your academic endeavor that has culminated in the production of your thesis. The dedication is more personal than academic in nature (For example: “To my mother, who got me this far”). Those that affected your research will be noted in your Acknowledgments section.

ACKNOWLEDGMENTS

This section is reserved for any party that you need to give credit to outside of your references section. For example, “I am indebted to John Doe for his incisive questions about my research direction.” Anyone that influences the development (in either the content or direction) of your thesis should be given a space within your acknowledgments.

NOTE: There are two acceptable spellings for the word “acknowledgments.” Be consistent in your spelling of the word.

NOMENCLATURE

This section is reserved for terms that an informed reader outside of your field may not be able to define.

THESIS CONTENT

The bulk of the thesis, the body text, is where a Scholar describes everything from introducing the body of work that came before them to evaluating their results and making conclusions of their entire project. An Undergraduate Research Scholar in Chemistry may order their thesis content in the following manner: Introduction, Methodology, Results, Conclusion. This may differ greatly from one in History who may choose to order their thesis content in the following manner: Introduction, Methodology, Chapter I: The Rise of the Third Reich and Dangerous Nationalism, Chapter II: In The Eye of the Storm, Hitler and His Secret Police, Chapter III: A Setting Sun and the Fall of the Reich, A Nation Wakes from a Nightmare, Conclusions. Each scholar is providing quality content that furthers their main argument, but they achieve their results in different ways. Sections (major heading designations) are allowed deviation across disciplines for this reason, some conventions allow for “Chapters” while others prefer to label their major headings as “Parts.” Additionally, you are not limited to only four sections. Consult your Faculty Advisor for further details on conventions in your particular field of study.
A note about STEM and Humanities Theses, Formatting and Style: Formatting refers to the required technical structure of an Undergraduate Research Scholars Thesis while style refers to the accepted convention of a particular discipline or field. For example, the requirement for all major headings to be 14-point font size is a formatting requirement. However, an Undergraduate Research Scholar in Philosophy may choose to use APA citation style for references while an Engineering Undergraduate Research Scholar may choose to use IEEE.

GENERAL EXPLANATION OF COMMON SECTIONS

- **Section I:** This section should introduce the critical question that inspired your thesis and elaborate upon the problem and objective of your project. Discuss previous research in this area of knowledge. This can include prior research done by your research group or work you completed before starting the Undergraduate Research Scholars program. Include what has already been discovered about the topic, laying out how specifically your research intends to fill the gaps within a common body of knowledge. How does your project supplement what is currently known about this topic? If your project is a creative work, the Introduction should provide information about how you conceived and created the work, as well as your objectives for the project. What did you hope to achieve, and how did you go about it?

- **Section II:** This section should describe how you acquired your data or achieved your results without discussing the content of your results. Describe sources of material, methodology, and any important instrumentation (e.g. software) in sufficient detail so that the reader could use this chapter as a resource, and so that they could recreate your methods and replicate your results. Consult your Faculty Advisor if you are unsure of the level of detail that must be included.

- **Section III:** This section is where you tell us what the results of your research were (but NOT what you think they mean...yet). This is where all your data appears, both the good and the bad. This section should include the bulk of your data charts, tables, graphs, figures, and summaries of outcomes. This is where you describe your observations, and if necessary, describe what went wrong, or what happened unexpectedly. Did your methodology not have the sensitivity that you expected? Did a process not work as you had planned? Did a subject not do what you had hoped? For creative works, the Methods and Results sections can be replaced by a DVD of your performance, for example. A description of your files must be placed in this section.

- **Section IV:** This section is where you finally get to tell us what all of your hard work really means! Go back and take a look at what you told us you were planning to do in the Introduction. Then tell us whether or not it turned out the way you expected. Did your results support the theory or model that you thought it would? Did your results point to a new way of thinking about the larger question you indicated? Did your results suggest that the experimental system you tried or the methods you used were not the best ways to approach the question? This is also where you should integrate your results with the work of everyone else on the same/similar problem. Do your conclusions agree with theirs; does your work extend an understanding of the problem that they set up? If you do not have any results, reflect upon what you have learned. What have you gained from this experience? For creative works, how did you present your work to the public and what kind of reaction did it elicit? Was it what you expected? Reflect on what you have learned from the creative process.

REFERENCES AND SUPPLEMENTAL SECTIONS

- References (Bibliography, Footnotes, Works Cited, etc.)
- Appendix
REQUIRED PRELIMINARY PAGES

TITLE PAGE
Every thesis must include the same Title Page provided by the Undergraduate Research Scholars program. Deviation from the set formatting of the Title Page is NOT allowed. The Title Page includes:

- Thesis title
- Thesis statement
- Submittal statement
- Approval statement
- Program completion date (not your graduation date)
- Major(s)

GENERAL TITLE PAGE FORMATTING
- All text must be in the Times New Roman typeface
- All text must be 12-point font size, with the exception of the thesis title
- All text must be double-spaced, with the exception of the submittal statement, approval statement, and major portions
- All text is center justified, with the exception of the advisor approval statement
- All sections of the Title Page are separated by two empty 12-point, double-spaced lines

THESIS TITLE
- Must be formatted as a major heading (see Major Headings)

THESIS STATEMENT
- The statement reads, “An Undergraduate Research Scholars Thesis by [YOUR NAME IN ALL CAPS]”
- Your name must match the official records of the university
- For theses with two authors, include a lowercase “and” in between each name
- For theses with three or more authors, separate the first few names by commas (,), and include a lowercase “and” in front of the last participant

SUBMITTAL STATEMENT
- Single-spaced
- “Texas A&M University” is on a line by itself
- See the Title Page example for the full statement

APPROVAL STATEMENT
- Single-spaced
- Use Faculty Advisor’s title (if Faculty Advisor does not have a Ph.D., use the title “Prof.” instead of “Dr.”)
- There are no signatures on this page

DATE
- Double-spaced
- Put the month and year of the Undergraduate Research Scholars Program completion (e.g., May 2016)
- No comma between month and year
MAJOR

- Single-spaced
- Must agree with Undergraduate Research Scholar’s major listed in the official university records
- In the case of having two majors, both should be included; the first major listed directly after “Major:” and the second listed on a separate line aligned below the first major.
- Do not list minors
- Use upper and lower case letters
- Example:
  
  Major: French
  History

TABLE OF CONTENTS

GENERAL FORMAT

- All text must be in the Times New Roman typeface
- Use 14-point font size for the TABLE OF CONTENTS major heading
- Use 12-point font size for all other text
- The TABLE OF CONTENTS major heading is centered and is in all capital letters
- Place the word Page in the right column so that it appears above the page numbers
- Place your major heading designation of choice under the preliminary page listings, indent the section numbers (Roman numerals) and indent once more for your major heading titles
- Major heading listings must be in all capital letters and double-spaced
- Subheading listings must be single-spaced
- If the Table of Contents becomes more than one page, repeat the appropriate headings at the top of each page (i.e. the word Page above page number column; the word CHAPTER (or other designation) if a new chapter is listed on the page)
- No bold on this page except for the heading
- Do NOT include a page number on this page
- Do NOT use italics on this page (except for Latin terms, titles of works, etc.)

CONTENT

- List the major headings and the first-order subheadings only
- Begin with the ABSTRACT and include all preliminary pages
- List any REFERENCES sections and the APPENDIX, if present

CONSISTENCY

- Check against text for agreement of page numbers, levels and styles of headings and subheadings, and the wording of headings and subheadings
- Check for consistency in capitalization
- Check that wording of APPENDIX listing matches exactly what is in text; Appendix titles are optional, but if listed, they must be in all capital letters
ABSTRACT PAGE

GENERAL FORMAT

- All text must be in the Times New Roman typeface
- Use 14-point font size for the ABSTRACT major heading
- Use 12-point font size for all other text
- No bold on this page except for the heading
- This is the first numbered page (Arabic number 1)
- Page numbers must be centered at the bottom of each page

PRELIMINARY LINES

- Center the thesis title in Title Case; match exact wording of thesis title on the Title Page
- Use single spacing for the thesis title, Undergraduate Research Scholar name, and Faculty Advisor, but double-space between each entry
- Center your name, using upper and lower case letters, followed by your department at Texas A&M University
- Use thesis Faculty Advisor’s title (if Faculty Advisor does not have a Ph.D., use the title Prof.), followed by their department at Texas A&M University
- For teams, list each student and department separately

ABSTRACT TEXT

- Insert an empty, double-spaced line after the preliminary lines before you start the text
- Limit the text of the abstract to no more than 350 words; any term with a space on each side is counted as a word
- Use double-spaced lines for the abstract text

OPTIONAL PRELIMINARY PAGES

GENERAL

- All text must be in the Times New Roman typeface
- Use 14-point font size for the DEDICATION, ACKNOWLEDGMENTS or NOMENCLATURE major headings
- Use 12-point font size for all other text
- No bold on this page except for the heading
- Heading is centered at the top of the page in all capital letters
- All text must be double-spaced
- Include all in the Table of Contents (if applicable)
- Preliminary pages should appear in the following order:
  Abstract, Dedication, Acknowledgements, Nomenclature
- Limit Dedication to one page; limit Acknowledgments to four pages
GENERAL THESIS FORMATTING REQUIREMENTS

PAGE SIZE AND ORIENTATION

- The entire document must be letter sized in Portrait Orientation (8.5 x 11 inches)
- Landscape Orientation (11 x 8.5 inches) is acceptable for figures and tables that do not optimally fit in the standard 8.5 x 11 inches format

MARGINS

- The entire document must have 1 inch margins on all sides
- All content (text, figures, tables, appendix material, etc.) must be placed within the 1 inch margins

TIP: When converting documents to PDF, double check the converted file to make sure the 1 inch margins stayed intact during the conversion process. Also, when inserting graphics into Microsoft Word, make sure that images do not get accidentally dragged into the margins. Microsoft Word will not automatically prevent this from happening.

PAGE NUMBERS

- Page 1 begins on the Abstract Page. Continue numbering pages consecutively (1, 2, 3, etc.) until the last page of the document. This means that the Title Page and Table of Contents page(s) are NOT numbered
- All page numbers must be centered at the bottom of the page (in the footer)
- All page numbers must be Arabic numerals

PARAGRAPH SPACING AND INDENTATION

- The majority of the text in the document must be double-spaced. Exceptions include:
  - Select areas of the Title Page, Table of Contents and Abstract Page (see Required Preliminary Pages on page 11)
  - Footnotes and References (see References on page 20)
- Single or variable spacing may also be used for:
  - Long, blocked and inset quotations
  - Itemized lists
  - Figures and tables (see Figures, Tables and Equations on page 18)
  - Appendix material (see Supplemental Sections on page 21)
- Do NOT indent paragraphs
- Leave an additional empty, 12-point, double-spaced line in between every paragraph and major heading

TIP: Depending on the version you use, or if you switch between using newer and earlier versions, Microsoft Word may add additional and unnecessary paragraph spacing to the document. To resolve this, select all of the text in the document and find the Line Spacing Options, then set the Spacing Before and After Paragraphs to zero (0).

COMMON MISTAKES: Forgetting to add the extra empty line in-between every paragraph and indenting paragraphs (do not indent!).
TYPEFACE AND FONT SIZE

- The entire document must be in the Times New Roman typeface. Exceptions include:
  - Figures and tables (see Figures, Tables and Equations on page 18)
  - Appendix material (see Supplemental Sections on page 21)
- The font size of all body text and all subheadings must be 12-point
- The font size of major headings must be 14-point
- **Boldface** or **italics** may be used for typographical emphasis. The use of **underline** is discouraged. Do NOT combine the use of **boldface**, **italics** and/or **underline** at any time.
- The font size of figures, tables, footnotes and appendix materials can vary, however, the minimum font size allowed for any content in the document is 6-point. If using scanned images, photographs, graphics, etc. in the document, be sure that all text is readable. Faint or incomprehensible print is not acceptable.

**A note about consistency:** Using the Times New Roman typeface, 12-point (body text and subheadings) and 14-point (major headings) font sizes are not just guidelines—they are requirements. Although figures, tables, footnotes, appendix materials, etc. do not necessarily apply to that requirement, they must appear consistent throughout the entire document. For example, if the text in Table 1 is Arial typeface at 8-point font size, Table 2, 3, 4, etc. must also be in Arial at 8-point font size.

**TIP:** When converting documents to PDF, proofread the converted file to make sure that all characters and/or symbol codes (such as Greek letters or mathematical symbols) are readable and searchable. Watch out for fonts and/or symbols that may have been corrupted during the conversion process.

MAJOR HEADINGS

GENERAL

- All major headings must start at the top of a new page
- All major headings must be:
  - 14-point font size
  - Entirely in capital letters (ALL CAPS)
  - **Boldface**
  - Centered (center justified)
  - Double-spaced
- All major headings must be followed by an additional empty, 12-point, double-spaced line; exception:
  - The Thesis Title on the Title page must be followed by two additional empty 12-point, double-spaced lines
  - The ABSTRACT major heading
  - The TABLE OF CONTENTS major heading
- **Italics** and sentence case should be used as needed for Latin words and/or symbols
- Do NOT include period (.) punctuation in major headings

Major headings include:

- Thesis title on the Title Page
- Table of Contents, Abstract, Dedication, Acknowledgments, and Nomenclature on Preliminary pages
• Chapter or section designations and/or titles. The first line of this type of major heading should include a Roman numeral marker that matches the Table of Contents. Common options include:
  o Chapter
  o Section
  o Unit
  o Part
• References (may also be called Works Cited or Bibliography)
• Appendix designations and/or titles

A note about organizing documents with major headings: In this manual, we refer to major headings in two ways: one-line major headings (preliminary pages and other required material) and two-line major headings (chapter designations and titles). This note refers to two-line major headings or chapter designations. Large documents are often broken up with major headings to indicate the main focus of a chapter, section, unit, part, etc. The first line of this type of major heading should include a designation (i.e. CHAPTER) and a Roman numeral marker that matches the Table of Contents (i.e. CHAPTER III). The second line should include a title (i.e. RESULTS). Feel free to use the designations and titles that are appropriate for your field. The use of major headings is required unless specific permission is granted by Undergraduate Research Scholars program staff. If you feel that your document is better presented in a way that does not break up content in any way, please contact us before deviating from the Thesis Manual. For further explanation, see the Thesis Content section on page 9.

SUBHEADINGS

Subheadings are used to divide sections of writing in an organized fashion. The use of subheadings is optional, but they help break up large chunks of text to add focus to the topic.

• Subheadings must be formatted as follows:
  o First-order subheading (boldface)
  o Second-order subheading (italicized)
  o Third-order subheading (regular)
• All subheadings must be:
  o 12-point font size
  o Left justified
  o Double-spaced
  o Sentence case
• All subheadings must appear on a line by themselves
• Do not include punctuation in subheadings
• Do not add an additional empty line in between a subheading and its proceeding text
VISUAL EXAMPLES OF MAJOR HEADINGS AND SUBHEADINGS

One-line major headings (preliminary pages):

YOUR THESIS TITLE

Required on Preliminary Pages: Title Page

TABLE OF CONTENTS

Required on Preliminary Pages: Table of Contents

DEDICATION

Required on Preliminary Pages: Abstract Page

REFERENCES

Optional on Preliminary Pages: Dedication

Two-line major headings (designation and title):

CHAPTER I

INTRODUCTION

PART I

METHODS

SECTION IV

CONCLUSION

APPENDIX A

LIST OF FIGURES

Subheadings:

First-order subheading

Body text here.

Second-order subheading

Body text here.

Third-order subheading

Body text here.
FIGURES, TABLES AND EQUATIONS

GENERAL

- Figures may refer to charts, diagrams, drawings, graphs, images, maps, photographs, schematics, etc.
- Tables refer to a list of numbers or text in columns
- All figures and tables must be:
  - Numbered consecutively (see Labels and Numbering on page 18)
  - Referenced by number within the text (see Labels and Numbering)
  - Placed within one page of the in-text reference in which they first appear (see Placement on page 19)
  - Separated from body text above AND below by an additional empty, 12-point, double-spaced line
  - Clearly labeled on all axes and/or columns
  - Left justified
- If figures and tables are too large and break up text, consider placing them in the Appendix section (see Supplemental Sections on page 21).

A note about copyright: Many images are subject to copyright. By using a figure or table in your thesis, you acknowledge that you have obtained or hold the permission to do so. See the Copyright Concerns section on page 5 for further explanation.

LABELS AND NUMBERING

- All figures and tables must be identified (labeled) as Figure or Table and numbered consecutively (e.g. Figure 9; Table 7)
- Variation of the label is allowed as long as there is consistency throughout the thesis; for example, it is common practice to abbreviate “Figure” as “Fig.”
- Compound figures must be clearly identified with a letter and a number (i.e. Figure 1A and Figure 1B)

TITLES

- All figures and tables must have unique titles:
  - Titles must be separate text from the figure or table itself, but figures or tables may contain their own titles inside of the figure or table.
  - Figure titles must be placed below the figure in the caption (i.e. Figure 1. Title here. Caption here.)
  - Table titles must be placed above the table (i.e. Table 1. Title here.)

TIP: Be consistent in the formatting of Figure and Table titles. Consider your use of capitalization, typographical emphasis (boldface, italics, underline, etc.), spacing, use of period at end, and other formatting techniques.
CAPTIONS

• All figures must have captions:
  o Captions must include the figure label, number and title followed by either a period (.) or colon (:).
  o Captions must be placed at the bottom of figures.
  o Captions should be on the same page as the figure.
  o When there is not enough space for a long caption on the page with the figure, attempt to resize
the figure and/or the font size of the caption; if resizing still does not allow the figure and caption
  to fit on the same page, the caption can go on the page preceding the figure.

• Tables do not have captions; however, any additional information that is to be included with the table can
be placed either in the table title (above the table) or as a note (below the table).

PLACEMENT

• All figures and tables must be placed within one page of the in-text reference in which they first appear.

• Figures and tables may be placed in landscape orientation if needed, but must begin at the top left of a
new page, with the figure or table number, title and/or caption facing the same direction.

• It is preferable to place large figures or tables in the Appendix.

• Large figures or tables that are longer than one page must have:
  o The complete title and the number on the first page only.
  o Subsequent pages have the table or figure number and the word “Continued”.
  o For tables, the necessary column headings should also be repeated for ease of reading.
  o For tables, the line that indicates the end of the completed table should only appear on the last
    page of the table.

• Do not break up paragraphs with figures or tables unless absolutely necessary.

TIP: Proofread the final PDF to make sure colors are displayed appropriately.

COLOR, SIZE AND QUALITY

• The use of color is permitted as the color differences are very distinct. Color variations used to illustrate
differences in tables may be rendered incomprehensible when printed.

• All content must be of publishable quality. Beware of using scanned documents and/or images as they
may appear blurred or dark.

• Tables, figures, captions, and appendix material can vary in point size if desired, however, the minimum
font size allowed is 6-point.

EQUATIONS

• Equations must be:
  o Placed under the text where they are first referenced.
  o Numbered consecutively (unless identical).
  o Formatted as regular body text, with the exception of left justification.

TIP: An equation referenced repeatedly in the text can simply be referred to by its number if you do not wish to
repeat the actual equation.
REFERENCES

GENERAL
- Each thesis must contain a formal reference section (unless footnotes are used)
- All text must be in the Times New Roman typeface
- Use 14-point font size for the REFERENCES major heading
- Use 12-point font size for all other text
- The REFERENCES major heading is centered at the top of the page in all capital letters
- No bold on this page except for the heading
- A single citation style must be selected to use throughout the thesis; citation style should be in accordance with the conventions of a common format for publications in your area of research
- Example: MLA, APA, IEEE, Chicago
- The use of the selected citation style must be consistent throughout the entirety of the thesis.
- Title this section in accordance with the conventions of your citation style (REFERENCES, WORKS CITED, etc.)
- Format each reference (capitalization, punctuation, and ordering of information; alphabetized, alphabetized and numbered, or non-alphabetized and numbered; use of italics, quotation marks, and bold type) according to the conventions of your selected style. Be sure to use the same formatting for all references
- Individual reference entries should be single-spaced, but double-spaced in between each reference
- All references must be cited in the text and all in-text citations must be included in the reference section
- All text citations must be from sources the Undergraduate Research Scholar has actually used
- If footnotes are used, they must be consecutively numbered and appear at the bottom of the same page where their number appears in the text

CITATIONS
- Each citation must include:
  - Date, volume number, and page range for journal articles
  - Publisher and city for books; city for universities, labs, or corporations
  - Unpublished material must contain sufficient information for retrieval
  - Internet material should include author or entity, title, date or date accessed, and the specific web address
  - Year
- Consistent use of journal name or abbreviation is expected.

NOTE: Using bibliographic software tools (EndNote, RefWorks, etc.) to format references is highly encouraged. Software and training is available to Texas A&M University students at no cost through the University Libraries.

IN-TEXT CITATIONS
Citation styles that use in-text citations are meant to provide relevant citation information without the reader having to locate the information in another space. A typical in-text citation style is MLA, a format that uses parentheses “(“) to note such information as the cited author’s name, title of publication, and specific page number of quoted material. Other conventions exist (such as APA) where the year is included rather than a particular page number. Consult your Faculty Advisor for further details on how to appropriately use in-text citations for your discipline.
FOOTNOTES

Footnotes are used primarily to avoid cluttering the main body of text while still allowing the further discussion of materials intended for clarification or additional detail. Unlike endnotes, footnotes appear at the bottom of the page (corresponding to a superscript number in the main text) and can be referenced easily without any page turning. The use of footnotes may vary slightly depending on your discipline. For example, an Undergraduate Research Scholar in Chemistry may use footnotes to clarify supplementary information about a particular chemical compound or experiment. Conversely, an Undergraduate Research Scholar in History may use footnotes to describe a book or article that may not be pivotal to the argument but still provides interesting information for the reader to consider. Footnotes are not counted as body text and may be reduced to 6-point font size.

SUPPLEMENTAL SECTIONS

APPENDICES

- Appendices are optional and only used for supplementary material
- Appendix material must be referenced in-text
- Place the appendices after the REFERENCES section in the same document; appendices should not be a separate document
- All Appendix pages need to be numbered; page numbers are continued from the last page of references
- All Appendix material must be within prescribed margins
- Appendix headings (Appendix designations and titles) should be bold
- Appendix titles more than one line in length must be double-spaced like major headings
- Appendix designations (APPENDIX A, for example) are centered as major headings; appendix titles are centered, all capital letters, and at least one double space below the designation
- Appendix Figures and Tables are numbered consecutively following the text; material may be reduced but must conform to minimum size 6 pt. font size and legibility requirements
- Material may have mixed fonts and point sizes and may be single-spaced
- Appendix material that is very large (over 10 MB) is discouraged; if you have large audio, movie, graphics, or animated files, contact Undergraduate Research for assistance

AUDIO AND MOVIE FILES, GRAPHICS, ANIMATION, OR LARGE APPENDIX FILES

Appendix material that is very large (around 30 MB) may need to be included in a separate file. If the thesis includes separate files, a description of these files must be placed in the main document or in the Appendix section. For example, “Ten years of weather data collected in September 2009 and discussed in Chapter III is included as a separate file.” Upload as a “Supplemental” file. These may be added as separate files but will not be linked to the PDF document. Text in the thesis and/or a page in the Appendix must have a statement describing the separate files that will accompany the manuscript. You can upload DVDs, MP3s, etc. as a “Supplemental” file.
Dr. Sumana Datta, Executive Director
LAUNCH
Learning Communities | Academic Excellence | Undergraduate Research
National Fellowships | Capstones | Honors

Dr. Duncan MacKenzie, Associate Director
LAUNCH: Undergraduate Research

Tammiss Sherman, Program Coordinator
LAUNCH: Undergraduate Research

Annabelle Aymond, Administrative Assistant
LAUNCH: Undergraduate Research

Matthew Bizzell, Thesis Assistant
LAUNCH: Undergraduate Research

LAUNCH: Undergraduate Research
Henderson Hall | 4233 TAMU
ph: (979) 458-0039 | fax: (979) 458-4668
ugr.tamu.edu | ugr@tamu.edu