

DISSERTATION MANUAL

Directions for the Preparation of Dissertations
for the Graduate Students of Tarleton State University



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Overview of the Dissertation Process

A Message from the Dean

This manual has been prepared by the Office of Graduate Studies to be used in the preparation of the doctoral dissertation. The dissertation should be presented in a scholarly, well-integrated, properly documented manner, reporting original work done by the scholar-student under the supervision of the doctoral committee. The writing of a dissertation as a product of your graduate work represents the highest levels of student scholarship at the university level. You are expected to abide by all ethical requirements for original research. Adherence to the guidelines outlined in this document will aid in your success for completing your research in a timely manner.

The primary purpose of this manual is to maintain certain university standards regarding style and format but to allow enough flexibility to satisfy the acceptable practice of each academic discipline. Best wishes in your academic endeavors.

Presentation

The finished work must reflect a comprehensive understanding of pertinent literature and express in clear English the research methods, significance and results of the student's research.

The Graduate Office is available to assist students in the preparation of their dissertation.

- Students may call, email or come by with specific style and formatting questions.
- Students may schedule a “rough draft” conference—usually around the time of the final defense, but before the final draft is due. This conference is strongly recommended. An appointment is needed.
- Upon request, Graduate Office reviewers will give presentations about style and formatting to graduate classes.
-

Preliminary Step

Submission of completed dissertation copies

After the student has successfully completed the defense and has satisfied the requirements of the dissertation committee, the student must make the required text changes and obtain the signatures of the committee members on the cotton rag copies of the signature page. The student should obtain the committee members' signatures on the approval page for all copies that will be bound. Should the student request additional copies for the committee members or others, then additional signature pages will be needed for each additional copy. The manuscript placed on standard typing paper must be presented to the graduate office for review by the required date in the university catalog for the term intended for graduation (see Milestone Deadlines in Appendix).

The dissertation will not be accepted until the required signatures for the individual committee members are obtained. Any student having difficulty obtaining appropriate signature should contact the Department Head or the Graduate Office for assistance. The committee-reviewed manuscript must be presented to the Graduate Office by the student or a representative of the student. No document may be mailed to the Graduate Office. The copy will be reviewed for style and format by a reviewer and the student will be contacted to pick up the copy and make the needed changes if any are needed. The final copy, along with the marked copy must be returned to the Graduate Office on or before the final due date listed in the university catalog.

Seven, final ready-for-binding copies of the dissertation are required; six are printed on at least 25% cotton rag paper. The copies are allocated as follows: two for the Dick Smith Library collection and one for the student. The other cotton rag copies are for the Educational Leadership Department, dissertation chair and other committee members. A plain paper dissertation copy will be submitted for microfilming. The Graduate Office will provide binding service through the Dick Smith Library. Information on additional bound copies for committee members or for others to whom the student may wish to give a copy is available upon request.

The candidate for the degree must do all of the following:

- Submit 7 complete identical appropriately signed copies of the dissertation on at least 25% cotton rag with the approval page signed by the advisory committee
- Provide one extra copy of the dissertation on standard typing paper for microfilming
- Complete a microfilm agreement form provided on the College of Graduate Studies website
- Provide one extra copy of the title page and the abstract initialed by the committee chair
- Pay the binding fee for 7 copies of the dissertation; two for Dick Smith Library and one to be returned to the student. Four for the Department and committee members
- Pay for any additional copies of the dissertation if copies are desired
- Apply for graduation by the posted date in the University catalog

Applying for Graduation

To graduate in a given semester, students must meet the scheduled deadline for submittal of the dissertation in the final term of enrollment. The University publishes a catalog with the deadline dates noted. These dates are noted (see Milestone Deadlines in appendix) for each term and differ accordingly. **THERE ARE NO EXCEPTIONS FOR LATE SUBMITTAL OF THE DISSERTATION.** Students submitting after the published deadline cannot graduate until the following doctoral graduation exercise.

Each copy to be bound must be submitted in a separate manila clasp envelope (not a folder). The envelope must be clearly identified with a label containing the following information:

- Student's name and identification number
- Date of scheduled graduation, month and year
- Degree sought
- Academic Department
- Mailing address
- Local telephone number or the number of the student's representative
- E-mail address

Introduction

A doctoral dissertation is a formal report of research conducted by Tarleton State University students in partial fulfillment of the requirements for doctoral degrees. It should be prepared according to established convention of form and style to promote clarity and usefulness within a discipline or particular field of study.

Because dissertations are scholarly works that are expected to contribute new knowledge to various areas of study, Tarleton students are required to write in the style appropriate to their individual disciplines. Writing style refers to the specifics of documentation, insertion of graphics and ancillary materials, etc. In each department at Tarleton offering the dissertation as a doctoral degree requirement, the faculty have specified either a style guide or a professional journal format which should be followed by their students who write in that field of study. Students are responsible for securing a copy of the required style guide or journal before beginning work on the dissertation and following it carefully. Students are advised to consult their dissertation committee chair to ensure they are using the appropriate style guide or journal. Since doctoral dissertations are only written for the Educational Leadership degree in the College of Education, dissertations and their proposals will follow APA style. Future doctoral programs outside the College of Education may follow other style guides.

To ensure uniformity in the physical format of all dissertations accepted by the College of Graduate Studies, **the following directions take precedence over the directions contained in the style guides or journal formats selected by the departments.** If conflicts arise between the style guides and the directions which follow, the instructions specified herein must be followed. Any deviation from the form prescribed in these directions must be approved by the Dean of the College of Graduate Studies before a final copy is submitted. Questions concerning style about which the student and his or her dissertation committee are in doubt should be referred to the dean before the dissertation has been prepared in final form.

Since the documents will be bound and placed in the Dick Smith Library for circulation and will be microfilmed, making them available for wide readership throughout the nation, they must be stylistically correct and free from errors of fact. *The student bears the sole responsibility for the correctness of the manuscript submitted to the College of Graduate Studies for final approval.*

The purpose of this manual is to guide the student through the process of preparing and filing a dissertation. Students who meticulously follow the directions in this manual will find the task of delivering a professional product much, much easier. Please refer to the sample pages throughout this manual often. Checklists are provided throughout the manual to facilitate accurate compilation.

Components

Dissertations produced by Tarleton students should have three major components. These include preliminary pages, text of the manuscript, and supplementary pages. Students are encouraged to use the following pages as a checklist to ensure proper compilation.

Preliminary pages:

Preliminary pages should be arranged in the following order:

- 1. *Two Flyleaves*. These are two blank sheets of paper which are placed before the approval page.
- 2. *Approval Page*. This first word-processed page must contain the title of the dissertation, the student's name, and the signatures of those persons who have approved the dissertation. These include the chairman of the student's Doctoral Committee, other committee members, and the Dean of the College of Graduate Studies. This page must follow the style, spacing and form of the example on page 14.
- 3. *Title Page*. The title page for dissertations must follow the style, spacing and form of the example on pages 15. The title page is not numbered, although it is considered to be page ii. See page 8 regarding page numbering..
- 4. *Copyright Notice (optional)*. Copyright of dissertation is optional. For those who do apply for copyright, a page must be included in the thesis containing the centered text. For more on copyright, see page 10.
- 5. *Acknowledgement Page (optional)*. Only unusual circumstances warrant the inclusion of a statement of acknowledgement. Acknowledgement should not be made for the usual guidance and assistance provided by professors, committee members or other Tarleton State University personnel.

Acknowledgement is appropriate when the student has received substantial assistance from professors or specialists not connected with Tarleton State University or when the research was funded in whole or in part by an agency outside the University.
- 6. *Table of Contents*. The Table of Contents indicates the major divisions and principal subheadings of the dissertation and the beginning page number of each section. Among the preliminary

pages, only the List of Graphics containing the List of Tables and List of Figures should be included in the Table of Contents.

All major divisions of the narrative text (i.e., chapters or sections) and principal (or first order) subheadings within each chapter or section must be listed in the Table of Contents. The subordination of the subheadings should be indicated by appropriate spacing and indentation (see example, pg. 17). Supplementary pages including the bibliography and appendices, if used, must be included in the Table of Contents.

The numbering, phrasing, and pagination of titles and headings in the Table of Contents must be identical to those on the pages of the dissertation. For an example, see page 17.

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7. *List of Tables* (if required, see page 18). A List of Tables is not necessary if the dissertation has only one table. Students must consult the prescribed style manuals for proper handling of such graphics in their dissertation.

 8. *List of Figures or Illustrations* (if required, see page 18). A list of figures is not necessary if the manual has only one figure or illustration. Students must consult the prescribed style manuals for proper handling of such graphics.

 9. *Abstract*. The abstract must be double spaced and contain no more than 350 words, including all words in the heading for both texts (see example, page 16). Typically, an abstract includes a brief statement of the problem, strategies for collecting data, findings, conclusions, and recommendations. An abstract must be prepared on the same type and quality of paper used for the manuscript.

The heading of the abstract should contain the following items listed without enumeration in the following order and format:

Author's name (surname first), Title of the dissertation, degree, (degree options or major), month and year the degree is to be conferred, number of pages, number of tables, number of figures, bibliography, number of titles in the general bibliography.

-
10. *An additional loose copy* of the abstract and a title page must be submitted to the Graduate Office along with the approved final copies. The additional copy of the abstract must carry the initials of the Chairman of the Student's Advisory Committee in the upper right

corner indicating approval by the committee. This copy will be published in Dissertation Abstracts International.

Text:

Dissertations must be divided into chapters. Ordinarily, there will be an introductory chapter, or chapters; the major report of the study, divided into logical chapters; and the summary chapter, or chapters. The style guide of the student's academic discipline will be the resource for determining the appropriate divisions of the main body. Dissertations will use APA style (this requirement may change as doctoral programs are added to the Tarleton curricula). See the online supplement (<http://www.tarleton.edu/~graduate/>) for other information regarding language use and grammar tips.

1. *Organization by Section.* Every major division should begin on a new page which carries the heading, every word of which is typed in capitals and centered two inches from the top of the sheet. No end punctuation is used. If the heading is more than one line in length, it should be arranged in inverted pyramid form, double spaced, and centered on the page.

2. *Organization by Chapter.* The dissertation must be divided into chapters. Each chapter must be headed as shown below and included in the table of contents.

The word "CHAPTER" is to be written in capital letters and its number written in capital Roman numerals should be written on the first line of the heading. There should be a triple space between the line containing the chapter number and the first line of the chapter title. There should be another triple space between the last line of the chapter title and the first line of the text of the chapter.

Subdivisions of chapters should be made following the selected style guide. Subdivisions, however, should not begin on a new sheet of paper but should be separated from the last line of the preceding text by a triple space, typically achieved with three hard returns.

3. *References or Bibliography.* The References or Bibliography is preceded by a single page containing the word "REFERENCES" or "BIBLIOGRAPHY" centered and typed in all capital letters. The appropriate style guide must be followed for the arrangement of items within the Bibliography or References section. Students will need to consult their department for guidance as to which style manuals to follow for this section of the dissertation.

Supplementary Pages:

1. *Appendix or appendices.* Any supplementary material which would be useful to the reader for elucidation of the text of the dissertation should be placed in an appendix. Examples of such materials might include original data not otherwise presented, documents not readily available to the reader, laws or legal opinion forms, and any material not easily reproduced in the text. Students should consult their dissertation director to ascertain the appropriateness of including an appendix in their documents.

2. Each appendix should be preceded by a page on which the word "APPENDIX" is centered, and typed in all capital letters. If the appendices are individually identified, a page should be provided for each, containing the appropriate identification: APPENDIX A, etc.

The appendix or appendices must be listed in the Table of Contents.

All pages of the dissertation must be the same type and quality of paper. Therefore, some original items included in the appendix must be photocopied onto the approved type of cotton rag paper (see page 6). Oversized items must be reduced to fit within the standard margins.

Tables, illustrations, or figures which are not included in the text should be placed in an appendix and should be numbered in series with those in the text. They should be included in the List of Tables, etc., in the preliminary pages.

3. *References or Bibliography* (see pg. 6 for instructions)

4. *Two Flyleaves* (two blank sheets of paper).

Preparation of the Dissertation

Font:

The dissertation must be typed in 12-point font. The same typeface (or font style) must be used throughout the document; either Arial or Times New Roman may be used. Sans serif, script, block and other decorative typefaces are not acceptable. Words or phrases requiring emphasis and words that are italicized in quotations should be underlined or italicized according to the style manual specified by the program.

Margins:

The dissertation must have the following margins set: All left margins set at 1.5"; all bottom margins set at 1"; right margins should be no less than 1 inch. Top margins are to be set at 2" for pages carrying a major heading, and 1.5" for all other pages.

Printing:

Copies of the dissertation turned in to the Graduate School must be printed on a high-quality laser or ink jet printer. All letter strokes on all pages must be clear and free of stray marks and debris.

Paper:

All copies of the dissertation must be printed on one side only of high quality, acid free, 8 ½ x 11 white bond paper with at least 25% rag composition and at least 20-pound weight. Coated or erasable paper is not accepted. Six copies of the manuscripts must be on the cotton rag paper; the seventh copy, designated for microfilming, as well as any subsequent copies, can be on regular copier, laser, or ink jet quality paper.

Pagination:

Every page of the dissertation is numbered except the approval page. The preliminary pages are numbered consecutively in lower case Roman numeral centered one half inch from the bottom of the page (with the exception of the approval and title pages which are considered pages i and ii respectively.) The first page to bear a number will be page iii. All other pages in the dissertation are numbered with Arabic numeral positioned one inch from the tip of the page and one inch from the right edge. **The exceptions are pages of the narrative BEARING MAJOR HEADINGS, such as Chapters or Sections, Bibliography or References and Appendix, which are centered one half-inch from the bottom of the page.**

Page numbers are not punctuated. **This pagination overrides that of any style used by disciplines or departments.** Students should consult campus computer labs for any assistance in getting computer software to conform to these guidelines.

Corrections:

Copies submitted to the Graduate School must be perfectly clean; no stray marks or corrections should be visible.

Photographs:

Photographs should be scanned into the computer and printed on the same type of paper used throughout the dissertation. Photographs must conform to the standard margins. Oversized photographs may be oriented to fit the page, with the top of the photograph at the left side of the page. In this case, the caption should be placed at the top or bottom of the photograph, not the page. For help with scanning, consult the staff in campus computer labs.

In extenuating circumstances, if a photograph cannot be scanned, it should be securely mounted to paper of the same type used throughout the manuscript. Consult the Graduate School for explicit instructions for mounting photographs.

Oversized and Reduced Materials:

Any oversized material that needs to be included and cannot be reduced to fit the standard size paper must be folded to fit the standard margins and must be mounted to the same type of paper used throughout the manuscript. It should be mounted so that when it is unfolded it may be read without turning the page on its side.

If the oversized material is double-sided, it must be placed in a 6 ½ x 9 ½ inch envelope which should be securely mounted to a sheet of the approved paper and included as an appendix.

If material needs to be reduced to fit the paper, the reduction must allow for clear and easy reading. The minimum size of numerals and capital letters is 1.5 millimeters, or 9/16”.

Graphics (tables, figures, and illustrations):

Small tables and figures may be placed within the text, as close as possible to the text to which they refer. They should be enclosed in a simple text box to separate them from the regular text. Consult campus computer labs for help with creating these graphics. A graphic that is larger than half a page should be placed on the first page following the text to which it refers.

Each graphic must be identified with a title and must be numbered consecutively throughout the text, including those placed in appendices. Tables are numbered in upper-case Roman numerals; figures, illustrations and other graphics should be numbered in Arabic numerals.

The titles and numbers are listed in the List of Graphics that follows the Table of Contents. Lengthy titles are listed by the first sentence of the title only. No two titles should be identical.

Graphics that exceed one page should have the complete title and number on the first page only. Subsequent pages of the same graphic should indicate the number of the graphic and contain the word “Continued.”

Use of Copyrighted Materials:

Copyrighted material **cannot** be used legally without express permission from the copyright holder. If such material must be included, the student is responsible for obtaining and incurring any cost of necessary permissions. The following notice must be provided for each copyrighted item: “Copyright 19__ / 20__ by Copyright Holder’s Name. “Used by permission.” This notice appears after the last line of the first page of each separate copyrighted item.

Copyrighting a dissertation is optional; if the author wishes to assert his/her copyright, the notice must appear on the second page of the manuscript. It is counted as page ii (see page 2 regarding the title page) but is not numbered. The official copyright notice is horizontally centered on the page, single-spaced. The format is as follows:

© Copyright by Arthur Bunbury 2003

All Rights Reserved

The copyright may be registered formally with the U.S. Copyright Office. Information may be found on the Internet at www.copyright.gov. Authors wishing to formally register their copyright should consult the Tarleton State University Graduate Office before filing paperwork.

Securing Copyright

The Copyright Act of 1976 (title 17 of the United States Code) came into effect on January 1, 1978. This general revision of the copyrighted laws of the United States made important changes in the American copyright system. Publication and proper notice of copyright are no longer requirements for securing copyright. Today, copyright is secured automatically when a work is created, and it is assumed to be created when it is fixed in a copy which can be perceived.

Copyright registration is a legal formality intended to make a public record of an individual’s copyright claim to a work. Registration procedures require the submission of an application form, a filing fee, and a nonreturnable deposit of the work being registered. Registration materials are available in the Graduate Office. Students are also encouraged to visit www.copyright.gov for further information. For issues regarding intellectual property, consult <http://sago.tamu.edu/policy/mainmanual.htm#intellectual>.

Filing the Dissertation

Following the approval of the dissertation by the Doctoral Committee and at least 7 weeks before the anticipated date of graduation, the student must submit a final draft (reading copy) of the thesis to the Graduate Office. The reading copy should be on loose sheets enclosed in a clasped manila envelope. The title of the dissertation, along with the student's name, address, and telephone number should be typed on the envelope. If no corrections are required, the student will be informed by telephone that the draft should be retrieved for making final copies. The draft will not be mailed by the Graduate Office.

If corrections are required, the paper will be marked and the student will be informed by telephone that modifications must be made. The student or student's approved representative must call for the marked draft. When corrections have been completed, the student must return the marked draft **and** a corrected copy of the dissertation to the Graduate Office. Following review to ensure that all corrections have been made, the student will be informed by telephone or mail that the papers may be picked up for making final copies.

By the date specified in the University Calendar for the submission of comprehensive examination results, the student must furnish three complete and exact final copies of the dissertation and the abstract to the Graduate Office. Each copy must be placed in the same manner as the reading copy. Six of the copies will be sent to be bound by the Dick Smith Library; the other copy will be used in the preparation of a master negative microfilm by University Microfilms International.

The student must pay a binding and microfilming fee and sign the microfilming agreement at the time of submission of the final copies. A copy of the invoice and fees can be found in the Appendix of this manual.

Reproduction of the Dissertation

The only acceptable methods of reproducing are xerography, offset, or letter quality originals produced by word processor laser or ink jet printers. The print must be clear, unbroken, and consistent throughout. No dark areas or stray marks in the margins or white spaces on the pages will be acceptable. The same method of reproduction must be used for each of the final copies submitted to the Graduate Office.

Microfilming

Each student must agree to have his or her dissertation published through University Microfilms International (UMI). Through this means, it may be brought to the attention of researchers through a worldwide information network. The publishing agreement grants UMI exclusive rights to reproduce and distribute a manuscript in and from

microform or electronic format; however, this right does not prevent a student from granting other publishing rights as he or she may choose.

At the option of the student, and for a nominal fee, UMI will process copyright of the thesis. This includes the preparation of the application, submission of the required deposit copy of the dissertation, and the application fee.

Final Stages of Completion

The Graduate Office will assist students in the final arrangements for the dissertation, including binding, securing copyrights, and microfilming. Contact the Graduate Dean's office, Room 141, Administration Building, telephone 968-9104.

Plagiarism

The use of words, ideas, photographs, graphics and concepts of others without assigning proper credit to the original author or creator constitutes **plagiarism**. Any work deemed to be plagiarized, whether on purpose or accidentally, could result in the student's dismissal from the program and no degree will be awarded. Students must consult with their committees **if in any doubt** about the appearance of plagiarism in their work. See the Tarleton State University Student Handbook or the Purdue Online Writing Lab at http://owl.english.purdue.edu/handouts/research/r_plagiar.html for further details regarding this very serious issue.

Appendix

The following pages provide a number of samples for the concomitant paperwork necessary for submitting a dissertation to Tarleton State University. Students are advised to review the samples *carefully*, as any variation in the draft can impede graduation.

TARLETON STATE UNIVERSITY
THE COLLEGE OF GRADUATE STUDIES

[skip 3 lines]

[COMPLETE TITLE-centered and a maximum of 3 lines]

[skip 1 line]

By

[skip 1 line]

[Author's Name]

[skip 3 lines]

A DISSERTATION APPROVED
FOR THE
DOCTOR'S DEGREE IN EDUCATIONAL LEADERSHIP

This dissertation, completed under the direction of [your name]'s Committee, has been approved by the Dissertation Committee of Tarleton State University in partial fulfillment for the degree of Doctor of Education:

_____, Chair
[Name, Degree]

[Name, Degree]

[Name, Degree]

[Name, Degree]

[Name, Degree]

Accepted by the College of Graduate Studies:

_____, Dean
Linda Jones, Ph.D.

Sample Approval Page
Follow the style, spacing and form of this page precisely.

THE TITLE OF THE STUDENT'S DISSERTATION TYPED IN CAPITAL
LETTERS, DOUBLE SPACED, AND ARRANGED IN
INVERTED PYRAMID FORM

Dissertation Sample Title

Page

Margins: Left 1.5"

Top 1.5"

Bottom 1"

Follow capitalization precisely.

DISSERTATION

Presented to the College of Graduate Studies

Tarleton State University

In Partial Fulfillment of the Requirements

For the Degree of

DEGREE TITLE

By

STUDENT'S FULL NAME

Stephenville, Texas

Month, Year

Sample Abstract

Separate each category of the abstract reference with commas

Student, Oscar P., The Title of the Student's Dissertation, Doctor of XXX (Major), Month, Year, XXXX pp., XXX tables, XXX figures, bibliography, XXX titles.

The first line of the heading begins two inches from the top of the page. The degree should be Master of Arts, Master of Science, Master of Education, Master of Business Administration, Master of Criminal Justice, or Doctor of Education. The major is indicated in parentheses. The date included will be the month and year of the student's graduation. Arabic numerals will be used to indicate the number of pages, tables, figures, and titles in the bibliography. The abstract must be written following the same style used in the thesis and must not exceed 350 words including all words in the heading. Numbers are counted as words.

Sample Table of Contents
Bold type, all caps

→ **TABLE OF CONTENTS**

	LIST OF GRAPHICS	iv
	CHAPTER I	1
	TITLE OF THE CHAPTER	1
	Introduction	1
	Literature review	4
	CHAPTER II.....	7
	TITLE OF THE CHAPTER	7
	Section Titles	7
	BIBLIOGRAPHY.....	60
	(Or "REFERENCES ")	
	APPENDIX.....	70

Indent subordinate headers and section titles

Leaders can be used for better readability

Reminder: All numerals in chapter enumerations are in capital Roman characters. The numbering, phrasing, and pagination of titles and headings in the Table of Contents must be identical to those on the pages of the dissertation.

Page number in small roman numerals, centered

Includes figures,
tables, or illustrations,
separately named

LIST OF GRAPHICS

FIGURE	Page
1. Equipment	10
2. Student enrollment trends graph	21
3. Future projections chart.....	45

TABLE	Page
I. Timeline of project	47
II. Linguistic frequencies.....	56

Reminder: Consult your department’s style manuals for particulars such as capitalizing figure and table titles, placement of figure and table captions, and general style issues. Students should also consult their advisors to ensure the proper style guide is being used.

Dissertation Preparation Checklist

Preliminary paperwork:

_____	Proposal submitted and approved at least one semester prior to submitting the manuscript.
(Date completed)	
_____	“Approval of dissertation proposal” form filed.
(NB: The manuscript will not be accepted if these two steps have not been completed.)	
_____	Check the documentation style used by your department or suggested by advisors.
_____	Set margins for dissertation.

Once the dissertation is written:

_____	Proofread for grammatical correctness.
_____	Check for neatness; no stray marks.
_____	Check that Abstract, Title Page, and Approval Page match the samples.
_____	Check that all figures, tables, and illustrations are properly captioned, numbered, and match the List of Graphics.
_____	Check that the Table of Contents matches the text of the thesis—page numbers and titles.
_____	Check for consistency in: fonts, headers, subheaders, centering, margins, page numbering, graphic numbering, and formatting.
_____	Double check that all references in the bibliography are correct and properly formatted. Be sure that every textual citation is in the bibliography.
_____	Double check all data for accuracy.
_____	Consider hiring a professional editor.

Resources for Assistance

Copyright information.....	www.copyright.gov
Graduate Office.....	968-9104
Information Resources.....	968-9885

Major style manual pages online:

MLA online citation information.....	http://www.bedfordstmartins.com/online/cite5.html
MLA Citation information (general).....	http://owl.english.purdue.edu/handouts/research/r_mla.html
APA online citation information.....	http://www.westwords.com/guffey/apa.html
APA citation information (general).....	http://owl.english.purdue.edu/handouts/research/r_apa.html
General documentation information.....	http://www.dianahacker.com/resdoc/

Tarleton resources online:

Dissertation proposal guidelines.....	www.tarleton.edu/graduate
Common editorial/grammatical errors in dissertation preparation.....	www.tarleton.edu/graduate
Tips for avoiding plagiarism.....	http://owl.english.purdue.edu/handouts/research/r_plagiar.html

List of Style Manuals

Style Manuals by College and Program Area	
<p>College of Agriculture and Human Sciences Agribusiness, Agronomy, Horticulture & Range Management: CBE Human Sciences: APA Animal Sciences: CBE</p> <p>College of Arts and Sciences Biology: CBE, ASM (journals) Chemistry: ACS Communication Disorders: APA Communication Studies: APA Dance and Drama: MLA Computer Science: Turabian English: LSA, APA (Linguistics, ESL) MLA (all others) Foreign Languages: MLA History: Chicago, Turabian Engineering Technology: Turabian Journalism: APA Mathematics: AMS Physics: AIP Political Science: APSA Philosophy: Chicago, Turabian Psychology: APA Radio/TV/Film: APA, Turabian</p> <p>College of Business Administration Accounting: AAA BCIS: APA, Turabian FIREL: APA, Turabian Management: APA, Turabian Marketing: AMA</p> <p>School of Community Service Applied Sciences: Turabian Behavior Analysis: APA Economic Education: Turabian LAIR: Turabian Sociology: APA Studies in Aging: APA RHAB: APA</p> <p>School of Merchandising and Hospitality Management All units: APA</p> <p>College of Music Music Education: Turabian, APA All others: Helm and Luper/Turabian</p>	<p>College of Education ATTD: APA Computer Education and Cognitive Systems: APA Counseling and Student Services: APA Curriculum and Instruction: APA Educational Administration: APA, Turabian Educational Leadership: APA Educational Research: APA, Turabian Elementary Education: APA, Turabian Health Promotion, Kinesiology & Recreation: APA Higher Education: APA, Turabian Human Development and Family Studies: APA Reading Education: APA Special Education: APA</p> <p>School of Library and Information Sciences Library Sciences: Turabian Information Science: APA</p> <p>School of Visual Arts Art, Art Education: APA All others: Turabian</p> <p>AAA American Accounting Association ACS American Chemical Society AIP American Institute of Physics AMA American Marketing Association AMS American Mathematical Society APSA American Political Science Association APA American Psychological Association ASM American Society for Microbiology CBE Council of Biology Editors LSA Linguistic Society of America MLA Modern Language Association of America</p>

**Tarleton State University
Dissertation
Copy Binding Invoice**

Required Copies:

7 Cotton Rag Paper [Library (2), Student (1), Department (4)]	\$87.50
1 Plain Paper	\$N/C
Microfilm Charge	\$65.00

Additional Copies: ¹

Number _____ \$ _____

Copyright Fee: ²

\$ _____

Total to University:

\$ _____

,

¹ Students may bind additional copies of the dissertation for \$12.50 each

² Dissertations may be copyrighted for a fee of \$65.00

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