

THESIS MANUAL

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



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Introduction

A thesis is a formal report of research conducted by Tarleton State University students in partial fulfillment of the requirements for certain master's and 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 theses and dissertations are scholarly works that are expected to contribute 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 thesis as a master's degree requirement, the faculty have specified either a style guide or a professional journal format which should be followed by their students who write theses in that field of study. Students are responsible for securing a copy of the required style guide or journal before beginning work on the thesis and following it carefully. Students are advised to consult their thesis or dissertation director 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 theses 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 of the thesis is submitted. Questions concerning thesis style about which the student and his or her Advisory Committee are in doubt should be referred to the dean before the thesis has been prepared in final form.

Since the theses 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 thesis or 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 the accurate compilation of the thesis. For the purposes of this manual, the term "thesis" is meant to refer to both the Master's thesis and the dissertation, except where distinction is needed. Likewise, the term "advisory committee" is meant to refer to both Master's and doctoral committees.

Thesis Components

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

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 thesis, the student's name, and the signatures of those persons who have approved the thesis. These include the chairman of the student's Advisory Committee, other committee members, the head of the student's major department, and the Dean of the College of Graduate Studies. This page must follow the style, spacing and form of the example on page 12.
3. Title Page. The title page for theses and dissertations must follow the style, spacing and form of the example on pages 15 and 16 respectively. The title page is not numbered, although it is considered to be page ii. See page 8 regarding page numbering with a copyright insert.
4. Copyright Notice (optional). Copyright of theses 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 11.
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 which is reported in the thesis was funded in whole or in part by an agency outside the University.

6. Preface (optional). If a preface is included, it should contain a brief statement of the aim or purpose of the research reported which could not be appropriately made a part of the introduction to the main body of the thesis.
7. Table of Contents. The Table of Contents indicates the major divisions and principal subheadings of the thesis 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. 19). 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 thesis. For an example, see page 19.

8. List of Tables (if required, see page 20). A List of Tables is not necessary if the thesis has only one table. Students must consult the prescribed style manuals for proper handling of such graphics in their theses.
9. List of Figures or Illustrations (if required, see page 20). A list of figures is not necessary if the thesis has only one figure or illustration. Students must consult the prescribed style manuals for proper handling of such graphics in their theses.
10. Abstract. The abstract for the Master's must be double spaced and contain no more than 150 words and for the dissertation, no more than 350 words, including all words in the heading for both texts (see example, page 18). 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 of paper used for the thesis.

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

Author's name (surname first), Title of the thesis, 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.

An additional loose copy of the abstract must be submitted to the Graduate Office along with the approved final copies of the thesis. 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 *Master's Abstracts International* or *Dissertation Abstracts International*, whichever pertains.

Text of the Thesis:

The narrative text of the thesis proper may be divided into sections or chapters. 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 of the thesis. Dissertations will use APA style (this requirement may change as PhD programs are added to the TSU 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 in the thesis should begin on a new page which carries the heading, every word of which is typed in capitals and which is 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. Triple space before adding a new section title and double space under the title . Proceed with the text entry.
2. **Organization by Chapter.** Any thesis containing more than 50 pages, excluding preliminary and supplementary pages, must be divided into chapters. Each chapter must be headed as below and included in the table of contents.

The word "CHAPTER" 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.

Supplementary Pages:

1. **Appendix or appendices.** Any supplementary material which would be useful to the reader for elucidation of the text of the thesis 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 opinions forms, and any material not easily reproduced in the text. Students should consult their thesis or 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 thesis must be the same type of paper. Therefore, some original items included in the appendix must be photocopied onto the approved type of cotton rag paper (see page 9). 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. Bibliography or References Cited. The bibliography is preceded by a single page containing the word "BIBLIOGRAPHY" or "REFERENCES CITED" centered and typed in all capital letters. The appropriate style guide should be followed for the arrangement of the items within the Bibliography or References Cited. Students will need to consult their departments for guidance as to which style manuals to follow for this section of the thesis.
4. Vita (optional). A one page vita may be included. This should be prepared following the directions of the Advisory Committee.
5. Two Flyleaves (two blank sheets of paper).

Preparation of the Thesis

Font:

The thesis 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 thesis 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 thesis 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. Dot-matrix printing is not accepted.

Paper:

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

Pagination:

Every page of the thesis 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 i and ii respectively.) The first page to bear a number should be page iii. All other pages in the thesis are numbered with Arabic numeral positioned one inch from the top 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 and Appendix, which are centered ½ 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 of the thesis submitted to the Graduate School must be perfectly clean; no stray marks or corrections should be visible.

Photographs:

Photographs used in the thesis should be scanned into the computer and printed on the same type of paper used throughout the thesis. 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 thesis. Consult the Graduate School for explicit instructions for mounting photographs.

Oversized and Reduced Materials:

Any oversized material that needs to be included in the thesis and cannot be reduced to fit the thesis paper must be folded to fit the standard margins and must be mounted to the same type of paper used throughout the thesis. 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 thesis paper and included as an appendix.

If material needs to be reduced to fit the thesis 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 of the thesis, 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 of the thesis. 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 thesis 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 as regards 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 Thesis

Following the approval of the thesis by the Thesis Advisory Committee and at least 30 days 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 thesis, 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 of the thesis. 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 thesis 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 of the thesis.

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 thesis and the abstract to the Graduate Office. Each copy must be placed in the same manner as the reading copy. Two of the copies will be bound for 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 thesis binding and microfilming fee and sign the microfilming agreement at the time of submission of the final copies of the thesis.

Reproduction of the Thesis

The only acceptable methods of reproducing theses 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 thesis published through University Microfilms International (UMI). Through this means, a thesis 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 thesis 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. Obtain the microfilm publishing agreement form at www.tarleton.edu/~graduate.

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 thesis, and the application fee.

Final Stages of Completion

The Graduate Office will assist students in the final arrangements for the thesis, 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 thesis to Tarleton State University. Students are advised to review the samples *carefully*, as any variation in the draft can impede graduation

Thesis Proposal Approval

To: Dean, College of Graduate Studies

From: _____
Last Name First M.I. Student Number

Date: _____

I submit for approval the attached proposal for a thesis to be completed in partial fulfillment for the degree of _____.

The tentative title of the thesis is

_____.

The style guide or journal format which I will follow in preparing the thesis is _____.

I understand that upon approval of my proposal I must enroll in a thesis course each semester (fall, spring, summer) thereafter until the thesis has received final approval.

Approval recommended:

Chairman, Advisory Committee

Student's Signature

Member

Address

Member

Department Head

APPROVED:

Dean, College of Graduate Studies

Date

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

**Sample Approval
Page**

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

The Student's Name

THESIS APPROVED:

_____ Chairman, Advisory Committee	_____ Date
_____ Committee Member	_____ Date
_____ Committee Member	_____ Date
_____ Head, Department of XXXXXX	_____ Date
_____ Dean, College of Graduate Studies	_____ Date

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

Thesis Sample Title Page

Normal Margins:

Left 1.5"

Right no less than 1"

Bottom 1"

Top 1.5"

Pages with main headers:

Top 2"

Follow capitalization precisely.

THESIS

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

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

**Dissertation Sample Title
Page**

Normal Margins:

Left 1.5"

Right no less than 1"

Bottom 1"

Top 1.5"

Pages with main headers:

Top 2"

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

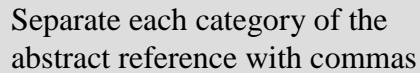
By

STUDENT'S FULL NAME

Stephenville, Texas
Month, Year

Sample Abstract

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



Separate each category of the abstract reference with commas

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 150 words including all words in the heading. Numbers are counted as words.

TABLE OF CONTENTS

LIST OF GRAPHICS		iv
CHAPTER I		1
TITLE OF THE CHAPTER	Sample Table of Contents Bold type, all caps	1
Introduction	Indent subordinate headers and section titles.	1
Literature review		4
CHAPTER II		7
TITLE OF THE CHAPTER		7
Section Titles		7
BIBLIOGRAPHY		60
(Or "REFERENCES CITED")		

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 thesis.

Leaders can be used for better readability

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.

Thesis Preparation Checklist

Preliminary paperwork:

_____ Proposal submitted and approved at least **one semester** prior to submitting the manuscript.
(Date completed)

_____ “Approval of thesis 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 thesis.

Once the thesis 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:

Thesis and dissertation proposal guidelines.....www.tarleton.edu/graduate

Common editorial/grammatical errors in
thesis 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
Thesis
Copy Binding Invoice**

Required Copies:

3 Cotton Rag Paper	\$37.50
1 Plain Paper	\$N/C
Microfilm Charge	\$55.00

Additional Copies: ^{1,2}

Number _____ \$ _____

Copyright Fee: ³

\$ _____

Total to University:

\$ _____

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

² Academic Departments may have additional requirements for the number of copies to be provided on cotton rag paper by the graduate student. Please check with your department if there is a question

Current Requests:

 2 Thesis copies required by Department of Biological Sciences

³ Theses may be copyrighted for a fee of \$65.00

Students must go to the College of Graduate Studies website to acquire the publishing agreement paperwork required to be sent with copy of thesis/dissertation to be microfilmed and/or copyrighted.
<http://www.tarleton.edu/graduate/StudentResources.html>

Checks for all fees should be made payable to Tarleton State University.