

MANUAL FOR THE PREPARATION OF THESES

by

THE BOB SCHIEFFER COLLEGE OF
COMMUNICATION

Texas Christian University
Fort Worth, Texas

To be used by students in the
Bob Schieffer College of Communication
Texas Christian University
as a guide for preparation for theses
for the degrees of Master of Science

2019-2020

The title page is intentionally left blank, *or* it may contain the copyright statement shown here. In either case, it is unnumbered.

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ACKNOWLEDGEMENTS

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

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

The acknowledgements page may instead be a dedications page, or may be omitted entirely. If you intend to include such a page in your final work, it must be submitted as part of your review copy presented to the dean's office prior to your orals.

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

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MANUAL FOR PREPARATION OF THESES

Bob Schieffer College of Communication

May 2016

Section I: Procedures to follow for the final semester

- a. File an “Intent to Graduate” and a "Master's Committee Form" (available in the Dean’s office, 207 Moudy South, or from the college website <http://schieffercollege.tcu.edu/students/graduate-studies/resources-for-graduate-students/>) no later than the last day to change classes for the semester. **NOTE:** A graduation fee is charged by the Registrar office when the “intent” is filed. If you postpone your graduation, you must cancel the intent. You will need to file a new intent the next semester and pay the graduation fee again.
- b. You will examine the page of deadlines, also available on the college website. The Registrar’s office will send instructions, forms to complete, and information about payment of graduation fees. **NOTE:** There are deadlines for refunds of cap and gown rental and diploma fees.
- c. Submit a completed draft of your thesis or dissertation to your committee for review. All committee members must read the draft of a thesis.
- d. Prepare a revised draft incorporating all changes required by your committee.
- e. Ask your committee chair to schedule the final thesis oral defense.

Section II: Submitting final copies of theses and dissertations

- a. Send a PDF version of the entire completed manuscript (including vita, and abstract pages) to the Graduate Office (j.oneil@tcu.edu) for suggested changes and/or approval at least five days before your final oral/defense. The office will return any suggested corrections to you as soon as possible.
- b. Make corrections called for by the college and your committee. Have the Final Grade Report approval page (available on college website under Graduate Studies, Resources) signed by your committee members and bring the approval page to the Associate Dean’s office for final signature. The approval page may be inserted as an *unnumbered* page immediately after the title page in bound copies of the thesis.

A scanned completed approval page can also be included in the same location in the PDF file that you upload.

Pay required submission fees in the Cashier Office located in 2011 Sadler Hall. Bring a copy of your receipt to the Associate Dean's Office. The required submission form can be downloaded from <http://schieffercollege.tcu.edu/wp-content/uploads/2014/02/Thesis-Publishing-Fee-form1.pdf>.

- c. If you are interested in copyrighting your document refer to the information on the following web page <http://library.tcu.edu/submit-thesis-or-dissertation.asp>.

Section III: Manuals and formbooks

The College of Communication requires all degrees to use the same format. For general guidance on formatting, consult *Publication Manual of the American Psychological Association* (7th ed). Because the thesis should reflect the requirements of the discipline, documentation should be in accordance with professional stylebooks.

Section IV: Parts and order of the manuscript

A manuscript generally has three main parts: the preliminary pages, the text, and the reference material. The order of these is usually as follows:

The preliminaries:

Title page

One blank page or copyright notice if the dissertation is to be copyrighted (see preliminary pages of this manual)

Preface, including acknowledgements or dedication (optional)

Table of contents, with page references

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

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

(NOTE: Embed all tables and figures in the text of the document; *do not* present them in a separate section at the end of the document)

The text:

Introduction

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

Reference Material

Appendices

Bibliography (if the appendices are bound as a separate volume, the bibliography is bound with the text in the first volume)

Vita (see sample in this manual)

Abstract

Section V: Manuscript presentation

The manuscript, as a demonstration of your ability in research, analysis, and effectiveness of expression, should have an appearance in keeping with such a document. Unsightly irregularities, such as handwritten insertions and obvious use of correction fluids or erasures are not permitted. The college will reject unacceptable manuscripts.

You are responsible for final proofreading. This is to be done before bringing it to the Associate Dean for checking (see II a). An indication that careful proofreading has not been done is cause for complete rejection of the manuscript and possible delay of graduation by at least one semester. Because it is difficult for adequate proofreading by persons unfamiliar with the material, competent outside proofreaders are advisable. You retain full responsibility for effective proofreading and satisfactory correction. You should wait until after your oral examination to make final corrections, so you will have a composite list of all corrections requested by your examination committee and the college.

Section VI: Official University copies in electronic format

The University does not require a bound copy of your thesis or dissertation. Instead, you are required to upload the final version of your document to ProQuest/UMI in PDF format. In addition, the University requires you to upload a native (e.g. Microsoft Word) version of your document to a local TCU database. This copy is a backup copy of your document.

Details on the UMI uploading process as well as details on font embedding etc. are found at <http://lib.tcu.edu/NDLTD>. In case you want to bind your own copies of your thesis or dissertation, this web page also contains information about suggested binderies and associated costs.

Section VII: Margins and spacing

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

Section VIII: Pagination

- a. Except the blank pages preceding the title page and following the approval page, the abstract page, and the vita page, each page in the manuscript should be assigned a number. Header and footer margins for page numbers are $\frac{1}{2}$ inch; i.e., there is a $\frac{1}{2}$ inch margin between the page number and the top or bottom of the page. The page number is the only mark that should appear within the margins specified in VII b.
- b. For the preliminary pages, small Roman numerals (i, ii, iii, iv, etc.) are used. The numbering should begin with “ii”; the title page counts as page “i”; but the number does not appear. The blank page or copyright page is not counted or numbered. These page numbers are centered at the bottom of the page. Preliminary pages of these manual illustrate this.
- c. For the remainder of the manuscript including the text, illustrations, appendices, and references, Arabic numbers are used. All pages are numbered, except the vita and abstract pages. Do not use letter suffixes such as 10a, 10b, etc. The numbering should begin with “1”, and run consecutively to the end of the manuscript. Page numbers should be placed at the right margin, consistently either above or below the text. If page numbers are above the text and the page carries a major heading, such as the first page of a chapter or of the references, the page number may be placed at the center bottom. If the description of an illustration is too long to be placed on the same page as the illustration, it should be placed on the preceding page, not on an unnumbered page.
- d. When the appendices are bound as a separate volume, this volume should contain a title page duplicating the title page of the textual volume, with the addition of the word “Appendices,” or similar descriptive words, just like below the title. The pages of this volume are numbered consecutively with Arabic numerals, counting the title as page “1” (although the number does not actually appear on this title page.)

Section IX: Special pages

- a. Title page: the title page contains: (1) the title, in capitals, double-spaced if longer than one line, (2) the full name of the student, (3) the degree or degrees held, (4) sources and dates of the degree or degrees, (5) the “partial fulfillment” statement, and (6) the degree sought, the date the degree is to be conferred. These details are shown on the sample pages (thesis, page 6; dissertation, page 7). Proper spacing is assured if the sample page is used as a guide.
- b. Table of Contents, List of Figures, etc.: The Table of Contents for this document is a good illustration of how these pages should be formatted. Page reference numbers should be placed using a right tab so that they align properly at the right side of each page.

- c. Vita: The vita page should be written in the third person, and should include: (1) personal data, (2) education, and (3) professional experience. The last line of the vita should contain the name of the typist, if the manuscript was prepared by someone other than the author. The vita is written in an outline form as are professional resumes (see samples in the special page examples of this manual). The vita does not bear a page number, and must not be more than one page in length.
- d. Abstract: The abstract page contains: (1) the title of the manuscript (all caps, single-spaced), (2) the author's name, exactly as it appears on the title page, with degree and year, and (3) the thesis or dissertation advisors name and rank (see samples in the special page examples of this manual). The purpose of the abstract is to give a succinct account of the manuscript so that the reader will be able to determine whether it is advisable to read the complete manuscript. The abstract does not bear a page number, and must not be longer than 250 words for a dissertation and 150 words for a thesis.
- e. Reference: References must follow the style format of the *Publication Manual of the American Psychological Association* (7th ed).
- f. Approval Page: The approval page contains: (1) the title of the manuscript (all caps, single-spaced), and (2) a line for each committee member's signature plus one line for the college signature. The approval page may be inserted as an *unnumbered* page immediately after the title page in bound copies of the thesis. It should not be part of the PDF file that you upload.

Section X: Special problems

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

Sample thesis title page

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

by

MARY JANE DOE

Bachelor of Communication, 2005
Rice University
Houston, Texas

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

Master of Science in Communication Studies

May 2020



BOB SCHIEFFER
COLLEGE *of* COMMUNICATION

Place title of thesis here

Thesis approved:

Committee Chair Date

Committee Member Date

Committee Member Date

Associate Dean Date

REFERENCES*

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

Sample vita, paragraph form

VITA*

Megan Marie Nalley was born November 29, 1975, in Huntington Beach, California. She is the daughter of Mason James and Beth Ann March. A 1993 graduate of Fountain Valley High School, Fountain Valley, California, she received a Bachelor of Science degree with a major in Biology from Rice University, Houston, in 1997.

After receiving her Master of Science degree in Biochemistry from the University of Texas, Austin, in 1999, she joined Belmont Labs, Inc., Dallas, as a chemical analyst.

In August, 2000, she enrolled in graduate study at Texas Christian University, where she received her Doctor of Philosophy degree in 2004. While working on her doctorate in Chemistry, she held a University Fellowship during the years 2000-2001 and a Teaching Assistantship in 2001-2002. Since January, 2004, she has been an assistant professor in the Chemistry Department at Midwestern State University, Wichita Falls. She is a member of the Modern Chemist Association.

She is married to Brian Wesley Nalley of Dallas. They have one child.

*The vita is limited to one page.

Sample vita, outline form

VITA*

Personal Background	Megan Marie Nalley Huntington Beach, California Daughter of Mason James and Beth Ann March Married Brian Wesley Nalley, May 24, 1996 One child
Education	Diploma, Fountain Valley High School, Fountain Valley, California, 1993 Bachelor of Science, Biology, Rice University, Houston, 1997 Master of Science, Biochemistry, University of Texas, Austin, 1999 Doctor of Philosophy, Chemistry, Texas Christian University, Fort Worth, 2004
Experience	Chemical analyst, Belmont Labs, 1999-2000 TCU Fellow, Texas Christian University Fort Worth, 2000-2001 Teaching Assistantship, Texas Christian University 2001-2002 Assistant Professor of Chemistry, Midwestern State University Wichita Falls, January 2004-present
Professional Memberships	Modern Chemist Association

*The vita is limited to one page.

Sample abstract

ABSTRACT

TITLE OF THESIS IN CAPITAL LETTERS SINGLE
SPACED IF MORE THAN ONE LINE
MAKE SURE THIS TITLE AGREES WITH THE TITLE AND APPROVAL PAGES

by Megan Marie Nalley, Ph.D., 2004
Department of Chemistry
Texas Christian University

Thesis or Dissertation Advisor:
Name of Professor, Rank

Barbara C. Thomas, Associate Professor of Chemistry Ernest

James Garin, Professor of Geology

The double-spaced text of the abstract goes here. The abstract may have multiple pages, but cannot be longer 150 words.