

**The University of Texas of the
Permian Basin**



*Style Manual for the University of Texas of
the Permian Basin*

Preparation and Filing of Master's Theses and Project
Reports in the Graduate Studies Office

The University of Texas of the Permian Basin
Graduate Council
Revised 2003

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General Guidelines

This manual should be used in conjunction with the style guide approved by your school or department. If there are any instructions in your department's style guide that conflict with this manual, the instructions in this manual take precedence. If there are questions that are unanswered in both guides, refer to *A Manual for Writers of Term Papers, Theses, and Dissertations* (6th ed., 1996), by Kate L. Turabian. If you have questions that are not addressed by any of these three sources, consult the Graduate Studies Office for advice.

Using old theses and projects

Students should avoid using previously submitted projects or theses as models. Style guides change, requirements differ from year to year, and other changes may make past models obsolete and inappropriate templates.

Overview

Due dates

For exact due dates, candidates should consult the class schedule for the semester in which they plan to graduate. What follows are the *last* due dates to meet graduation requirements:

1. Submission of project or thesis to the student's committee must be at least 21 days prior to the last regular class day of the semester in which the student plans to graduate.
2. Completion of oral examination must occur 14 days prior to the last regular class day of the term in which the student plans to graduate.
3. Submission of the final copies of the approved thesis/project to the Graduate Studies Office is due no later than the last class day of the semester in which the student plans to graduate.

Submitting projects and theses

The original and three copies of the project or thesis must be packed in a box and delivered to the Graduate Studies Office by the last regular class day of the semester in which the student plans to graduate. In some cases additional copies may be required by the department responsible for the student's graduate program.

Master's candidates will pay the Accounting Office to have the project or thesis bound. The receipt for the binding fee must be submitted along with the project or thesis to the Graduate Studies Office.

When the thesis or project has been approved and bound, the Graduate Studies Office will distribute the original and copies as follows:

1. Library Archives (original)
2. Library Circulation Desk
3. Supervising Professor
4. Student

Students may request additional bound copies for personal distribution. Check with the Graduate Studies Office for the current cost of additional copies.

Print and word processing requirements

Use standard, 12 point type, such as Courier or Times New Roman. Do not use any headline, script, or novelty fonts. Use a single typeface for all text throughout the entire document.

The Graduate Studies Office does not allow electronic submission of projects and theses at this time.

White bond paper of at least 25% cotton content and 16 to 20 pound weight is required for the original copy of the project or thesis. The watermark on the paper will indicate cotton content. Erasable paper is unacceptable as is University of Texas bond. Paper size must be standard 8 ½ by 11 inches.

Thesis copies must be printed on bond paper; however, copies of projects may be photocopied or off-set printed if the reproduction maintains a consistently professional level of quality. Appropriate paper products for both projects and theses are available in the bookstore.

University Style Guidelines

Introduction

The purpose of this manual is to assist students in the completion of their theses and projects by providing specific guidelines for submission requirements. The specifications provided in this manual have been approved by the Graduate Council. This guide ensures uniformity across disciplines for projects and theses produced at this university.

The thesis or project a student submits represents the best work of that student and reflects on the quality of the UT Permian Basin graduate programs; therefore, the standards for the appearance of these documents are understandably high.

The Graduate Studies Office will assist students with any problems related to this manual. Students should consult with the Graduate Studies Office upon completion of

the oral examination and again before copies of the final draft of the thesis or project are ordered.

Format guidelines

Students should follow the style guide recommended by their department or school except where this guide provides contrary instruction; in all matters of style, format, and documentation this manual takes precedence over all style manuals for projects and theses submitted to the Graduate Studies Office.

The following list provides the style guide approved by UTPB graduate programs:

Biology: *The CBE Style Manual: A Guide for Authors, Editors and Publishers; and Illustrating Science: Standards for Publications*

Business Administration: No project or thesis is required.

Criminal Justice Administration: *Publication Manual of the American Psychological Association*

Education: *Publication Manual of the American Psychological Association*

English: *MLA Handbook for Writers of Research Papers*

Geology: The U.S. Geological Society's *Suggestions to Authors*

History: K. L. Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations*

Kinesiology: *Publication Manual of the American Psychological Association*

Life Science: *The CBE Style Manual: A Guide for Authors, Editors and Publishers; and Illustrating Science: Standards for Publications*

Psychology: *Publication Manual of the American Psychological Association*

These style manuals are available or may be ordered through the University Bookstore. Styles specific to particular publications in the discipline are not acceptable for the project or thesis.

Format approval

The student's advisor will approve the general format of the thesis or project. This approval is obtained after all revisions required by the committee at the time of the oral examination and when the committee signs the title page of the essay.

Format approval is also required from the Graduate Studies Office in order to comply with University guidelines. Final approval is granted when the original and all copies are ready to submit for binding. Approval must be obtained in person as additional corrections may be required.

Margins

Pages which bear major headings, including tables of contents, lists of tables or illustrations, head pages of chapters, endnotes, reference lists or bibliographies, margins are two inches at the top as measured to the first line of type. Left margins are set at 1.5 inches and one inch on the left. The bottom margin is also one inch as measured from the last line of type.

The body of the document will have a 1.5 inch margin on the left. In fact, all pages throughout the document, whether front matter, tables, or any other material, will preserve the left setting at 1.5 inches. The top margin will be set at 1.5 inches from the top to the first line of type. The right and bottom margins will be set at one inch from their respective edges.

Numbering pages

Every page of the thesis/project is numbered except for the fly page and signature page. The title page is counted as i of the front matter (preliminary pages), although the number does not appear on the page itself.

The remaining front matter (copyright page, acknowledgements, table of contents, list of tables, list of illustrations, etc.) will also be numbered using small Roman numerals placed in the center of the page, one-half inch from the bottom. For all other pages of the document, Arabic numerals are to be used, centered one-half inch from the bottom of the page.

Students will find using the automatic page numbering features on word processing software makes quick work of this once tedious task. Remember that all numbered pages, regardless of Roman or Arabic style, are numbered in the bottom center of the page, one-half inch from the bottom edge of the paper. It is important in this, as in all style considerations, to be consistent.

Spacing

The text will be double-spaced throughout. Paragraphs should follow standard indentations and include no extra space between one paragraph and the next. Follow your departmental manual for requirements of spacing for block quotations, bibliography entries, tables, and so on.

As much as possible, new paragraphs should not begin at the bottom of a page, nor should a paragraph end at the top of a page unless at least two lines of text can be included in each instance. Abundant white space should be avoided within chapters. Running heads, such as those required in APA style, are forbidden.

Arrangement of contents

The following list includes items frequently included in theses and projects, and samples of some of these pages are included in the appendix. It should be noted that not all documents will contain all these items. The contents must be placed in the order indicated below; *starred items are optional and to be used only if appropriate.

1. Fly-page, a blank page, is included for protection in binding. It is not numbered.
2. Signature page, also bearing the title of the project, will provide spaces for committee members' signatures of approval on a project or thesis.
3. Title page.
- *4. Copyright acknowledgement; the forms for obtaining copyrights and permission to use copyright materials are available at United States post offices or by writing to the Library of Congress.
- *5. Dedication.
6. Title page.
- *7. Preface, foreword, or acknowledgements.
8. Abstract.
9. Table of contents.
- *10. Lists of tables, figures, illustrations
11. Text, divided into chapters or sections.
12. Bibliography or references cited.
- *13. Appendices.
- *14. Glossary
- *15. Curriculum vita.

Signature page

The first page of the document, following the fly page, is the signature page. The title is presented in all capital letters and centered two inches from top of the page. If the title requires more than one line, it should be arranged in an inverted pyramid. If the thesis or project title includes the title of a published work, that title should be italicized or underlined. Scientific terms, for instance genus and species names, are exceptions to the requirement of capitalization. Scientific terms will be treated as they are usually found in scientific literature.

The names and signature lines for the student's committee should be in the bottom right quadrant of the page under the heading "approved by supervisory committee" set in all capitals. Beneath this caption will be signature lines with the names of the professors beneath the lines. Only the title of chairperson and graduate faculty representative are included. The names and signature lines should terminate one inch from the right margin.

The second page of the finished document, following the fly and signature pages, is the title page. It is the first numbered page and begins with lower case roman numeral *i*; however, the number is not included on the page. The title of the document is placed two inches from the top of the page in all capitals, double-spaced, and in inverted pyramid form if the title requires more than one line of type. If the thesis or project title includes the title of a published work, that title should be italicized or underlined. Scientific terms are exceptions to the requirement of capitalization, and they will be treated as they are usually found in scientific literature. The title should not be underlined or appear in boldface.

The author's name and current degree status appear two inches below the title, centered and in all capital letters. Two inches below the author's name, centered and in all capital letters is the word *thesis* or *project*. This begins a block of information that is double-spaced and centered. Beneath *thesis* or *project* is the following: "Presented to the Graduate Faculty of (Department/School) of The University of Texas of the Permian Basin in Partial Fulfillment of Requirements for the Degree of Master of ____." One inch from the bottom edge of the paper is the name of the university, centered and in all capital letters, followed by the date in standard type.

Copyright notice

If the student applies for a copyright, page ii of the document will be the Copyright Notice page bearing the following text, double-spaced, and with the author's name and the correct date of copyright: "Copyright 200X, by, Student Name". This text should be centered top to bottom between margins set at 1.5 inches on the left and one inch on the right.

Acknowledgements

If the student wishes, one page of acknowledgements may be included. The diction and contents should maintain a consistently dignified tone in keeping with scholarly work. The word *acknowledgement* or *acknowledgements* will be typed in all capital letters centered two inches from the top of the paper; triple space beneath the title to begin the acknowledgement section. If an acknowledgement page is included, it will be numbered appropriately with a lower case Roman numeral.

In some cases an acknowledgement may be required if the research for the thesis or project was supported in part or in whole by an agency outside the University, or when the author receives assistance from faculty at another institution, or a scientist or scientific establishment not related to the University.

Tables of contents, etc.

Tables of contents and lists of tables and illustrations should be included as needed. All such documents must be numbered consecutively throughout. A table of contents must be included in any document that is divided into sections or chapters. It should be included routinely in all but the simplest of documents. Other lists should follow the table of contents as needed.

Tables and figures

For tables and figures, the guidelines of the student's departmental style guide should be followed for information on captions, layout, ruling, spacing, continuing, and so on. Table bodies and figures may be reduced, if necessary, to meet the margin guidelines, but the typeface of all tables and figures must conform to the typeface used for the body of the text. Tables may be continued from one page to the next if necessary, and tables and figures may be presented vertically. If tables or figures are reduced, the captions must not be. Captions that are too long may be presented on the page before or after, but this should be avoided if possible, and they should not be presented on facing pages. Depending on the department's approved style guide, tables and figures may be presented within the text of the thesis or project or on separate pages, but large amounts of white space is unacceptable except at the ends of sections and chapters. Of course, full citation for all borrowed materials within the tables and figures must be included. Statistical symbols, such as N , R , p , are usually italicized or underlined both in tables and in text.

Headings for major divisions

Major divisions include chapters, references, and bibliography. Every major division begins on a new page. These headings are capitalized and centered two inches from the top of the page; they are not underlined or presented in boldface and do not include terminal punctuation. Longer headings should be divided, centered in an inverted pyramid form, and double spaced.

The first line of the heading should include the word *chapter* and the number in either Arabic or a capital Roman numeral. Triple space between the line indicating the

chapter number and the chapter heading and double space between the heading and the first line of text or the subheading.

Chapters

Documents of 100 or more pages of text should be divided into chapter, each headed as explained and above, and included in the table of contents. Each chapter is considered a discrete portion of the thesis and should, therefore, renew definition and clarification for long references, acronyms, footnotes, and subheading levels. The student's committee will determine whether shorter documents need to be divided into chapters.

Headings and subtitles

The style guide for the student's discipline will be direct arrangement of subtitles within chapters. However, the chapter title and/or the chapter bibliography or endnote title are the only titles set in all capital letters. If the thesis is not divided into chapters, the thesis title, table of contents, bibliography, and other general sections should be typed in all capitals. Headings such as *materials*, *methods*, and *results* should be treated as second level headings.

The style guide for the department, or the Turabian manual provide a hierarchy of subheadings. The University style guide requires double spacing before and after subheadings within chapters but permits triple spacing only before subheadings for the purposes of emphasis.

Reference lists and bibliography

The final section of a thesis has traditionally been referred to as the bibliography, which literally means a description of books. The term has since been commonly used to refer to many different kinds of lists, and because theses often use materials that are not books, other terms such as *works cited*, *references*, *reference list*, or *works consulted* are usually more accurate heads of the final section than the traditional term *bibliography*.

There are many options for bibliographies and reference lists. A bibliography or selected bibliography may include works cited as well as other readings. A list of works cited may include works which has contributed both ideas and information to the text. A list of works consulted may include works cited as well as other works germane to a particular topic. A reference list or a list entitled *references* generally includes works which specifically document or support the argument of a particular thesis, that is specifically cited works only. Follow the conventions of your discipline in deciding what to call your reference list.

Usage varies regarding reference lists and bibliographies. With systems of citation employing footnotes or endnotes, it is sometimes appropriate to divide lists of works cited or consulted by category, separating books, articles, media items, interviews, speeches, cases, etc. With systems of documentation employing parenthetical citations, reference lists should be alphabetical or numerical throughout as required by the style guide employed. Authors should consult departmental style guides for preferred usage in

their particular fields. Bibliography and reference list entries should be couched in appropriate form according to the particular system used. Generally speaking, citation by author and date requires reference list style, and notes require bibliography style.

Appendix

If an appendix is necessary or desirable, it should follow the final chapter of the thesis and precede the reference list. The appendix should be listed in the table of contents following the last chapter. Although it is preferable not to make too many distinctions between related or similar items in the appendix, if a number of different types of items are included as appendices, they may be identified as *appendix a*, *appendix b*, etc.

All pages of the appendix will maintain the same margins, type, and format as the body of the text. Original letters, questionnaires, testing instruments, etc. should be word processed or scanned and included within the margins as computer graphics.

If many tables are included that are not directly relevant to the text, these tables should be placed in an appendix. All tables, illustrations, examples, etc. included in the appendix should be numbered in series with those in the body of the text, and listed in the lists of tables, illustrations, and so on, which appear at the front of the thesis. It is not necessary to indicate in the list of tables the fact that some of the material appears in the appendix. The style of tables and figures should conform to the author's individual style manual.

The appendix should be preceded by a title page on which the word *appendix* is typed in all capitals and centered. If appendices are individually identified, a title page should precede each one with the appropriate identification (*appendix a*, *appendix b*, etc.). A single appendix should be identified simply as *appendix* with no letter designation. Pages of the appendix are numbered in accordance with this style guide. Individual titles for each appendix are typed a double space below the generic titles.

Good writing

Reliable guides to English usage can be invaluable to writers of theses and projects. Questions of grammar, style, sentence structure, spelling and more are available in such books. For instance, *The Elements of Style* by Strunk and White, *Webster's New Collegiate Dictionary*, and *The Harbrace College Handbook* are all helpful resource materials to reinforce proper writing practices. These books are available through the University Bookstore, and for in-house use in the library and University Writing Center.

Personal titles

Titles such as *Mr.*, *Mrs.*, *Ms.*, *Dr.*, *Dean*, and *Professor* should not typically be used in the text of the thesis or project. Ordinarily, the last of the individual or both first and last names in combination should be used. It is poor form to use a person's first name only in most cases.

Gender references

In accordance with modern practice, writers should attempt to avoid the use of masculine pronouns (*he, him, his*) in reference to people in general. It is usually possible to use plural pronouns to avoid the necessity of writing the awkward constructions such as *he or she, him or her*. Sometimes these phrases are unavoidable, but they should be used sparingly. Although adaptations like *s/he, she/he, him/her* are acceptable in some styles, they are not permitted in this style guide.

Matters of form

The thesis or project is the work of a single person, its author. Therefore, the use of first person plural, *we*, is inappropriate. Therefore, such phrases as *in our laboratory*, or *our research reveals* should not be used. When writers refer to themselves, if it is necessary to do so, first person singular, *I*, is appropriate. Some styles reject the use of first person entirely, so writers should take care to follow their department style guides. Use of first person is stylistically suitable when the writer leads the reader through a process of logical reasoning (e.g., “We begin by finding the square root of...”).

Because the thesis or project is a finished argument or research project, as distinguished from a proposal, the writer should avoid future tense in reference to the procedure or method. Therefore, such constructions as “This project examines...” or “We shall see that this method provides....”.

THE TITLE OF THE THESIS/PROJECT SHOULD BE ALL CAPS
AND CENTERED. THE TITLE SHOULD ALSO
BE IN A V-SHAPE.

APPROVED BY SUPERVISORY COMMITTEE:

Professors Name, (Indicate if Ph.D. or Ed.D.)
Chair

Professors Name (other committee members)

Professors Name (other committee member)

Professors Name
Graduate Faculty Representative

THE TITLE OF THE THESIS/PROJECT SHOULD BE IN ALL CAPS
AND CENTERED. THE TITLE SHOULD ALSO
BE IN A V-SHAPE.

By

JOHN DOE, B.A.

THESIS

Presented to the Graduate Faculty of Psychology

The University of Texas of the Permian Basin

In partial Fulfillment

Of Requirements

For the Degree of

MASTER OF ARTS

THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN

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