

**THE GRADUATE SCHOOL
TEXAS SOUTHERN UNIVERSITY
GUIDELINES FOR PREPARING THE DISSERTATION**

The following procedures are provided to give guidance to doctoral candidates in the preparation of dissertations for approval by the Graduate School of Texas Southern University. These procedures also incorporate the requirements established by University Microfilms International (UMI), which will publish the final manuscript before it is placed in the Texas Southern University Library.

General Procedures

The doctoral candidate must submit for approval to the Graduate School Office a typed copy of the dissertation by the deadline posted by the Graduate School. The Graduate School Office will review the draft and indicate corrections that must be made before submission of the final copy. The final copy of the dissertation must be submitted error free to the Graduate School Office by the deadline date set in the Graduate School calendar. A copy of the approved final draft of the dissertation should be provided by the candidate to each member of the candidate's final oral examining committee including the Graduate School representative **at least two weeks before the scheduled date of the examination.** Also, the candidate should bring a copy of the final dissertation draft to the Graduate School Office for a determination as to compliance with format guidelines.

The candidate must submit **an original and two copies** of the dissertation signed by the candidate's advisor in black ink and the final approval form (page ii) signed by all committee members. The approved **unbound** dissertation must be delivered to the Graduate School Office **in boxes** at the time specified by the Graduate School calendar. The original and copies must be exact duplicates and the title page of each must be signed by the candidate's advisor in black ink. The final copies must be accompanied by the final approval form, signed by the members of the dissertation committee. In addition, at the same time the candidate must deliver four copies, including one original, of an abstract of his/her dissertation. See Exhibit E for the format of the abstract. **The abstract must not exceed 350 words** in length.

Certification Forms (TSU)

Three copies of the certification form which is available in the Graduate School Office must be completed and submitted to the Graduate School Office with the final copies of the dissertation.

Format of the Dissertation

The following guidelines must be followed relative to the format of the dissertation. The dissertation must be neatly and correctly prepared. The final draft should be read several times to eliminate all errors – typographical, punctuation or format, etc. Dissertations are microfilmed without further proofreading. Therefore, it is **absolutely necessary for the student to proofread the final draft** to ensure that the copy is free of errors, properly organized and neatly prepared.

Each student is responsible for submitting the final dissertation to the Graduate School after he/she has thoroughly proofread the material and has made all necessary corrections.

Parts of the Dissertation

The dissertation should consist of the following parts: (1) the Preliminaries (preface pages), (2) the Text (manuscript), (3) Appendix, and (4) the Reference section. The following outline lists the order in which the dissertation should be arranged.

1. Preliminaries (use small Roman Numerals)

- a. Title Page - **not numbered but counted as (i)** (see Exhibit A)
- b. Dissertation Committee Approval Sheet (ii) (see Exhibit B)
- c. Copyright Page (not numbered)
- d. Table of Contents (iii) (see Exhibit C)
- e. List of Tables (with titles and page numbers)
- f. List of Illustrations (with titles and page numbers)
- g. List of Symbols (with appropriate legends)
- h. Vita (Exhibit D)
- i. Dedication and/or Acknowledgements

2. Text (Arabic Numbers)

- a. CHAPTER 1 - Introduction
- b. CHAPTER 2 - History and/or Literary Review or Related Literature
- c. CHAPTER 3 - Design of the Study
- d. CHAPTER 4 - Results and Discussion
- e. CHAPTER 5 - Summary, Conclusions and Recommendations
(Type Chapter Titles in ALL CAPS)

3. Appendix (Arabic Numbers)

- a. Title of Appendix

4. References/Bibliography (Arabic Numbers)

Bibliography (Campbell's format) or References (APA format)

5. Additional Documents Required

- a. Abstract of the Study
- b. Journal Article

Typing the Dissertation

The body of the dissertation and the abstract must be double-spaced. Do not double-space footnotes, bibliographies, and tables (follow format prescribed by an authority). Long quotations should be single-spaced and indented at both margins. With this arrangement double quotation marks are not used, except in a series of quotation from different writers or to set off a quotation

within a quotation.

Typing Paper

White bond, 8 1/2" x 11", opaque (original and copies 20 pound weight). The paper should be at least 100% cotton. Photocopy or Corrasable paper must not be used. Paper should be uniform throughout the dissertation. Corrections or inserts in ink are not acceptable. The use of Ko-Rec-Type or Liquid Paper is not acceptable.

Type Face (font or elements)

The size and type face must be consistent throughout the dissertation. Type size cannot be larger than 12 points. The type size can be 10 points in tables even though another type face is used in the main body of the dissertation. Illustrations may be reduced photographically as needed. Laser Jet Printers should be used and checked for toner. **Dot matrix printing is not acceptable.**

Reproductions

Use a dry copying process with 20-pound bond paper with at least 100% cotton. No others are acceptable. The following types of reproduction may be used if prints are clear and black: Xerox, Mimeograph, and word processing. For the Xerox and word processing process, 20-pound bond paper with at least 100 percent cotton must be used. Blueprints are not acceptable.

Spacing

The main body of the dissertation must be double-spaced, except for footnotes, bibliographies and tables. Use indented margins for long quotations; this eliminates the use of double quotation marks, except for a series of quotations from different writers or to indicate a quotation within a quotation.

Margins

Using 8½ x 11 inch paper, a margin of at least **one inch** (1") deep must be provided for the **upper (top), lower (bottom), and right-hand sides** and a margin of **one and one-half inches** (1½") must be allowed for the **left-hand side**. Thus, the text and page number are within the remaining 6 x 9 inch area. These margins must be used throughout the manuscript. Pages which carry major headings or chapter titles should begin **at least two inches** (2") from the top. Justifying right-hand margin is not required. Do not leave large gaps within lines of text.

Page Numbers

Every page, **except** the Title Page and the Copyright Page must be numbered. The Title Page is counted but not numbered on the page. The Copyright Page is not counted nor numbered.

The following format must be used in numbering the pages of the dissertation.

1. The section of the dissertation which carries the preliminaries should be numbered using small Roman Numerals (e.g., ii, iii, iv) placed at the bottom center. Thus, the Dissertation Committee Approval Page would be number (ii), the Table of Contents (iii), etc. (See Page 2 for format.)

2. Arabic Numbers are used for numbering pages of the text in the dissertation. Every page must be numbered consecutively from 1 to the end of the dissertation. Numbers are placed in the upper right-hand corner within the 6 x 9 inch area. Pages which carry major headings and chapter titles are numbered at the bottom of the page centered. The position of the number should be consistently followed, as indicated above, for all pages including those which bear illustrations, tables, etc.
3. Dissertations which require two volumes should carry the same Title Page for both with the addition of the words "Volume II" to the Title of the second volume. Both Roman Numerals and Arabic Numbers should be used in the manner indicated above and these should follow consecutively those numbers of the first volume. Again, the Title Page of the second volume is counted but not numbered. Small Roman Numerals are used for the remainder of the preface pages in Volume II of the dissertation. Thus, if "vi" is the last Roman Numeral used in Volume I, then the Title Page of Volume II would be counted (but not numbered) as "vii", etc. A Table of Contents should be included in Volume II.

Illustrations (Tables, Graphs, Charts, etc.)

All tables, graphs, plates, charts, etc., must bear numerical identification, as well as legends and captions. These should be **labeled consecutively**. For example, Figure 1 should be followed by Figure 2 (using Arabic Numbers). Plate I should be followed by Plate II (using Roman Numerals); and Table 1 should be followed by Table 2 (using Arabic Numbers), etc. Numerical identification should be typed outside the area of the data presented in the table or chart but within the ½ inch typing space. **Arabic Numbers should be used for tables and figures, and Roman Numerals for plates, charts, maps, and graphs.** Use the same style consistently for captions throughout the manuscript. **Do not use a letter suffix, such as 7a, 8a, etc., for any tables, figures, equations, etc.**

Descriptions of illustrations that are too long to be placed below the illustration should be placed on the preceding page, above the center of the page and labeled with the figure number. Such legend pages should be numbered at the bottom center and typed on the same quality of paper as used throughout the manuscript. Use abbreviated table captions or figure legends for listing in the preliminaries. If a table is continued on another page, a line should be drawn below the table only when it is completed. See authority's format for tables which are continued on more than one page.

Footnotes to Tables

Footnotes to tables should appear immediately below the tables, not at the bottom of the page with the text footnotes. Use small letters ("a", "b", "c", etc.) for footnotes to illustrations. Text footnotes usually carry Arabic Numbers. An asterisk may be used to footnote illustrations if none of the tables in the manuscript has more than one footnote. Double and triple asterisks may be used if it is a universal symbol applicable to a particular field of study.

Closely related figures should be listed as a unit on one plate. Arrange legends in inverted pyramid style either above or below the illustration. Consistency should be followed throughout in the placement of legends. Each figure in the plate should be labeled with a small letter.

Illustrations should be identical in all copies of the dissertation; photographic processes of duplication should be used. Do not use blueprint or non-permanent duplication processes, such as those prepared by the ammonia process (e.g., Ozalid). Avoid using mounted illustrations; page size illustrations are preferred. If possible, legends should be a part of the photography. Other acceptable reproduction processes are: Xerox, Mimeograph, and word processing.

The ink should be opaque and black when used in the preparation of drawings and graphs. Avoid using color variation for the identification of various parts of a drawing. It is better to use lines and symbols.

Illustrative or tabular materials should be of a size that would conform to the 6 x 9 inch text dimensions. If necessary, photographic processes may be used to reduce illustrations to the proper size. In some cases, it may be necessary to use a foldout to extend the right side of an illustration. The material to be folded should be mounted on a regular sheet of 8½ x 11 inch paper, leaving the required margin of one and one-half inches on the left side, and placing the fold, one and one-quarter inches (1¼") from the right edge of the page. The page numbers should be placed on the mounting sheet. Illustrations smaller than 8½ x 11 inches must be mounted using a dry mounting process. **Do not use transparent tape or staples for mounting illustrations.**

Footnotes and Bibliographical/References List

The footnoting format should be consistent throughout the manuscript and conform to that of a standard, recognized authoritative reference, for example, a recognized professional journal, style manual, etc. The authoritative reference used for footnoting should also be the same as that used for reference citations or bibliographical references. Footnote references may be numbered consecutively throughout the manuscript or throughout each chapter. They may be placed in the body of the text or at the bottom of the appropriate page; these are better locations than at the end of chapters. Surnames of authors should be given first in bibliographies or reference lists.

Use of Copyrighted Material

The dissertation will be microfilmed by University Microfilms International and this, in effect, constitutes publication. Thus, University Microfilms has indicated that "writers of dissertations must assume full responsibility for their use of any copyrighted material in their manuscripts. Written permission of the copyright owner must be obtained when extensive use is contemplated." "Extensive use" denotes more than 150 words in direct quotation from a single source.

Candidates should obtain permission to quote extensively from copyrighted materials. Such permission should be obtained from the author or from the publisher holding the copyright. Most likely authorization will be granted provided proper acknowledgement is given. However, some authors require payment for the use of extensive quotations from their copyrighted work.

Size of Dissertations

Dissertations that exceed 400 pages probably will require binding in two volumes. If the

dissertation is 2½ inches or less in thickness when pressed down slightly it can probably be bound in one volume.

Abstract of the Dissertation

An abstract is a summary of the dissertation and should provide a brief synoptic overview of the contents of the dissertation. The abstract should be written in essay form and include a statement of the problem, the procedure or methods used, results and conclusions; it should **not exceed 350 words**, about 2½ pages; most should be shorter. Do not use subheads, outlines, enumerations, or itemizations; nor should the abstract include tables, charts, diagrams, or footnotes. Mathematical formulas and other illustrative materials are not recommended for the printed abstract. The rules pertaining to margin size and page numbering previously described for the text should be followed in the abstract format (see page 3). The heading of the abstract should be arranged as indicated in **Exhibit E** of these guidelines.

Microfilming Dissertations and Abstracts Authorization Form

All dissertations accepted by Texas Southern University will be microfilmed by University Microfilms International. This action has been approved by the Graduate Council. When a candidate submits the approved dissertation to the Graduate School Office, he/she **must sign an agreement form** with ProQuest Information and Education giving the firm the right to make and sell microcopies of his/her dissertation. The dissertations are forwarded to University Microfilms vaults and positives or enlarged photo prints will be made from it and sold upon request. A positive microfilm copy is deposited in the Library of Congress which has the responsibility for listing copyrighted dissertations in its catalogues.

The original and a copy of the dissertation will be bound and stored in the Main Library of Texas Southern University; one copy is stored in the Dean's Office of the College of Education or the Chairperson of the Environmental Toxicology program. The candidate must arrange with an outside binding company and pay additional costs for binding copies of the dissertation which are not submitted to the Graduate School Office.

University Microfilms International issues monthly a publication entitled Dissertation Abstracts International, which includes abstracts of all dissertations. This publication is received by many leading universities. Abstract titles are listed also in cumulative and annual indexes,

Copyright and Reprints

The dissertation may be copyrighted if the candidate indicates this on the agreement form. A fee will be charged to copyright the dissertation as well as for reprints of the abstract. The student must submit a **\$45 money order or cashier's check** payable to ProQuest Information and Learning for the copyright fee. Additional reprints may be charged to major credit card accounts.

Graduation Fees (with Dissertation)

The graduation fee covers the cost of:

Diploma
Microfilming of Dissertation Binding

Costs (3 copies) Postage and Handling

*Copyright - Additional fee for copyright.

Information to be Submitted to the Graduate School

1. Five (5) copies of abstract (one in each copy (3), one (1) with authorization form, one (1) for the Graduate School)
2. Four (4) copies of the Title Page (one in each copy (3), one with authorization form)
3. Four (4) copies of vita (one in each copy (3), one for Dr. Jones)
4. Examination Results (Thesis/Dissertation Defense)
5. Three (3) copies of the Signature Page (must be signed and included in each copy of the thesis/dissertation.)

Exhibit A - Sample of Title Page

AN EVALUATION OF READING PROFICIENCY EXAMINATION
NORMS IN TWELFTH GRADE STUDENTS

DISSERTATION
Presented in Partial Fulfillment of the Requirements for
the Degree Doctor of Education in the Graduate School
of Texas Southern University

By
Alphonso Rudolph Beasley, B.S., M.Ed.

Texas Southern University

2003

Approved By

Chairperson, Dissertation Committee

Dean, The Graduate School

Exhibit B - Sample of Signature Page

Approved By

Chairperson, Dissertation Committee

Date

Committee Member

Date

Exhibit C - Sample of Table of Contents Page

TABLE OF CONTENTS

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LIST OF ILLUSTRATIONS	v
LIST OF SYMBOLS	vi
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2. HISTORY and/or LITERARY REVIEW or RELATED LITERATURE	10
3. DESIGN OF THE STUDY	25
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APPENDIX	
A. Title of Appendix (all caps)	52
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BIBLIOGRAPHY or REFERENCE (see authority used)	56

Exhibit D – Sample of Vita Page

VITA

August 10, 1943	Born – Brooklyn, New York
1965	B.A., Southern University Baton Rouge, Louisiana
1966-72	High School Music Teacher Houston Public Schools
1972-74	Graduate Assistant Department of Music Morgan State University Baltimore, Maryland
1974	M.Ed., Morgan State University Baltimore, Maryland
1974-76	Teaching Assistant College of Education Texas Southern University
Major Field.....	Curriculum and Instruction

*Page number may vary according to the length of the Table of Contents.

Exhibit E – Sample of Abstract Page

AN EVALUATION OF READING PROFICIENCY EXAMINATION
NORMS IN TWELFTH GRADE STUDENTS

By

Alphonso Rudolph Beasley, Ed.D.

Texas Southern University, 2003

Professor Z. Daniel Nasely, Advisor

(Begin typing the abstract here, **double-spaced**; do not exceed **350 words**.)

1

*If additional pages to abstract, page number should be in upper right corner.

Exhibit F – Format for Headings**CHAPTER HEADINGS**

All Chapter Headings should be typed in all capital letters in the following pattern and centered on the page without punctuation. Use Arabic numbers for chapter titles.

CHAPTER 1**INTRODUCTION****CENTER HEADINGS** (Sub-headings under Chapter Headings)

Sub-headings which are centered should be typed in upper and lower case letters, underlined and without punctuation such as:

Center Heading**SIDE HEADINGS**

Sub-headings which are placed at the left margin should be typed in upper and lower case letters, underlined and without punctuation such as:

Side Heading**PARAGRAPH HEADINGS** (Could be used in place of enumeration)

Sub-headings which are third level should be typed in upper and lower case letters, underlined, and with punctuation (you may use a period (.) or a colon(:) – but you must be consistent). They will be indented at the paragraph such as:

Paragraph Heading. (Text begins on the same line as the heading.)

*Headings may be typed in bold print.

DISSERTATION DOCUMENTS
CHECK-OFF LIST

DOCTOR OF EDUCATION

1. Three (3) copies of dissertation on 100% cotton, bond paper – 1 original and 2 copies
2. Money order for copyright fee – ProQuest Information and Learning
3. Journal Article for publication (2 copies)
4. One (1) additional copy of Vita and Abstract for the Graduate School
5. All signatures of dissertation committee members must be on page ii of the dissertation
6. Signature of Dissertation Advisor must be on the Title Page
7. Survey of Doctorates Form (read and complete)
8. Authorization to Publish Form (read and complete – attach Title Page and Abstract)
9. Certification Form completed by student and signed by the Dean of the College of Education
10. Make sure the TSU guidelines have been followed completely before submitting the document for binding
11. Use APA Style Manual or other approved authority for preparing the manuscript, tables, figures, references