

THE UNIVERSITY OF TEXAS-PAN AMERICAN  
EDINBURG, TEXAS

## **THESIS MANUAL**

Instructions Concerning the Preparation of Proposals,  
Theses, and Dissertations

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## **MANUAL FOR PREPARATION OF THESES AND DISSERTATIONS**

### **I. GENERAL INFORMATION**

This manual has been prepared to assist students and their advisory committees in the preparation of proposals, theses and dissertations. Hereafter, the word “thesis” will be used in this manual in general instructions equally applicable to proposals, theses, and dissertations.

The primary purpose of this manual is to provide certain uniform standards regarding style and format, but also to allow enough flexibility to satisfy the acceptable practices of each academic discipline. This manual is designed to be used in conjunction with the style manual approved by the student’s department or college. It is the responsibility of the student to ascertain the approved style manual to be used. The directions contained in this manual supersede any directions contained in the style guides selected by departments and colleges.

Students are cautioned to avoid using another student’s thesis as a model because what is acceptable in one instance or in one discipline might not be acceptable in another. In addition, there may have been changes in Graduate School policy and in style manual requirements.

#### **A. Introduction**

Selecting an appropriate thesis topic is one of the most significant aspects of graduate work. The topic should be the result of thoughtful consideration by and cooperation among the student, the Committee Chair, and the entire advisory committee.

The finished thesis must reflect a comprehensive understanding of the pertinent literature (which must be properly cited), and express in clear and readable language, the method, results, and significance of the student’s research. Full documentation and appropriate tabular and/or graphic presentation are especially important. The length of the completed manuscript should be no longer than is necessary to present all pertinent information. This length will of course vary widely, according to research topics, academic disciplines, and the degree being sought.

The thesis should be presented as a single unit of scholarly and well-integrated narrative, properly supported and documented, reporting the original work done by the student under the supervision of the advisory committee. No thesis should be a series of separate but related journal-type articles; continuity from chapter to chapter is important. A thesis corresponds in format to a book with a continuous narrative, not to an anthology.

#### **B. Proposals**

The proposal is simply a description of the research which the student intends to

undertake and on which the student will report in a much more detailed and comprehensive fashion in the completed thesis. It offers the student an opportunity to convince the Chair and the other members of the advisory committee of the student's ability to pursue the projected topic to a successful conclusion. The nature of the problem to be examined, the status of current research relating to the subject under consideration, the research method, and the importance of the projected work should be carefully but succinctly narrated in the proposal.

All rules of style and format which apply to the completed thesis also apply to the proposal. Proposal will be double-spaced.

The narrative portion of the proposal normally should not be more than ten (10) pages. In addition to the narrative, the student must include a list of the literature cited or a tentative bibliography of those materials which may be used later in the completed thesis.

The filing of the proposal will be in accordance with guidelines developed by the individual departments and/or colleges.

### **C. Human Subjects/Animal Use**

All studies involving human subjects must be reviewed and approved by the University of Texas-Pan American Human Subjects Review Committee. The criteria are established in accordance with the United States Department of Health and Human Services regulations. Departmental and/or College permission may also be required for any study using students and/or faculty as subjects.

All studies using live vertebrate animals must be reviewed and approved by the University of Texas-Pan American Animal Care and Use Committee. Approval is based on criteria established by the United States Public Health Services Policy on Human Care and Use of Laboratory Animals. All students planning research involving live vertebrate animals are under the direction and supervision of a University of Texas-Pan American faculty member who is responsible for securing any departmental or college permission necessary. Human Subjects or Animal Care Use approval must be secured prior to the final approval of the proposal.

### **D. Selection of a Journal Model or Style Manual**

The style and format of proposals and theses vary widely according to academic disciplines, yet there are standards common to all scholarship. The student may be guided in the writing and documentation practices of the respective discipline by following as a model or pattern for style and format a recent issue of one of the more respected scholarly journals in the major field.

The completed thesis must conform as closely as possible to the general format and organization of a published article in the journal, with the exception of

specific variations indicated in this manual. If a journal employs a wide variety of styles, then one article from that journal should be selected and its style consistently followed. Consistency of style and form should be the rule throughout the thesis. The more sophisticated publication and layout practices of some journals (such as double columns on text pages) are not to be followed. The thesis itself is analogous to a manuscript, not a published final product.

Authors submitting novels, poetry, screenplays, and compositions as theses must follow The University of Texas-Pan American margin and frontal page requirements. In some cases, however, variations are permitted regarding pagination and margins; authors must verify any departures from UTPA and departmental styles with the Graduate Office before submitting their theses.

#### **E. Selection of Thesis Committee**

Selection of thesis committee members will follow guidelines established by each department and/or college.

#### **F. Copyright Information**

Since a thesis is legally classified as a publication, care must be taken not to violate the United States copyright laws. Authors are discouraged from including copyrighted material (printed tests and measuring instruments, reprints of copyrighted articles, etc.) in the appendix to the thesis, since such published materials are usually easily available to the reader. Moreover, use of copyrighted materials without permission of the copyright holder constitutes plagiarism, and therefore such materials will not be reproduced in the microfilmed thesis. Inclusion of illustrative graphs, tables, charts, etc. from copyrighted sources is permitted only if a letter of release from the copyright holder is included in a separate appendix of the thesis. If there is a genuine need to include copyrighted material, in addition to securing the copyright holder's permission, the author must add the proper copyright notice (e.g., "Copyright 19—by John Doe. Used by permission.") at the bottom of the first page of all copyrighted materials.

The student may copyright the thesis through a microfilming service, such as University Microfilm International. The appropriate section of the microfilm agreement must be completed, and the copyright fee must be paid at the time graduation fees are paid. The copyright agreement gives the microfilm service the right to make and sell photocopies of the document as microfilmed, and a small royalty is paid if the number of photocopies sold exceeds a given number.

This agreement does not give University Microfilms International, or anyone else, any right to reprint and sell the thesis in any form except photocopy; if the thesis is later revised for publication by the author, legal rights will be protected by a new copyright on the revised text.

#### **G. Manuscript Preparation**

##### **1. Paper**

All final copies of the thesis, including the approval pages and the abstract pages must be typed or printed on high quality, durable, white paper that is 8 1/2 x 11 inches in size, 20 pound weight with at least 25% cotton filter content (water marked). Music scores may be submitted on oversize paper, no larger than 11 x 17 inches, which must also be of archival quality. Erasable bond is unacceptable for all copies.

## 2. Printing

A font no smaller than 12 characters per inch should be used. The same font must be used throughout the text, except in the appendices or citations, or in the case of a table that must be reduced in size to fit on a page. Printing must be black and of letter quality. Laser printing is appropriate and suggested. Certain dot-matrix printers, which form characters as sets of clearly visible dots, should not be used. Other types of dot-matrix printers produce acceptable copy. Authors should submit samples of dot-matrix print to the office of the Vice Prvost for Graduate Studies for individual approval well in advance of filing in order to avoid any last-minute problems.

## 3. Justification

Right justification is prohibited.

## 4. Line Spacing

The text must be double-spaced.

A new paragraph should not begin at the bottom of a page or end at the top of a page, unless at least two (2) lines of text can be included in each case. Large expanses of white space within chapters should be avoided.

## 5. Quotations

Quotations over three (3) lines should be indented from the right and left margins.

## 6. Margins

Margins in the body of the thesis are:

LEFT: 1 1/2 inches  
RIGHT: 1 inch  
TOP: 1 inch  
BOTTOM: 1 inch

An exception should be made on each page carrying a major heading in all capitals (e.g., ACKNOWLEDGEMENTS, CHAPTER, TABLE OF CONTENTS, BIBLIOGRAPHY) where the top margin should be two (2) inches.

## 7. Pagination

Every page should bear a number except the title page and the approval page, which are counted as pages i and ii of the preliminary

pages, although they do not bear page numbers. The following plan of numbering should be followed:

For the remaining preliminary pages (ACKNOWLEDGEMENT, ABSTRACT, TABLE OF CONTENTS, LIST OF TABLES, and LIST OF ILLUSTRATIONS), small Roman numerals (iii, iv, v, etc.) should be placed in the center of the page, one-half (1/2) inch from the bottom. All other pages should be numbered with Arabic numerals. (The copyright page maybe placed right after the approval page and is not numbered. A simple statement as cited on page 5 is sufficient.)

For pages of the actual text containing major headings (CHAPTER, BIBLIOGRAPHY, APPENDIX), Arabic numbers, centered one-half (1/2) inch from the bottom of the page, should be used. In the case of theses not divided into chapters, page 1 should be numbered at the bottom.

For all other pages of the thesis, Arabic numerals should be placed in the top right margin, 1/2 inch down and 1 inch in from the right edge of the paper.

#### 8. Corrections

No interlineations, crossing out of letters or words, strike-overs, corrections made with liquid paper, or erasures are acceptable on final copies.

#### 9. Computer Output

Computer output of a program and/or results included in the thesis must be duplicated on thesis paper, conform to the margins, and be bound into the thesis. Computer output must be clear and sharp enough to reproduce legibly.

## II. CONTENTS OF THE THESIS

The thesis has three (3) main parts: The Preliminary Pages, the Text, and the Supplementary Pages. All preliminary page titles, all chapter or section designations and titles, and all supplementary page titles are centered at the top of the page, and are typed in all capital letters. This format overrules any differences in format or layout followed by the journal model.

Preliminary Pages (in the following order)

1. TITLE PAGE
2. APPROVAL PAGE
3. COPYRIGHT
4. ABSTRACT (the first numbered page, iii)
5. DEDICATION PAGE (optional)
6. ACKNOWLEDGEMENTS (optional)
7. TABLE OF CONTENTS
8. LIST OF TABLES (if more than one table is used)
9. LIST OF FIGURES (if more than one figure is used)

**Text**

The main body of the paper, usually consisting of well defined divisions, such as chapters or their equivalents. Individual style guides direct layout spacing, captions, end notes, etc.

**Supplementary Pages (in the following order)**

1. BIBLIOGRAPHY, REFERENCES, OR LITERATURE CITED
2. APPENDICES (if needed)
3. VITA

**A. Preliminary Pages**

## 1. Title Page

The Title page must follow the style, spacing, and form of the example in the Appendix. The title is typed in capital letters, double-spaced in an inverted pyramid if more than one line is needed. There is no page number on the title page (although it is considered to be page i).

For the PhD degree or the EdD degree the word “Dissertation” is used instead of “Thesis.”

For all proposals, the word “Proposal” is used instead of “Thesis.”

The name of the student, typed in capital letters, without designation of profession, military rank, or marriage is listed. The name on the thesis must be the same as that recorded in the official records of the Office of Admissions and Records of The University of Texas-Pan American.

Any differences must be cleared by the Vice Provost for Graduate Studies.

The full name of the degree to be awarded is typed in capital letters. Degrees are awarded only in May, August and December. The appropriate month and year when the degree will be awarded must be indicated.

The student’s major subject is listed at the bottom of the Title page. The major subject must have a degree authorized by the Coordinating Board and listed in the University Catalog (see Current Graduate Degree Offerings).

## 2. Approval Page

The Approval page must follow the style, spacing, and form of the example.

Signatures should be in black ink. The number of signature spaces on

the page is determined by the number of members of the student's advisory committee. The name of each member on the committee must be typed under each signature space. The status of each member on the committee must be indicated under the typed name. If the student has co-chairs, the status of each is listed as "Co-Chair of Committee"; neither is designated as "Chair of Committee." When more than six signatures are required on the approval page, a two-column format is to be used

The title is typed in capital letters, is double-spaced, and is in an inverted pyramid if more than one line in length. The title on the Approval page must be exactly the same as the title on the Title page.

There is no page number on the Approval page (although it is considered to be page ii).

For the PhD or EdD degree, the word "Dissertation" is used instead of "Thesis."

For all proposals, the word "Proposal" is used instead of "Thesis."

The name of the student, typed in capital letters, without designation of profession, military rank, or marriage is listed. The name on the thesis should be the same as that recorded in the official records of the Graduate Office of The University of Texas-Pan American. Any differences must be cleared by the Vice Provost for Graduate Studies.

If an administrator of the student's major department or college serves also as a member or as Chair or Co-Chair of the student's Advisory Committee, he/she must sign in the signature space allotted for each position.

Degrees are awarded in May July, August and December. The appropriate month and year when the degree will be awarded must be shown at the bottom of the Approval page.

### 3. The Abstract

The abstract must begin two (2) inches from the top of the page and must be double spaced. It may include a statement of the problem, the sources of data, the organization of the thesis, the content treated in each chapter or division, the findings, the conclusions, and if any, recommendations. **The dissertation abstract must contain no more than 350 words, and the thesis abstract no more than 150 words, including all words in the general heading.** Numbers are counted as words. Hyphenated words count as two (2) words; acronyms, initials and abbreviations also count as words. (See sample in Appendix).

The abstract heading contains the author's name (surname first),

degree, major, and graduation date, the thesis title, number of pages, tables, illustrations, etc., and the number of titles included in the bibliography. **Note that the thesis title is underlined in the abstract heading. If the underlined title of the thesis contains an italicized title or term, the latter title or term should not be underlined (in order to indicate italics).** Abstracts are published in Dissertation Abstracts International and Thesis Abstracts.

A copy of the abstract must be prepared for each copy of the thesis to be bound, plus one additional copy to be sent to the abstract publisher. Since a copy of the abstract is bound with each thesis copy, abstracts must be prepared in the same type and on the same paper as the thesis itself. The extra copy of the abstract must be included when final copies are submitted to the Office of the Vice Provost for Graduate Studies.

Note that the abstract bears the following margins:

LEFT:	1 1/2 inches
TOP:	2 inches
RIGHT:	1 inch
BOTTOM:	1 inch

Notes, textual references, or subheadings are not used in the abstract.

#### 4. Dedication Page

One page of dedication is permitted if the author wishes to include one. The diction and contents of any dedications must be restrained and appropriate to scholarly work. The word DEDICATION should appear two (2) inches from the top of the sheet, and the page should be numbered appropriately. (See Pagination).

#### 5. Acknowledgements

One page of acknowledgements is permitted if the author wishes to include one. The diction and contents of any acknowledgements must be restrained and appropriate to scholarly work. The word ACKNOWLEDGEMENT (or ACKNOWLEDGEMENTS, if appropriate) should appear two (2) inches from the top of the sheet, and the page should be numbered appropriately. (See Pagination).

Acknowledgement may also properly be made in such circumstances as these:

1. when the research which the thesis reports was funded in whole or in part by an agency independent of UTPA (for example, the National Science Foundation, another agency of the State of Texas, or a private foundation);
2. when the author has received assistance from a faculty

member of another institution, or a scientist or scientific establishment not a part of UTPA.

6. Table of Contents

The Table on Contents indicates the major divisions and principal subheadings of the thesis and the beginning page number of each section. The listing starts with the Abstract (iii) and must include all preliminary pages.

All major divisions of the narrative text (i.e., chapters or sections) and principal subheadings (when appropriate) 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.

All supplementary pages—reference section, appendices (if any), and Vita—must be listed in the Table on Contents.

The numbering, wording, and pagination of titles and headings must be exactly the same in the Table of Contents as they are on the pages of the thesis. See sample in the Appendix for layout, placement of leader dots, etc.

7. Lists of Tables and/or Figures

If more than one table and/or figure is used, a listing must be included following the Table of Contents. The tables and/or figures and their titles must be listed in order with appropriate page referencing. Titles in the listing must be the exact title from the text.

**B. Text**

Every major division in the thesis (PREFACE, INTRODUCTION, CHAPTER, BIBLIOGRAPHY) must begin on a new page which carries the heading, every word of which is typed in capitals and which is centered two (2) inches from the top of the sheet.

Major headings are not underlined; nor do they appear in boldface. If such headings are long, they must be divided and centered in inverted pyramid form, double spaced, and without end punctuation.

The word CHAPTER and the number in capital Roman numerals or in Arabic numerals will occupy the first line of the heading. There is no end punctuation. Between the line carrying the chapter number and the first line of the chapter heading there is a triple space. Another triple space is between the last line of the chapter heading and the first line of the text or subheading. (See example in the Appendix). Different levels of subheadings will follow the journal model or style manual used in the thesis.

**C. Supplementary Pages**

1. Referencing

The title for this section follows the style manual used. The referencing system used in the thesis must follow the method used by the style manual.

The literature cited section should include only those sources used directly in the text of the thesis. Chapter reference lists (or chapter bibliographies) may be required by individual departments and professors. Additional bibliographic entries may be included as an appendix.

## 2. Appendix

It may be necessary or desirable to include various items in an appendix which follows the reference list. In general it is preferable not to make many distinctions between related or similar items in the appendix; however, if a number of different types of items are included as appendices, they may be identified as APPENDIX A, APPENDIX B, and so on.

All pages of the appendix must be on the same kind of paper as used for preparation of the body of the thesis. Original letters, questionnaires, testing instruments, etc., should therefore be photocopied onto thesis paper. (Note section on Copyright Information for use of copyrighted material.) The margins of such items must be the same as those prescribed for the body of the thesis; oversize text should be reduced on a reducing photocopier in order to keep items in the appendix within the UTPA margin requirements. The left margin is especially important.

Items in the appendix such as printed forms, questionnaires, and computer-produced tables, may differ in type face and format from the body of the thesis, though the appendix title page should not differ. If photocopied documents in the appendix already contain page numbers, the page number for the thesis may be put into brackets, as close to the 1/2-inch-down/one-inch-from-the-right position as possible.

The appendix should be preceded by a title page, on which the word APPENDIX is typed, centered, in all capitals. If appendices are individually identified, a title page should be provided for each, bearing the appropriate identification: APPENDIX A, etc. Please note that these pages are numbered in accordance with UTPA style. If individual titles are used for each appendix, they are typed a double space below the generic titles as follows:

## APPENDIX A

## QUESTIONNAIRES

## 3. Vita

A brief biographical sketch of the student is required as a part of each thesis. This biographical sketch is called a Vita and must not exceed one page in length. The title, VITA, is typed in capital letters and centered at the top of the page. The Vita page is the last numbered page in the thesis and must be included in the Table on Contents.

The biographical sketch should include the student's full legal name (as it appears on the title page and elsewhere), educational background (including schools attended, degrees earned, the years in which previous degrees were completed, and major field of specialization), and the student's permanent mailing address. Where applicable, this page should list professional experience in industry, military service, business, and academic life.

Manuscripts may also be bound at any reputable bindery. Binding must be in black with gold lettering. The last name of the author and title of the manuscript must be in uppercase lettering on the spine, **and the entire name of the author and title must be in uppercase lettering and centered on the front cover.** It is the responsibility of the student to determine the amount of time required for binding and submit the bond copies to the Graduate School Office 30 days prior to graduation. The student will not be charged for binding when the thesis is bound at a bindery of the student's choosing.

### **III. Final Disposition of Manuscript**

A fee will be assessed for expenses related to binding the thesis and for publication of the abstract.

The original thesis and 2 signed copies and a receipt for the required fees must be submitted to the Graduate Office 30 days prior to graduation. A Department may request additional copies. Copies submitted must be ready in every respect for binding. It is the responsibility of the student to have the pages in correct order for binding. If a student wishes to have additional copies of the thesis bound for personal use, the student may do so at additional cost.

The documents will be sent to the bindery after graduation. Binding usually requires the entire semester following graduation. Oversize manuscripts may take longer. All documents will be bound in black with gold lettering.

## **APPENDIX A (EXAMPLES)**

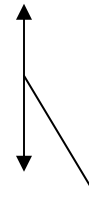


THE RELATIONSHIP BETWEEN LIPID PROFILES  
AND INDICES OF OBESITY IN  
MIDDLE-AGED ADULTS

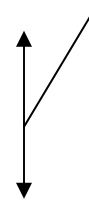
A Thesis (Proposal)

by

DONNA M. AGUIRRE



Equal Spacing



Submitted to the Graduate School of the  
University of Texas-Pan American  
In partial fulfillment of the requirements for the degree of  
MASTER OF SCIENCE



7 Lines

May XXXX



4 Lines

Major Subject: Biology



1 Inch

THE RELATIONSHIP BETWEEN LIPID PROFILES  
AND INDICES OF OBESITY IN  
MIDDLE-AGED ADULTS

A Thesis  
by  
DONNA M. AGUIRRE

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Approved as to style and content by:

\_\_\_\_\_  
Name  
Chair of Committee

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Name  
Committee Member

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Name  
Committee Member

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Name  
Committee Member

May XXXX

2 Inches

ABSTRACT



Aguirre, Donna M., The Relationship Between Lipid Profiles and Indices of Obesity in Middle-Aged Adults. Master of Science (MS), May, 19XX, 180 pp., 10 tables, 3 illustrations, references, 135 titles.

The abstract is double spaced, including the heading, which begins two (2) inches down from the top of the page. Note that the abstract title is underlined and that any italicized words are not underlined (in order to indicate italics). If an abstract title contains scientific terminology requiring italics, such terminology should be treated in the same manner. Do not use italic print in the abstract title.

Right and left margins are the same as for the body of the thesis. Note that the author's name and thesis title must be identical on the title page, the approval page, and the abstract heading. The date of graduation is the same as that shown on the title page. The number of titles is the number of items in the bibliography or reference list.

Word limits are 150 for master's and 350 for doctoral theses. Count numbers as words, hyphenated words as two words. Acronyms, abbreviations, and initials as words. Do not number pages or paragraphs in the abstract. Do not use footnotes or references.

2 Inches

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Obesity and Coronary Artery Disease.....	15
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2 Inches

## CHAPTER I

### INTRODCUTION

The chapter number is two inches from the top of the page. There is a triple space between the chapter number and the chapter title. Another triple space comes between the chapter title and the first line of text. The major headings (all caps) are the only headings that appear in all the text.