GRADUATE OFFICE GUIDELINES
for
THESIS, FIELD STUDY AND DISSERTATION
Lamar University-Beaumont
College of Graduate Studies, 219 Wimberly
May 2012 Graduation

The following guidelines refer to theses but apply equally to field studies and dissertations.

I. Important Dates:

A. January 23  First day to apply for May 2012 graduation.

B. Feb. 22-24  MANDATORY ATTENDANCE: Thesis workshops will be held in the Landes Auditorium, Galloway Business Bldg. as follows: Wed., Feb. 22 from 3:00-4:00 pm; Thurs., Feb. 23 from 3:30-4:30 pm; and Fri., Feb. 24 from 3:00-4:00 pm. Workshop information may be obtained by contacting the Graduate Office for an appointment at 880-8229.  (Thesis workshops are held at the beginning of each semester.  Please visit the Graduate Studies website at http://dept.lamar.edu/graduatestudies/ for more information.)

C. March 8  Last date to file application for May 2012 graduation.

D. March 8  Last date to pay for diploma at the Cashier’s Office, Wimberly Bldg., and cap/gown/hood at the University Bookstore, Setzer Center.  The diploma fee must be paid even if the student does not attend commencement.

E. April 5  Deadline for comprehensive written examinations.

F. April 2 - May 9  Period of oral examinations and theses defenses.

G. April 9  Last day to submit single, unbound, preliminary copy (in final form) of thesis to the Graduate Office.  The Thesis, Field Study, and Dissertation Approval Form, signed by all committee members, must be submitted with the thesis copy.

H. May 9  Last day to submit corrected, signed, final copies of thesis to the Graduate Office.  The Graduate Office will see that these are bound.

I. May 9  Last day for oral examinations and thesis defenses.

J. May 9  Last day to pay thesis binding fee.  Pay at the Cashier’s office.
The Graduate Office strongly recommends that thesis students attend a thesis workshop; workshops are conducted several times each semester. Since faculty advisors and thesis committee members are concerned with the research design, data collection procedures, and writing results, students are expected to learn and use the department-approved format. Students are often surprised to learn how much additional work preparation of the final document requires. Thesis Workshops are designed to give the student an idea of accepted formats and styles. Students will have the opportunity to ask questions of the Graduate Office Staff and the Editorial Supervisor who oversee the thesis process.

II. General Guidelines

During the semester in which a student graduates, the student MUST:

A. Be enrolled in the thesis, field study, or dissertation class (e.g., 5391).

B. Apply for graduation in the Graduate Office no later than March 8.

C. Pay graduation fees at the Cashier’s Office (diploma and cover) and Lamar University Bookstore (for cap and gown).

D. Submit a single, unbound, preliminary copy of the thesis to the Graduate Office no later than April 9. It should comply with the style manual accepted by the student’s department and should have no grammatical, spelling or typographical errors. The preliminary work MUST be accompanied by a copy of the Thesis, Field Study and Dissertation Approval Form (see sample attached) signed by the supervising professor and all committee members. It will be checked for errors and returned to the student for correction. Documents with an excessive number of errors will be returned to the supervising professor with the name of an editor approved by the Graduate Office. Names of any other editor must be submitted to the Graduate Office. If the thesis has been approved and changes are required after the thesis defense, only those pages with changes need to be submitted to the Graduate Office.

E. Orally defend the thesis within the period April 2 - May 9. The student’s supervising professor should use the G-5 form to notify the Graduate Office of the time and place of the defense.

F. Correct the thesis as required by your committee, dean, and the Graduate Office.

G. Submit the following materials to the Graduate Office on or before May 9.
   1. All final official copies of the thesis to be bound in envelopes with clasps.
   2. One extra copy of the abstract page.
   3. A completed University Microfilm publication form (available from the Graduate Office when final copies of thesis are submitted).
   4. The receipt for binding fees from the Cashier’s office.
   5. Additionally, doctoral students must submit the Survey of Earned Doctorates form (available from the Graduate Office).
III. **Form and Style Guidelines**

All theses must conform to an accepted style manual which sets guidelines for references, tables, figures, margins, page numbering, quotations, etc.

A. The thesis must conform to **ONE** style manual approved by the L.U. Graduate Council. Currently, only MLA, APA, AMS, Chicago and ACS style manuals have been approved. Theses using more than one style will be returned to the student. Alternate style manuals or exceptions to style guidelines are permitted with prior approval by the Graduate Office.

The following style manuals have been approved and are available at most bookstores and on the following website: [http://citesource.trincoll.edu/](http://citesource.trincoll.edu/).


5. Students in the Mathematics Department may use the AMS (American Mathematical Society) guide available through your department.
B. Theses, field studies, and dissertations should be arranged and numbered as follows. Be aware that some of these sections may be optional and are not required:

1. Blank Page (no page number)
2. Title Page (counted, but not numbered)
3. Signature Page (no page number)
4. Copyright Page (counted, but not numbered)
5. Abstract Page (no page number)
6. Preface/Acknowledgments (optional) (iii)
7. Table of Contents (iv or iii, if no preface/acknowledgement)
8. List of Tables (if used) (v)
9. List of Figures (if used) (vi)
10. List of Plates (if used) (vii)
11. Abbreviations, glossary (optional)
12. Front matter (1-11) is paginated at foot of page with roman numerals.
13. Body of Thesis, Field Study, or Dissertation (Chapter 1, page 1)
14. Bibliography or References (depending on style manual used)
15. Appendix/Appendices (if used)
16. Biographical Note (optional)
17. Blank Sheet

(The Thesis Approval Form is not considered to be part of the thesis. This form should be attached to the front of the thesis every time it is submitted to the Graduate Office for corrections).

IV. Oral Defense

A. The thesis defense shall occur between April 2 - May 9. The specific time and place are determined by the supervising professor and committee. The defense shall be conducted by the supervising professor with all committee members present and participating. A defense generally focuses on the thesis and associated background material. A representative of the Graduate Office may attend, as may other Graduate Faculty with the permission of the supervising professor and the Graduate Office.

B. The committee may approve or reject the thesis or require revisions. If either the thesis OR the defense is not acceptable to a majority of the committee, the supervising professor and at least one other committee member may require a second defense after notifying the Graduate Office. Unless the Graduate Office grants an exception, all re-examinations must be held during the published oral defense period.
V. Submission of Final Copies

A. The Graduate Office requires three official/approved copies on bond paper (minimum of 25% cotton) for binding on or before May 9. Of the three required copies, two are for the library and one is for the supervising professor. If desired, additional copies for department, professors, and students should also be submitted at this time. A binding fee will be charged for all bound copies.

B. All signatures except the Graduate Dean’s must be placed on the signature page before final copies are submitted to the Graduate Office. **All signature pages must have original signatures.** An example signature page is included in the back of this packet.

C. All final copies must be placed in envelopes with clasps. All must have one blank sheet of paper in front and in back.

D. One extra copy of the abstract must be included for publication by University Microfilms, Inc. **Please make sure to include author’s name and title of work at the top of the abstract page.**

VI. Miscellaneous Suggestions and Recurring Problems

A. *Form and Style* is a useful style reference to own. It contains documentation for all three of the accepted style guidelines: MLA, APA and Chicago. It also provides typing and printing instructions, sample pages, and examples of note and bibliography forms. **Note:** Because this book contains more than one style guideline, writers must be careful to follow a single guideline rather than a combination.

B. Students should not use a previously published thesis as a style and reference guide. Although looking over a thesis or two in the student’s field will give a general idea of the form and appearance of the thesis, the student should purchase a copy of the style manual used by his department or view the style manual online at [http://citesource.trincoll.edu/](http://citesource.trincoll.edu/).

C. All printed material which comes before the main body of the thesis is known as “front matter” and must be paginated consecutively using small Roman numerals (i, ii, iv, v, etc.) The main body of the thesis beginning with the first page of the first chapter must be paginated in the upper right-hand corner of the page with the author’s name (“Smith 1”). Page numbers must NOT be within 1” from the top and side edges.

D. The same typeface must be used throughout the thesis. **Font size should be 12 point; Courier and New Roman fonts are suggested.**
E. Table captions should be placed at the top of tables. Figure captions should be placed at the bottom of figures. For tables and figures small enough to place in the text, put **four blank spaces above and below**. Unless you have more than one table or figure per chapter, do not number tables and figures as 1.1, 2.1, 3.1 etc. If you use a table or figure which is the work of another author, give a full citation, including page number.

F. Students should be careful with subdivision headings within chapters. For those who use APA, there will be a slightly different progression of headings within chapters. Those using Chicago style should confer with their supervising professor regarding the use and placement of subheadings according to the manual. Subheadings in the text should read the same as the listings in the Table of Contents. **Include all subheadings in the Table of Contents.**

G. Double space the text and indent the first line of each paragraph five spaces.

H. Left margins shall be 1 ½ inches. All other margins (top, bottom, and right) shall be 1 inch. Lamar University requires that pagination of running headlines will not intrude into the margins. **Note: This requirement supersedes the APA style recommendations.**

I. Do not start the first line of a paragraph on the last line of a page. Do not end the last line of a paragraph on the first line of a page.

J. All borrowed material (phrases, sentences, or ideas) must be documented. All quoted material must be in quotation marks. All borrowed tables and figures must be documented.

K. Non-print sources or electronic sources will have specific citation requirements. Carefully consult the style manual.

L. Insert thesis/dissertation title and author’s name at the top of the Abstract page.
(Example of a Title Page)

(2 inch margin from top of page to title)

TITLE

(Centered, double spaced if more than one line, all capitals)

(2 inches from title to “A Thesis”)

A Thesis

Presented to

The Faculty of the College of Graduate Studies

Lamar University

(3 inches from “A Thesis” to “In Partial Fulfillment”)

In Partial Fulfillment

of the Requirements for the Degree

(Name the degree, for example: Master of Education or

Master of Engineering Science)

by

Jane Doe

Date
(Month and Year)
(1 inch margin from date to bottom of page)
(When paginating front matter, count the title page but do not number the page.)
THESIS, FIELD STUDY AND DISSERTATION
APPROVAL FORM

This form is to be completed by the student, signed by all committee members and submitted to the College of Graduate Studies with each submission of the thesis, dissertation, or field study report. The College of Graduate Studies does not provide editorial service. Work which has grammatical, spelling, and/or style problems will be returned to the student.

__________________________     _________________     ______________________
Student’s Name                                   SS#                                    Dept.

I certify that I have read this preliminary work and approve its submission to the College of Graduate Studies. Although it is subject to changes resulting from the oral defense, I consider its academic merit to meet the standards of the discipline and the University department. Further I certify that I have reviewed the work for conformation to an approved style manual (e.g., ACS, APA, MLA, or Chicago) and for grammatical and spelling errors. I understand that the Office of Graduate Studies will assist students in matters relating to style conformation but will return this work to the supervising professor if significant problems are found.

__________________________                     _____________________
Supervising Professor                     Date

__________________________                     _____________________
Committee Member                     Date

__________________________                     _____________________
Committee Member                     Date

__________________________                     _____________________
Committee Member (if needed)                     Date

__________________________                     _____________________
Committee Member (if needed)                     Date
(Example of Signature Sheet)

TITLE (centered)

AUTHOR (centered)

Approved:

_________________________
(*Name of Supervising Professor)
Supervising Professor

_________________________
(*Name of Committee Member)
Committee Member

_________________________
(*Name of Committee Member)
Committee Member

_________________________
(*Name of department chair)
Chair, Department of (Name of Department)
(If College of Business: Use Associate Dean, College of Business)

_________________________
(*Name of academic dean)
Dean, College of (name of college)

Victor A. Zaloom
Interim Dean, College of Graduate Studies

*Do not include titles nor degrees.
© [date] by [your name here] for example: 2011 by John E. Doe

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