



# THESIS AND DISSERTATION SUBMISSION GUIDE 2023-24



Prepared by:  
COLLEGE OF GRADUATE STUDIES  
**LAMAR UNIVERSITY**



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## Introduction

Congratulations on reaching this stage in your academic program! You are beginning preparation of your master's thesis or doctoral dissertation for final submission to Graduate Studies. The following guidelines apply equally to theses, field studies, and dissertations.

The purpose of this guide is to acquaint you with the requirements of the Lamar University College of Graduate Studies for the formatting of theses or dissertations. It is your responsibility to follow these guidelines. **Please read this guide in its entirety prior to formatting your thesis or dissertation document.** The language of your submission should be clear and free from jargon; the grammar should be excellent, and the style, format, and quality must meet requirements stated in this guide. Graduate Studies reserves the right to send back to student and supervising professor any thesis or dissertation that does not observe the guidelines found within.

The contents of this document will save you heartache, headache, irritation, and delay if you will read them thoroughly and completely, follow the directions carefully, and adhere to all standards and requirements.

**We require that a preliminary copy of the master's thesis or doctoral dissertation, along with the approval to edit form be emailed to the Editor at [gradeditor@lamar.edu](mailto:gradeditor@lamar.edu) on or by the first draft deadline of the semester so that it may be edited for formatting problems and specifications.** See Academic Calendar at the end of this document. More details about the editing process follow in this guide. Graduate Studies must approve all document formatting before we accept the final submission for ProQuest upload and Library microfiche. We will provide two edit rounds after which your committee will need to follow up if requirements have not been met. Students are often surprised to learn how much additional work and preparation the final document requires.

Graduate Studies requires that you register for and attend a brief Blackboard workshop before submitting your preliminary copy to the editor. In this Workshop, you will create Assignment One, a skeletal framework for your thesis or dissertation document. Please be aware that we offer templates for APA formats for Education doctoral students and other more generic templates for your use in constructing Assignment One. The Workshop is asynchronous and offered once you register online at <https://www.lamar.edu/graduate-studies/thesis-dissertation-info/thesis-dissertation-workshop.html>. Dates related to the workshop are posted in this guide and on the Graduate Studies website during the first week of class each semester at <https://www.lamar.edu/graduate-studies/calendar-of-events-and-deadlines.html>. The workshop is designed to give you an idea of accepted formats and styles and to create the basic layout of your document. You will have the opportunity to ask questions of the Graduate Studies staff who oversee the thesis process.

**You should never, under any circumstances, use a previous master's thesis or doctoral dissertation as a template for your paper.**

## Appending IRB Approval and Survey Instrument/Published or Publishable Research

*If the research on which your thesis or dissertation is based required **the use of human subjects**, this section applies to you.*

The Office of Research & Sponsored Programs is responsible for the administration of research ethics at Lamar University. The office oversees policies and compliance, and this oversight includes that of the [Institutional Review Board \(IRB\)](#). All research projects conducted by Lamar University faculty, staff, students, and colleagues that require the participation of human subjects must receive written approval from the IRB before the research begins.

**Before you submit your first electronic draft to the Graduate Editor, if your research falls under this policy, then your IRB approval and the instruments applied to your subjects (surveys, questionnaires, polls, observation documentation, etc.) must be appended to your thesis or dissertation.**

**Acknowledgment of any research grants or funding under which research was conducted must be stated on the acknowledgements page. Research that uses previously published material will acknowledge the publication as the document proceeds using the GT 100 form and the published /publishable papers format. See that section on page \_\_\_ of this document. No thesis or dissertation using the published/publishable format will consist of fewer than three papers, at least one with the student as first author.**

## Documentation and Deadlines: Quick Reference

**Please remember that deadlines are crucial, because your thesis/dissertation does not only affect you. Your work will impact the College of Graduate Studies, the Records Department, the Registrar's Office, the Cashier, Financial Aid, International Student Services, and your department's administrative staff. We are all working to our own deadlines, so you absolutely must meet yours. Thanks in advance! 😊**

Please also visit <https://www.lamar.edu/graduate-studies/calendar-of-events-and-deadlines.html>

### SUMMER 2024

**FULL TERM** May 30-Aug 01, 2024

**Summer Term I** May 30-June 28, 2024

**Summer Term II** July 01 - Aug 01, 2024

May 30 -July 5 **Application window** for AUG 2024 graduation; all graduating students must apply.

May 30-June 14 Window for thesis and dissertation graduate students to register for Graduate

Thesis/Dis Workshop at <https://www.lamar.edu/graduate-studies/students/theses-and-dissertations/thesis-dissertation-workshop.html>

June 7-July 9 **Window** opens for defense announcements

June 12- July 15 **Window** for Initial Submission of thesis/diss with Approval to Edit form to [gradeditor@lamar.edu](mailto:gradeditor@lamar.edu) (pre- or post-defense)

Jun 14 Deadline to register for thesis/diss workshop Last day to drop (not withdraw) with full refund.

June 17-July 19 **Window** for oral exams/defenses. Defenses/exams must be announced and reported to Grad Studies ten days prior to the event.

June 19 Emancipation Day **Holiday**

June 24 **Deadline** for Assignment One in BB Workshop to be sent to [gradeditor@lamar.edu](mailto:gradeditor@lamar.edu)

July 4, 5 Independence Day **Holidays**

July 9 **Deadline** to complete comprehensive exams

July 10 **Deadline** to submit dissertation or thesis title to [gradeditor@lamar.edu](mailto:gradeditor@lamar.edu)

July 15 **Deadline** to submit Initial Submission (pre-or post-defense)

July 26 **Deadline** to upload approved thesis/diss document to ProQuest, and pay Library microfiche fee. **Deadline** for defense results reports to be sent to Graduate Studies

Aug 1 Last class day of full term. .

Aug 03 **Commencement**-all colleges 10:00 a.m.

## Style Guides

All theses and dissertations must conform to an accepted style manual that sets the disciplinary guidelines for references, tables, figures, citations, headings, quotations, etc. The thesis or dissertation must conform to ONE style manual approved by the Lamar University Graduate Council. You should consult the style book accepted in your specific field of study, such as APA, MLA, ACS, University of Chicago, etc. (note: it is not the editor's responsibility to teach you to use your style guide; if you do not know how, you should hire a professional editor to work with you throughout the writing process).

See our website for more [style guide resources](#). Theses or dissertations that appear to use more than one style will be returned to you for correction. The following style manuals have been approved by the Lamar University Graduate Council and are available at most bookstores:

- **ACS**, 3<sup>rd</sup> edition (Chemistry, ChemEng)
- **APA**, 7<sup>th</sup> edition (used by many disciplines at LU)
- **Chicago**, 17<sup>th</sup> edition (used by many disciplines at LU)
- **MLA**, 9<sup>th</sup> edition (English and Modern Languages, humanities)
- **LaTeX** (for mathematics – software is available through your department)

## Theses or Dissertations Consisting of Published/Publishable Articles and/or Co-Authored Works

**Very important: If you are planning to use published or publishable papers, notify Graduate Editor at [gradeditor@lamar.edu](mailto:gradeditor@lamar.edu) when you turn in your Approval to Edit form. (see Appendix K)**

### Manuscript Style vs. Published/Publishable Papers Style

Manuscript style is the regular style of a thesis or dissertation in which the thesis or dissertation is intended to be a whole work that stands together from one chapter to the next. Published/Publishable Papers style is intended for theses or dissertations where multiple individual works are compiled into a single entity. Each chapter in this style must be able to stand on its own as a complete work.

### Published/Publishable Papers Style

If you wish to reuse your published work without significant modification, you must use this style. **If you are contemplating this type of submission, you should seek the approval of your thesis or dissertation chair before beginning the project.** You should also check with your department head or program director to confirm that there are no program restrictions. You need to be aware that some departments/programs have very strict rules about submitting this type of dissertation, and some departments/ programs do not allow it.

The minimum requirements for this type of submission are 3-5 published/publishable papers, of which the student must retain 51% ownership of this document/research. For complete information and guidelines on using this type of submission, contact the Graduate Editor.

**Graduate Studies reserves the right to return to student and supervising professor a thesis**

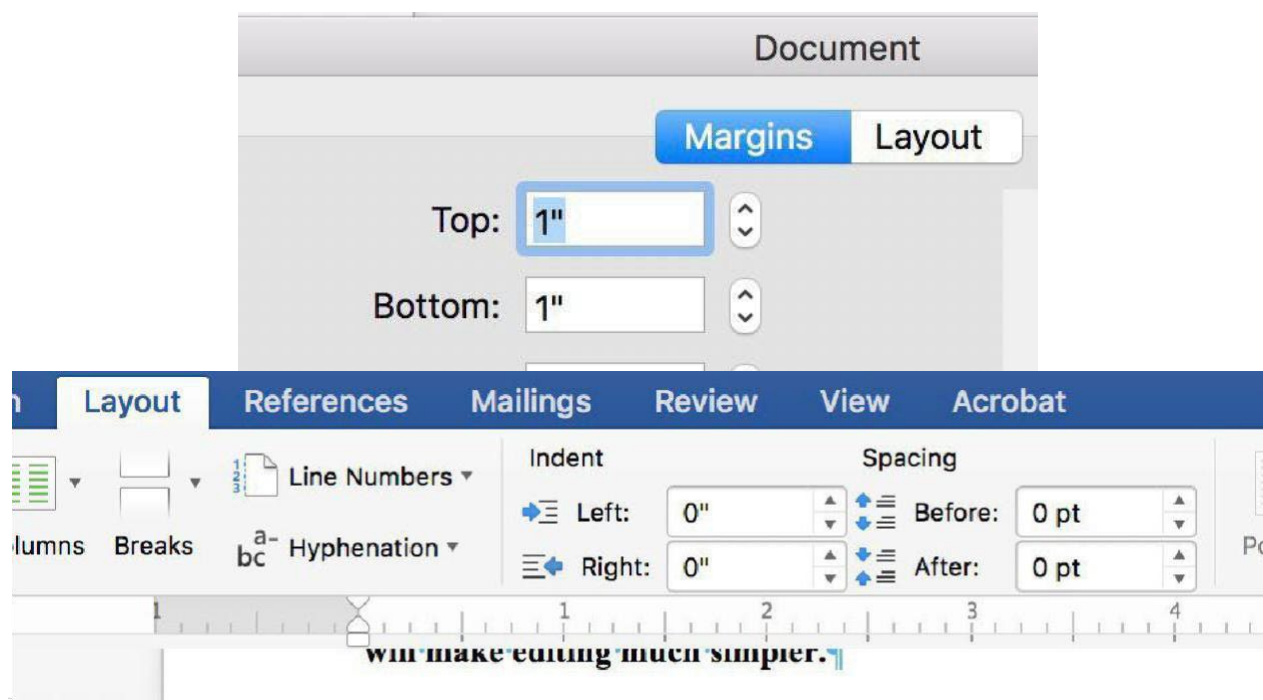
**or dissertation based on the use of an inappropriate style guide or the handling of style based on the discipline's accepted style. Most importantly, whatever you do in terms of style and formatting, do it consistently; this will make editing much simpler.**

Formatting Your Document In the Blackboard Workshop, we provide downloadable templates that can be used to set up your document. You can use these to get started or you can build your own document Either way, please note all aspects of formatting..

If you do **build your document manually, avoid using “shortcuts”** in Microsoft Word. Those shortcuts and/or internal templates for References and Table of Contents templates will actually cost you time in the end, as they will result in a document that is very difficult or impossible to edit. The editor will return any and all documents **that use an internal template of any kind. You are welcome, of course to use our framework templates for STEM, non-STEM and Education templates provided in the Blackboard workshop for the overall document**; again, you should internally build and format your document manually so that the editing process is much cleaner. The Thesis-Dissertation Workshop has been designed to allow time to set-up the foundation of your document while the Grad Editor is available to help and answer questions. If you need additional help learning to use Microsoft Word to build your document, you should schedule a 30-minute appointment with the Lamar University Writing Center, where a tutor can show you how to avoid using the shortcuts.

BEFORE YOU BEGIN BUILDING THE DOCUMENT:

**Change the default settings in Microsoft Word!** Set your margins to one inch all around, except for the left margin, which is 1.5.” Change the paragraph settings so there is no extra space before or after paragraphs (see screen shot below). This will help correctly space the text and the tables and figures in it.





## Abstract

All theses and dissertations must contain an abstract. **The abstract for a master’s thesis or doctoral dissertation must be double-spaced and is limited to 350 words, without exception.** On the abstract page, insert the word “ABSTRACT,” centered, in uppercase letters, on the first line at the top of the page (see Appendix D). Double space and then insert the thesis or dissertation title, centered, in uppercase letters. Double space again and insert the word “by” in lowercase letters, centered. Then, double space and insert the author’s name, capitalized normally, and centered.

## Appendices to the Document

If you use appendices, they should follow your list of references. Each appendix/type of appendix should have a heading and a title, e.g. Appendix A: Copyright Permissions Obtained, Appendix B: IRB Approval Letter, etc.

### List of Appendices

Appendix A	IRB
Appendix B	Survey Instrument
Appendix C	Project slides
etc	

## Chapter Headings and Titles

Format your chapter headings and titles (both as level 1) as follows in the body of the document (this specification supercedes all style manuals):

Chapter 1

Introduction

## Detailed Arrangement of the Master’s Thesis or Doctoral Dissertation

Theses and dissertations should be arranged as follows. Be aware that some of these sections may not be required, depending on the content of your document.

### Front Matter

- Blank Page (**unnumbered**)
- Title Page (**counted, but not numbered**)-see Appendix A
- Signature Page (**no page number**) –see Appendix B
- Copyright Page (**counted, but not numbered**) - see Appendix C
- Abstract Page (**no page number**) - see Appendix D
- Acknowledgments (optional) (**iii**) - see Appendix E
- Table of Contents (**iv or iii, if no acknowledgements**) - see Appendix F
- List of Tables (if used) (**v**)
- List of Figures (if used) (**vi**)
- List of Plates (if used) (**vii**)
- Abbreviations, glossary (optional)

### Numbering of Back Matter Section

- References, Works Cited, or Bibliography (depending on style manual used)
- Appendix/Appendices (**IRB** and **survey instrument** if used)
- Biographical Note (optional)
- Blank Page (unnumbered)

### MAIN BODY

Page numbering in the main body of the document begins with chapter one, page one. Page numbers must be placed in the header section in the upper right corner of the page. All pages must be consecutively numbered with Arabic numerals (i.e., 1, 2, 3, etc.) preceded by the author’s last name (i.e. Smith 1). This information must be no less than 1” from the right margin and ¾” from the top of the page.

- 
- 

### Page Numbering and Placement

Our templates create the numbering for you, but if there is a question, see below: Pages preceding the first page of Chapter 1 are “front matter.” The front matter pages must be numbered using lowercase Roman numerals (i, ii, iii, iv, v, etc.). Page numbering begins with the ACKNOWLEDGEMENTS page (Appendix E), numbered as page iii. All remaining pages in the front matter should be consecutively numbered. Page numbers are placed in the Footer section at the bottom center of the page and ½ to ¾ inch from the bottom of the page.

Margins      *Note: This requirement supersedes the APA style recommendations.*

All pages of your document must use the following margins:

Left:	1½ inch
Right:	1 inch
Top:	1 inch
Bottom:	1 inch

### Headers/Headings in the Text

**Running headers are not allowed.** Headings (i.e. chapter title headings, section headings, etc.) must be formatted consistently throughout, according to the style guide being used (APA, MLA, U of Chicago, ACA or LaTeX, . Pay close attention to consistent placement, bolding, and capitalization of each heading. All headings and subheadings in the document should also be listed in the Table of Contents. The wording, punctuation, and capitalization should be exactly the same in each location in which the headings appear. The same is true for figure and table layout in Lists of Figures and Tables.

### Justification

The entire document is **left-aligned** (not justified), with the exception of the cover page.

### Tables and Figures

Table captions should be placed above the table. Figure captions should be placed below the figure, though new rules for APA will be allowed . For tables and figures placed in the text, insert **four single lines of space above and below** the table or figure so that it or its caption are not confused with the regular text. 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 that is the work of another author, you must give a full citation, including page number.

Captions should be single-spaced. (See Appendix F.)

**Tables and figures may be centered, but their headings and captions should be left-aligned.**

Tables or figures that are too long or too wide for a single page may be continued on the next page. If continued, the number or heading of the table or figure should be repeated on subsequent pages and followed by “**cont.**” (abbreviation of *continued*). Column and row headings for tables must repeat on each continued page.

## List of Tables

The list of tables PRECEDES the list of figures in the front matter and is formatted as:

List of Tables		
Table		Page
Table 1.	Factor Analysis of State Affect Scale	20
Table 2.	ANCOVA Summary Table for Effects of Type of Environment (ENV) and Fascination Level (FASC) on Digit Span score, controlling for Virtual Reality Discomfort (VRD)	26
Table 3.	ANCOVA Summary Table Testing the Effects of Type of Environment (Nature Vs. Urban) and Fascination Level (High vs. Low) on State Affect Stress score	27

## List of Figures

The list of figures FOLLOWS the list of tables in the front matter and is formatted as:

List of Figures		
Figure		Page
Figure 1.	Depiction of Kaplan's (1995) ART versus Ulrich's (1983) SRT	5
Figure 2.	Approaches to Linkage Between Task Demand, Resource Decline, Performance, and Stress. (Kaplan, 1995, p.179)	12
Figure 3.	Mediational Analysis Model Using Digit Span to Measure Attention and State Affect Stress Scale to Measure Stress	31
Figure 4.	Mediational Analysis Model Using Digit Span to Measure Attention and ZIPERS to Measure Stress	34

## Paragraphs

Indent the first line of each new paragraph ½ inch from the left margin. Do not start the first line of a new paragraph on the last line of a page. Do not end the last line of a paragraph on the first line of a page. This is known as the “widows and orphans” rule.

## Personal Information

Because master’s theses and doctoral dissertations are published online through UMI ProQuest, personal information such as home phone, cell phone, home address, and e-mail address must not be included in the thesis or dissertation. University-based information may be included but is not required or recommended.

## Placement of Page Numbers on Landscape Pages

Page numbers on landscape pages must appear in the same location as portrait pages if they were turned in the same direction. To find instructions on how to insert page numbers properly, you can Google “How to add a portrait page number to a landscape page.” You can also include the software type and version you are using to further tailor the instructions. For Word, you may find a tutorial here: <https://support.microsoft.com/en-us/kb/211930>. There are also many YouTube videos available.

## References/Works Cited

**Do not use the References application in Microsoft Word. Also, do not use BibTex or EasyBib or CiteSeer or any other shortcut applications to format your references. Consult and learn your style guide, and type each entry manually.** If you use shortcuts, it will be very obvious in the list of entries that you have done so, and the editor will send your submission back to you and your supervising professor. References that are imported through a template or use links are uneditable by the Graduate Editor, so minor errors that could be corrected quickly are not able to be changed. Often, those templates do not even allow the Editor to comment on individual entries in the Reference List, thus creating a situation where the author must identify and correct every error on their own. Do not use a template for References. If your Committee requires that you use certain templates, let us know and then be sure to unlock these prior to sending us the document requires these.

## Spacing

Double-space all lines in the text and in the front matter section.

- References may be spaced 1.5 within the reference and double-spaced between references.
- All lines of text in the front matter section must be double-spaced unless otherwise indicated.
- Table and figure captions should be single-spaced if the caption is more than one line in length.
- Verify all Tables and Figures are within the margins. Any portion of Tables and Figures that fall outside of the required margins will be LOST IN PRINTING.

## Table of Contents

Do **not** use Microsoft Word shortcuts, templates, or links to build your Table of Contents; you should build it manually. Here is the basic format (*achieve indented levels using the ‘tab’ key*):

Table of Contents		
Chapter		Page
	List of Tables	vii
	List of Figures	ix
1	Introduction and Literature Review	1
1.1	Psycho-evolutionary (Stress Recovery) Theory (SRT)	6
1.2	Attention Restoration Theory (ART)	8

You are not required to use numeric seriation of your subheadings; the only numerical seriation required is of chapters. However, regardless of whether you use numerical seriation, you should use incremental, ½” indentations to differentiate heading levels in the Table of Contents. (Also see Appendix F.)

### Type/Font

Font should be set to 12-point Times New Roman. **In most cases, we do not recommend using any other font.** The same typeface must be used throughout the entirety of the paper. This includes page numbers, headers, figure and table captions, and footnotes.

## Plagiarism and Copyright Issues

### Plagiarism and Citing Your Sources

Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. The use of a quotation, figure, table, graph or legend directly from a publication that is not cited is also considered plagiarism. When citing another person's ideas, processes, results, or words, you must consistently follow rules set out by your chosen style guide. This applies not only in the body of work, but also in the acknowledgments, dedication, and appendices.

- Charts, tables, graphs, photos, etc. directly used from another work must be cited in the caption. Permission to reproduce must be included for all copyrighted tables and figures.
- Original photos must include the name of the photographer in the caption along with the statement "used with permission." If the photographer is someone other than the author of the research, permission must be obtained from the photographer to reprint the photo. Photographs taken of samples or equipment taken by the author (that do not also contain persons in them) do not require a photo citation.

### Self-Plagiarism

Self-plagiarism occurs when you, the author, use any portion of your previously published writings in subsequent research papers without citing the original work.

### Copyright Violations, Excessive Use of Materials

When any copyrighted material is used, you must conform to all laws pertaining to the use of copyrighted material. Also, use of materials, including figures, legends, and pictures from a publication, even if cited, can be a copyright violation. In this case, we recommend that you contact the publisher of the document for further instructions on obtaining permission for use. Documentation of permission must be included in the appendices of the paper.

**Graduate Studies reserves the right to thoroughly investigate your thesis or dissertation if we find signs of plagiarism.**

## The Editing Process

### Pre-Submission Requirements

During the semester in which you graduate, you must:

- Be enrolled in the thesis, field study, or dissertation class (5390 or 5391).
- Apply for graduation online through Self-Service Banner
- Register for and participate in the mandatory Blackboard workshop. You may also attend the workshop prior to your graduating semester. If more than a year lapses between the semester you take the workshop and the semester you graduate and publish, then you should take the workshop again.
- Pay graduation fees online or at the Cashier's Office on or by given semester's deadline.
- Purchase cap and gown at Lamar University Bookstore prior to commencement ceremony.

- Orally defend the thesis within the appropriate period of your graduating semester. This requirement may occur simultaneously with the editing process. Your supervising professor will use the G-5 form 10 days in advance of the defense to notify Graduate Studies of the time and place of the defense.
  - The specific time and place for the defense 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 representative of Graduate Studies may attend, as might other Graduate Faculty, with the permission of the supervising professor. As well, members of the public may attend the presentation portion of your defense, but only committee members are present for the critique/analysis/questioning portion
  - Your 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 Graduate Studies. Unless Graduate Studies grants an exception, all re-examinations must be held during the published oral defense period.

#### Initial Submission to Graduate Editor

1. **Do not submit a rough draft as the initial submission; this initial submission should be complete except for the editor's technical and stylistic edits.** If you are unable to meet the preliminary initial submission deadline (see Calendar above), you must contact your Committee Chair and the Graduate Editor **prior to the due date** to discuss alternatives.
2. Submit this preliminary electronic copy of your thesis or dissertation (in Microsoft Word format with the exception of Mathematics LaTeX papers) via email attachment to [gradeditor@lamar.edu](mailto:gradeditor@lamar.edu) by the designated deadline in the semester. It should be complete, and it must comply with the style manual accepted by your department and should have no grammatical, spelling, or typographical errors. In this version, you should have addressed all committee comments and removed them from the margin, if any.
3. The preliminary submission **MUST** be accompanied by a copy of the “**Approval Form for Editing Thesis/Dissertation**” (see appendices) or be sent by supervising professor/committee chair to [gradeditor@lamar.edu](mailto:gradeditor@lamar.edu) with a cc to all committee members and you. If you use the form, it must be signed by the supervising professor and all committee members; this verifies that the document meets the requirements of these guidelines. It may be scanned and emailed to the Graduate Editor along with the preliminary thesis/dissertation submission, or it may be delivered to Graduate Studies in Wimberly 219. The editor will check your document for formatting errors and return it to you for correction via email.
4. You must make the requested corrections and return the document to the Graduate Editor within three working days of receipt. This exchange will continue until all formatting errors are corrected.



5. Documents with an excessive number of errors – whether spelling, grammatical, or formatting errors – will be returned to you and to your supervising professor with the recommendation to hire a personal editor. The Graduate Editor is a technical editor, primarily, who helps prepare your document for Microfiche and academic distribution. The Writing Center does not provide this level of editing for thesis and dissertation writers, though the Writing Center Director may be able to connect you with a more affordable personal editor.

***A note on personal editors: they can be expensive, and that cost will be your responsibility above and beyond the costs associated with publishing your thesis and with graduation. If you foresee a need for help with the grammar and mechanics of your document, you should plan ahead and set aside \$200-\$500 for this expense (estimate \$5.00-\$8.00 per page). If the graduate editor requires you to hire a private editor, do not delay the process. The longer you wait, the higher the fees are for rushed return on edits.***

**It's possible that the Graduate Editor may fully approve your thesis before you've defended it. If this happens, but your committee requires changes after the fact, you must submit the document again with those changes noted to the Graduate Editor for final review and approval.** When all formatting errors are corrected, the Graduate Editor will approve your thesis or dissertation for Final Submission. You will be notified via email by the Graduate Editor with an Approval Letter. The Approval Letter will contain instructions for the Final Submission Process.

#### Final Submission Process

Once you have received the Approval Letter from the Graduate Editor, the following documents must be submitted to Graduate Studies by the deadline:

**Signature Page**—Follow department guidelines. Most departments will ask you for a copy of the signature page prior to defense. That copy is signed and the department forwards it to the dean of the academic college. He or she will send it forward to the Graduate Studies Office in time for the Graduate Dean's Signature and the appending of the signature to the final PDF sent to you approved for upload to ProQuest.

**Microfiche Invoice**—Lamar University requires all master's and doctoral students to order one microfiche copy for the Mary and John Gray Library. The Graduate Editor will invoice you for the microfiche. You may pay in person at the Cashier in the Wimberly Building or online via your Self-Service Banner account. Once the microfiche invoice is paid, email the Graduate Editor to confirm payment.

Note: You can order *personal bound copies through a link sent by gradeditor once your ProQuest file is uploaded.*

Order personal copies separately.

In your approval letter with the ProQuest PDF and invoice, you will receive a link from the Graduate Editor with instructions so that you may order personal copies and have them shipped directly to your U.S. address.

### Proof of Submission to UMI/ProQuest

You must electronically upload the approved copy of your thesis or dissertation to UMI/ProQuest by the semester deadline. See instructions for submitting Electronic Thesis or Dissertation (ETD) in the appendices to this guide or online at <https://www.lamar.edu/graduate-studies/thesis-dissertation-info/how-to-submit-online.html>. Once you have submitted to ProQuest, the editor will receive an emailed notification as proof of submission. Do not submit to ProQuest before being asked to by gradeditor. Any uploads made without permission will be notified to Graduate Studies and deleted from ProQuest.

### Survey of Earned Doctorates

Ph.D. and D.E. students must submit the online Survey of Earned Doctorates. The link is <https://sed-ncses.org>. NOTE: Ed.D. candidates are neither required nor allowed to submit the survey.

### Appendices to These Guidelines

On the following pages, these samples are formatted exactly as yours should be, including pagination.

(Appendix A: Sample Title Page)

*(2 inch margin from top of page to title)*

TITLE  
(Centered, double spaced if more than one line, uppercase)

*(2 inches, or 4 double spaces, from title to “A Thesis”)*

A Thesis  
Presented to  
The Faculty of the College of Graduate Studies  
Lamar University

*(3 inches, or 6 double spaces, from “A Thesis” to “In Partial Fulfillment”)*

In Partial Fulfillment  
of the Requirements for the Degree  
(Name of degree, e.g. Master of Engineering Science)

by  
Jane Doe  
August 2020

(1 inch margin from date to bottom of page)

(Appendix B: Sample Signature Page)

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)

---

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

---

William E. Harn  
Dean, College of Graduate Studies

\*Do not include titles or degrees.

© [date] by [your name here] for example:

© 2021 by First Name Initial Last Name

No part of this work may be reproduced without permission except as indicated by the “Fair Use” clause of the copyright law. Passages, images, or ideas taken from this work must be properly credited in any written or published materials.

(Appendix C: Sample Copyright Page)

Nota bene: Lamar University can claim co-ownership of copyright in cases where the work meets the conditions stated in the Intellectual Property policy statement of the Texas University System.

**[Do not use the above statement in the copyright page. It is for your information only.]**

ABSTRACT

AGING IN FACT AND FICTION:

BECKETT'S PLAYS AND THE PHYSICAL EVIDENCE

by

John H. Doe

Samuel Beckett's major plays – “Waiting for Godot,” “Endgame,” “Krapp's Last Tape,” “Happy Days” – use aged protagonists who suffer from conspicuous physical and mental disabilities.

This study compares Beckett's representation of old age with recent research data produced by gerontologists in studies of actual aging. The comparison shows that the disabilities portrayed reflect actual experience to some extent, but more often they function as metaphors for human limitations. The characters are paradigmatic human beings representing the plight of mankind in an absurdist universe; their blindness and lameness represent our inability to understand and act.

(Appendix D: Sample Abstract)

## ACKNOWLEDGEMENTS

I am grateful to all of those with whom I have had the pleasure to work during this and other related projects. Each of the members of my Graduate Committee has provided me with extensive personal and professional guidance and taught me a great deal about both scientific research and life in general.

Nobody has been more important to me in the pursuit of this project than the members of my family. I would like to thank my parents, whose love and guidance are with me in whatever I pursue. They are the ultimate role models.

(Appendix E: Sample Acknowledgments with pagination)

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(Appendix F: Sample Table of Contents page with pagination)



**THESIS/DISSERTATION  
APPROVAL FORM FOR FINAL EDITS**

This form is to be completed by the student, signed by all committee members and submitted to the College of Graduate Studies. The College of Graduate Studies does not provide editorial service. Work that has major grammatical, spelling, and/or style problems will be returned to the student.

_____ Student's Name	_____ LU ID#	_____ Dept.
_____ Style Used	_____ Phone #	_____ Email

---

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 conformity 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 conformity* 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

## Appendix H: Submit Your Electronic Thesis or Dissertation (ETD - ProQuest) Online

1. Create an account:
  - Go to [www.etsadmin.com/lamar](http://www.etsadmin.com/lamar)
  - Click “Submit my dissertation/Thesis”
  - Click “Create an Account” and fill in information
2. Convert thesis/dissertation to PDF (be sure to include the blank pages in PDF)
  - Click the “PDF Conversion” tab
  - Click “Browse” button and select your thesis/dissertation
  - Click “Convert File”
  - You will receive an email about 10 minutes later containing your PDF file. Open the file and review it to make sure that there were no errors during the conversion. Save it to your computer.
3. Go back to the “My ETDs” tab and make sure you are under the “Submit my ETD” heading. Review the checklist to ensure that you have the required information, then click “continue”
4. Select Publishing Options, then click “save & continue”
5. Read Traditional Publishing Agreement, then click “accept”
6. Enter contact information, then “save & continue”
7. Fill in Dissertation/Thesis Details, then “save & continue”
  - Note: If you are an Applied Criminology major, select Criminal Justice as your department
  - When asked to insert Abstract, just copy and paste it into the box. For formatting assistance, click the “formatting hints” link
8. Upload your saved PDF thesis/dissertation; once successfully uploaded, click “save & continue”
9. Upload any supplemental files (if applicable) that are part of your thesis/dissertation, but were not included in your uploaded PDF file of your thesis/dissertation, then “save & continue”
10. Add any additional notes that you want us (the Graduate Office) to read along with a phone number and email address to reach you, then “save & continue”
11. Register U.S. Copyright (optional), then “save and continue”
  - You will probably choose “no” for the Previous Copyright Registration unless other arrangements have been made within your department
  - We do not require you to copyright your work. Note: if you choose for ProQuest/UMI to file for copyright, it will cost you \$55
12. **DO NOT ORDER COPIES!** Scroll to bottom of page and click “decline- do not order.” The university will supply you with a link to the HF PRINTING GROUP where you can order your personal copies at a lower rate . <https://www.thesisondemand.com/>
13. Review submission, make changes if necessary, then click “submit dissertation/thesis”
14. You should only be charged a fee if you chose to copyright your thesis/dissertation; otherwise, your submission should be free of cost, click “done”
15. Ph.D. and D. E. Doctoral students only (not for Ed.D. : You must also fill out a doctoral survey, which is conducted online at <https://www.lamar.edu/graduate-studies/current-students/survey-of-earned-doctorates-sed.html>

## Appendix I: Pre-submission Checklist

Do not submit your first electronic draft until you have reviewed and met all of the items in this checklist.

---

- Y Have you applied for graduation?
- Y Are you enrolled in the proper thesis or dissertation course (5390-91)?
- Y Have you obtained signatures on the “Thesis Approval Form for Editing” to submit with your paper or had your submission sent to [gradeditro@lamar.edu](mailto:gradeditro@lamar.edu) by the supervising professor/committee chair w a cc to all committee members ?
- Y Have you eliminated all grammar and spelling errors?
- Y Does all text appear in the correct font and font size?

### **Front Matter Section:**

- Y Are all page numbers in Times New Roman 12-point font?
- Y Are the page numbers centered at the bottom of the page, in lowercase Roman numerals?
- Y Does the Title page should show the month and year of graduation?
- Y Have you written your thesis title consistently on each page on which it appears?

### **Body Section:**

- Y Does the author’s last name precede the page number in the upper right corner of the main text? Are the page numbers in Arabic numerals?
- Y Do all headings that appear in the main text also appear in the Table of Contents (TOC)?
- Y Do all tables/figures appearing in the main text also appear in the Lists of Tables/Figures in the Table of Contents section? Do the table/figure numbers and captions match?
- Y Have you appropriately cited all primary/secondary source material used?

### **Back Matter Section:**

- Y If you have IRB documentation and/or a survey instrument, are those attached as appendices?
- Y Are your references alphabetized correctly?
- Y Does each of your references have a citation in the main text?
- Y Are multiple references by the same author(s) placed in order of publication year, starting with the oldest?
- Y Are any references separated between 2 pages?
- Y Are all hyperlinks removed from your references?
- Y Are all references formatted correctly in your chosen writing style?

## Appendix J: Thesis Approval Checklist

This is a checklist that the Graduate Editor appends to your thesis-dissertation approvals file, which is created once you submit your first electronic draft. The Dean of Graduate Studies will not approve your thesis for publication until all of these requirements are met.

- Attended thesis workshop
- Approval form for editing
- Signature page
- Editor's approval memo
- ProQuest uploaded
- Microfiche invoice completed
- Microfiche invoice paid
- Degree requirements met
- Defended successfully
- Personal copies link sent
- Doc survey completed

## APPENDIX K: THESES OR DISSERTATIONS CONSISTING OF PUBLISHED OR PUBLISHABLE PAPERS

This is a general information sheet. Please request the updated document that includes the GT 100 from [gradeditor@lamar.edu](mailto:gradeditor@lamar.edu)

It is acceptable in some fields for students to submit a master's thesis or doctoral dissertation composed of some number of previously published or publishable papers. A student who contemplates this type of submission should seek the approval of their thesis or dissertation Committee Chair/Supervising Professor before beginning the project. The student's supervising professor or committee chair should submit the permission form, GT100, with the signature of their thesis or dissertation Committee Chair/Supervising Professor to the Graduate Editor upon submission of their first draft. This GT 100 will be placed as the final page on the student's final document. ***Students should be aware that some departments have strict rules about submitting this type of thesis or dissertation, and some departments do not allow it.***

Graduate Studies requirements with regard to this type of submission include the following:

### Definitions

*Published Paper*-a paper published by the student to a journal or other reputable academic publication where the student is the primary author and completed at least 51% of the work.

*Publishable Paper*- a paper that has been determined by the student's committee to be of sufficient academic merit so as to be submitted for publication to a journal or other reputable academic publication. This could also be a paper that has been submitted to a journal but has yet to be accepted for publication. The student must be the primary author and must have completed at least 51% of the work.

### Guidelines

- 1) The thesis or dissertation must include an overall abstract.
- 2) If the papers have been published previously, the thesis or dissertation must include a list of the original papers included in the thesis/dissertation with a full publication citation for each. This should be inserted after the Table of Contents but before the first chapter at the end of the Front Matter section.
- 3) Published or publishable papers used in the thesis/dissertation must be a product or result of work created within the student's graduate program at Lamar University.
- 4) The thesis or dissertation must include a chapter entitled "Introduction," separate from the chapters containing the papers, that presents the topic of the thesis/dissertation and explains the rationale for compiling these papers into one document.
- 5) The thesis or dissertation must include a final chapter separate from the chapters containing the papers entitled "Conclusions." The "Conclusions" chapter summarizes the papers and provides concluding remarks and possible suggestions for future research.
- 6) As each published/publishable paper will likely contain its own literature review section, a separate chapter devoted entirely to literature review is not required.
- 7) Any "bridging information" deemed necessary to make the thesis/dissertation a more coherent document should be as brief as possible and be located in the Introduction chapter. No "bridging sections" between chapters are allowed.
- 8) References and appendices should be placed after each individual chapter or paper, including the introduction and conclusion chapters if applicable. If the same references or appendices are used in multiple chapters, they should be relisted after each chapter to which they refer.

- 9) Students may not “mix” the published/publishable paper format with a traditional thesis or dissertation format. It must be one or the other. For example, a student may wish to insert a published/publishable paper in one chapter of a traditional thesis/dissertation. This is unacceptable.
- 10) It is strongly suggested by the College of Graduate Studies that a minimum of 3 and a maximum of 5 published or publishable papers be used in a single dissertation. Any dissertation proposing the use of less or more than this suggested range will be considered by the Dean of Graduate Studies on a case-by-case basis. Once a paper has been presented in a dissertation, it may not be used again in the same way by a different student.
- 11) The College of Graduate Studies will make an allowance for a “co-authored” published paper with a faculty member’s name appearing first, or prior to the student name in the author section of the paper. This paper would not count toward the suggested 3-5 papers required for the Published/Publishable paper format option.
- 12) If papers are written by multiple authors, the author of the thesis or dissertation must be the primary author of the paper to be used in the thesis or dissertation. Documentation must be given by the student’s Committee Chair/Supervising Professor stating that the student is the primary author of the paper and completed at least 51% of the work for the paper. The documentation should be included in the appendix of the Thesis/Dissertation in the form of a completed but unsigned copy of Form GT 100. The signed copy will be submitted to the Graduate Editor along with the first draft and housed in the student’s file in the Graduate Studies office. (See sample of Form GT 100 in the following pages.)
- 13) If the papers have been published previously or have been submitted/accepted for publication, the papers should include the exact content published or required by the publisher but should follow all formatting requirements required in the College of Graduate Studies Thesis/Dissertation Guidelines. If multiple papers are for journals requiring different formats, reformatting into a single acceptable format is required.
- 14) A release from the journal in which the paper was previously published must also be added as an appendix in the chapter in which the paper appears.
- 15) As a courtesy to the co-authors of each paper, their names should appear in the ACKNOWLEDGEMENTS section of the Front Matter of the Thesis/Dissertation.

Each paper must be presented in its entirety within the thesis or dissertation, including its abstract, introduction, references, and supporting information such as appendices. All other applicable Graduate Studies rules with regard to format requirements and the submission of the dissertation **MUST** be followed. Please remember consistency in formatting and style throughout your dissertation.

### **REMINDER: Copyright Violations, Excessive Use of Materials**

When any copyrighted material is used, the student must conform to all laws pertaining to the use of copyrighted material. Also, use of materials, including figures, legends, and pictures from a single publication, even if cited, can be a copyright violation. In this case, it is acceptable to contact the author of the publication for permission to use his /her work. Documentation of permission must be included in the appendices of the paper.

**Possible General Format Sample:****Front Matter**

Blank Page (unnumbered)

Title Page

Signature Page

Copyright Page

Abstract Page

Acknowledgements Page (names of each paper's co-authors to be listed here)

Table of Contents

List of Tables

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Chapter 2

Table 1 Title 15Table 2 Title 19Table 3 Title 21

List of Figures

Chapter 1 PageFigure 1 Title 10Figure 2 Title 12Citations for Papers Used  
(for both published and publishable papers)**Body of Thesis/Dissertation**

Chapter 1 Introduction

References included if applicable

Chapter 2

Paper #1: includes the entire published paper with its references and, if applicable, appendices. The copyright release for each published paper is to be included at the end of the chapter in which appears.

Chapter 3

Paper #2: includes the entire published paper with its references and, if applicable, appendices. The copyright release for each published paper is to be included at the end of the chapter in which appears.

Chapter 4

Paper #3: includes the entire published paper with its references and, if applicable, appendices. The copyright release for each paper is to be included at the end of the chapter in which appears.

Chapter 5 Conclusions

References included if applicable

**Back Matter**

Form GT 100(completed, but unsigned)



**EXAMPLE ONLY Ask for the most updated form please when you request to use published /publishable format**  
**From [gradeditor@lamar.edu](mailto:gradeditor@lamar.edu)**

**Lamar University College of Graduate Studies**

**Permission to use the “Published/Publishable Papers” format for Thesis or Dissertation**

\_\_\_\_\_  
 Student's Name

\_\_\_\_\_  
 LU ID #

\_\_\_\_\_  
 Department

\_\_\_\_\_  
 Thesis or Dissertation Committee Chair or Supervising Professor  
 (Please Print)

Thesis or Dissertation Title:

List of Published/Publishable Papers to be Used and Chapter in which it appears:

On behalf of the student's thesis/dissertation committee, each of whom I have consulted, I give permission for the student to compose their thesis/dissertation using their published or publishable papers. I certify that this student is the primary author of the published or publishable papers used in this thesis/dissertation, and the student has completed at least 51% of the work in each of the papers used.

\_\_\_\_\_  
 Signature of Committee Chair or Supervising Professor

\_\_\_\_\_  
 Date

Print Name \_\_\_\_\_