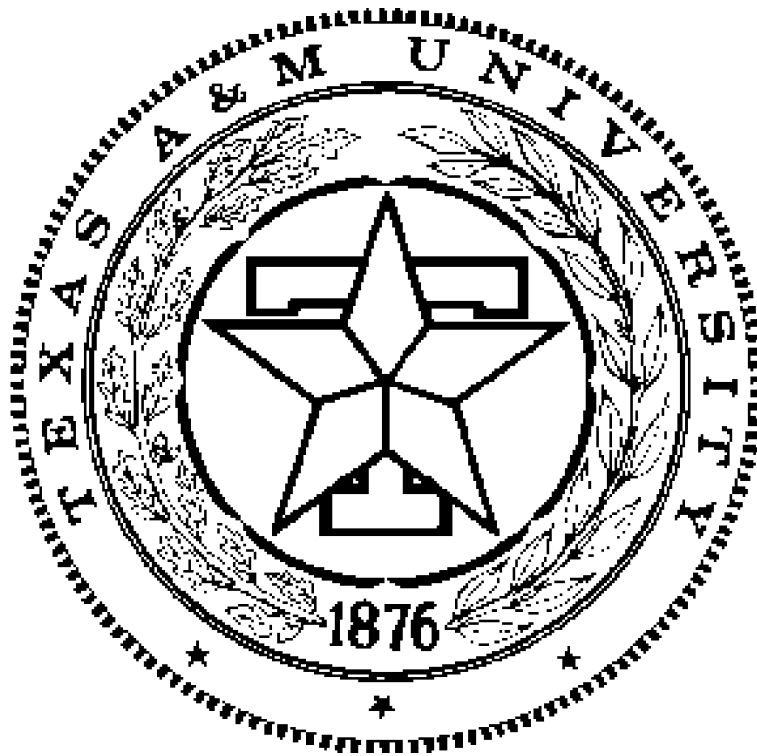


THESIS MANUAL

INSTRUCTIONS CONCERNING THE PREPARATION OF THESES,
DISSERTATIONS AND RECORDS OF STUDY



Office of Graduate Studies
Texas A&M University
July 2007

THESIS OFFICE

Sterling C. Evans Library
Room 612
(979) 845-2225
Fax: (979) 862-3124
E-mail: thesis@vprmail.tamu.edu

Hours: Monday through Friday
8 AM – 12 Noon
1 – 5 PM
Website: <http://thesis.tamu.edu>

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To assist students the Thesis Office offers the following services:

- Help with specific thesis style and formatting questions. Students may call, email or come by the Thesis Office with questions.
- The **pre-submittal conference** – The student meets with a thesis reviewer for a format check around the time of the final defense before the manuscript is submitted electronically. **This conference is strongly recommended.** An appointment is needed; call the office.
- Upon request, reviewers give talks about style and formatting to graduate classes.

Required Forms

The following required forms are posted on the Thesis Office website (<http://thesis.tamu.edu/forms/>):

- Approval Form
- TAMU Copyright and Availability Form
- ProQuest Form (for Doctoral Students)
- Survey of Earned Doctorates (for Doctoral Students)

Technical Handouts

Technical information is posted in the “Handouts” section of the Thesis Office website (<http://thesis.tamu.edu/handouts>).

- Creating PDF Files
- Landscape Figures/Tables: Positioning Page Numbers
- Page Numbers in Microsoft Word
- Table of Contents Formatting Tips

Thesis Preparation Handouts

Formatting information is posted in the “Handouts” section of the Thesis Office website (<http://thesis.tamu.edu/handouts>).

Topics include:

- Approval Form Factsheet
- Approval Form Guidelines
- Binding Information for Personal Copies
- Checklist for Manuscript Preparation
- Combining Several Papers into a Thesis or Dissertation
- Creating PDF Files
- Customary Ways to Cite Material in the Text
- Early Considerations for Preparing Your Thesis or Dissertation
- Example of First Text Page
- Example of Second Page of Manuscript
- Landscape Figures/Tables: Positioning Page Numbers
- List of Editors
- List of Typists
- Manuscripts in Spanish
- Minimum Size Reduction for Tables and Figures
- Notes and Endnotes
- Oversized Illustrative Material
- Page Numbers in Microsoft Word
- Permission to Use Copyrighted Material
- Petroleum Engineering Majors Using SPE Journals
- Reference Preparation and Proofing
- State Abbreviations
- Subheading Tips
- Submittal Requirements Checklist for Electronic Dissertations
- Submittal Requirements Checklist for Electronic Theses
- Table of Contents Formatting Tips

Call with Questions or Problems

If there is anything that seems out of the ordinary in the thesis, it is important to check with the Thesis Office well in advance of deadlines to work through potential difficulties. The following is a partial list of situations when a student needs to contact the Thesis Office:

- Problems having the Approval Form signed
- Multimedia to be added as separate non-PDF file(s)
- Copyright questions

WRITING THE THESIS

TAMU Standards and Requirements

This manual was written by the Office of Graduate Studies of Texas A&M University to help graduate students and their committee members prepare theses, dissertations and records of study. Its purpose is to define uniform standards of style and format and to allow enough flexibility to satisfy the practices of each academic discipline.

Texas A&M University requires a dissertation or record of study from all doctoral candidates and a thesis from all thesis option master's candidates. The dissertation, record of study, or thesis should be presented in a scholarly, well-integrated and properly documented manner and should report the original work done by the student under the supervision of the advisory committee.

Because Texas A&M University is a public institution, the research conducted here is ultimately for the benefit of the public. To support this goal, all theses, dissertations, and records of study are available through the TAMU libraries. The availability may be delayed temporarily only for patent/proprietary or publication reasons.

TAMU requires that all theses, dissertations and records of study be submitted electronically. The ETDs (Electronic Theses and Dissertations) are prepared in the same manner as a paper thesis, except that instead of printing to paper, the thesis is converted to a PDF file. [Information on PDF conversion can be found on our website.](#)

Presentation of the Material

The finished manuscript is to be an independent professional effort. In the thesis the student must use clear English, show an overall understanding of the literature in the field, and present clearly the method, significance and results of the research. Full documentation and useful tables and/or figures are especially important. The document should not be longer than is necessary to present the research thoroughly. Thesis length can vary widely depending on the research topic, academic discipline and the degree sought. There is no specific minimum or maximum length.

The thesis should be presented as a single unit, and continuity from chapter to chapter is important. Several studies or experiments may be presented in separate chapters. Each chapter may have subdivisions such as Introduction, Materials and Methods, Discussion and Summary. The thesis must have only one Abstract and one Reference section. The Reference section must be an integrated list, not a series of lists. The one inclusive Abstract and the Introduction, Conclusion and Reference sections provide continuity in the thesis.

Selecting and Using a Journal Model

The student must select a journal to be used as a style guide in writing the thesis. The journal must be a respected, scholarly journal, well known in the major field. The selected journal will be noted on page 1 of the thesis. (See [pp. 34 and 35](#) for a sample page 1 with a journal model sentence and instructions for preparation.) A style manual such as Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations* or the *Publication Manual of the APA* is not to be listed as a model. The exceptions are for students in the **English** Department who may use the current *MLA Style Manual* and students in the **Philosophy** Department who may use either the *MLA Style Manual* or *The Chicago Manual of Style* as the official model listed on page 1 of the thesis.

Follow the journal for:

- Location of table titles (above or below table)
- Location of figure titles (above or below figure)
- Format and content of the Reference section

Whenever there are differences in format and layout between the specifications of the *Thesis Manual* and the journal model, the *Thesis Manual* **overrules** the journal. The more sophisticated publication and layout practices of some journals are not accepted in theses. Some examples of format common in journals but **not allowed in theses** are: large and small capital letters for major headings and subheadings, figure captions beside the figures, text in double columns and text beside figures.

A journal's "Instructions to Contributors" information is not to be followed exactly when writing a thesis. (These instructions are for the convenience of the editors and printers of a journal and do not necessarily apply to the format of a thesis.)

Using a Style Manual

The *Thesis Manual* does not address all questions pertaining to style and format for the preparation of a thesis. Many manuals and handbooks are available for this purpose. For specific questions not answered in the *Thesis Manual*, the current editions of the following may be helpful: Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*; *Scientific Style and Format: the CBE Manual for Authors, Editors and Publishers*; *Publication Manual of the APA*; *The MLA Style Manual*; *The ACS Style Guide*; and *The Chicago Manual of Style*.

Publication of the Research; Copyright Issues

Students must be careful not to violate United States copyright laws.

*If you publish material that will be part of your thesis **before** you submit the thesis (TAMU policy):*

The TAMU policy is that graduate students may publish material that will later be used as part of the thesis. However, you must be aware of the agreement you sign when a journal accepts an article for publication. TAMU Libraries make all manuscripts available to the public on the Web. Do not sign any agreement that limits TAMU's rights to provide research results to the public.

If you are using your already published material in the thesis (Journal policies):

Students should be aware of the publishing agreement you sign when a journal accepts an article for publication. At that time, the student/lead author typically assigns rights to the journal as publisher, and you may no longer possess the right to use this material without permission. However, the publishing agreement form *can* be modified before it is signed so that the student retains the right to include the material in the thesis. The publisher would still have the right to print, distribute, and sell the work. (When negotiating with the publisher, remember to inform them that the thesis/dissertation will be available worldwide through the Internet (dissertations will be sent to ProQuest CSA and can be purchased through them).)

If you have **not** retained the right to use the material in the thesis, you must get permission from the copyright holder to include it. A written statement of permission (email is accepted) should be provided to the Thesis Office. Go to the *Letter of Permission Request to Copyright Holder* information under "Handouts" (<http://thesis.tamu.edu/handouts/>) for more information about obtaining permission and a sample letter requesting permission. See also the menu item "[Reprint Permissions](#)" on our website regarding journal permission. If the journal retains the right to an article and does not allow its exact reproduction in your thesis, we recommend that you contact them to ascertain whether a revised or reworded chapter is acceptable.

If you are planning to use your thesis material in a future publication:

Students who plan to publish thesis material in future articles need to investigate whether the journal of choice will publish material already made available to the public and consider this when choosing an option for making the thesis available after graduation. You have the option of choosing to hold your thesis for one year before releasing it to the Internet to allow time to publish in journals whose policy is to be first publisher. See the *TAMU Copyright and Availability Form* and instructions (on our website under "Forms") before choosing an option.

If you plan to include others' copyrighted material in the thesis:

If the manuscript contains any material (figures, tables, text, etc.) taken from copyrighted sources, the student has the responsibility to determine if permission from the copyright holder is needed. Proper credit ([as instructed in the sample Letter of Permission Request to Copyright Holder on the Thesis Office website](#)) must be given in the text. An extra copy of the letter (or an email) must be provided to the Thesis Office.

To summarize, if using published material:

- Obtain permission (in either the publisher agreement or in a letter or email from the copyright holder).
- Give proper acknowledgment of previously published work in the thesis.
- Provide the Thesis Office with a copy of the permission letter or email (or publisher agreement form).
- Doctoral students must inform the copyright holder that the dissertation will be sent to, and sold on demand by, ProQuest CSA.

Obtaining a Copyright for the Dissertation

Doctoral candidates who wish to copyright their work may do so through ProQuest CSA. Information about this is included in the *ProQuest Form*, available at <http://thesis.tamu.edu> and at the Thesis Office. Copyright arrangements and payment must be made at the time the manuscript is submitted electronically to the Thesis Office. Master's degree candidates can obtain information on the procedures for purchasing a copyright at <http://copyright.gov>.

THESIS SUBMITTAL AND REVIEW

Committee Review and Approval of the Thesis

After the student has passed the final defense and the committee has approved the written thesis, the committee and department head (or chair of intercollegiate faculty) sign the approval form. This form is available online at <http://thesis.tamu.edu/forms>. The student delivers the signed original form to the Thesis Office. An Unsigned Approval Page listing the committee members is included as the second page of the PDF file (see [page 24](#)). **Each chair, co-chair and committee member must sign the approval form for him/herself. There are no exceptions.**

All committee members must approve the thesis before it can be submitted electronically. However, if a committee member is willing but unavailable to sign at the time of submittal, the student may obtain an absentee committee member form from the Thesis Office and have it signed by the chair or the department head (or chair of intercollegiate faculty) and the student. **The absent member's signature will be needed on the original approval form before the student's final clearance.**

The absentee committee member form cannot be used for a chair, co-chair or head of department / chair of intercollegiate faculty. All of these signatures are needed before the Thesis Office can accept a manuscript for review. (The Thesis Office will accept a signed faxed statement from these individuals for the initial submittal.) **Any student who is having trouble obtaining signatures should contact the Thesis Office for guidance.**

Submitting the ETD (Electronic Thesis / Dissertation) as a PDF File

The student converts the thesis from the original format to PDF using PDF conversion software. Adobe Acrobat can be found on all computers at the Open Access Labs. Free software that can convert files to PDF can be downloaded online at the Thesis Office website (<http://thesis.tamu.edu>).

The student then uploads the PDF file onto the Thesis Office server (<http://thesis.tamu.edu>). If after conversion to PDF the file size is larger than 30 MB, consult the Thesis Office. For help, go to the "Handouts" section on our website (<http://thesis.tamu.edu/handouts>).

Availability of the Thesis to the Public

After the student has graduated, the thesis will be available via the Internet from the Texas A&M University Libraries (<http://library.tamu.edu>). Additionally, dissertations will be available from ProQuest CSA.

All theses and dissertations will eventually be available to the public. At the time of submittal, the student has the option to release the document immediately, have it held for one year, or have it held for a longer period for patent/proprietary issues. See the *TAMU Copyright and Availability Form* at our website (<http://thesis.tamu.edu/forms/>).

Submittal and Review Process

Overview of the Submittal Process

- Pass the oral defense of your research.
- Make any changes to the written thesis required by the committee.
- Obtain appropriate signatures on the approval form (committee members, head of department (or chair of intercollegiate faculty).
- Send/bring the original *Signed Approval Form* to the Thesis Office.
- Convert the final thesis to a PDF file.
- Upload the file to the Thesis Office website (<http://thesis.tamu.edu>) for Thesis Office review.

Overview of the Correction Process

- Receive the necessary changes from the Thesis Office after the manuscript has been reviewed. (Corrections are usually emailed to student and chair.)
- Make the requested corrections to the original document.
- Convert the changed document to a PDF file.
- Upload the new PDF file to the Thesis Office website (<http://thesis.tamu.edu>).
- Thesis Office will review again; if further corrections are required, the correction process will be repeated.

Requirements for Submittal of Thesis/Dissertation/Record of Study

Items Required to Begin the Review Process (Needed by Submittal Deadline)

- Upload a PDF file of the complete manuscript on the Thesis Office website <http://thesis.tamu.edu>.
- Send/bring the original *Signed Approval Form* to the Thesis Office.
- Provide an article from the journal model that contains an example of a table, a figure and an extensive reference section (published within the last five years).

* Additional forms are required for final clearance for graduation (see [page 10](#)).

Deadlines

To graduate in a given semester, students must meet the scheduled deadline for submittal of (1) the signed approval form and (2) the thesis in final form as a PDF file. The Office of Graduate Studies posts a calendar for each semester, and these dates must be observed. **There are no exceptions for late submittal.** Students submitting after Deadline Day cannot graduate until the following semester.

The Thesis Office thesis submittal site is shut down for about two weeks after Deadline Day. Students wanting to submit a thesis soon after Deadline Day may contact the Thesis Office for information about the next semester's first day for submittal.

Thesis Office Corrections

Students may make only those corrections required by the Thesis Office after the manuscript is submitted electronically. Additional corrections requested by the student, the chair, or other committee members will not be accepted.

The Thesis Office will contact the student or the student's representative after the review of the manuscript. The student will make requested corrections in the original Word (or other) file, convert the revised document to a new PDF file and upload the new PDF at <http://thesis.tamu.edu>.

All corrections must be made promptly and meet the deadlines in the Office of Graduate Studies calendar (<http://ogs.tamu.edu>). Graduation will be postponed for a semester if corrections are not made on time. (In this case, the Title, Approval and Abstract pages must be changed to reflect the correct date of graduation.)

Unacceptable Manuscripts

If the requirements outlined in this manual are not followed, a thesis may be declared unacceptable by the Thesis Office, and it will be returned to the student's department head. In this situation the manuscript must be corrected and resubmitted as a new document. The whole review process must begin anew. All original submittal deadlines must be met during the re-submittal process in order to graduate that semester. Unacceptable manuscripts returned to the student after Deadline Day will not be accepted for graduation in that semester.

Thesis Office Review Time

The following are approximate turn-around times after the manuscript and the signed approval form have been submitted to the Thesis Office. Manuscripts are reviewed in the order received.

Early in semester	-	5 working days
Week before Deadline Day	-	10 working days
Deadline Day	-	15 working days

If a manuscript is submitted electronically in the semester before the semester you plan to graduate (that is, after Deadline Day for the current semester), turn-around time may be as long as six weeks because **no corrections can be given out for the next semester until after Commencement for the current semester.** Call us if you have questions about this.

Requirements for Final Clearance from the Thesis Office

In addition to making corrections, all students must:

- **Apply for Graduation** in the semester graduating (<http://degreeapp.tamu.edu>)
- **Submit Copyright and Availability Form:** Complete and have form signed by student and committee chair/co-chair.*

All doctoral students must additionally:

- **Submit the ProQuest Dissertation Submission Form:** Must be completed and signed by student. (Availability option selected will determine if an additional \$95 fee is required.)*
- **Submit the Survey of Earned Doctorates Booklet:** Must be completed and signed by student.*

* Forms are available in our office or online at <http://thesis.tamu.edu/forms>.

Thesis Office Processing Fee

A processing fee (\$95 masters / \$155 doctoral) is posted to all student accounts 3-5 working days after the manuscript has been successfully submitted for the semester to the Thesis Office. The processing fee is payable at the Fiscal Office in the Pavilion or online at <http://aggie-pay.tamu.edu>.

ORGANIZING AND FORMATTING THE MANUSCRIPT

Thesis Content Organization

The following list gives the contents in the proper order of presentation. All sections marked with an asterisk (*) must be included in the manuscript.

- Preliminary Pages (with Roman numeral page numbers)
 - *Title Page
 - *Approval Page
 - *Abstract
 - Dedication
 - Acknowledgments
 - *Table of Contents
 - *List of Tables (if there are two or more tables in text)
 - *List of Figures (if there are two or more figures in text)

- Text (with Arabic numeral page numbers)
 - *Introduction (as first chapter or section)
 - *Main body of text divided into various chapters or sections
 - *Summary or Conclusion (as last chapter or section)

- References and Supplemental Sections
 - *Reference section
 - Appendix material
 - *Vita

Chapter or Section Method

Divide the text of the thesis into either chapters or major sections; a combination is not acceptable. If the chapter method is used, number the chapters with Roman numerals. If you choose the section method, options are to use Roman numerals, Arabic numbers or no numbers for major sections. The first chapter (major section) needs to be INTRODUCTION. The last chapter (major section) needs to be SUMMARY or CONCLUSIONS. See [pages 34-35](#) for sample first pages of chapter and section methods.

Page Size

The entire document will be in 8.5" x 11" (letter) page size. Pages may be set in "landscape" position (11" x 8.5") for figures and tables that do not fit optimally in "portrait" position. [See our handout on landscape figures and tables on our website.](#) A page size exception is made for figures and tables that need to be larger. These may be 11" x 17". Call the Thesis Office or see our handout on oversized illustrative material in the "[Handouts](#)" section of our website.

Type Style

Choose one type style (font) and use it throughout the text of the manuscript. The type style selected must be one found in a scholarly journal. Figures, tables and their captions and Appendix material are *not* considered text and may be in different type styles. Boldface may be used for major headings, and bold or italics may be used for subheadings and for emphasis in the text. Underlining is an acceptable alternative to italics. Broken, colored or faint print is not acceptable.

When creating the PDF file, make certain all fonts and symbols are embedded. If using WordPerfect, do not use WordPerfect's proprietary fonts (WP Math or WP Greek, etc.).

Type Size

Choose one point size (10 point minimum and 12 point maximum) and use it throughout the *text* of the manuscript. The type on preliminary pages, narrative text, subheadings, equations, reference section and Vita cannot be reduced or enlarged.

Type Size Variations

Major Headings may be up to two point sizes larger than the text (maximum size is 14 point) and may be boldface. (See p.14 for an explanation of "major headings.")

Tables, figures and their captions and Appendix material are not considered text and can vary in point size. The **minimum size** for numbers and upper-case letters in tables, figures, footnotes, and appendixes is **1.5 millimeters**. (No less than 7 point type recommended.)

Footnotes, endnotes (and the journal model sentence on page 1) can be in a smaller point size than text.

Vertical Spacing

The text of the manuscript may be *double-spaced* or *space-and-a-half*. Mixing of spacing in the text is not acceptable.

Block quotations, lists in text, and table and figure titles can be single-spaced. Spacing may also vary in **Appendix** material and on the **Vita** page, if a list or resume style is used for the Vita.

Subheadings more than one line in length must be the same vertical spacing as text.

Footnotes must be single-spaced (single or spacing of text between footnotes).

Endnotes may be single-spaced with spacing of text between the notes--or the whole section may be in the spacing of the text.

Minimum Page Length

Each text page needs at least **4 1/2 inches of text** on it unless there is a table or a figure on the page or the next text begins a new chapter (or major section, if the section method is used).

Margins

Standard margin settings are *1.4" left, 1.15" right and 1.25" top and bottom*. All writing (text, tables, figures, Appendixes, etc.) must be placed within the margins--with the exception of the page numbers. Check the PDF file to make sure that the converted file contains these margins. Right margins may be justified or ragged. If justified, be sure there is regular and consistent spacing between words in text.

Page Numbers

Every page in the thesis *except* the Title Page and the Approval Page must be numbered. The Title and Approval Pages are considered to be pages i and ii, but no page number is shown on these two pages.

Preliminary pages are numbered with lower case Roman numerals, beginning with the Abstract (numbered iii). Text pages are numbered with Arabic numerals, beginning with the first page of text (numbered 1). Every page following will have a page number, including Appendix pages. The Vita is the last numbered page.

For help with this go to the *Page Numbers in Microsoft Word* information in the "Handouts" section of our website (<http://thesis.tamu.edu/handouts/>).

Page Number Placement

Page numbers are placed outside the top margin in the upper right corner of the page, approximately 1/2" from the top edge of the page and 1" from the right edge of the page. (See [pages 34 and 35](#) for sample first pages.) For landscape pages the page number is placed on the upper right corner as the page is viewed in portrait position. For help with this go to the *Landscape Figures/Tables Positioning Page Numbers* information in the "Handouts" section of our website (<http://thesis.tamu.edu/handouts/>).

Paragraphs

Acceptable paragraph styles are either to *indent* the first line of each paragraph or *leave extra space* between paragraphs. Do not use both styles. (The first paragraph under each subheading does not need to be indented if the journal does not indent.)

Major Headings

“Major headings” in a thesis include the following:

- TITLE of the thesis on the Title Page
- TITLE of the thesis on the Approval Page
- Headings ABSTRACT, DEDICATION, ACKNOWLEDGMENTS, TABLE OF CONTENTS, LIST OF FIGURES, LIST OF TABLES, NOMENCLATURE on the preliminary pages
- CHAPTER designations and titles (or major section titles; see [pages 34 and 35](#) for the difference in formatting)
- The word REFERENCES (or LITERATURE CITED, etc.) on the first page of references
- APPENDIX designations and titles
- The word VITA on the Vita page.

The rules for major headings are:

- All must be *centered* at the *top* of a *new* page and in *ALL CAPITAL* letters.
- They may be either the same size as text or up to two point sizes larger than the text.
- Major headings may be in bold type—but they may not be in italic type.
- No punctuation after a major heading .
- All major headings must be handled consistently regarding point size and the use of bold type.
- If major headings are more than one line, use the spacing of the text (space-and-a-half or double-space) between the lines.

Subheadings

Subheadings are used throughout the thesis to organize chapters into different sections/parts.

The formatting rules for subheadings are:

- Subheadings cannot be centered and all capital letters (as this defines major headings); first-order subheadings may be in all capital letters provided they are placed flush left.
- Use the same point size as text for all subheadings.
- Boldface and italics may be used for subheadings. Be consistent for each *level* of subheading.
- Do not put punctuation after a major heading or subheading that is on a line by itself.
- Use consistent capitalization for each *level* of subheading.
- The style used for subheadings must clearly show their various levels and must be consistent throughout the thesis from chapter to chapter.
- Use same vertical spacing as text for subheadings more than one line in length.
- Maintain consistency in vertical spacing *around* major headings and subheadings.
- Subheadings/subsections do not need to begin on a new page; text continues within a chapter or section.
- A subheading at the bottom of a page must have at least one line of text under it.

Figures/Tables: *Color, Size, and Legibility*

Color is acceptable in figures. The minimum size for capital letters and numbers is 1.5 mm. (7 point type or more is recommended). All lettering must be of publishable quality; this includes scanned images. Images must be clear, no blurred or dark areas. Color is not acceptable in tables.

Figures/Tables: *Text Mention*

Each figure and table must be mentioned in text in order by its number. First text mention of each table or figure must be **within 1 ½ pages of text** before it appears or on the **next page of text** following its appearance (figures and tables themselves are not considered text). Appendix figures and tables do not need to be mentioned in text, and they do not need to be listed in Lists *unless* they are numbered consecutively after text figures and tables.

Figures/Tables: *Placement in Text*

Tables and figures may be included on a page with text or on separate pages. If a table or figure is placed on a page with other material, **the table or figure should be separated from the text (or other material) by a minimum of a triple-space** (3 single spaces) above and below. Tables and figures may be placed in an Appendix. If so, the numbering may follow the last text table/figure, may be numbered by Appendix (e.g., A-1, A-2) or may be unnumbered.

Figures/Tables: *Long and Continued*

Tables or figures longer than one page have the complete title and the number on the first page only. Subsequent pages have the table or figure number (but not the title) and the word "Continued," plus (for tables) the necessary column headings for ease of reading. The end line of the completed table appears only on the last page of the table.

Figures/Tables: *Landscape*

If the table or figure is placed lengthwise (landscape position), the top of the table or figure must be at the left-hand, "binding" side of the page and facing in the same direction as the figure or table. The page number stays in regular (portrait) position. Do not put text on the same page as a landscaped figure. For help go to the *Landscape Figure* information in the "Handouts" section of our website (<http://thesis.tamu.edu/handouts/>).

Figures/Tables: *In Appendix*

These may be numbered consecutively following the text or they may be numbered with an Appendix designation (A-1, for example) or unnumbered. If numbered consecutively from the text, they must be included in the List of Tables or List of Figures. Appendix figures/tables do not need to be mentioned in text. If they are mentioned, they do not need to be mentioned in order.

Figures/Tables: *Titles and Numbering*

Each table and figure in the text must have a separate number and unique title. Figures and tables are numbered consecutively throughout the text, and each table or figure must be mentioned in order and by number in the text. (Figures/Tables in the Appendix do not need to be mentioned in text.)

In text, figure/table numbering style may be consecutive (1, 2, 3) or by chapter/section (1.1, 1.2, 2.1). The chosen numbering style must be used for both figures and tables. Appendix figures and tables may be numbered consecutively after text (if not numbered by chapter in text), numbered A-1, A-2, etc. or unnumbered).

Figure/Table Titles: *Placement*

Placement of titles on tables and figures (above or below) is determined by the journal chosen as a model. Placement of titles *beside* figures and tables is not acceptable in a thesis. **Consistency** is needed in the **formatting** of table/figure titles--capitalization, boldface, italics, placement, spacing, use of period at end. **Type size and style** of titles **may vary** from one to another.

Figure/Table Titles: *Large Figure Title/Long Caption on a Separate Page*

This format may be used only when there is not enough space for the caption on the page with the figure, even if the type size is reduced. *The format is never used with tables.* If the title (or caption) must go on a separate page, place it on the page preceding the figure, facing in the same direction as the figure. The pages are consecutively numbered, with the page numbers in the standard position. In the List of Figures, the number of the page on which the figure itself appears is the page number listed.

Lists of Figures and Tables

Lists of Figures and Tables must agree word for word with figure and table titles in the text. The entire title up to the first period must be included in the List (exception: parenthetical information may be excluded from the List). Figures and tables must be found on the page given in the List. (Appendix tables and figures must be in the List *if* they are numbered consecutively after the text tables and figures. If numbered as A-1, A-2 or any other way that indicates they are in the Appendix, figures and tables do not need to be included in the Lists.) If all figures (or all tables) are in the Appendix, no lists are needed, regardless of numbering.

Equations

Equation numbering is optional and may be consecutive (1, 2, 3) or by chapter/section (1.1, 1.2, 2.1). No two equations may have the same number unless identical, term for term. The point size and type style of the equation and its number must match text.

References

Each thesis must contain a formal reference section. A notes section is not a substitute for the formal reference section. The reference list will be read word for word by the Thesis Office for consistency, accuracy and completeness.

Use the model journal to determine

- the title (major heading) of this section—use the same wording found in the model journal. (Major heading is in all capital letters and bold if major headings are bold.)
- capitalization, punctuation and ordering of information within each citation
- the order of citations (alphabetized, alphabetized and numbered or non-alphabetized and numbered)
- the use of italics, quotation marks, and bold type
- in an alphabetized list, the system of ordering multiple entries.

Contents of each citation. Include

- volume number and page range for journal articles
- publisher and city for books; city for universities, labs or corporations
- sufficient information for retrieval of unpublished material
- author or entity, title, date or date accessed and the specific web address for Internet material
- a date (year) for every citation
- consistency in designation of state names (abbreviated or not)
- consistency of journal names or abbreviations.

Spacing

- Use a single space within citations and the spacing of text between citations *or* use the spacing of text throughout the entire section.

Text Mention of References

All references must be cited in the text, and all text citations must be referenced. All text citations must be from sources the student has actually used. Text mention of citations will follow the style of the model journal.

Supplemental Sources

General references consulted and used as background study (but not cited in text) should be listed under a separate subdivision of the reference section. A first level subheading, such as "Supplemental Sources Consulted," can be added at the end of the sources cited section. Follow the same citation style used in the reference section (although this list will be alphabetical by author name, regardless of listing method of the general reference section). Since this is a section within the references, it will not be included in the Table of Contents.

Appendixes

Appendixes are **optional** and used for supplementary material. Place the Appendixes after the reference section. All Appendix pages need to be numbered. Page numbers are continued from the last page of the references. All material must be within prescribed margins and be readable in size and legibility (1.5 mm or larger).

Appendix Headings

Appendix headings (Appendix designations and titles) should be all capital letters (and bold if major headings (chapter or section titles) are bold). Titles more than one line in length must be double spaced, as chapter titles. Appendix designations (APPENDIX A, for example) are centered. Appendix titles are centered, all capital letters and at least one double space below designation.

Appendix headings/titles may be either on a separate title/cover page before the Appendix material or on the top of the first page of each Appendix. Be consistent from Appendix to Appendix.

Appendix Figures and Tables

These may be numbered consecutively following the text, or they may be numbered with an Appendix designation (A-1, for example). If numbered consecutively from the text, they *must* be included in the List of Tables or List of Figures (this is optional otherwise). Appendix material may be reduced, but must conform to minimum size (1.5 mm ; this equates to approximately 7 point type) and legibility requirements. Material may have mixed fonts and point sizes and may be single spaced.

Large Appendix Files

Appendix material that is very large (around 30 MB) may need to be in a separate PDF file. (Please contact Thesis Office to discuss if the material should be in a separate PDF file.) If the thesis includes separate files, a description of these files will be placed in the main document in the Appendix section.

Audio, Movie Files, Graphics, Animation, or Large Appendix Files *

These may be added as separate files but will not be linked to the PDF document. Text in the thesis and/or a page in the Appendix will have a statement describing the separate files that will accompany the manuscript.

Separate Files: *Examples*

(This is not a complete list of all possible types of separate files)

Adobe Acrobat File (PDF)

Containing: Appendix material large in file size
figures below minimum size requirement
handouts, questionnaires, etc... .

Audio File

Containing: songs, interviews, lectures, etc... .
Common Audio File Types: .wav, .mp3, .wma, .midi

Graphic File

Containing: pictures, drawings, graphs, figures, etc... .
Common Graphic File Types: .gif, .jpeg, .png, .tiff

Microsoft Excel File

Containing: raw data, graphs, interactive forms that generates information, etc...

Microsoft PowerPoint File

Containing: presentations, tables, figures, etc... .

Text File

Containing: raw data, specially formatted data for use in a specialty program, etc...
Common Text File Types: .rtf, .txt

Video File

Containing: animations, presentations, movies, interviews, etc... .
Common Video File Types: .asf, .avi, .mov, .mp4, .mpeg, .rm, .swf, .wmv

* Note: Please contact the Thesis Office to discuss the best way to include your multimedia file(s) with your manuscript.

FORMAT INSTRUCTIONS AND SAMPLES FOR SPECIFIC PDF PAGES**Title Page****Approval Page****Abstract****Optional Preliminary Pages****Table of Contents****List of Figures and List of Tables****Vita****Page 1, Chapter Method (with Journal Model Sentence)****Page 1, Section Method (with Journal Model Sentence)**

Title Page (See sample on [next page](#))***General Format***

- Font must match text of thesis
- Point size of title is the same as other major headings; point size for rest of the page is the same as text of thesis
- No bold on this page; exception, title is bold if major headings are bold
- No page number on this page

Title of Thesis

- All capital letters, centered. (Exception: genus, species, chemical element symbols should be upper and lower case and in italics as needed to comply with the custom of the discipline)
- Double space if more than one line
- No period at the end of the title

Thesis/Dissertation Author Statement

- Double space
- Capitalize A and also the T in Thesis (or the D in Dissertation or the R and S in Record of Study)
- Student's name in all capital letters; name must be the same as in official records of the university

Submittal Statement

- Single space
- “Texas A&M University” is on a line by itself
- Double space between submittal statement and degree
- Degree is in all capital letters; full name of the degree is used (check Graduate Catalog for correct wording of degree)

Date

- Put the month and year of graduation. (Graduation dates at Texas A&M are May, August or December—do not use the final defense or submittal month)
- No comma between month and year

Major Subject

- Must agree with major subject listed in the official university records
- Use upper and lower case letters

First page in ETD file
(unnumbered)

SAMPLE TITLE PAGE
Visit <http://thesis.tamu.edu/template/> for template files.

Double space title.

THE DEVELOPMENT AND IMPROVEMENT OF INSTRUCTIONS
FOR GRADUATE STUDENTS

Title is in all
capital letters.

Double space thesis
author statement.

A Thesis

by

SARAH ANDERSON SMILEY

Name is in all
capital letters.

Submittal statement
text is centered on
the page and single
spaced.

Submitted to the Office of Graduate Studies of
Texas A&M University
in partial fulfillment of the requirements for the degree of
MASTER OF SCIENCE

Degree is in
all capital
letters and one
double space
below
submittal
statement.

December 20XX

Date is month
and year of
graduation.

Major Subject: Educational Administration

- There are three double spaces between the following:
- title and thesis statement
 - thesis author statement and submittal statement
 - degree and month and year of graduation
 - month and year of graduation and major subject

Approval Page (See sample on [next page](#))

General Format

- Match font and point size to Title Page
- No bold on this page; exception, title is bold if major headings are bold
- No page number on this page
- No signature lines needed on this page. An “Approval Form” to be signed and brought to Thesis Office is available at <http://thesis.tamu.edu/forms/>

Title of Thesis

- Same wording as on Title Page. All capital letters, centered. (Exception: genus, species, chemical element symbols should be upper and lower case and in italics as needed to comply with the practice of the discipline)
- Double space if more than one line; no period at the end of the title

Thesis/Dissertation Author Statement

- Capitalize A and also the T in Thesis (or D in Dissertation or the R and S in Record of Study)
- Double space
- Student's name in all capital letters, same wording as Title Page

Submittal Statement

- Single space
- Same wording as on Title Page
- Double space between submittal statement and degree
- Degree is in all capital letters; must match wording on Title Page

Committee Member Names and Positions

- Names do not include Dr. or Prof. or Ph.D. title
- List committee member names in alphabetical order by last name
- If co-chairs, put Co-Chairs of Committee (instead of Chair) before first co-chair's name
- If the department head serves as a member, chair or co-chair, his/her name must be included for both positions
- Intercollegiate degrees must include the name of the chair of the specific faculty (e.g., Chair of Toxicology Faculty, Mary Williams). This name is listed in place of the head of department's name.
- Note: Committee members do not sign this page.

Date

- Month and year of graduation. (Graduation dates at Texas A&M are May, August or December—do not use the final defense or submittal month)
- No comma between month and year

Major Subject

- Must agree with major subject listed in the official university records
- Use upper and lower case letters

Second page in ETD file
(unnumbered)

SAMPLE APPROVAL PAGE
Visit <http://thesis.tamu.edu/template/> for template files.

THE DEVELOPMENT AND IMPROVEMENT OF INSTRUCTIONS
FOR GRADUATE STUDENTS

Double space title.

Title is in all capital letters.

Double space thesis author statement.

A Thesis

by

SARAH ANDERSON SMILEY

Name is in all capital letters.

Submittal statement text is centered on the page & single spaced.

Submitted to the Office of Graduate Studies of
Texas A&M University
in partial fulfillment of the requirements for the degree of

MASTER OF SCIENCE

Degree is in all capital letters and one double space below submittal statement.

Approved by:

List committee member names in alphabetical order by last name

Chair of Committee,
Committee Members,

Charles Doakes
John J. Anderson
David Benner
Harold B. Morton
Darla J. Marsh

Head of Department,

Names do not include the title Dr., Prof., or Ph.D.

December 20XX

Date is Month and year of graduation.

Major Subject: Educational Administration

- There are two double spaces between the following:
- title and thesis statement
 - thesis author statement and submittal statement
 - degree and month and year of graduation
 - month and year of graduation and major subject

Note: There are NO signatures on this page. The "Approval Form" to be signed is available at the Thesis Office website.

ABSTRACT

Title in upper and lower case with period at end.

The Development and Improvement of Instructions
for Graduate Students. (December 20XX)

Graduation month and year in parenthesis.

Comma after name and after degree abbreviation.

Sarah Anderson Smiley, B.A., The University of Texas at Austin;

Semicolon separates degrees.

M.S., Baylor University

Two double spaces between preliminary lines and text.

Chair of Advisory Committee: Dr. Charles Doakes

Dr. (or Prof.) before chair's name.

The thesis / dissertation title should be in upper and lower case with a period at the end. The graduation month and year will be in parentheses. A comma is placed after your name and after the degree abbreviations. Use a semicolon to separate previous degrees if you have received more than one. Do not include the degree you are receiving. Place Dr. (or Prof. if chair does not have a doctoral degree) before the chair's name.

The text of the Abstract starts two double spaces below the preliminary lines. The text of the Abstract is double-spaced or space-and-a-half according to the spacing style of the text of the thesis / dissertation. Follow the same margin settings as your narrative text, as well as the same right alignment (ragged edge or right justified).

Your Abstract must be a “complete snapshot” of your manuscript. Paragraph one introduces your specific problem and the methods used. The remaining paragraphs present the research and results in detail. Text of the Abstract must not exceed 350 words (this does not include preliminary lines). Any term (or numeral) with a space on either side is counted as one word.

Optional Preliminary Pages (See samples on this page)

Dedication

- Optional page--follows the Abstract
- Does not need the heading DEDICATION at the top of page
- If listing preliminary pages in Table of Contents, include Dedication
- Heading is bold if major headings are bold
- Limited to one page
- Is in same type size and style as text

Acknowledgments

- Optional--Limited to four pages
- Follows the Dedication Page (or Abstract, if no Dedication)
- Heading (ACKNOWLEDGMENTS) is bold if major headings are bold
- Is in same type size and style as text
- Vertical spacing, paragraph style, and margins are same as used in text

Nomenclature

- This optional list may be in the following places: before the Table of Contents, as the last preliminary page(s), before the reference section, or as an Appendix
- The heading is bold if major headings are bold
- The list is in same type size and style as text
- Vertical spacing and margins are same as used in text

iv
DEDICATION
To my mother

v
ACKNOWLEDGMENTS
<p>I would like to thank my committee chair, Dr. Smith, and my committee members, Dr. Jones, Dr. Morton, Dr. Anderson, and Prof. Benner, for their guidance and support throughout the course of this research.</p> <p>Thanks also to my friends and colleagues and the department faculty and staff for making my time at Texas A&M University a great experience. I also want to extend my gratitude to the National Education Foundation, which provided the survey instrument, and to all the Texas elementary teachers and students who were willing to participate in the study.</p> <p>Finally, thanks to my mother and father for their encouragement and to my wife for her patience and love.</p>

x	
NOMENCLATURE	
B/CS	Bryan/College Station
HSUS	Humane Society of the United States
P	Pressure
T	Time
TVA	Tennessee Valley Authority
TxDOT	Texas Department of Transportation

Table of Contents (See samples on the following pages)

General Format

- No bold on this page (exception, heading (TABLE OF CONTENTS) is bold if major headings are bold)
- No italics on this page (except for Latin terms, titles of works, etc.)
- Put the word “Page” above page number column
- Need leader dots between listings and page numbers
- Double space or use same spacing as in text above and below all major headings
- Single space all subheadings
- If more than one page, need appropriate headings at the top of page (add “Page” above page number column; add “CHAPTER” if new chapter title is listed on the page)

Content

- Must contain the major headings and the first level subheadings; subordination of subheadings should be indicated by indention
- Lower levels of subheadings are optional in table of contents
- Major headings are in all capital letters
- Subheadings are in upper and lower case. They may be numbered or not.
- Preliminary pages do not have to be included on this page; however, if included, begin with ABSTRACT and include all preliminary pages
- Check spelling of ACKNOWLEDGMENTS against spelling on ACKNOWLEDGMENTS page
- If using chapter method, chapter numbers must be Roman (not Arabic)
- If using section method, sections may be numbered or unnumbered; numbers may be Roman or Arabic
- First major chapter/section title in text contains the word INTRODUCTION
- Last major chapter/section title in text contains the word SUMMARY or CONCLUSION
- Must show a reference section, APPENDIX (if applicable) and VITA

Consistency

- Check against text for agreement of page numbers, levels and styles of major headings and subheadings and the wording of major headings and subheadings (levels of subheadings are shown by indention)
- Check for consistency of capitalization
- Check that wording of APPENDIX listing matches exactly what is in text; Appendix titles are optional, but if they are listed, they need to be in all capital letters

TABLE OF CONTENTS

(Chapter Method)

The word 'Page' should be above the page number column.

Major headings are all in capital letters.

Leader dots connect listings to page numbers.

Page

ABSTRACT iii

DEDICATION iv

ACKNOWLEDGEMENTS v

NOMENCLATURE vi

TABLE OF CONTENTS vii

LIST OF FIGURES viii

LIST OF TABLES ix

Be certain page numbers align properly.

Use spacing of text between major headings.

Include CHAPTER if using the chapter method

CHAPTER

I INTRODUCTION: THE IMPORTANCE OF RESEARCH 1

II PROBLEM 2

Mechanics 3

Thermodynamics 4

Problem Summary 8

III SOLUTIONS 15

IV SUMMARY AND CONCLUSIONS 29

Summary 30

Conclusions 42

Indent chapter numbers.

Indent and Single space subheadings

Double space

Double space

Chapter numbers must be Roman; no periods after the number.

Double space

Double space

REFERENCES 51

APPENDIX A 56

APPENDIX B 72

VITA 97

First chapter title must include INTRODUCTION.

Last chapter title must include SUMMARY or CONCLUSION.

No words in page number column.

SAMPLE TABLE OF CONTENTS (SECTION METHOD)

Visit <http://thesis.tamu.edu/template/> for template files.

TABLE OF CONTENTS

The word 'Page' should be above the page number column.

(Section Method)

Leader dots connect listings to page numbers.

Major headings are all in capital letters.

Use spacing of text between major headings.

Indent and Single space subheadings

Sections and subheadings may be numbered or not.

Be certain page numbers align properly.

	Page
ABSTRACT	iii
DEDICATION	iv
ACKNOWLEDGEMENTS	v
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LIST OF FIGURES	viii
LIST OF TABLES	ix
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4.2 Conclusions	42
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VITA	97

First major section title must include INTRODUCTION.

Last major section title must include SUMMARY or CONCLUSION.

No words in page number column.

List of Figures and List of Tables (See sample on [next page](#))***General Format***

- Heading (LIST OF FIGURES or LIST OF TABLES) is bold if major headings are bold
- Include list if two or more figures (or tables) are in main body of text
- Need separate list for tables and separate list for figures; either list may come first
- Need “Page” above page number column
- Need “FIGURE” (or “TABLE”) above appropriate column or include the word Figure (or Table) with each title
- Need leader dots from last word of title to page number
- Double space or use same spacing as in text between figure (table) titles, single space title if two or more lines
- If list is more than one page, need appropriate column headings on each page

Content

- Each figure (or table) must have a unique title; no two titles may be exactly the same
- Need to include only the first sentence of title (up to the first period) in List
- Parenthetical information may be excluded from the List
- If figures (or tables) in Appendix continue numbering from text, they *must* be included in LIST OF FIGURES (or TABLES); if numbered A-1, A-2, or unnumbered, they need not be included

Consistency

- Check against text for agreement of page numbers
- Figure/table titles in the LIST OF TABLES (or FIGURES) must agree word for word with the title in the text—up to the first period
- Check consistency of capitalization

SAMPLE LIST OF FIGURES PAGE (Style 1)
 Visit <http://thesis.tamu.edu/template/> for template files.

32

The word 'Figure' appears above the Figure number column if you are using style 1.

LIST OF FIGURES

The word 'Page' appears above the page number column.

FIGURE

Leader dots connect titles to page numbers.

Page

Use spacing of text between titles.

1	Equipment	14
2	Flow Chart.....	21
3	Location of Study Area	23
4	Map of Brazos County	24

Be certain page numbers align properly.

Single space within an entry.

5	Major Tributaries of the Navasota River between Highway 45 and Highway 6.....	61
6	Debris Collected at Bridge #72	62

No words in page number column.

SAMPLE LIST OF FIGURES PAGE (Style 2)
 Visit <http://thesis.tamu.edu/template/> for template files.

The word 'Figure' does not appear above the Figure number column if you are using style 2.

LIST OF FIGURES

The word 'Page' appears above the page number column.

Leader dots connect titles to page numbers.

Page

Use spacing of text between titles.

Figure 1	Equipment	14
Figure 2	Flow Chart.....	21
Figure 3	Location of Study Area	23
Figure 4	Map of Brazos County	24

Be certain page numbers align properly.

Single space within an entry.

Figure 5	Major Tributaries of the Navasota River between Highway 45 and Highway 6.....	61
Figure 6	Debris Collected at Bridge #72	62

No words in page number column.

Vita (See samples below)

- Vita is the last page of the thesis and is limited to one page.
- The font and point size need to be the same as the text.
- Use either paragraph style with same spacing as text, list or resume style.
- The heading (VITA) is bold if major headings are bold.
- Vita must include your name, a permanent address, and educational background. *Because the thesis will be available on the Internet and there are increasing privacy concerns, it is recommended that the student not include personal information such as date of birth, parents' names, and personal address in the Vita.*
- Wording of name needs to agree with name on first three pages of thesis.
- Need a permanent address, good for two years. Professional address or TAMU department address is recommended (rather than a personal address) due to availability of thesis worldwide on the Internet.
- Need educational background for all previous degrees, bachelor's level and above. Include degree, major subject, university and date of graduation -- may include current degree.
- Other information is optional but encouraged: professional experience, publications, business or academic information. (Because the thesis will be available on the Internet the student should avoid including personal information.)
- Name of the typist may be stated at the bottom of the page. (Example, The typist for this thesis was Ms. Mary Jones.) (Use only if a typist or editor prepared document.)

(Vita in paragraph style)	125
VITA	
<p>Sarah Anderson Smiley received her Bachelor of Arts degree in psychology from The University of Texas at Austin in 2003. She entered the Educational Administration program at Texas A&M University in September 2003 and received her Master of Science degree in May 2005. Her research interests include special education and early childhood education. She plans to publish a book on these topics, focusing on Texas public schools.</p> <p>Ms. Smiley may be reached at Smiley ERS Educational Research Systems, Inc., 1000 Plaintree Rd., Sugar Land, TX 77177. Her email is sasmiley@mail.com.</p>	

(Vita in list style)	125
VITA	
Name:	Sarah Anderson Smiley
Address:	Smiley ERS Educational Research Systems, Inc., 1000 Plaintree Rd., Sugar Land, TX 77177
Email Address:	sasmiley@mail.com
Education:	B.A., Psychology, The University of Texas at Austin, 2003 M.S., Educational Administration, Texas A&M University, 2005

CHAPTER I
INTRODUCTION: THE IMPORTANCE
OF RESEARCH

Standard margins on this page, and on all text pages, are 1.4” left, 1.15” right, 1.25” top and bottom. The page number (Arabic) 1 is outside the margin, in the upper right corner.

Number every page of the thesis in sequence through to the Vita, which is the last page.

If the thesis is written using the *chapter method*, the major heading consists of the chapter designation (CHAPTER I) and the title. Both are centered, in all capital letters. Number chapters using Roman numerals. Use one or two double spaces between chapter designation and chapter title.

If the *chapter title* is longer than one line, use spacing of text between the lines of the title (double space or space-and-a-half). Use same font size as other major headings (and bold if other major headings are bold). Be consistent with spacing between chapter title and text for all chapters (one or two double spaces).

The *journal model sentence* is a complete sentence with a period at the end (not a numbered footnote or footer), which goes at the bottom of page 1, within the prescribed margin. Separate this sentence from text with a one–inch horizontal line. Put the journal name in italics if journal names in reference section are italicized. Otherwise use regular typeface for journal name. If there are footnotes in your document, type size of journal model sentence must match type size of footnotes.

This thesis follows the style of *Adult Education Quarterly*.

1. INTRODUCTION: THE IMPORTANCE OF RESEARCH

Standard margins on this page, and on all text pages, are 1.4” left, 1.15” right, 1.25” top and bottom. The page number (Arabic) 1 is outside the margin, in the upper right corner.

Number every page of the thesis in sequence through to the Vita, which is the last page.

If the thesis / dissertation is written using the *section method*, the major heading will consist of a title, centered and in all capital letters. This heading may be numbered (Arabic or Roman) or unnumbered. If you are numbering your subheadings by section (1.1, 1.2, etc.), you must number your major headings. Do not use the word “chapter” in your text since your work is not organized in chapters. No punctuation occurs at the end of section titles.

If the *section title* is longer than one line, use the spacing of your text between the lines of the title (double space or space-and-a-half). If you are using bold for your major headings, then the major heading on this page must be bold. The font size must be the same as the other major headings. Spacing between section title and text needs to be consistent for all sections (double space, or 2 double spaces).

The *journal model sentence* is a complete sentence with a period at the end (not a numbered footnote or footer), which goes at the bottom of page 1, within the prescribed margin. Separate this sentence from text with a one–inch horizontal line. Put the journal name in italics if journal names in reference section are italicized. Otherwise use regular typeface for journal name. If there are footnotes in your document, type size of journal model sentence must match type size of footnotes.

This thesis follows the style of *Adult Education Quarterly*.

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