Style Manual

Guidelines for Preparation of the
Graduate Prospectus,
Research Proposal,
Thesis or Professional Paper,
and Defense Seminar Announcement

Biology MS Program

Fisheries and Mariculture MS Program

August 2016
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Purpose and Use of this Manual

Students seeking the Master of Science (MS) degree in either the Biology (BIOL) or Fisheries and Mariculture (FAMA) programs (Texas A&M University-Corpus Christi, College of Science and Engineering, Department of Life Sciences) produce 2-4 official academic documents related to the research or internship(s) (FAMA only) they undertake during their matriculation. These documents fulfill specific requirements of the degree and are required of all students (Table 1). This manual provides detailed formatting guidance for the preparation of these documents and incorporates guidance from the College of Graduate Studies Graduate Handbook to provide students and advisors with a single reference. This manual also provides examples/templates of the required title pages and signature pages for the thesis/professional paper, etc. (Appendix A). Finally, this manual provides guidance on the final disposition of the documents, including the required electronic submission of the completed thesis (Appendix B).

Each of the documents that are required of MS students in the BIOL or FAMA programs fulfill different requirements and represent milestones toward completion of the degree (Table 1). The Prospectus provides the graduate advisory committee (GAC) with a general overview of the student’s intended research or internship experience; the Proposal provides a detailed plan for the research project (thesis track only); and the Thesis or Professional Paper is a report summarizing the results and interpretation of the research or, in the case of the FAMA internship track, an overview of the experiences and outcomes of the internship experience. The Graduate Defense Seminar Announcement, which includes an abstract, invites the campus community, and specifically the participating faculty and students in the program, to a public presentation of the student’s research or internship experience.

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\(^1\) Some students in the FAMA Professional Program may not give a seminar, thus no announcement would be required. All FAMA students complete an oral examination whether or not there is a public defense.
Prospectus

The Prospectus is a brief summary of the student’s intended area of research or internship focus. This document is relatively informal in format and is designed primarily to inform the student’s graduate advisory committee (GAC) of the research/internship plan and to foster discussion of the plan in the first or second meeting of the student with their GAC.

For students in the BIOL professional track, the Prospectus is a very important document because it is the only document the student produces describing the research that they will undertake. Since the professional research project tends to be very focused and limited in scope, the prospectus should essentially represent a proposal and should include a more detailed overview of the approach/methods for the GAC to discuss.

For students in the thesis track of either BIOL or FAMA, the Prospectus is a prologue to the formal Research Proposal. Since the Prospectus is only a prologue to the Research Proposal, input from the GAC is expected to be limited to general comments on research focus and direction, as opposed to editorial or methodological-focused comments.

For students in the FAMA professional (internship) track, the Prospectus should provide the GAC with an overview of the student’s area(s) of focus, the expectations they have for their internship experience, and what agencies or companies are potential sources of their internships. This document is very important because it will provide a roadmap for the student to follow and will allow the GAC to provide input about the plan.

Preparing the Prospectus

The Prospectus is a 2-3 page document (exclusive of references, timeline, and budget estimate, if required) that should be submitted to the GAC (either electronically or on hard copy depending on the preferences of the committee members) no later than 3 days before the committee meeting where it will be presented and discussed. Your GAC chair should approve the Prospectus prior to its distribution to the rest of the GAC. Your GAC chair may also ask you to prepare an oral presentation of the prospectus to be presented at the meeting. If you intend to use live vertebrate animals in your research, the Prospectus should include a brief statement regarding the need for preparation of the Institutional Animal Care and Use Committee (IACUC; http://research.tamucc.edu/compliance/iacuc.html) application. Submission of the IACUC application should be included in the timeline.

For students in the thesis track of both programs and in the BIOL professional track, the prospectus should include the following:

- Proposed title
- Student’s name & program
- Explicit statement of the research question(s)
- A brief rationale for why the research question is relevant or in need of research (i.e., intellectual merit)
- A brief overview of the methods or approach (more detailed for BIOL professional
track)
- A brief statement of the expected or broader impacts of the research
- Literature Cited
- Proposed timeline – The timeline should include distinct milestones for completing the degree, including coursework, IACUC application preparation and submission (if needed), research, final defense and oral examination, and graduation.
- Estimated budget – at a minimum, prepare a brief budget justification that lists some of the items that will be needed and why they will be necessary. Include categories such as stipend, equipment/supplies, and travel.

For students in the **FAMA Professional track**, the prospectus should include the following:
- Student name
- Explicit statement of the field of study or focus of the internship(s)
- Rationale for the internship(s) – how will experiences in this field further the student’s career goals?
- A list and brief description of agencies or companies that could provide the experiences sought. Ideally this section will include contact information of a member of the organization that could serve as an internship supervisor or will provide more detailed information about internships that have already been set up.
- Proposed timeline – the timeline should include distinct milestones for completing the degree, including coursework, internships, final oral examination, and graduation

**Formatting the Prospectus**

The Prospectus should be formatted as follows:

- **Title/Author:** Centered, all caps, bold followed on the next line by the student’s full name, centered, title case
- **Maximum length:** 3 pages exclusive of references, budget, and timeline
- **Font:** Times New Roman (preferred) or another high quality, book face font; no smaller than 10 pt.
- **Margins:** 1” all around
- **Spacing:** single-spaced; leave 1 line between paragraphs and do not indent paragraphs (as in this document).
- **Justification:** left justify; do not fully justify
- **Headings:** centered, title case, bold (as in this document)
  - No subheadings
- **Page Numbers:** Center bottom in the footer; text should be the same font size/style as the rest of the document
- **Literature Cited:** Consult a journal that would be an appropriate outlet for the research and apply its formatting guidance (primarily for citations) consistently.
- **Timeline:** Develop a Gantt chart as if for the research proposal, using the example in Appendix A.1.
• **Estimated budget (if needed):** If the budget has been developed to the point that a detailed budget can be presented, format it as if for the research proposal using the example in Appendix A.2. Otherwise, provide a brief narrative as described above.

**Thesis Proposal**

The *Thesis Proposal* (maximum 10 pages of narrative) consists of the Literature Review (aka “Background and Relevance”) and “Methods” sections for the thesis. Students are required to develop a detailed research proposal before most of the research begins. The proposal must be approved by the entire GAC and signed by the Chair of the Department of Life Sciences (see Title Page, Appendix A.3). The approved (i.e., signed) proposal should be submitted to Ms. Ronnie Emanuel, College of Science and Engineering academic advisor, **by the end of the second long semester (Fall or Spring)**. If you intend to use live vertebrate animals in your research, the completed Institutional Animal Care and Use Committee (IACUC; [http://research.tamuc.edu/compliance/iacuc.html](http://research.tamuc.edu/compliance/iacuc.html)) application or the already approved permit (should your lab already have a protocol) should be included as an appendix to the *Thesis Proposal* and submission/revision of the application or permit should be included in the timeline, if needed. Research that includes vertebrate animals **cannot be started** until the application is approved by the IACUC committee. In addition, if scientific collecting permits are necessary, the application or the permit (if already acquired) should also be included as an appendix.

**Preparing the Thesis Proposal**

The research proposal should contain the following sections:

1. **Title page** (Appendix A.3).

2. **Project Summary.** Like an abstract, the Summary should be a synopsis of the proposed activity that is suitable for publication. **It should not be more than 1 page in length.** It should describe the activities of the project. The Summary must clearly address, in separate statements, the two merit review criteria that are used by national science programs: 1) the intellectual merit of the proposed activity; and 2) the broader impacts resulting from the proposed activity.

3. **Background & Relevance.** This section summarizes the available scientific literature related to the problem or topic and explains why the proposed research is necessary.

4. **Purpose, Objectives, and Hypotheses.** This section explicitly states the purpose of the research project. The objectives provide the steps in the research (not explicit methods) that will be used to answer the question. Hypotheses provide the explicit questions and predictions that will be tested in order to answer the larger research question.

5. **Study site.** If field research is planned, then a description of the study area including a map must be included. The study site should be briefly characterized in terms of physical and/or biological attributes, particularly with regard to the suitability of the site for the proposed research.
6. Methods. This section describes in detail the experimental design, experimental methods for data collection, and statistical analysis you will use for each research objective or hypothesis. This is arguably the most important part of the proposal. Be sure to include how and when you will obtain any necessary permissions (e.g., permission to access study sites, if needed) and/or permits.

7. Timeline (Appendix A.1). The timeline should be a table that shows the schedule for starting and finishing distinct milestones for both research and academic work. Milestones should include completion of coursework, submission/approval of thesis proposal, submission/revision of IACUC application (if needed), acquisition of collecting permits (if necessary), data collection for each objective or hypothesis, analysis of each objective or hypothesis, writing the thesis, submission to committee, thesis defense and oral exam, and graduation.

8. Budget (Appendix A.2). The budget should reflect an accurate assessment of the expenses that will be incurred during the research project and by whom they will be paid. Include financial or other support obtained from all sources.

9. Literature Cited. This section should contain all of the references used in the research proposal.

10. Appendices (if needed). Completed IACUC application or approved permit if already available; scientific collecting permit application or permit if already available. Other items may be necessary – consult your GAC.

Formatting the Thesis Proposal

The student and thesis advisor should mutually agree upon a peer-reviewed scholarly journal in the field of research that would be an appropriate outlet for the student’s work when submitted for publication; this journal then becomes the journal format model (JFM) for the Thesis Proposal. It is usually a good idea to use the same JFM for both the proposal and final thesis manuscript. Make all narrative material of the Thesis Proposal clearly understandable to the reader through careful, well-organized writing and adequate utilization of references. Meaningful figures and tables can be incorporated when necessary.

While this style manual describes formatting pertaining to spacing, paragraph indentation, margins, title pages, etc. it does not address the formatting of headings and subheadings, unit abbreviations, text citations, literature citations (in the reference list), figure/table text callouts, figure captions, or table captions, column (including the stub column) headings, and gridlines. Students should consult the “Guide/Instructions for Authors” of the JFM, as well as a recent article that has examples of all of the elements of the paper. Students should not follow the final style of the journal such as the use of double columns on a text page, literature citation methods other than the name-date system (e.g., numbered references), etc., nor should the typed manuscript duplicate every printing technique.
If the student encounters difficulties, for example, one of the references cited is a government report, and the JFM does not provide any guidance, the student should consult recent editions of other style manuals, such as *Chicago Manual of Style* or *CSE Manual for Authors, Editors, and Publishers* for help.

The *Thesis Proposal* should be formatted as follows:

- **Title and Signature Page:** Format using example in Appendix A.3. The title page is not numbered but is counted as page 1 of the document.
- **Maximum Length:** 10 pages exclusive of references, budget, timeline, appendices, and any figures or tables (these should be appended rather than embedded, if they are included).
- **Font:** Times New Roman (preferred) or another high quality, book-type font
  - **Font size:** no smaller than 10 pt (12 pt preferred)
- **Italics:** must be used for scientific names; consult JFM “Guide/Instructions for Authors” for use of italics for Latin or other foreign language words or phrases, or for statistics
- **Units:** Consult JFM “Guide/Instructions for Authors” for unit abbreviations
- **Margins:** 1” all around
- **Spacing:**
  - double space the narrative
  - single space figure and table captions and references
  - references should be separated from one another by 1 line
- **Justification:** left justified; do not fully justify
- **Indentation:**
  - Paragraph – 0.5” indentation from the left margin
  - References – No left margin indentation; each entry should be formatted with hanging indentation, 0.5”
- **Headings and Subheadings:** follow JFM “Guide/Instructions for Authors”
- **Page Numbers:**
  - Center bottom of the footer, should be the same font size/style as the rest of the document, Arabic numerals
  - The title page is not numbered, but is included in the page count. The “Project Summary” which appears right after the “Title and Signature Page” is page 2
  - All pages except the title page must be numbered.
- **Literature Cited:** follow JFM “Guide/Instructions for Authors”
- **Timeline:** Develop a Gantt chart using the example in Appendix A.1.
- **Estimated Budget:** Develop a budget table using the example in Appendix A.2.
- **Figures/Tables (optional):**
  - Appended rather than embedded
  - One per page and follow JFM for captions, gridlines, etc.
- **Appendices (if required):** Add a title to each appendix and continue the page numbering.
Thesis

The Thesis, a written report of the results of the student’s research, should reflect a careful, organized, and logical approach to presenting the material. It should be written with the reader in mind. The narrative of each component of the thesis should be concise, but complete, and be written so that it presents a logical argument as to why the hypotheses were or were not supported by the data that were collected. It must incorporate appropriate citations from the relevant literature, and contextualize the results obtained within the larger body of related work. The use of meaningful figures and tables are vital to accomplishing this goal. The steps for completing the Thesis are:

1. Completion of the rough draft of the thesis (Thesis Research [BIOL 5393 or FAMA 5393]). To receive a grade for this course, a complete rough draft of the thesis must be submitted to the GAC chair/thesis advisor for review, typically by no later than the last day of classes in any semester (check with your advisor for his/her preferred deadline). This draft should be complete in every way and include front matter (i.e., preliminary pages), narrative (Introduction, Methods, Results, Discussion), figures, tables, appendices, reference list, etc.

a. Once the GAC chair/thesis advisor is satisfied with the thesis draft (this may take several rounds of review and revision), the student will be permitted to distribute the revised draft to the rest of the GAC for approval. The student must not submit drafts of the thesis to the other members of the GAC until the GAC chair/thesis advisor has approved a draft for distribution.

b. Members of the GAC will review the thesis draft and provide the student with feedback and revisions to be incorporated in the final submission. Members of the GAC must have a minimum of 2 weeks to review the thesis draft prior to the deadline to defend the thesis. Don’t assume that 2 weeks is enough; as you approach this milestone, check with each GAC member to see how much time they will need. Final approval of the draft by all GAC members may take several weeks and several rounds of edits.

2. Completion of the thesis defense seminar and oral examination. After all members of the GAC have approved the thesis and deemed it ready for defense, the thesis defense and oral examination (Graduate Defense Seminar [BIOL 5102 or FAMA 5102]) must be completed prior to the deadline set for the semester. The Graduate Defense Seminar Announcement must be posted to list-serves and hard copies should be posted outside the Department of Life Sciences administrative offices no less than 1 week prior to the event. The deadline for scheduling and completing the defense and oral examination must be adhered to. Deadlines are announced by the College of Graduate Studies prior to each academic year.

3. Submission of the Thesis (Thesis Submission [BIOL 5394 or FAMA 5394]). There are very strict guidelines for formatting the final version of the thesis and deadlines for submission that must be adhered to (deadlines are announced at the beginning of each
This is the final document that has been approved by your entire GAC. It must be submitted electronically via ProQuest (see Appendix B) and the format must be approved by the College of Graduate Studies before the submission is complete.

Completion of the Thesis, and ultimately graduation, cannot be hurried. Approval of the final Thesis requires several steps (not including multiple revised drafts during the review/revision process). Be sure and check 1 semester ahead of your planned submission semester to make sure that you understand the guidelines, know the dates of all relevant deadlines, and are fully informed of the process. It is the responsibility of the student alone to ensure that deadlines are met.

Preparing the Thesis

As with the Thesis Proposal, the student and thesis advisor should mutually agree upon a peer-reviewed scholarly journal in the field of research that would be an appropriate outlet for the student’s work when submitted for publication; this journal then becomes the journal format model (JFM) for the Thesis. Typically it will be the same JFM chosen for the Thesis Proposal. If the student and thesis advisor agree that the student’s thesis should be prepared using the journal manuscript model (more information below), the same JFM should be used for all chapters of the thesis even if chapters will be submitted to several different journals. The thesis should be in a proper format for publication (within the formatting limits described in this handbook), and can be made more concise by use of appendices for non-essential information.

Students may choose between two models of organizing the thesis, the traditional model and the journal manuscript model:

1. The traditional model presents the thesis research in a single, cohesive manuscript. Information is presented sequentially and no section stands alone as a publishable document.

2. The journal manuscript model presents thesis research as several discrete articles (i.e., Chapters), each appropriate for submission to a journal, bound together as the thesis document. In the journal manuscript model, information may be repeated as necessary between articles so that each can stand alone as an academic work.
   a. The journal manuscript model must include an overarching Introduction (Chapter 1) with a Summary/Conclusions section that brings the entirety of the research into context.
   b. The Literature Cited section encompasses the entirety of the manuscript; each chapter does not have its own reference list. In addition, an overarching Study Area section may be included if all the work was completed within the same study area(s).

Regardless of whether the traditional or journal manuscript model is chosen, the entire document must be submitted in one journal style. In other words, in the journal manuscript model, even though it is likely that articles will be submitted to several different journals, the entire thesis must be presented in the style of only one journal. Headings and subheadings, punctuation,
reference citations, and other details should follow the JFM exactly with few exceptions.

The thesis is a complete document that will be filed using standard University library formats. It must include certain accessory pages and front matter. An annotated list appears below, presenting the order of appearance in the manuscript of all sections of the thesis/dissertation. There are three main parts: front matter (aka preliminary pages), narrative (or chapters), and supplementary pages, organized as follows:

1. **Front Matter (aka Preliminary Pages):** this includes the title, copyright, and signature pages, abstract, table of contents, lists of figures, tables, and appendices, and acknowledgements. The order of these elements in the Front Matter is:
   
   a. Title Page (Appendix A.4)
   b. Copyright Page (Appendix A.5)
   c. Approval Page (Appendix A.6)
   d. Abstract
   e. Dedication (optional)
   f. Acknowledgements
   g. Table of Contents (Appendix A.7)
   h. List of Figures (if more than 1, Appendix A.8)
   i. List of Tables (if more than 1, Appendix A.8)
   j. List of Appendices (if more than 1; format similarly to List of Figures or List of Tables depending on the appended material type)

2. **Narrative**
   
   a. **Introduction:** This is the overall introduction for either thesis model and should provide sufficient background on the research problem and a rationale for the body of work that is presented, regardless of the model chosen. For the journal manuscript model it will be “Chapter I” and should show the basic relationships between the different components of the research (i.e., chapters). In the journal manuscript model, subsequent chapters will have a brief introduction (as in a journal article) and may repeat information from the overall introduction as necessary in each section.
   
   b. **Study Area:** If you are presenting the results of a field study, include this section as a separate section if supported by the JFM. In the journal manuscript model, regardless of JFM guidelines, it may be more efficient to include the description of the study area as “Chapter II,” if all of the data presented in subsequent sections were collected in the same place, rather than repeating the information within each subsequent chapter.
   
   c. **Materials and Methods:** The main focus of this section is a description of the experimental design, how you collected the data (field and/or lab), how you described/summarized the data, and how you analyzed (e.g., statistical evaluations) and presented the data. This section may also include a description of the study area as a subheading depending on the dictates of the JFM. This section, including the
study area, can be repeated as necessary within subsequent chapters in the journal manuscript model.

d. Results: The focus of this section is the outcome(s) of your research. It should include a summarization of the data and the results of all analyses, including appropriate and meaningful figures and tables. This section may be repeated as necessary in the journal manuscript model.

e. Discussion: The goal of this section is to provide the reader with an interpretation of the data, including implications, inferences, and conclusions that may be drawn from the study. This does not mean that you only present your ideas about what the data mean. It means that you must summarize the data and then put it in the context of the wider body of work related to the research question examined. You must use the relevant literature to provide evidence to support (or not) your interpretations, conclusions or both. You should return to the themes that you reviewed in the introduction that your study expands upon, provides new data to support (or not), and/or augments existing understanding. The Discussion should be a synthesis of previous work and its bearing on the outcomes of the investigations reported in the Thesis. It may be repeated as necessary in the journal manuscript model.

f. Summary and Conclusions. This section may be may be omitted in the traditional model if the JFM does not include it but it is a required final chapter in the journal manuscript model. In a thesis formatted according to the journal manuscript model, this section provides the reader with a summation of the chapters and their linkages or relationships to one another. This section is more than a bulleted or numbered list; it is the place where the project is brought together into a cohesive unit and the opportunity to assess and contextualize the overall implications complete body of work.

   i. In the traditional thesis model, some advisors may ask the student to provide a summary and conclusions section as a subheading in the Discussion, or may suggest the student include a heading or subheading in the Discussion such as “Management Implications,” “Future Directions,” or “Recommendations.”

   g. Literature Cited

3. Supplementary Pages

   a. Appendices (if appropriate). Inclusion of data and lengthy statistical treatments and other metrics not deemed suitable for submission to a journal is strongly recommended. This provides the graduate committee with data to confirm analyses, and also serves as a permanent record for the student or other interested parties.
**Formatting the Thesis**

This manual (which includes and consolidates the relevant information from the College of Graduate Studies Master’s Student Handbook [https://gradschool.tamucc.edu/current_students/assets/Masters%20Student%20Handbook.pdf](https://gradschool.tamucc.edu/current_students/assets/Masters%20Student%20Handbook.pdf)) is the authority on formatting pertaining to spacing, paragraph indentation, margins, title pages, etc. The JFM is the authority with regard to the formatting of headings and subheadings, unit abbreviations, text citations, literature citations (in the reference list), figure/table text callouts, figure captions, or table captions, column (including the stub column) headings, and gridlines, etc. Students should consult the “Guide/Instructions for Authors” of the JFM, as well as a recent article that has examples of all of the elements that will be used in the thesis manuscript. Students should not follow the final style of the journal such as the use of double columns on a text page, literature citation methods other than the name-date system, etc., nor should the typed manuscript duplicate every printing technique.

The *Thesis* should be formatted as follows:

- **Font**: Times New Roman (preferred) or another high quality, book-type font
  - **Font size**: no smaller than 10 pt (12 pt preferred)

- **Italics**: must be used for scientific names; consult JFM “Guide/Instructions for Authors” for use of italics for Latin or other foreign language words or phrases, or for statistics

- **Units**: Consult JFM “Guide/Instructions for Authors” for unit abbreviations

- **Margins**:
  - Left margin = 1.5” (to allow for binding)
  - Top, bottom, right margins = 1”
  - If landscape pages are included, the top margin must be the same size as left margin (1.5”) of the rest of the pages to allow for binding.

- **Spacing**:
  - double space the narrative (1.5 spaces is acceptable but not encouraged)
  - single space figure and table captions and references
    - Table captions should be separated from the table header by 1 line and the closing line of the table, if embedded, should be separated from continuing text on the same page by 2 lines (i.e., the next line of text should start on the 3rd line after the closing line of the table). The captions of embedded figures should be separated from continuing text on the same page by 2 lines (i.e., the next line of text should start on the 3rd line after the end of the caption) references should be separated from one another by 1 line

- **Justification**: left justified; do not fully justify
• **Indentation:**
  o Paragraph – 0.5” indentation from the left margin
  o References – No left margin indentation; each entry should be formatted with hanging indentation, 0.5”. **Do not** use tabs to format the references!

• **Headings and Subheadings:** follow JFM regarding font style (underlined, italicized bold, title case, sentence case, uppercase, small caps etc.) and placement (centered, left margin, etc.). The font type should be the same as the rest of the document (i.e., Times New Roman).
  o Major headings (e.g., “Results”) may start within a page, but should not appear alone as the last line on a page (“orphan”). If a major heading is the last line of text, start it on the next page.
  o Subheadings should fall naturally within the text but should never appear alone as the last line on a page (“orphan”). If a subheading is the last line of the text, start it on the next page.

• **Page Numbers:**
  o Front Matter (see below for additional pagination instructions specific to the Front Matter)
    ▪ center bottom of the footer
    ▪ same font size/style as the rest of the document
    ▪ lowercase Roman numerals
  o All other narrative text and supplemental materials
    ▪ center bottom of the footer
    ▪ same font size/style as the rest of the document
    ▪ Arabic numerals
    ▪ If landscape pages are included the page number must appear on those pages in the **SAME POSITION** as the rest of the page numbers in the document; in other words, on the landscape page the page number would appear in the left margin.

• **Front Matter**
  o Title Page. Format using the example in Appendix A.4. The title page is not numbered but is counted as page i of the document.
  o Copyright Page. Format using the example in Appendix A.5. The copyright page is not numbered but is counted as page ii of the document.
  o Approval Page. Format using example in Appendix A.6. The approval page is not numbered but is counted as page iii of the document.
    ▪ Fillable Word templates for the Title Page, Copyright Page, and Approval page can be downloaded from [http://gradschool.tamucc.edu/contact_us/forms.html#masters](http://gradschool.tamucc.edu/contact_us/forms.html#masters). Be sure and save the form(s) to your computer first.
    ▪ Note that the template for the approval page on the College of Graduate Studies website differs slightly from the one in Appendix A.6. The department chair must approve the thesis and must be acknowledged on the approval page.
If you have additional committee members, alter this page as necessary to accommodate additional committee member names.

- Abstract. The abstract is where pagination begins (see below for formatting of the page numbers). The abstract is page 5 (v) of the document to allow automatic insertion of UMI Proquest publisher page. **DO NOT** add a blank page between the Approval Page and the Abstract.
  - The word “ABSTRACT” is uppercase and centered at the top of the page
  - Text of the abstract should not exceed 300 words. Use the “word count” tool to determine the length of your abstract.
    - Text of the abstract begins on the second line below the heading “ABSTRACT”
    - Text is double spaced
    - There is no paragraph indentation

- Dedication (optional). A dedication is a very short acknowledgement “This thesis is dedicated to my mother, who was always there when I needed her,” or “To my loving wife, Dolores.”
  - The word “DEDICATION” is uppercase and centered at the top of the page
  - Text is double spaced

- Acknowledgements. In this section you must acknowledge and thank all funding sources, including grants and scholarships. You should also thank those who helped you through your thesis, including your committee members, other mentors, friends, family.
  - The word “ACKNOWLEDGEMENTS” is centered at the top of the page
  - Text is double spaced
  - Try to keep it to 1-1.5 pages long

- Table of Contents. There are many ways to compile a table of contents, including built-in functions in many word processing programs (there are some cryptic instructions in this regard in the College of Graduate Studies “Master’s Handbook”). If you are able to use those functions, good for you. If not, an easy approach is to use the “Table” function in a word processing program and add the headings and the page numbers by hand (Appendix A.7). Regardless of how you make the table, the following guidelines must be adhered to:
  - The heading “TABLE OF CONTENTS” is uppercase and centered at the top of the page
  - Within the table, the headings “CONTENTS” and “PAGE” are used to denote the respective components
  - List the preliminary pages beginning with the abstract and including the table of contents and include all headings and subheadings used in the thesis, exactly as they appear in the body of the text
  - Chapter numbers should be denoted by uppercase Roman numerals
  - The table of contents should be double-spaced, 12-pt font and should not include bold, italicized or underlined font (regardless of the actual font style and type of the headings within the document). Obviously, if a
species name is part of a heading, the species name should be italicized

- Lists of Figures, Tables and/or Appendices (if needed). These lists are only necessary if you have more than one figure, table, or appendix. Like the Table of Contents, there are many ways to compile these lists, including built-in functions in word processing programs; the downside of these functions is that if you have captions that are more than 1 sentence long there may be difficulties in shortening the caption so that the list contains only the first sentence (cryptic instructions can be found in the College of Graduate Studies “Master’s Student Handbook”). And like the Table of Contents, sometimes it is just easier to use the “Table” function and add the captions and page numbers by hand (Appendix A.8). Regardless of how you make the tables, the following guidelines must be adhered to:
  - Center the title of the list (e.g., LIST OF FIGURES) at the top of the page
  - The name of the list should be uppercase
  - The headings FIGURES (or TABLES or APPENDICES) and PAGE are used to denote the respective components
  - Typically, only the first sentence of the caption should appear in the lists
  - The lists should be double-spaced, 12-pt font and should not include bold, italicized or underlined font. Obviously, if a species name is part of a caption, the species name should be italicized

- **Citing Literature in the Text:** All literature used in the narrative text of the thesis must be cited and the citations in the text must be correctly formatted.
  - The name-date system must be used, i.e., Stilt (2000) or (Heron 1995; Seagull 1996; Seagull and Plover, 1996). Preferentially, choose a JFM that uses this system; do not cite sources by number.
  - Follow the JFM exactly to format in-text citations
    - Adhere to the JFM’s directives with regard to the number of author’s names that are listed before the list of authors is collapsed to a single name and “et al.” Many journals have increased the numbers of authors that are listed in the in-text citation from 2 to 3 or more.
  - If you use or adapt a figure from another author, cite the source in the figure caption. See Page 21 of the College of Graduate Studies “Master’s Student Handbook” ([http://gradschool.tamucc.edu/current_students/assets/Masters%20Student%20Handbook.pdf](http://gradschool.tamucc.edu/current_students/assets/Masters%20Student%20Handbook.pdf)) to determine if you must get permission from the copyright holder to include the material in your thesis

- **Tables & Figures:** The following instructions apply to both figures and tables; guidance specific to each follows. In both cases, follow exactly the format and style for figures and tables as prescribed by the JFM
  - Each figure and table must be numbered and have a caption
    - Figures are numbered sequentially starting with “1”
    - Tables are numbered sequentially starting with “1”
    - At a minimum, the first sentence of the captions for each figure and table must be transcribed exactly into the “List of Figures” or “List of Tables”
    - Make captions as concise as possible, but they must clearly describe the
content of the figure or table
- Must be embedded in the text unless they are so large that they require a full, or nearly full page
- Should appear as soon as possible after the text callout – but should not break the text or be placed at the bottom of a page below narrative text.
  - More than 1 figure and/or table can appear on a page if appropriate
    - There must be room for both captions and for there to be 2 lines between the caption and the top of the next figure.
    - The figure must be sized so that the text within the figure is no smaller than 9 pt (see specific figure formatting instructions below)
  - Multiple pages that contain only figures/tables between pages of narrative text are permissible when necessary
- Should appear only at the top of a page. Narrative text can appear below a figure or table, if there is sufficient space for at least 5 lines of double-spaced text; in other words, there should be **NO LESS** than 5 lines of double-spaced text appearing below a figure or table.
- If formatted in landscape, the top of the figure or table must be on at the top of the landscape page, which is the left-hand margin for the rest of the document.
- As noted previously, figure and table captions are single spaced
  - Table captions should be separated from the table header by 1 line and the closing line of the table, if embedded, should be separated from continuing text on the same page by 2 lines (i.e., the next line of text should start on the 3rd line after the closing line of the table).
  - The captions of embedded figures captions should be separated from continuing text on the same page by 2 lines (i.e., the next line of text should start on the 3rd line after the end of the caption)

- **Tables:** Must have a minimum of 2 columns and 4 rows; otherwise the information can likely be related in the text
  - Must be constructed using the “Table” function found in all word processors
    - Horizontal rules must mimic the JFM.
    - Vertical rules should not be used
  - If a table requires multiple pages, each page of the table should have a caption (“Table #. Continued.”) and a header row; only the last page of the table should have a closing line
    - Multiple page tables always begin on a new page; in other words, the first few lines of a multipage table should not appear embedded within the text
  - Tables must be referred to in the narrative text (“called out”) and the formatting of the call-out must conform to the JFM.
  - Table captions must be formatted to conform to the JFM
    - A single line should separate the table caption from the header row of the table

- **Figures:** Figures consist of graphs, maps, drawings, photographs and other illustrations.
  - All visual material must be neat, clean, and professional in appearance; hand-lettering is unacceptable
o Color should not be used. Use black, white, a single shade of gray, and patterned fills because most journals charge extra for color plates and photocopies of color do not turn out well

o Figures may have multiple panels or components that are lettered or numbered, however, figures should not be formatted to require multiple pages

o Figures must be sized
  ▪ So that the figure text, once the figure is embedded, is still easily readable. Figures should be prepared using larger-than-normal lettering/numbering, so that when the figure is embedded and reduced in size, the lettering/numbering is at least 9 pts.
  ▪ So there is enough room for 1 line below the figure before the caption begins, and the entire caption can be accommodated by the remaining space on a page.

o Figures must be referred to in the narrative text (“called out”) and the formatting of that call-out (e.g., “Figure 1” or “Fig. 1”) must conform to the JFM.

o Formatting of figure captions must conform to the JFM

• Reference List (aka Literature Cited): With few exceptions (e.g., some web-based material, personal communications/observations, etc.), in-text citations must have a corresponding entry (“citation”) in the Reference List.
  o Cross-check the in-text citations in the narrative of the thesis with the reference list to ensure
    ▪ All in-text citations have a corresponding entry in the references list
    ▪ That there are no “orphan” references, i.e., references for which there is no corresponding in-text citation
  o Follow the JFM exactly to develop the Reference List
    ▪ Use the same system of abbreviations, punctuation, underlining, and italics
    ▪ If you use web-based materials, check the JFM’s guidance carefully, since some journals treat these as references whereas others reference them only in the text.
    ▪ If there is no guidance provided for the citation of a particular type of reference (for example, a government report or a poster or oral presentation at a conference), consult the most recent edition of Chicago Manual of Style or CSE Scientific Style and Format. Use the general style that is suggested, with modifications in punctuation etc. that will make the final citation conform the JFM.
  o Do not rely on the formatting provided by reference manager software. Although you choose the JFM from the available formats in the software, it is not unusual for the software to produce a reference list that contains errors. Check it carefully before you submit the final version of the thesis.
The content and approach to the Professional Paper can vary from a small original research project bolstered by a significant literature review of the problem or question, to a very focused research project that results in a paper that is essentially a manuscript suitable for publication, to a more technical report or development of an SOP (standard operating procedure) to a portfolio of short papers or records of internship experiences, to a brief article suitable for submission to a trade journal, to an article suitable for publication in a magazine or other “non-science” outlet (e.g., Texas Parks and Wildlife Magazine). For a student pursuing the professional track in BIOL or FAMA, it will be critical that all members of the GAC agree on the focus of the deliverable. Beyond that, the actual sections of the manuscript and its formatting, with regard to a “journal format model” (JFM) will also vary widely. The student and GAC chair will need to work closely to ensure that both parties have a clear understanding of the expectations for the final product.

Regardless of the content of the professional paper, the components must include:

1. Title/Signature Page (Appendix A.9)
2. Abstract
3. Acknowledgements
4. Table of Contents
5. Lists of figures, tables, appendices, if needed
6. Introduction or Overview
7. Narrative – portfolio components or traditional headings such as “Methods,” “Results,” “Discussion”
8. Literature Cited

Formatting of the front matter (abstract, table of contents, lists, acknowledgements) should follow the guidelines outlined for the Thesis in the previous section and are the same for all types of professional papers. The title/signature page is formatted differently (Appendix A.9) but its pagination etc. are the same as for the Thesis.

Generally speaking, the more research-focused projects will result in documents that are very much like a thesis, thus, with the exception of the title/signature page (Appendix A.9), the formatting guidelines, including the components of the manuscript (see page 10), and use of the JFM can be followed.

For a professional paper that is essentially a “portfolio,” an overview of the subsequent material, explaining the rationale for the various components, and how they are linked with one another (or not) should be the first “chapter” of the narrative. For these types of products, the use of the JFM may not be appropriate. In these cases, follow a standard format, either what is used by the target company or agency, or style manuals such as Chicago Manual of Style, CSE Scientific Style and Format, or US Government Publishing Office Style Manual.
The final document you must produce (some FAMA students will not present a seminar although they will complete an oral examination) is the *Graduate Defense Seminar Announcement*. As noted previously, the project defense and oral examination must be completed prior to deadlines that are set by the College of Graduate Studies for each academic year. For thesis track students, these deadlines are *not flexible* because of the deadlines associated with the submission of the *Thesis*. For professional track students, these deadlines are slightly flexible; currently, submission of the *Professional Paper* is typically set at the “last day of classes” in any given semester. Professional track students should work to meet the published deadlines however.

Regardless of the deadline for submission of the paper, the *Graduate Defense Seminar Announcement* must be distributed **no less than 1 week** prior to the event. The graduate defense seminar cannot be scheduled until the entire GAC is satisfied with the thesis or professional paper. Keep this fact firmly in mind as you approach this milestone.

The format of the *Graduate Defense Seminar Announcement* is shown in Appendix A.10. The announcement is limited to **1 page**. Be prepared to shorten the abstract that you have prepared for the *Thesis* or *Professional Paper* considerably to meet this limit. The shortened abstract should still contain adequate information for potential audience members to have a modest understanding of the work you will present. The font type/style/size is Times New Roman, 12 pt.
Appendix A
A.1 – Example Timeline (Prospectus, Proposal)
A.2 – Example Budget Table (Prospectus, Proposal)
A.3 – Example Thesis Proposal Title/Signature Page
A.4 – Example Thesis Title Page
A.5 – Example Thesis Copyright Page
A.6 – Example Thesis Approval Page
A.7 – Example Table of Contents (Thesis, Professional Paper)
A.8 – Example Lists of Figures, Tables, or Appendices (Thesis, Professional Paper)
A.9 – Example Professional Paper Title/Signature Page
A.10 – Example Graduate Defense Seminar Announcement (Thesis, Profession Paper [in most cases])
Appendix A.1 Format of the Prospectus and Research Proposal Timeline

Figure #.1, 2 Gantt chart showing the timeline for completion of the milestones necessary to complete the master’s degree and graduate.

|                      | 2015 |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 2016 |     |     |     |     |     |     |     |     |     | 2017 |     |     |     |     |     |     |     |
|----------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|
| Coursework           |      |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Thesis Proposal      |      |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Field Sampling       |      |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Sample Processing    |      |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Data Analysis        |      |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Thesis Draft         |      |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Thesis to Committee  |      |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Thesis Defense & Submission | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Publication Preparation |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Graduation           |      |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |

1 The timeline should be LAST figure in the research proposal.
2 The format of the caption should follow the journal format model (JFM).
## Appendix A.2 Format of the Prospectus and Research Proposal Budget Table

Table #.\(^1,2\) Proposed budget for thesis research.

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>TAMU-CC</th>
<th>Personal</th>
<th>Other*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equipment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cryostat</td>
<td>1900.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photographic light meter</td>
<td></td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>Spotting Scope, 45x</td>
<td></td>
<td>110.00</td>
<td></td>
</tr>
<tr>
<td><strong>Expendables</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petri dishes</td>
<td>60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photographic film (10, 36 exposure rolls Ektachrome, with mailers)</td>
<td>76.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microslides, cover glasses</td>
<td>27.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reagent grade ethyl alcohol</td>
<td>80.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operational Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel, data collection</td>
<td>320.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boat Rental</td>
<td>40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Document Preparation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thesis expenses</td>
<td>200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publication and reprints</td>
<td>300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>$2300.00</td>
<td>$660.00</td>
<td>$180.00</td>
</tr>
</tbody>
</table>

*Funds provided by student Grant-in-Aid-of Research from Sigma Xi

\(^1\) The budget table should be LAST table in the research proposal.

\(^2\) The header lines and closing line of the table as well as the format of the caption should follow the journal format model (JFM).
Appendix A.3: Format of the Research Proposal Title/Signature Page

TITLE SHOULD APPEAR IN ALL CAPITALS AND BE CENTERED

prepared by

YOU A. STUDENT

MONTH, YEAR

for

The Graduate Committee

Biology [or Fisheries and Mariculture] Program

Department of Life Sciences

Texas A&M University-Corpus Christi

Corpus Christi, Texas

Approved:

Dr. A, Chairperson

Dr. B, Co-Chair or Member

Dr. C, Member

Dr. D, Member

Dr. E, Department Chairperson

Format: Title of Journal used as format.

THIS IS THE TITLE OF MY THESIS

A Thesis

by

JANE A. STUDENT

BS, Harvard University, 2012

Submitted in Partial Fulfillment of the Requirements for the Degree of

MASTER OF SCIENCE

in

BIOLOGY [or FISHERIES AND MARICULTURE]

Texas A&M University-Corpus Christi
Corpus Christi, Texas

Graduation Month, Year (Example: August, 2016

© Your Full Legal Name

All Rights Reserved

Month and year of graduation (Example: August 2015)

THIS IS THE TITLE OF MY THESIS

A Thesis

by

JANE A. STUDENT

This thesis meets the standards for scope and quality of Texas A&M University-Corpus Christi and is hereby approved.

Jonathan L. Seagull, PhD
Chair

Ima Finch, PhD
Co-Chair or Committee Member

Ichabod Crane, PhD
Committee Member

Jack Sparrow, PhD
Chair, Department of Life Sciences

Graduation Month, Year (Example: December 2016)
### Appendix A.7. Format of the Table of Contents

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>v</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>vi</td>
</tr>
<tr>
<td>List of Figures</td>
<td>vii</td>
</tr>
<tr>
<td>List of Tables</td>
<td>viii</td>
</tr>
<tr>
<td>Acknowledgements</td>
<td>ix</td>
</tr>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Study Area</td>
<td>4</td>
</tr>
<tr>
<td>Materials &amp; Methods</td>
<td>7</td>
</tr>
<tr>
<td>Results</td>
<td>14</td>
</tr>
<tr>
<td>Discussion</td>
<td>37</td>
</tr>
<tr>
<td>Literature Cited</td>
<td>48</td>
</tr>
</tbody>
</table>
Appendix A.8. Format of the Lists of Figures, Tables, and/or Appendices.

LIST OF FIGURES

<table>
<thead>
<tr>
<th>FIGURES</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>15</td>
</tr>
</tbody>
</table>

1  Map of the study area in Copano Bay, Texas

2  Mean salinity by month, 1 April 2013 – 1 April 2014
Appendix A.9. Format of the Professional Paper Title/Signature Page

THIS IS THE TITLE OF MY PROFESSIONAL PAPER

by

John A. Student
Graduation Month, Year

A Professional Paper Submitted
In Partial Fulfillment of the
Requirements for the Degree of

MASTER OF SCIENCE IN BIOLOGY [or FISHERIES & MARICULTURE]

TEXAS A&M UNIVERSITY-CORPUS CHRISTI
Department of Life Sciences
Graduate Biology [or Fisheries and Mariculture] Program
Corpus Christi, Texas

APPROVED: ___________________________ DATE: __________
Dr. Veronica W. Xavier, Chair

______________________________
Dr. Y. Zebulon Anderson, Member

______________________________
Ms. Beatrice C. DeSalle, Member

______________________________
Dr. Eduardo F. Gonzalez, Jr., Member

Format: Bulletin of Marine Science
Appendix A.10. Format of the Graduate Defense Seminar Announcement

GRADUATE SEMINAR NOTICE
BIOLOGY [or FISHERIES & MARICULTURE) PROGRAM
DEPARTMENT OF LIFE SCIENCES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

SUBJECT: Official Title of Your Thesis or Professional Paper

SPEAKER: You A. Student

DATE: Day of week, Month Day, Year

TIME: Pick a time

PLACE: Location

ABSTRACT

The abstract of your graduate project should appear here (shortened version if necessary). An abstract of 50-200 words length is recommended for inclusion in the Graduate Seminar Notice.

NOTE: This announcement must be distributed NO LESS THAN 1 week prior to the event. Students should send this notice to the appropriate administrative assistant for posting electronically to the relevant faculty and graduate student list-servs. In addition, students should print several copies and post them in buildings, such as Center for the Sciences, which are frequented by graduate and undergraduate students who may be interested in attending. One printed announcement must be posted on the bulletin board outside the Department of Life Sciences administrative offices.
Appendix B
B.1 – College of Graduate Studies Thesis Submission Guidelines
B.2 – ProQuest Manual for Electronic Submission

Preface

The following pages are extracted directly from the College of Graduate Studies “Master’s Student Handbook” (http://gradschool.tamucc.edu/current_students/assets/Masters%20Student%20Handbook.pdf) and are reproduced here exactly as they appear beginning at the bottom of page 19. This material is provided to help simplify the process of completing the submission of the thesis, by compiling the relevant information in one place, however, students and advisors should also check the College of Graduate Studies “Master’s Student Handbook” and “Master’s Student” website (http://gradschool.tamucc.edu/current_students/masters_students.html) to ensure that they are using the most up-to-date forms and that the guidelines are current.

*******************************************************************************
Begin extracted material

Deadlines

To maintain eligibility to graduate in a given semester, students must meet the scheduled deadline for submittal of (1) the signed Preliminary Agreement to Schedule the Thesis/Dissertation Defense/Final Examination, (2) the Thesis Defense & Written Thesis Report, and (3) the thesis in final form as a PDF file. This date, along with other dates of interest, is posted on the College of Graduate Studies website. There are no exceptions for late submittal. Students submitting after Deadline Day cannot graduate until the following semester and will be required to enroll in thesis hours in the semester of graduation.

Final Steps to Submitting Your Thesis

After your Thesis Defense & Written Thesis Report (Form C) is submitted and all requested changes have been made, you can submit your thesis electronically. Before you begin the submission steps, please be sure you have the following:

a) Full text of your thesis in PDF format. This must be one file with embedded fonts. The maximum file size that can be uploaded is 250 MB. The PDF file name cannot contain periods (except for the .pdf extension). Instructions about PDF conversion and embedding fonts are available at the ProQuest/UMI ETD Administrator site under the “Submission Steps/PDF” tab.

b) Optional supplementary files. Images, data, etc. that are an integral part of the thesis, but not part of the full text.

c) Advisor and other committee members’ names.

d) Subject Category. Please choose up to three subject categories from the Subject Category List (http://www.etdadmin.com/UMI_SubjectCategoriesGuide.pdf) that best describe your thesis.

Submission Guidelines

Go to http://www.etdadmin.com/tamucc to create an account or login using an existing account.

When signed into the account, a list of submission steps will be visible on the left hand side of
the computer screen. These steps will serve as a guide through the submission process. A checkmark will appear once each step is completed. For a detailed presentation on the electronic submission process, visit:
http://gradschool.tamucc.edu//current_students/assets/ProQuest_Dissertation_Submission_Guide.pdf

Publication of your Research: Copyright Issues

[Note: based on information in the Texas A&M University Thesis Manual]

It is the student’s responsibility to be aware of and adhere to U.S. copyright laws regarding the thesis and its contents.

If you publish material that will be part of your thesis before you submit the thesis:

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. The TAMUCC Library makes all published manuscripts available to the public on the web. Do not sign any agreement that limits TAMUCC’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 they sign when a journal accepts an article for publication. At that time, the student/lead author typically transfers copyright to the journal as publisher, and you he/she no longer possess the right to use this material without permission. However, the publishing agreement form may 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 rights it needs to print, distribute, and sell the work. When negotiating with the publisher, remember to inform them that the thesis will be available worldwide through the Internet (theses will be sent to ProQuest/UMI and can be purchased through them).

If you have not retained the right to use your previously published material in the thesis, you must get permission from the copyright holder to include it. 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 to restrict full-text access to your thesis for a period of time before releasing it to the Internet to allow time to publish in journals whose policy is to be first publisher. More information is available during the submission process through ProQuest.

If you are planning 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. The student should consider a number of factors when utilizing material from other sources, including whether or not the material is in the public domain or can be used under the provisions of Fair Use. Regardless of whether or not permission is required, proper credit must
be given in the text. For material that requires permission, acknowledgment should be included in the text, per the instruction of the copyright holder. For additional information regarding copyright and fair use, refer to the Copyright and Your Dissertation or Thesis document available at our website.

To summarize, when using published material:

- Determine if the material is copyrighted or not. Non-copyrighted material may be reused freely, as long as credit is given to the original source.
- If the material is copyrighted, determine if it may be included in your thesis under the provisions of Fair Use. If Fair Use applies, do not seek permission.
- If Fair Use does not apply, obtain permission (in either the publisher agreement or in a letter or email from the copyright holder).
- Give proper acknowledgment of all work created by others and included in the thesis.
- Students must inform the copyright holder that the thesis will be sent to, and sold on demand by, ProQuest/UMI.

**Binding**

Thesis binding will be handled through the ProQuest/UMI ETD Administrator. During the submission process, students have the opportunity to order personal copies, along with the required university copy for the Library.

Each volume is rendered with respect for the scholarly research, featuring:

- Brilliant white 32 lb. paper stock: acid-free and archival-grade, this photographic-quality stock is brighter and more opaque for better ink contrast and readability.
- Any color graphics included in the digital copy of the thesis received by ProQuest/UMI can now be reproduced in color at no extra charge. Photographs, charts, and other illustrations are printed as faithfully as they were provided electronically.
- Durable hardbound copies are 8½” × 11” with black covers made from 2.5 mm-thick board covered in washable linen. Titles are embossed in gold foil on the spine. Handmade thread-sewn bindings and generous margins enable volumes to be opened flat.
- Thesis copies are shipped approximately 8 to 12 weeks after submission of the manuscript.

**Distribution**

<table>
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<th>Library Copy</th>
<th>The library copy will be delivered directly to Texas A&amp;M University-Corpus Christi, College of Graduate Studies, who will in turn deliver it to the Mary and Jeff Bell Library.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Bound Copies</td>
<td>All personal copies will be delivered to the shipping address you provide during the electronic submission process.</td>
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# Fees

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</table>

*Note: Tax may be added to the total based on your shipping address.*
Appendix B.2. ProQuest guide for electronic submission of the thesis.

Your comprehensive, screen by screen guide to submitting your thesis or dissertation document electronically for review and approval.
The following presentation addresses the process of submitting a dissertation or thesis electronically to the College of Graduate Studies at Texas A&M University-Corpus Christi using the ProQuest Electronic Thesis and Dissertation Administrator.
Summary of Guide

- Creating an Account & Logging into an Existing Account

- New Submissions
  - General Instructions
  - Publishing Options
  - Publishing & University Agreement
  - Contact Information
  - Dissertation/Thesis Details Page
  - PDF
  - Supplemental Files
  - Notes
  - Register U.S. Copyright
  - Order Copies
  - Submit & Pay

- Revisions

- After Acceptance

- Final Upload

- Contact Information & Inquiries
Creating an Account
&
Logging in to an Existing Account
ETD stands for Electronic Thesis and Dissertation.

To begin, go to the homepage located at www.etdadmin.com/tamu cc.

At the top right you will see Students: Submit Revise.

To create or log into your existing ETD account click on Submit or Revise links.
- The screen below will be displayed.

- If you already have an existing account, proceed to Login.

- To create an account, click Create an Account in the New User box.
• NEW USERS ONLY:
  • Fill in the ETD Administrator Account information as required.

<table>
<thead>
<tr>
<th>UMI ETD Administrator Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create your account</td>
</tr>
<tr>
<td>Fill in the form below to register and submit your dissertation/thesis.</td>
</tr>
</tbody>
</table>

- **Email**: ____________________________ (An email will be sent to this address for activation)
- **Verify Email**: ____________________________
- **First Name**: ____________________________
- **Middle Name**: ____________________________
- **Last Name**: ____________________________
- **Institution**: Texas A&M University - Corpus Christi
- **Country of Citizenship**: [Select Country] — —
- **Username**: ____________________________ (Must be at least 4 characters)
- **Password**: ____________________________ (Must be at least 4 characters)
- **Verify Password**: ____________________________

  [Sign Up]

• A confirmation email will be sent to the email address provided.

• Open the email, and click on the confirm your account link in the email.
• **NEW USERS ONLY:** When the account is confirmed you will automatically be directed to the initial instructions page.

• After your account is set up, you can sign in at [www.etdadmin.com/tamucc](http://www.etdadmin.com/tamucc) to revise and review your submission.
NEW SUBMISSIONS

- The following screens show how to submit a new document through the Texas A&M University-Corpus Christi ETD site.

- Please be mindful of A&M-Corpus Christi's policies regarding submission deadlines.
• After you have logged in, you will come to the My ETDs tab.

• The Submission Steps will be listed on the right hand side of the page. These steps will guide you through the process. They will be checked as they are completed.

• To the left will be general Instructions. After reviewing instruction, click Continue to proceed.
• **PUBLISHING OPTIONS**
  • Select the desired type of publishing and a publishing option.
  • Click on the bullet point to choose, then click **Save & Continue**.

### Publishing Options

Select the publishing options below that best fit your interests and scholarly publishing obligations. Required fields are marked with an asterisk (*).

For assistance, consult your graduate school, and read our [Publishing Guide](#).

#### Select Type of Publishing *

- **Traditional Publishing**
  - I want to make my work widely available and I want to be eligible to receive royalties on the sale of my work.
  - I understand that I must maintain a current mailing address with ProQuest/UMI in order to be eligible to receive royalties.
  - I understand that ProQuest/UMI does not charge a fee for Traditional Publishing.
  - I understand that my graduate institution may require fees in association with my submission to ProQuest/UMI.

- **Open Access Publishing PLUS**
  - I want the broadest possible dissemination of my work, and I want to provide free, global access to the electronic copy of my work via the Internet.
  - I understand that I will not be eligible to receive royalties.
  - I understand that the ProQuest/UMI fee for Open Access Publishing PLUS is $95.00 USD.
  - I understand that my graduate institution may pay all or a portion of the total fee as well as may require additional fees in association with my submission to ProQuest/UMI.

#### Select Publishing Options

I want major search engines (e.g., Google, Yahoo) to discover my work. *Learn more*

- Yes
- No

I want my graduate work to be sold by third party retailers in addition to ProQuest/UMI. *Learn more* (Note: if Traditional Publishing is chosen above, all sales are eligible to accrue royalties.)

- Yes
- No

[Save & Continue]
Publishing & University Agreement

- **ProQuest/UMI agreement:** This screen will explain the publishing agreement for the chosen option. This agreement is made between the student and **ProQuest**.

- **University Agreement:** This agreement grants the Texas Digital Library the non-exclusive rights to copy, display, perform, distribute, and publish submitted content *(see agreement for full details)*.

- **ProQuest/UMI agreement**
- **University agreement**
• CONTACT INFORMATION
  • Enter the information as requested on this Contact Information screen.

• Click Save & Continue at the bottom of the page
Dissertation/Thesis Details Page

- All the applicable details for the document and committee must be filled in on this page.

- Note that the **Title** option refers to the thesis or dissertation document title, and is not for degree or job titles.

- Must fill in the **Advisor/Supervisor/Committee Chair** information, with the option to list as many as ten **committee members**.

- Choose a **primary subject category** and any **additional subject categories**.

- Choose some **keywords** about your subject matter, then copy/paste your **abstract** section into the box.

- Click **Save & Continue**.
• PDF

• Upload the completed thesis or dissertation as a PDF.

*Note: The signature page has been replaced by the committee member page in electronic submissions.

• If the document is not yet in PDF form, convert it using the link provided at the top of the page.
- Wait until the **yellow box** appears indicating the upload was successful.

- Click **Save & Continue**.
- **SUPPLEMENTAL FILES (optional)**
  - Typically these are media files such as video or audio files but spreadsheets, graphs or maps are also common. Upload these files as needed.

  - If no additional files are required for submission, click **Save & Continue**.

  **Supplemental Files (optional)**

  If supplementary materials - like audio, video and spreadsheets - are part of your dissertation or thesis, you can submit these files to ProQuest. They will be made available in ProQuest Dissertations & Theses when your work is published.

  **Supplemental file requirements:**
  - Do not upload files that someone else holds rights to (for example, third party software such as Microsoft Excel). Excel spreadsheet is OK.
  - Zip large files, a large group of files, or files that have a directory structure.
  - The maximum file size for a single file that can be uploaded is 250 MB.
  - The maximum file size for all files that you submit (dissertation/thesis and supplemental files) is 250 MB.

  **1. Add File:**

  - **Note:** do not add third-party applications or software (e.g., Adobe Reader, etc.)

  **Having trouble uploading your file? Try our Basic Upload tool.**

  **Description:**

  **Media Type:** Select Media Type

  **2. Add File:**

  - **Note:** do not add third-party applications or software (e.g., Adobe Reader, etc.)

  **Having trouble uploading your file? Try our Basic Upload tool.**
**NOTES (Optional)**

- Any additional notes or restrictions on the submission can be added. The Texas A&M University-Corpus Christi Administrator will see these notes.

- **Click Save & Continue.**

<table>
<thead>
<tr>
<th>Submission steps:</th>
<th>Notes to Administrator (optional)</th>
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<tbody>
<tr>
<td>Publishing information:</td>
<td>Include any notes you have for the administrator at your graduate school who will be handling your submission. If you will be unreachable via email, note the best way to contact you here as well.</td>
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<td>✔ Instructions</td>
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<td>✔ Publishing options</td>
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<td>✔ ProQuest/UMI agreement</td>
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<td>✔ University agreement</td>
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<td>✔ Contact information</td>
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<td>About my dissertation/thesis:</td>
<td>Notes to Administrator:</td>
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<td>Save &amp; Continue</td>
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</table>
- REGISTER U.S. COPYRIGHT (optional)
  - Copyright options will be presented.
  - The one time fee for this service is $55 and must be paid online with a credit card.
  - This service is not compulsory for document submission and is only an option.

**Submission steps:**

**Register U.S. Copyright**

At ProQuest, we make copyright registration easy - by submitting your application to the United States Office of Copyright on your behalf, providing you with the certificate from the Library of Congress. Registering your copyright via ProQuest is the fastest and most cost-effective means currently available.

**How to take advantage of our copyright service:**

Registering with the U.S. Office of Copyright establishes your claim to the copyright for your dissertation/thesis and provides certain protections if your copyright is violated. Because of the availability of content on the open web via search engines, registering for U.S. copyright can be a significant benefit for the protection of your work. By registering for U.S. copyright, you can ensure that your dissertation/thesis is protected.

**To learn more about the advantages of registering your copyright with ProQuest:***

**Register U.S. Copyright**

- Prepare an application in your name
- Submit your application fee
- Deposit the required copy or copies of the manuscript
- Mail you the completed certificate of registration from the Library of Congress

**1. Previous U.S. Copyright Registration**

Have registration for your published dissertation/thesis, or for an earlier version of the manuscript, been made with the Copyright Office?

- Yes - copyright was previously filed
- No

**2. Requesting ProQuestUMI to file for U.S. Copyright Registration**

- Do not file for copyright - I am requesting that ProQuestUMI not file for copyright on my behalf.
- File for a new copyright - I am requesting that ProQuestUMI file for copyright on my behalf.
**ORDER COPIES:** This next screen provides the option of ordering personal bound copies as well as the 1 copies required by the University.

- 1 copy will go to the library

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**NOTE:** ProQuest will deliver personal copies to the address that you indicate and University copies will be delivered to the College of Graduate Studies.

*Delivery will occur after the applicable degree has been conferred.*
SUBMIT & PAY

- This page displays a Submission Summary for review.

- Note: After you submit, you cannot revise your submission without permission from your graduate school administrator. Please verify that your submission is complete and correct before continuing.

<table>
<thead>
<tr>
<th>Submission Summary</th>
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<tbody>
<tr>
<td>If changes are needed, you can make them using the links provided.</td>
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**Dissertation/Thesis Details:**  
Change

**Degree:**  
Doctor of Education

**Title:**  
title

**Abstract:**  
abstract

**Subject Categories:**  

**Keywords:**  

**PDF:**  
Download (182.5 kB)  
View PDF

**Publishing Options:**  
Change
Traditional Publishing  
Do not delay release to ProQuest  
Allow search engine access.  
Allow third party sales.  
File for a new copyright - I am requesting that ProQuest/UMI file for copyright on my behalf.

Continue with submission
• SUBMIT & PAY: Order Summary
  • To complete submission, confirm your order by reviewing the itemized list.
  • Review/confirm your shipping information.
  • Click on Pay with credit card after you have reviewed your purchase.
  • Enter credit card and billing information and click Submit Dissertation/Thesis & Pay

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Sales Tax: $6.19 | Service Tax: $0.00
Total: $104.19 USD

* Note: Prices are in U.S. Dollars (USD)

Shipping Information
6300 Ocean Drive
Unit SB412
Corpus Christi, Texas 78412
United States

* Note: if you change your shipping address your taxes will be recalculated.

Submit & Pay: Credit Card

Please enter your credit card information below for payment.

Credit Card Information: (this is a secure server)
Credit Card Type*: Select type
Credit Card Number:*
Expiration Date*:  month year
Cardholder Name*: Name as it appears on card

Billing Information:
The information below must match the information shown on your credit card billing statement.

Use Same Address: [ ] Same as permanent mailing address
Country*: [ ] Select Country
Street Address*: 
Street Address line 2: 
Street Address line 3: 
City*: 
State/Province*: [ ] Select State/Province
Zip/Postal code*: 

A total of $104.19 (USD) will be charged to your credit card.

[Pay with credit card] [Show order summary again] [Submit Dissertation/Thesis & Pay] [Cancel]
Submit & Pay: Receipt

- A receipt is displayed for printing purposes, click **Done**.

---

Submit & Pay: Submission Complete

Your dissertation/thesis has been submitted and your credit card has been charged.

- Your dissertation/thesis has been submitted to your graduate office for review. You will receive an email from your graduate office when your submission has been delivered to ProQuest/UMI.
- A receipt will be sent to your email address for your credit card payment, and is shown below.

Payment Information: **Print summary**

Submission ID: tamuci0012
Paid on: Nov 9 2010 2:43PM EST

Confirmation #:
Payment Method:
Billed to:

Corpus Christi, Texas 78412
United States

Order Summary:

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</tbody>
</table>

Sales Tax $0.00
Service Tax $0.00
Total: $55.00

Your dissertation/thesis has been submitted.
Please contact your **graduate office** with any questions regarding your submission.

[Done]
The submission is now complete.

ProQuest will provide a link that sends the user directly to the My Dissertation/Thesis List, where the document can be viewed and revised.

Save this URL for quick access in the future.

Submission Complete: Thank You

Thank you for submitting your dissertation/thesis.

Please contact your Graduate Office with any questions regarding your submission.

For quick access to your dissertation/thesis in the future, use the URL below.
http://www.etdadmin.com/cgi-bin/student/etd?siteid=246;submissionid=69643

Sign Out
REVISIONS

- The College of Graduate Studies will review the document, an email listing any necessary corrections will be sent to the student.

- Make these changes to the original document.

- The revised document will then need to re-submitted.
To make necessary revisions, go to the homepage located at www.etdadmin.com/tamucc. Or you can use the quick access URL provided to you with the first submission.

At the top right you will see Students: Submit Revise.

Click Revise to submit the PDF with revisions.

Administrators: Sign in
Students: Submit Revise
After signing in, a screen will appear outlining the options for revision.

Click on the **Submit revisions** tab on the left side of the page.

### Instructions

Welcome back to the Texas A&M University - Corpus Christi ETD Administrator Site.

**Revising your dissertation/thesis**

You can revise your submission:

1. **First, make your changes**
   - On the left sidebar, you'll see a list of Revision Options.
   - Select the item you wish to change.
   - A new page will display where you can make and save your changes.
   - Repeat for any additional changes you need to make.

2. **Submit your changes**
   - After your changes are complete, click **Submit Revisions** from the left sidebar.
   - Follow the instructions on the "Submit Revisions" page to finish.
From this page any necessary changes can be made in regards to Dissertation/Thesis Details, the PDF or the Publishing Options.

Revisions to the dissertation copy must be in PDF format. A link to a PDF conversion tool is locate at the top of the page.

When conversion is complete, click Browse and upload, remember to wait until the yellow box appears indicating that the upload was successful before clicking Save Changes.

<table>
<thead>
<tr>
<th>Revise Options</th>
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<tr>
<td>Instructions</td>
<td>Replace your PDF with a new file using the form below.</td>
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<td>Revision options:</td>
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Reason for revisions: Necessary corrections have been made.
- Now that the changes have been applied the document must be re-submitted.

- To re-submit, click **I'm done – submit my changes**.
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After Acceptance

- Upon correct completion of the document an email from the College of Graduate Studies will be sent to the student explaining the acceptance of the thesis/dissertation.

- At this point no more changes should be made to the ETD account and it will be locked.

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Final Upload

- At the end of the term, after the applicable degree has been conferred, the College of Graduate Studies will upload the document to ProQuest and the Texas A&M University-Corpus Christi Library.
Inquiries

- Be sure to utilize the Help option on the ETD website which is always located at the top right side of the webpage in regards to questions about the functions of the site.

- Any questions in regards to the policies and/or criteria for submitting a dissertation or thesis should be directed to the College of Graduate Studies.
  - Phone: 361-825-2177
  - E-Mail: gradweb@tamucc.edu
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