

TEXAS CHRISTIAN UNIVERSITY  
College of Fine Arts  
Graduate Studies

## MANUAL FOR PREPARATION OF THESES

- I. Steps to complete during your final semester
  - A. At the beginning of the semester in which you plan to graduate, fill out and return an Intent to Graduate form to the Graduate Studies Office, 130 Ed Landreth Building. The graduation forms may be found here:  
<http://www.cfagraduate.tcu.edu/graduation%20forms.html>
  - B. The Registrar's Office will send instructions, forms to complete, and request payment for graduation fees. Note especially the deadline for refund of cap and gown rental and diploma fees. If graduation is postponed, file a Cancel Intent to Graduate form and then submit a new Intent to Graduate Form at the beginning of the new semester. You will be required to pay the graduation fees again if you postpone graduation.
  - C. Complete a draft of your manuscript and submit it to your committee for reading. The thesis must be read by all committee members.
  - D. Prepare a revised draft incorporating all changes called for by your committee.
  - E. Set a time for your oral examination. Schedule the oral exam with the Graduate Studies Office on the form provided at least 2 weeks before the oral is held. Oral exams and recitals for music majors must also be scheduled and the date reported to the Graduate Studies Office.
- II. Submitting final copies of theses
  - A. Make corrections called for by the Graduate Studies Office and your committee.
  - B. Make any additional corrections suggested at your oral exam.
  - C. Make copies of the thesis if desired and submit electronically.
  - D. Pay the fee for binding/submitting electronically in the Business Office. Form may be found here:  
<http://www.cfagraduate.tcu.edu/graduation%20forms.html>

### III. Manuals and form books

If your major professor or your department specifies a particular style manual for you to follow, use it. If a departmental manual has not been designated, and if you obtain approval of your advisor, one of the following manuals may be used (or their most recent edition):

The Chicago Manual of Style. Fourteenth Edition. Chicago: The University of Chicago Press, 1993.

Gibaldi, Joseph and Walter S. Achtert. MLA Handbook for Writers of Research Papers. Fourth Edition. New York: The Modern Language Association of America, 1995.

Publication Manual of the American Psychological Association. Fourth Edition. Washington, D.C. American Psychological Association, 1994.

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. A Manual for Writers of Term Papers, Theses, and Dissertations. Sixth Edition. Chicago: University of Chicago Press, 1996.

### IV. Parts of a manuscript

A manuscript generally has three main parts: the preliminaries, the text, and the reference material. For your thesis at TCU the order of these is as follows:

#### A. The preliminaries

1. One blank page
2. Title page (see sample in this Manual)
3. Approval page (see sample in this Manual)
4. One blank page or copyright notice if the thesis is to be copyrighted (see sample)
5. Preface, including acknowledgments (not required)
6. Table of contents with page references
7. List of tables or plates with titles and page references (if any)

#### B. The text

1. Introduction
2. Main body with the larger divisions and more important minor divisions indicated by suitable headings

#### C. References

1. Appendices (if any)
2. Bibliography (if the appendices are bound as a separate volume, the bibliography is bound with the text in the first volume)
3. Vita (see samples)
4. Abstract

V. Corrections and proofreading

The manuscript, as a demonstration of your abilities in research, analysis, and effectiveness of expression, should have an appearance in keeping with such a document. Manuscripts that do not have an academic and professional appearance will be rejected by the College.

You are responsible for final proofreading. An indication that careful proofreading has not been done is cause for complete rejection of the manuscript and possible delay of graduation by at least one semester. Since it is difficult for proofreading to be done adequately by persons already familiar with the material, using competent outside proofreaders is advisable. You retain full responsibility for good proofreading and satisfactory correction.

VI. Margins and spacing

The text of the manuscript is double-spaced. Footnotes and long quotations should follow the format of the style manual chose. An approved manual will give additional spacing rules. The left margin (binding side) must be no less than 1 ¼ inches, and the top margin not less than 1 inch. The right and bottom margins must have a clearance of no less than ¾ inch from the typed material. Any of the approved form books will give rules for margins well within these limits. Pages bearing major headings should begin 2 inches from the top. Charts, maps, photographs, and other illustrative material must meet the margin requirements also. The left margin is the only one that should be justified.

VII. Pagination

The abstract, and the vita do not have page numbers. All other pages in the manuscript should be assigned a number. On some of the preliminary pages, the page number does not appear even though the page is counted.

For the preliminaries, small Roman numerals (i, ii, iii, iv, etc.) are used. The title page counts as a page i, but the number does not appear on the page. The approval page will be numbered as ii, and the number is centered at the bottom of the page. The blank page or copyright notice counts as page iii, but the number does not appear. All other preliminary pages are numbered starting with iv, and the number is centered at the bottom of the page.

For the remainder of the manuscript, including the text, illustrations, appendices, and bibliography, Arabic numerals are used. Each page must be numbered. Do not use letter suffixes such as 10a, 10b, etc. The numbering should begin with 1 and run consecutively to the end of the manuscript. Page numbers should be placed at the right margin  $\frac{3}{4}$  inch from the top, except for pages carrying a major heading. On pages carrying a major heading, such as the first page of a chapter or the bibliography, the page number is placed at the center bottom. If the description of an illustration is too long to be placed on the same page, it should be placed on the preceding page, not on an unnumbered page.

When the appendices are bound as a separate volume, this volume should contain a title page duplicating the title page of the textual volume, with the addition of the word "Appendices" or similar descriptive words, just below the title. The pages of this volume are numbered consecutively with Arabic numerals, counting the title as page 1, although this number does not actually appear on the title page.

#### VIII. Special problems

All special problems encountered in preparing your manuscript should be discussed with the Associate Dean prior to preparation of the final copy. Several recurring problems are listed here with suggested solutions.

Format for Scores (Composition Majors): The format of the Thesis Composition will be determined by the major teacher or advisor.

Oversized pages: Pages larger than 8  $\frac{1}{2}$  by 11 inches should be avoided. However, theory/composition majors may use larger paper for their musical scores. Usually large charts can be divided into sections and arranged on continuing pages of standard size. Sometimes these charts can be arranged on a regular page by using a smaller font. Photographic reduction is another method of arranging oversize material on regular size paper. If none of these techniques will work, and an oversize paper must be used, consult a good style manual, such as Turabian, for information on folding the sheets.

Musical examples within a text: When possible, a computer-generated printout of the musical example is preferred. If this is not required by the committee, then a professional quality copyist can be hired; or the work can be done by the student, but must be of publishable quality in black ink.

Computer data: Computer program data usually belongs in an appendix. The material should be run so that all required margins are observed. Computer-printed charts or tables should be incorporated into the text of the thesis.

Special symbols: Modern word processors are equipped to handle mathematical symbols, foreign alphabets, and diacritical marks (umlauts, tildes, and accents, etc.). If any truly unusual symbols are used, these may be inserted by hand using a black reproduction-ink ballpoint pen with medium point. Some departments require that hand work be done with India ink. Another satisfactory method is the use of dry transfer symbols. Any of these methods should make satisfactory Xerox copies.

## IX. Special pages

Title page: The title page contains (1) the title, in capital letters, double-spaced if longer than one line, (2) the full name of the student, (3) the degree or degrees held, (4) sources and dates of the degree or degrees, (5) the partial fulfillment statement, and (6) the degree sought, and the date the degree is to be conferred. These details are shown on the sample "Title Page." The left margin on the title page should be 1 ¼ inch or the same as the margin used in the text of the thesis.

Approval page: The approval page contains (1) the title of the manuscript, and (2) sufficient lines for signatures of all members of the examining committee. Your major professor can give you this information. A committee of four is usual for theses. The first line should be labeled Major Professor and the last line For the College of Fine Arts. These details are shown on the sample page. The approval page should be number ii. The left margin on the approval page should be 1/4 inch or the same as the margin used in the text of the thesis.

**DO NOT UPLOAD THE SIGNED APPROVAL PAGE TO THE LIBRARY WEBSITE!** [Please bring the completed, signed approval page to the graduate office](#) and upload an approval page with just the committee members typed names on it.

**Please make sure your full name is on the approval page you bring to the graduate office.**

Vita: The vita page should include (1) personal data, (2) education, and (3) professional experience. The vita may be written in either paragraph form or in outline form, as are professional resumes (see sample pages). If written in the paragraph form, the vita should be written in the third person. The typist is acknowledged on the bottom line of the vita page leaving a ¾ inch margin. The vita does not bear a page number and must not be more than one page in length.

Abstract: The purpose of the abstract is to give a succinct account of the manuscript so that a reader will be able to determine whether it is advisable to read the complete manuscript. The abstract does not bear a page number, and should not be more than one page in length. It should be placed at the back of the manuscript behind the vita.

Electronic theses and dissertations are available in our repository at <https://repository.tcu.edu/handle/116099117/3888>.

They are also available in ProQuest Dissertations & Theses Global at <https://search.proquest.com/pqdtglobal/advanced?accountid=7090>.

They are also indexed in Google Scholar and other web indexes.

*(See sample pages below also)*

TITLE OF THESIS IN CAPITAL LETTERS

DOUBLE SPACED IF MORE THAN

ONE LINE

by

JOHN ADAM DOE

Bachelor of Arts, 1985

Rice University

Houston, Texas Christian University

Submitted to the Faculty  
Graduate Division  
College of Communication  
Texas Christian University  
in partial fulfillment of the  
requirements for the degree of

MASTER OF ARTS

May, 1997

*Student's name and ID should be on the signed approval page, but not on the uploaded copy. Do not upload the signed approval page. Upload another copy with the type-written names of committee members.*

TITLE OF THESIS

Thesis approved:

---

Major Professor

---

Associate Dean for the College of Fine Arts

ii

(to be scanned into electronic copy)



Copyright © 1997 by John Adam Doe  
All rights reserved

(Sample Vita, paragraph form)

## VITA

John Adam Doe was born November 21, 1934, in Dallas, Texas. He is the son of Clarence Philip and Alice Bradley Doe. A 1953 graduate of Woodrow Wilson High School, Dallas, he received a Bachelor of Arts degree with a major in physics from Rice University in Houston in 1957.

He served with the U.S. Army as a flight operations officer during 1957 – 1959. After receiving his Master of Arts degree in mathematics from the University of Texas, Austin, in 1961, he joined the electronics data processing department of Markham Industries, Inc., Dallas, as a systems analyst.

In September, 1986, he enrolled for graduate study at Texas Christian University. While working on his doctorate in mathematics, he held a TCU Research Foundation fellowship during the years 1986 – 1987 and 1987 – 1988. Since February, 1969, he has been an assistant professor in the mathematics department at Midwestern University, Wichita Falls. He is a member of Sigma Xi and the American Mathematical Association.

He is married to the former Jeann Ann Smith of Dallas. They have two children.

(Sample Vita, outline form)

## VITA

Personal Background	John Adam Doe Born November 21, 1934, Dallas, Texas Son of Clarence Philip and Alice Bradley Doe Married Jeann Ann Smith October 6, 1964 Two children
Education	Diploma, Woodrow Wilson High School, Dallas, 1953 Bachelor of Arts, physics, Rice University, Houston, 1957 Master of Arts, mathematics, University of Texas, Austin, 1961 Doctor of Philosophy, mathematics, Texas Christian University, Fort Worth, 1986 – 1987, 1987 – 1988 Assistant professor of mathematics, Midwestern University, Wichita Falls, February 1969 – present
Professional Memberships	Sigma Xi American Mathematical Association

INFORMATION AND DEADLINES FOR GRADUATION  
College of Fine Arts

- Week 2                           File an "Intent to Graduate" form in the Graduate Studies Office, 130 Ed Landreth Building, by this date. Graduation Fees will be charged to your account.
- Week 8                           Students writing theses should have the final draft to their committees.
- Week 11                         Final recitals and orals for all degrees, thesis and non-thesis, must be scheduled through your department and the Graduate Studies Office notified of the date.
- Week 15                         All recitals and final orals for all degrees (thesis and non-thesis) must be completed by this date. The report of this oral and/or recital should be sent immediately to the Graduate Studies Office.
- Week 16                         The Thesis must be uploaded to the library website **by the Monday before graduation**. Any delays may postpone graduation. *The TCU library has requested your thesis or dissertation be submitted in PDF format. Instructions for submission of the electronic copy may be found at: <http://www.lib.tcu.edu/howto/thesis.asp>*
- All grades must be in by **3:00 p.m. by the Wednesday** before graduation or your name will have to be removed from the graduation list. Payment of thesis and/or tape binding fees must be made in the Business Office.
- \* **INCOMPLETES MUST BE REMOVED BY THIS DATE.**

**DEGREES AWARDED!**

IF IT BECOMES NECESSARY AT ANY TIME TO DELAY YOUR GRADUATION, PLEASE REMEMBER TO FILE A "CANCEL INTENT TO GRADUATE" FORM IN 130 ED LANDRETH BUILDING. YOU WILL STILL BE RESPONSIBLE FOR PAYING ALLGRADUATION FEES THAT HAVE BEEN CHARGED TO YOUR ACCOUNT.

\*