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Thesis and Dissertation

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Directions on Form, Preparation, and Submission of the Final Copies of Master's Theses and Doctoral Dissertations

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Need to know

Official SHSU Directions

1. These guidelines specify directions for graduate students who are submitting a thesis or a dissertation in partial fulfillment of degree requirements.

2. **The guidelines herein take precedence over those in the style manuals required by departments as well as earlier versions of the "Directions."**

3. Students should consult their thesis/dissertation directors as to the required style manual.

4. Students should **avoid** using another thesis/dissertation as a model.

5. Because of the updating of style manuals and SHSU thesis/dissertation guidelines, what was accepted in the past may now be unacceptable.

6. The thesis/dissertation will be evaluated according to the current declared style manual and the current SHSU thesis guidelines.

Human and Animal Research Subjects (Institutional Review Board - IRB)

Research involving human or animal participants must be approved by the SHSU Committee for the Protection of Human Subjects prior to the commencement of the project.

Instructions and applications are available from the Office of Research and Sponsored Programs, Thomason building- Suite 303 or from the OSRP web site at http://www.shsu.edu/dept/office-of-research-and-sponsored-programs/.

Templates

Macro-enabled templates

Templates with Macros **do not** work well with Mac computers. These .docm Microsoft Word documents work best with PC computers.

- ☐ Template -- with macros
  This template works with Windows-based PCs, NOT Macs.

  Right click on the link above, select Save Target As, and save the document where you can find it.

  Next, open the document on your computer, click on the SHSU tab, then click on the Smiley face located on the right hand side at the top of the screen. This opens a series of dialogue boxes -- fill these boxes with the required information. Filling out the dialogue boxes will eliminate Error! messages in the document.

  .

- ☐ Journal Style template -- with macros
  This is a modified template that includes designation pages for journal articles.

  .

Templates without Macros

These are regular .docx Microsoft Word documents that can be used by both PC and Mac users.

- ☐ Template -- without Macros
  This simplified template provides a basic format for creating a thesis or dissertation and can be used on either Macs or PCs. Download the file and save it to your computer.

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- ☐ Journal Style template -- no macros
  This is a modified template that includes designation pages for journal articles.

Style Manuals

The following style manuals have been accepted by the Sam Houston State University Graduate Council. The **most recent edition** of these manuals should always be followed. **CONSULT YOUR THESIS/DISSERTATION DIRECTOR TO DETERMINE WHICH MANUAL IS REQUIRED BY YOUR DEPARTMENT.**

- *ACS Style Guide: A Manual for Authors and Editors (*American Chemical Society)
- *AIP Style Manual* (American Institute of Physics)
- *Associated Press Stylebook and Libel Manual*
- *Chicago Manual of Style* <u>OR</u> *A Manual for Writers of Term Papers, Theses, Dissertations* (Kate L.Turabian)
- *Form and Style: Theses, Reports, Term Papers* (William G. Campbell)
- *A Manual for Authors of Mathematical Papers* (American Mathematical Association)
- *MLA Handbook for Writers of Research Papers* (Modern Languages of America)
- *Publication Manual of the American Psychological Association* (APA)
- *Scientific Style and Format: THE CSE Manual for Authors, Editors and Publishers* (Council of Science Editors)
- *Style Manual for Political Science* (American Political Science Association - APSA)
- Style Manual: An official guide to the form and style of Federal Government printing **(**United States Government Printing Office)
- *Suggestions to Authors of the Reports of the United States Geological Survey*
- *The Bluebook: A Uniform System of Citation* (Harvard Law Review)

Electronic Route Sheet

https://forms.shsu.edu/PerfectForms/PresentationServer/(S(2m4h5hznp1yuhr55ulwswiro))/Form.aspx/Play/GjAgAgEh?f=GjAgAgEh

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