

ANGELO STATE UNIVERSITY
COLLEGE OF GRADUATE STUDIES
AND RESEARCH
THESIS MANUAL

INSTRUCTIONS CONCERNING
ADVISORY COMMITTEES,
PREPARATION OF THESIS PROPOSALS
AND
FINAL THESIS SUBMISSION

Revised Fall 2019

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THESIS MANUAL

INSTRUCTIONS CONCERNING THE PREPARATION OF THESIS DOCUMENTS

The College of Graduate Studies and Research reserves the right to not review and return thesis documents to the student and committee if substantial errors are found.

A. INTRODUCTION

This manual has been prepared by the College of Graduate Studies and Research of Angelo State University to assist students and their Advisory Committees in the preparation of proposals and theses. Hereafter, the word "thesis" will be used in this manual to refer to general instructions equally applicable to proposals or theses. The primary purpose of this manual is not only to provide certain uniform standards regarding style and format, but also to allow enough flexibility to satisfy the acceptable practices of each academic discipline.

STUDENTS ARE CAUTIONED TO AVOID USING ANOTHER STUDENT'S THESIS AS A MODEL SINCE GUIDELINES MAY CHANGE AND THE SUBMISSION MAY NOT MEET PRESENT STANDARDS.

B. APPOINTMENT OF ADVISORY COMMITTEE

An Advisory Committee must be assigned to every student who is writing a thesis. Normally, this committee is formed upon the student's completion of *at least 12 semester credit hours* of graduate-level work with a minimum grade point of 3.0. **The Advisory Committee Form must be submitted to the College of Graduate Studies and Research no later than three weeks prior to the proposal deadline.**

The Advisory Committee will consist of at least four members: at least two members, including a Chairperson, from the department in which the student is majoring; a member from the department in which the student is taking supporting electives if he or she is doing so; and a Graduate Studies Representative appointed by the Dean of the College of Graduate Studies and Research. At least three members of the Advisory Committee must be members of the Graduate Faculty.

The Graduate Dean will appoint one member of the Graduate Faculty to serve as a Representative of the College of Graduate Studies and Research on each Advisory Committee. The Graduate Representative will be selected systematically from the Graduate Faculty, and membership in the Graduate Faculty will carry the responsibility to serve in this capacity from time to time. The functions of the Graduate Representative will be much like those of the other members of the Advisory Committee. The Graduate Representative should

1. Provide general assistance to the student and work cooperatively with the other members of the Advisory Committee;
2. Ensure that the thesis defense is conducted in a manner that is fair to the student and protective of the integrity of the University;
3. Review the research proposal and thesis *to be able to attest that it meets generally accepted standards befitting research documents*;
4. Encourage the candidate to discuss the study and research in non-technical language that can be understood by the intelligent layperson; and
5. Stimulate the candidate's awareness of a scholar's responsibility to publish research findings, to maintain an active interest in contributions to knowledge beyond his or her own specialization, and to support those developments which improve the human condition in the community and society in general.

To fulfill these general functions, the Graduate Representative will attend the thesis defense and will review the thesis proposal and thesis. The Graduate Representative should be an active participant in the thesis defense, especially in regard to duties 4 and 5, and should be invited by the Chairperson of the Advisory Committee to ask questions if the Graduate Representative wishes to do so.

The Graduate Representative is to be treated as a genuine member of the student's Advisory Committee and is to perform the functions of protecting the student and upholding high standards. By contributing an outside perspective to the expertise represented on the Advisory Committee, the Graduate Representative promotes breadth in the student's knowledge and is a valuable ally to both the student and the Committee.

C. CHOICE OF SUBJECT

Selecting an appropriate thesis topic is one of the most significant aspects of graduate work. The topic should be the result of thoughtful consideration by and cooperation among the student, the Committee Chair, and the entire Advisory Committee.

D. PROPOSALS: PREPARATION AND SUBMISSION

The research proposal is a description of the research which the student intends to undertake and on which he or she will report in a far more comprehensive manner in the thesis. The proposal allows the student to demonstrate for the Advisory Committee their ability to pursue and bring the projected topic to a successful conclusion. The nature of the problem to be examined, the status of current research relating to the subject, the research method, and the importance of the projected work should be carefully but succinctly narrated in the proposal.

A copy of the completed research proposal, with the title page and properly signed approval page on each copy (see Sample Forms 1, 2, and 3), must be submitted to the College of Graduate Studies and Research for final approval. The narrative portion of the proposal should not be more than ten pages long. The student must also include a list of the selected references cited.

Failure to get the initial proposal in by the deadline, with all necessary forms, will result in a delay of graduation.

DEADLINES:	December Graduation- August 1
	May Graduation- December 1
	August Graduation- March 15

The proposal will be returned to the committee chairman after being read by the Graduate Dean. **If substantial formatting/grammatical/spelling errors are found, the proposal will not be officially approved and will be returned to the committee for further review. A revised copy will be needed for official approval.**

Proposal Checklist

1. One copy, with title page and approval pages containing original or electronic signatures of all Committee members attached to each copy.
2. Journal model noted and sample pages attached (Section H).

3. Appropriate margins and spacing (Section L).
4. Reasonable length (maximum of 10 pages of narration).
5. Selected references cited.
6. IRB Consent Form, IACUC Protocol Form, and IBC Protocol Form or approval letters as appendices (if applicable, see sections F, G, and H for instructions).

E. THESIS: PREPARATION AND SUBMISSION

The finished thesis must reflect a comprehensive understanding of the pertinent literature (which must be properly cited) and express the method, significance, and results of the student's research in clear and readable language. Full documentation and appropriate tabular and/or graphic presentation are especially important. The completed manuscript should be no longer than is necessary to present all pertinent information. Lengths will vary widely, according to research topics, academic disciplines, and the degree being sought. Manuscripts exceeding 350 pages (page count includes preliminary pages) must be bound in two volumes and a double binding fee must be paid. Students may contact the College of Graduate Studies and Research office for special instructions involving two volume manuscripts.

The thesis should be presented as a cohesive scholarly work that is properly supported and reports the original work performed by the student under the supervision of the Advisory Committee. No thesis should be a series of separate but related journal-type articles; continuity from chapter to chapter is important. A thesis corresponds in format to a book with a continuous narrative, not to an anthology.

F. INSTITUTIONAL REVIEW BOARD (IRB)

For research involving human subjects, the Institutional Review Board Human Subjects Review Forms must be completed. These forms are available on the web at <https://www.angelo.edu/content/files/16926-irb-application-form>.

Data collection cannot begin until the research proposal is approved (with possible modifications) by the IRB. The IRB approval letter must be in the appendices of the proposal and thesis. In cases where IRB approval is not received prior to the proposal deadline, a copy of the IRB Consent Form should be included as an appendix in the proposal and the College of Graduate Studies and Research should be notified by the advisor. An official approval letter is required in the final thesis submission.

G. INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

For research involving live animals, the Institutional Animal Care and Use Committee Form must be completed. This form is available on the web at <https://www.angelo.edu/content/files/22581-iacuc-protocol-form>.

Approval by the committee is required before any animal can be ordered or used. The IACUC approval letter must be in the appendices of the proposal and thesis. In cases where IACUC approval is not received prior to the proposal deadline, a copy of the IACUC Protocol Form should be included as an appendix in the proposal and the College of Graduate Studies and Research should be notified by the advisor. An official approval letter is required in the final thesis submission.

H. INSTITUTIONAL BIOSAFETY COMMITTEE (IBC)

Research involving any of the agents listed below must be approved by the Angelo State University Institutional Biosafety Committee (IBC) prior to initiation:

- A. Pathogens and potential pathogens of humans, animals, or plants
- B. Materials potentially containing human pathogens (including human blood, tissue, and cell line and non-human primate blood, tissue, and cell lines)
- C. Recombinant DNA (and RNA) including creation or use of transgenic plants and animals
- D. Select agents and toxins including strains and amounts exempted from the select agent regulations
- E. Any material requiring a CDC import license or a USDA permit
- F. Any material that is considered extremely toxic or a hazardous substance

Detailed information on the approval process and required forms are available on the web at <https://www.angelo.edu/content/files/23726-ibc-policies-and-procedurespdf>. The IBC approval letter must be in the appendices of the proposal and thesis. In cases where IBC approval is not received prior to the proposal deadline, a copy of the IBC Protocol Form should be included as an appendix in the proposal and the College of Graduate Studies and Research should be notified by the advisor. An official approval letter is required in the final thesis submission.

I. STYLE: SELECTION OF A JOURNAL MODEL

The style and format of proposals and theses vary widely according to academic disciplines, yet some standards are common to all scholarship. The student should use a recent issue of one of the more respected scholarly journals in the major field as a model or pattern for style and

format. The journal selected must be housed in the Porter Henderson Library, and copies of enough pages to make the documentation style clear should be attached to the thesis proposal when it is submitted to the College of Graduate Studies and Research.

The journal used as a model for style and format must be noted at the bottom of page one of the proposal and of the text of the thesis. This single-spaced statement should be separated from the text by a horizontal line ten spaces in length. This statement does not require a superscript number or symbol of any kind. (Sample Form 4)

A style manual (such as A Manual for Writers of Term Papers, Theses, and Dissertations or the Publication Manual of the APA) is not to be listed as a model for style and format except that students in the Department of English may list the current MLA Style Manual and those in the Department of Psychology may list the Publication Manual of the APA. In these cases, copies of sample pages from a journal are not required.

The completed thesis must conform as closely as possible to the general format and organization of a published article in the journal with the exception of specific variations required by the College of Graduate Studies and Research as indicated in this manual. If a journal employs more than one style, then one article from that journal should be selected and its style consistently followed. **Whenever there are differences in format and layout between the specifications of this “Thesis Manual” and the journal model, the “Thesis Manual” overrules the journal.**

Consistency of style and form should be the rule throughout the thesis. The more sophisticated publication and layout practices of some journals (such as the use of double columns on a text page, etc.) are not to be followed. The thesis itself is more like a manuscript submitted to a publisher than a published final product. The thesis, therefore, is not expected to duplicate a published journal in typographic arrangement and display.

The student should not assume that a journal's "Instructions to Contributors" are to be followed exactly when writing a thesis. These instructions are for the convenience of the editors and printers of a journal and do not necessarily apply to the format of a thesis.

If the student encounters a problem in interpreting the selected journal's style, help should be sought from his or her Advisory Committee chairperson. Such issues should be resolved well in advance of the final printing of the thesis in order to avoid the additional time and expense of extensive reprinting.

J. SUGGESTED STYLE MANUALS

No one should assume that this thesis manual answers all of the questions pertaining to style and format which may arise during the preparation of a thesis. Many excellent manuals and

handbooks are available for the student who needs further assistance. For specific questions not answered in this "Manual," the current editions of the following publications may be helpful: Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations; American Institute of Biological Sciences Style Manual; Publication Manual of the APA; The MLA Style Manual; Style Manual for Biological Journals; University of Chicago Press: A Manual of Style; and Chicago Guide to Preparing Electronic Manuscripts for Authors and Publishers. Other manuals can be located in the online catalog in the Porter Henderson Library.

K. USE OF OWN PUBLISHED RESEARCH

Graduate students may publish materials that subsequently may be used as a part of the thesis provided that the College of Graduate Studies and Research is notified in writing of this intention by the student at the time the paper is submitted for publication and no copyright laws are violated. The complete title, the names of authors as they appear in the paper, and the name of the journal must be furnished. Further, copyright laws may require that the student receive permission from the journal and/or any coauthors, even to use material the student has written.

Reprints of these published articles or copies of manuscripts for submission to a journal are not acceptable in that format in the final thesis.

L. COPYRIGHT LAWS AND PLAGIARISM

Since a thesis is legally classified as a publication, care must be taken not to violate the United States copyright laws. Inclusion of illustrative graphs, tables, charts, etc. from copyrighted sources is permitted only if a letter of release from the original copyright holder is included in the acknowledgments section of the thesis. It is the student's responsibility to correctly record all documents that are used in the thesis that are not their own with proper citations of the sources. Plagiarism means the appropriation and the unacknowledged incorporation of another's work or idea into one's own work offered for credit. Plagiarism includes, but is not limited to, the following:

- a. Failing to acknowledge properly a statement, idea, or statistic made by another individual in the body of a work;
- b. Taking a whole section of somebody else's work and placing it in the body of your own work without properly acknowledging the contributor;
- c. Representing somebody else's work as that of your own.

M. FORMAT AND TYPING REGULATIONS

1. Computer Specifications

Use a 12 pt. font in typing the body of the thesis. Chapter headings should also not exceed 12 points. Script, italic, block, or any other unusual typeface is not acceptable for the main body of the text. The thesis must be printed with double spacing.

The same font must be used throughout the thesis. Mixing of font is not accepted. However, italic font is acceptable for those words and/or short phrases which would be italicized in a published format.

The smallest font size that may be used in a table or figure is 8 pt.

2. Printer/Computer Output Specifications

Output produced by laser printer is acceptable if it meets the usual typeface requirements. Samples of **all** font to be used must be cleared by the College of Graduate Studies and Research before they are used if any question exists about their quality.

Identical copies produced by the word processor and printer are acceptable as final copies.

Persons using computer systems are cautioned again not to try to mimic a journal exactly; that is not the intent of a thesis. Unusual innovations that are possible with these systems should be avoided unless prior approval is given by the Dean of the College of Graduate Studies and Research.

3. Justified Right Margins

Justified right margins are not acceptable.

4. Paper

Standard copy paper, measuring 8 ½ by 11 inches, may be used for thesis submission. All paper must be white.

5. Spacing

The narrative text should be double spaced. Single spacing is used only for such specific and appropriate purposes as long, blocked, and inset quotations; footnotes; endnotes; and itemized or tabular materials. **Any prose quotations of six or fewer typed lines should be double spaced like the text.** Longer prose quotations should be inset. If there are any footnotes, they should be placed at the bottom of each page, separated from the text by a solid line one and one-half (1½) inches long. Footnotes that are longer than one line should be single spaced. Double spaces should appear between footnotes.

Left margin = 1.25"

Top, right & bottom margins = 1"

Page number must be inside these margins.

6. Margins

The left, or "binder's," margin should be one and one-fourth (1.25) inches, and the top, right and bottom margins should be one (1) inch. All page numbers, computer data, illustrations, and tables must conform to the margin requirements in every way. (Sample Form 6)

7. Pagination

Every page in the thesis except the Fly Page, the Title Page, and the Approval Page must be printed with a number. The Title Page is considered to be page "i" and the Approval Page is considered to be page "ii," **but no page number** should appear on these pages. Every sheet that is part of the thesis should be assigned an Arabic numeral.

Preliminary pages: Small Roman numerals (iii, iv, v, etc.) placed in the center at the bottom of the pages are used to number the preliminary pages (Dedication, Acknowledgments, etc.). The first page with a printed number is the Dedication Page (if the thesis has one), which is numbered "iii." It follows the Approval Page, on which no number appears.

Text and Supplementary pages: Arabic numerals are used in numbering all text and supplementary pages. The first page of the narrative text is numbered with the

numeral "1" and the numbering runs consecutively to the end of the thesis. The Vita carries the last page number in the thesis.

8. Placement of Page Numbers

All page numbers of the thesis text and supplementary pages must be horizontally centered on the 1" bottom margin of the page, as are numbers of the preliminary pages. (See Table of Contents and Sample Form 6)

Psychology students: Page numbers on the preliminary pages and the first page of each major subdivision must be horizontally centered on the 1" bottom margin of the page. On all other text and supplementary pages, the page number must be placed at the 1" top right margin. (See Table of Contents and Sample Form 6)

9. Photographs and Other Illustrative Materials

Photocopies of black and white photographs are acceptable if the photo has enough light and dark contrast for a good reproduction. When a number of pictures are used in the thesis, part of them should be placed at the tops of the pages and part at the bottoms to distribute the bulk.

Color photographs are discouraged unless the color is essential to the research problem under consideration. All photographs must be within the standard margins. For photographs that must be placed lengthwise, or landscape, the top of the photograph should be at the left-hand, binding side of the page. The caption must be at the bottom of the illustration, not at the top or bottom of the page.

10. Reductions

Reduction of tables, charts, figures, etc. must be large enough to be clearly legible. The minimum size for numbers and capital letters is 8 pt.

11. Tables and Figures

Tables and figures should be placed as close as possible to the first reference made to them in the text. A short table or small figure may be placed on the text page itself, in which case the table or figure should be separated from the text by a single line that uses triple spacing at the top and bottom. A full-page table or figure should be placed on the page following the first reference to it.

Each table or figure in the main body of the thesis must have a separate number and a title, which must be indicated on the List of Tables page or the List of Figures page. This is also true for all tables and figures that appear in the Appendices, where their numbering follows, in a consecutive manner, the numbers of those found in the text.

The numbering, wording, and pagination of titles and headings must be the same on the Table of Contents, List of Tables or List of Figures page as they are in the text of the thesis. Only the first sentence of a lengthy table or figure title needs to appear in the Table of Contents, List of Tables or List of Figures.

Tables and figures, respectively, are to be numbered consecutively throughout the thesis. A List of Figures or a List of Tables is not necessary if the thesis contains no more than one figure or table. Titles should be concise, but should also clearly describe the content of the table or figure. No two titles should be identical in wording. Placement of titles should follow the style and format of the journal which is being used as a model for the thesis. If tables or figures must be placed lengthwise, or broadside, the top of the table or figure should be at the left-hand, binding side of the page. The caption must be at either the top or the bottom of the table or figure, not at the top or bottom of the page. The journal model should be followed for correct caption placement.

Tables or figures longer than one page in length should have the complete title and table or figure number on the first page only. Subsequent pages of the same table or figure should have the table or figure number and the word "Continued" plus the necessary column headings for ease of reading and reference. A table or figure may be placed on a separate page, regardless of the size of the table or figure.

For additional information on complex materials, the College of Graduate Studies and Research office should be consulted well in advance of the deadline for turning in the thesis.

N. PARTS OF THE MANUSCRIPT

A thesis ordinarily has three main parts: preliminary pages, text, and supplementary pages:

1. Preliminary Pages (in the following order)
 - a. Fly Page (blank)

- b. Title Page
 - c. Approval Page (Electronic Signature Page)
 - d. Dedication page (optional)
 - e. Acknowledgments (optional unless copyright issues are involved)
 - f. Abstract (required; maximum of 150 words)
 - g. Table of Contents
 - h. List of Tables (if more than one Table is used)
 - i. List of Figures (if more than one Figure is used)
2. Text (normally requires the following parts)
 - a. Introduction
 - b. Review of Literature
 - c. Main narrative body--The journal model should provide the guidelines on how the main body of the text is set up. Headings and subheadings are usually necessary to divide the text into appropriate divisions.
 - d. Conclusion and/or Summary
 3. Supplementary Pages (in the following order)
 - a. Bibliography, References, or Literature Cited
 - b. Appendix or Appendices (if needed)
 - c. Biography

All preliminary page titles, major chapter or major section designations and titles, and supplementary page titles are centered at the top of the page (within the specified margins) and are typed in all capital letters. This format overrules any differences in format or layout followed by the journal model.

O. PRELIMINARY PAGES

1. Title Page

The Title Page must follow the style, spacing, and form of Sample Form 1.

2. Electronic Signature Approval Page

The Electronic Signature Approval Page must follow the style, spacing, and form of Sample Form 2. This is the only approval page that will be included in bound copies of the thesis and should have the following characteristics:

- a. The title is typed in capital letters, double-spaced, and centered within the specified margins. The title on the Approval Page must be exactly the same as the title on the Title Page.
- b. No page number appears on the Approval Page, although it is considered page ii.
- c. The full legal name of the student, typed in capital letters without initials and without designation of profession, military rank, or marriage, is listed. The name on the thesis must be the same as that recorded in the official records of the Registrar of Angelo State University. Any changes must be cleared by both the Registrar and the Dean of the College of Graduate Studies and Research.
- d. Degrees are awarded only in May, August, and December. The appropriate month and year must be shown at the bottom of the Approval Page.

3. Physical Signature Approval Page

The Physical Signature Approval Page must follow the style, spacing, and form of Sample Form 3. This approval page is for official records only and must have original or electronic signatures of the members of the Advisory Committee and the Dean of the College of Graduate Studies and Research. Original signatures must be in black/blue ink and the name of each committee member must be typed under his or her signature.

4. Abstract

The abstract should be a maximum of 150 words. It should contain the statement of the research problem, the research methodology, and the conclusions of the research.

5. Table of Contents

The Table of Contents indicates the major divisions and principal subheadings of the thesis and the beginning page number of each section. The listing must start with the Dedication (iii) and must include all subsequent preliminary pages. Listing of the Table of Contents itself is optional.

All major divisions of the narrative text (i.e., chapters or sections) and principal (or first order) subheadings within each chapter or section must be listed in the Table of Contents. The subordination of the subheadings should be indicated by appropriate spacing and indentation. All supplementary pages--reference section, appendices if any, and biography--must be listed in the Table of Contents. The wording, numbering, and pagination of titles and headings must be exactly the same in the Table of Contents as they are on the pages of the thesis (Sample Form 3).

P. DIVISIONS OF NARRATIVE TEXT

The narrative text may be divided into chapters or sections. A student must use either the chapter or section style. A combination of these styles is not acceptable. The journal model or the conventional style of the student's academic discipline can help determine which system is more appropriate.

Each chapter or section begins on a new page. The title of the chapter or section is typed in capital letters and is centered at the top of the page. Bold face type in the same font as the text of the thesis may be used.

Chapters are designated both by upper case Roman numerals used consecutively throughout the thesis and by chapter titles. The chapter designation (i.e., CHAPTER I) in capitals should be centered within the margins at the top of the page. The chapter title is also in all capitals and is centered a triple-space below the chapter designation. All chapter titles of more than one line in length should be double-spaced.

Section titles need not be numbered but are typed in capital letters and must be centered within the margins at the top of the page. Section titles of more than one line in length should be double spaced.

Subdivisions within chapters or sections do not begin on a new page. Subdivision headings are typed in upper and lower case letters and may be either centered or placed flush left. First order subheadings may be typed in all capital letters or bold face type (upper- and lower-case letters) provided that they are placed flush left. All capital letters may not be used for subheadings lower than first order.

Space and economic considerations of journals used as models for theses often demand brevity in articles. The more expanded presentation of a thesis may require a more elaborate system for

development and division than a journal employs. If such expansion is needed, the student should consult one of the manuals suggested in Section G.

Q. REFERENCES

The referencing system used in the thesis must follow the method used by the model journal (Section E). If a journal employs a variety of styles of referencing, then one article from that journal must be selected and followed consistently. When the referencing system is alphabetical, an orderly arrangement of multiple entries for the same author must be used. The College of Graduate Studies and Research office can also assist in selecting an appropriate referencing system. The Reference section should include only those sources cited directly in the text of the thesis.

R. BIOGRAPHY

A brief biographical sketch of the student is required as a part of each thesis and must not exceed one page in length. The biography is the last numbered page in the thesis and must be included in the Table of Contents. The biography must include the student's full name, as it appears on the Title Page and elsewhere, and education background (including schools attended, degrees earned, the years in which previous degrees were completed, and the major field of specialization).

S. INITIAL SUBMISSION OF THESIS TO THE GRADUATE OFFICE

After the thesis has been successfully defended and all corrections required by the Advisory Committee have been made, the student should present the final version to the Graduate Dean's Office in a manila envelope with name, address, non-ASU email and daytime phone number at the bottom of the envelope, **NO LATER THAN FOUR WEEKS BEFORE THE END OF THE SEMESTER OF DEGREE COMPLETION.**

The student should be sure that the thesis is in compliance with all the format regulations spelled out in this Thesis Manual and has been spell-checked and grammar-checked. **Failure to turn in a professionally presented thesis MAY result in delay of graduation.**

T. MAKING CORRECTIONS IN THE MANUSCRIPT

When the manuscript has been checked by the College of Graduate Studies and Research for style and format, the student will be notified by email if corrections are to be made. Corrections made directly on the pages of the thesis are not acceptable. Instead, the student should make the

changes on a master copy of the thesis, reproduce those corrected pages, and substitute these reproductions for the unacceptable pages.

All necessary corrections must be made as promptly as possible so that the student does not encounter problems with the deadlines in the College of Graduate Studies and Research calendar. The date of graduation will be postponed if a student fails to make the necessary corrections on time, and in that case new Title and Approval pages will have to be prepared.

U. FINAL CLEARANCE

After the student makes all necessary corrections and receives approval from the College of Graduate Studies and Research, the following procedure should be carried out in order to obtain final clearance:

1. The student picks up the final, corrected, approved version of the thesis from the College of Graduate Studies and Research office.
2. The student then returns to the College of Graduate Studies and Research office with the one required copy and any additional copies he or she wants bound. Each copy should be in a separate manila envelope with the student's name and thesis title on the outside. A statement of binding charges will be calculated.
3. The student goes next to the Student Accounts Office, where he or she pays for the binding of the thesis.
4. The student then takes the receipt for binding to the College of Graduate Studies and Research office.
5. Finally, the student must submit the electronic version of their thesis via Vireo, which is detailed further in the following section. This step completes the final clearance process.

V. VIREO SUBMISSION

Electronic Submission

Angelo State requires thesis-track graduate students to use the Vireo submission system for the official electronic version of their theses. This allows you to enter information about your thesis,

degree, and upload a PDF. The committee chair then approves the submission. Vireo is located at <https://asu-etd.tdl.org/> and instructions are available through the College of Graduate Studies and Research. Remember that the full-text of the thesis will be available online through the Angelo State University Digital Repository. This includes the biography. In the electronic submission, the biography can be removed or edited to limit the amount of personal information released. These changes may require adjusting of page numbers. The fly page should also be removed in the electronic submission.

Copyright Agreement

During the submission process you must agree to a copyright agreement. This agreement states that the work does not infringe on copyright or patent of a third party. This agreement also states that you are the copyright owner of the work or you have permission from the copyright owner to submit the thesis. In most cases, this means you wrote the material and you did not use anyone else's copyrighted material without permission.

In the first paragraph of the agreement, you grant Angelo State the “non-exclusive rights to copy, display, perform, distribute and publish the content I submit”. This allows Angelo State to publish a copy of the thesis in the Angelo State University Digital Repository. The author retains the copyright.

Embargo – All students submitting a thesis can request an embargo for six months; or one, two, or five years. Please consult with your graduate advisor about the appropriate embargo for your thesis. These embargoes are renewable. Otherwise, the embargo will expire after the predetermined time, and the Library will make the work public. To renew an embargo, the submitter must contact the Director at 325-942-2222 or library@angelo.edu and submit a written request and justification for renewal one month before the embargo expires. The maximum embargo length, even with renewals, is 10 years. Any embargo request for more than 10 years will require substantial reasons and the approval of the Director or designated successor.

Publication – Your thesis will be published to the Angelo State University Digital Repository after the degrees are confirmed. This can take up to four weeks.

W. SAMPLE FORMS

SAMPLE FORM 1 -- Title Page

Begin title 4 single spaced lines below top margin. On the proposal include "Thesis Proposal" as indicated below. Remove the word "Proposal" when submitting the completed thesis.

Text on this page is double spaced and there is no page number on this page.

A STUDY OF THE HISTORY OF GOODFELLOW

AIR FORCE BASE, SAN ANGELO, TEXAS

4 single spaced lines

A Thesis Proposal

Presented to the

Faculty of the College of Graduate Studies and Research

Angelo State University

8 single spaced lines

In Partial Fulfillment of the

Requirements for the Degree

MASTER OF ARTS

5 single spaced lines

by

MARY ANN JONES

May 2016

Major: History

SAMPLE FORM 2 – Electronic Signature Approval Page

Begin title 4 single spaced lines below top margin.

Text on this page is double spaced except where indicated below.

No page number on this page.

A STUDY OF THE HISTORY OF GOODFELLOW

AIR FORCE BASE, SAN ANGELO, TEXAS

3 single spaced lines

by

MARY ANN JONES

3 single spaced lines

APPROVED:

Typed Name of Chairperson

Typed Name of Committee Member

Typed Name of Committee Member

Typed Name of Committee Member

Typed Date

5 single spaced lines

APPROVED:

Dr. Micheal W. Salisbury
Dean, College of Graduate Studies and Research

Single spaced text here.

SAMPLE FORM 3 – Physical Signature Approval Page
Begin title 2 single spaced lines below top margin. **Text on this page is double spaced except where indicated below. No page number on this page.**

A STUDY OF THE HISTORY OF GOODFELLOW

AIR FORCE BASE, SAN ANGELO, TEXAS

2 single spaced lines

by

MARY ANN JONES

2 single spaced lines

APPROVED:

Typed Name of Chairperson

Typed Name of Committee Member

Typed Name of Committee Member

Typed Name of Committee Member

Date Successfully Defended and
Approved by Advisory Committee [Or
Date Proposal Approved] *This date
should be filled in by the Chair of the
Committee*

APPROVED:

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Dr. Micheal W. Salisbury Date
Dean, College of Graduate Studies and Research

SAMPLE FORM 4 -- Table of Contents -- Example A, Chapter Style

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SAMPLE FORM 5 -- Model-Journal Form

[At the bottom of the first page of the body of the text, the professional journal that will serve as the model for the documentation of the thesis should be identified. Copies of enough pages from the chosen journal to make clear the documentation style it follows should be clipped to the thesis proposal and to the thesis.]

[If the title of the journal is longer than one line, it should be single spaced. The title should be preceded by a line ten spaces long.]

Journal of Animal Science