

THESIS FORMATTING GUIDE
UNIVERSITY OF HOUSTON CLEAR LAKE
Revised 2004

This guide is to be used by students beginning their theses in Spring Semester, 2005 and thereafter.

The guidelines provided in this document serve as the technical blueprint for the thesis. The responsibility of ensuring that these university guidelines are followed lies with the student, the thesis committee, the library, and the Office of the Dean.

The responsibility for the scholarship of the thesis lies directly with the student and the thesis committee, particularly the thesis chair, and indirectly with the Office of the Dean. The completed thesis is an index of the scholarly ability of its author. The final copy must be a professional quality manuscript, correct in spelling, grammar, and punctuation. Ordinarily, future tense and the use of first person pronouns are not acceptable.

Questions that may arise concerning the material in the Thesis Preparation Guide should be addressed to the appropriate associate dean.

PRINTING INFORMATION

ADHERENCE TO STYLE MANUAL APPROVED BY THE DISCIPLINE: In the event that the style manual contradicts the Thesis Preparation Guide, *follow the style manual for your discipline.*

- 100% cotton bond paper of 16 to 25 pound weight must be used in the three copies which are submitted to the library. Additional, optional copies may be printed on any paper selected by the student.
- Letter quality or laser printers
- Letter-size paper
- Printed in black characters
- One side of paper
- Double spaced or space-and-a-half
- 10 or 12 characters per inch
- Conventional font styles
- No part of the text may be submitted in electronic format.

MARGINS

Adhere to throughout the manuscript:

- Left margin of 1.5 inches on all pages
- Right, top, and bottom margins are 1 inch

EXCEPTION: On the first page of a chapter or major section the text begins 5 lines below the 1-inch top margin. The margin requirement facilitates binding of the thesis.

ARRANGEMENT OF THE THESIS

- 1) FLY PAGE
- 2) TITLE PAGE
- 3) SIGNATURE PAGE
- 4) DEDICATION PAGE - (optional)
- 5) PREFACE OR ACKNOWLEDGEMENTS (optional)
- 6) ABSTRACT
- 7) TABLE OF CONTENTS - (begins with Preface and ends with References)
- 8) LIST OF TABLES (includes table titles and page numbers)
- 9) LIST OF FIGURES (includes figure titles and page numbers or "pocket" if one is used)
- 10) TEXT (includes chapters or sections of text).
- 11) REFERENCES
- 12) APPENDICES
- 13) BLANK SHEET

PAGINATION

- Title, signature and preface/dedication pages are not numbered.
- The abstract through the list of figures are numbered with lowercase Roman numerals centered at the bottom margin of the page. Although not numbered, all pages in front of the abstract are counted. The abstract is number as iii or iv, as appropriate.
- Text pages are counted and numbered separately in Arabic numerals (1,2,3, etc.) at the intersection of the top and right margins.
- Plates and figures that comprise a full page are numbered as text.
- Appendices should be paginated as a continuation of the text.

ILLUSTRATIVE MATERIALS

Within text

- Prepared to facilitate binding and preservation
- Avoid excessive bulk

Pocket mount

- Neatly folded material
- Follows appendices

Pictures—physical

- Mount on specified paper
- Use mounting cement or dry mounting tissue
- Mount under pressure

Digital photographs

- Must be at least 300 b.p.i.

Slides

- Use high quality prints of slides

Plates, Pictures and Tables

- Plates are given plate numbers on the top of the pages on which they appear.
- Figures and tables are given titles and numbers according to the approved style manual.

Computer programs

- May be included in an appendix
- May be bound as a separate volume
- May be reduced in size to fit within thesis provided legibility is not compromised

DOCUMENTATION

- MUST FOLLOW THE GUIDELINES IN THE APPROVED STYLE MANUAL
- ACCURACY AND CONSISTENCY ARE ALL-IMPORTANT
- REFERENCE ONLY MATERIALS ACTUALLY USED
- PLAGIARISM IN ANY FORM IS FORBIDDEN; AND IF IDENTIFIED, MAY RESULT IN SEVERE PENALTIES
- Direct quotations must be cited.
- Authorities for statements of fact or opinion must be cited.
- Permission to use copyrighted materials must be obtained by securing written approval from the publisher or holder of the copyright.

ABSTRACT

The abstract is a concise statement of the nature and content of the thesis indicating its significance as a piece of scholarship. The abstract is a continuous statement without paragraphs that does not exceed 150 words in length. It must not be in the form of a list or an outline. Future tense and use of first person pronouns is not acceptable. An extra copy of the abstract for UMI microfilm is submitted to the library along with the three thesis copies.

COPYRIGHT OF THESIS (Optional)

If the thesis is to be copyrighted, a copyright legend must be included in each copy on the title page, giving complete legal name and year of graduation. Two options are available to obtain the copyright: 1) For an extra fee, UMI will prepare the application, submit the deposit copies and the abstract registration fee to the U.S. Copyright Office or 2) The student can correspond directly with the Copyright Office, submit the application, the fee and the required deposit copies. (The library has copyright application forms).

SIGNATURES

The three thesis copies submitted to the library must have original signatures of the committee, dean and associate dean without accompanying dates.

SUBMIT TO LIBRARY

Three copies of thesis with signed signature sheets

Additional abstract and title page

Completed UMI form

Receipt of payment from cashier's office