

# UNDERGRADUATE RESEARCH SCHOLARS

## **&** Thesis Manual Policy Guide

*Instructions concerning the preparation of undergraduate research theses at Texas A&M University.*



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## LAUNCH

UNDERGRADUATE RESEARCH  
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LAUNCH: Undergraduate Research

TEXAS A&M UNIVERSITY

# WELCOME

## *to the Undergraduate Research Scholars program*

*During the next two semesters, undergraduates in this program will have an exceptional opportunity to engage in high-impact research experiences by working closely with Texas A&M University faculty, staff, and students. Undergraduate Research Scholars will find themselves challenged in many ways, but will develop knowledge and skills that go beyond what is offered in a classroom setting. LAUNCH: Undergraduate Research (UGR) is here to help undergraduates achieve their goals.*

*The title of “Undergraduate Research Scholar” is a stand-alone honors distinction awarded to students who meet the requirements presented in this Thesis Manual & Policy Guide. Undergraduate Research Scholars are required to describe the results of their faculty-mentored research and scholarly work in a formal written thesis. Undergraduate Research Scholars’ theses will be electronically submitted and indexed in the permanent Undergraduate Research Collection of the OAKTrust Digital Repository at Texas A&M University, where they will be accessible worldwide. Theses must be presented in a uniform scholarly manner, professionally designed and properly documented, and must accurately represent each Undergraduate Research Scholar’s creative and intellectual studies. Theses should also exemplify the highest level of scholarship as they will be available to the general public and be seen as a representation of the quality of research endeavors at Texas A&M University.*

*This Undergraduate Research Scholars Thesis Manual & Policy Guide is designed to assist Undergraduate Research Scholars and faculty advisors in the preparation of theses by providing uniform standards of style and format while allowing enough flexibility to satisfy the accepted practices of different academic disciplines. This Manual & Guide has been adapted from the Thesis Manual published by Graduate and Professional Studies at Texas A&M University to emphasize the expectation that the resulting Undergraduate Research Scholar’s thesis meets the same high standards for format and style as a master’s or doctoral dissertation. Previously submitted theses are available for view in the Undergraduate Research Collection at <http://oaktrust.library.tamu.edu>.*

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# INTRODUCTION

Undergraduate Research Scholars and faculty advisors are responsible for the quality of the content within the thesis and are expected to meet regularly to assess the strength and validity of the research content and methodology. LAUNCH: UGR will review theses for format alone, and provide feedback on thesis formatting and style. **LAUNCH: UGR will not comment directly on the content of the project.**

The Undergraduate Research Scholars Thesis will be the primary product of this program and must:

- Be written in progression over the fall and spring semesters
- Be approved by the office of Research Compliance & Biosafety (<http://rcb.tamu.edu>) prior to the start of any data collection if the project involves the use of human subjects, vertebrate animals, or biohazards and pathogens
- Present original research in a scholarly, well-integrated, and properly documented manner
- Reflect original work done by an undergraduate under the mentorship of a Texas A&M faculty member

LAUNCH: UGR provides a number of resources to Undergraduate Research Scholars in the program:

- Thesis Manual & Policy Guide
- Common Mistakes Guide
- Thesis Templates
- Optional Thesis Writing Course in the spring semester (College Station and **GALVESTON**)
- eCampus Community
- Scholars Thesis Submittal System (STSS)
- OAKTrust Digital Repository
- Workshops in College Station and Galveston
- Face-to-Face and Online Drop-in Help Sessions
- Scheduled Appointments: [ugr@tamu.edu](mailto:ugr@tamu.edu)
- Phone Assistance: (979) 845-1957
- Additional Resources through the University Writing Center (<http://uwc.tamu.edu>)

LAUNCH: Undergraduate Research  
114 Henderson Hall  
Monday-Friday, 8:00 AM-5:00 PM  
(979) 845-1957 | [ugr@tamu.edu](mailto:ugr@tamu.edu)  
<http://launch.tamu.edu> | <http://ugr.tamu.edu>

# PROGRAM STRUCTURE

## Requirements and Expectations

- Attend all Mandatory Events (Orientation and Thesis Formatting Workshop)
- Respond to program emails within 2 business days
- Receive Research Compliance Approval (if applicable to your project) by February 24, 2020
- Submit/receive approval for the First, Second, and Third Installment Submission and Progress Report assignments in eCampus
- Make a Public Presentation at an approved venue
- Submit/receive approval for the Presentation Report in eCampus
- Submit/receive approval for the Final Thesis in eCampus *and* in the Scholars Thesis Submittal System (STSS)
- Receive faculty advisor approval for the Final Thesis and Embargo Selection in the Scholars Thesis Submittal System (STSS)
- Notify LAUNCH: UGR staff of any absences or missed assignments, as well as provide documentation of a university-excused absence. **No late work will be accepted without a university-excused absence.** See the Texas A&M University student rules at <http://student-rules.tamu.edu> for a list of university-approved absences, including religious holidays. Missing mandatory events or assignments without a university-excused absence will result in your removal from the program. Documentation for missing a program deadline or mandatory event should be emailed to [ugr@tamu.edu](mailto:ugr@tamu.edu).

## Mandatory Events

All Undergraduate Research Scholars are required to attend **two mandatory events**: the Orientation, and one Thesis Formatting Workshop. The purpose of mandatory events are to familiarize all students with program policies, expectations, and resources. Submit documentation of university-excused absences to [ugr@tamu.edu](mailto:ugr@tamu.edu). RSVP for mandatory events on <http://ers.tamu.edu>.

**GALVESTON** students will have an in-person Orientation and Thesis Formatting joint workshop. **QATAR** and **DENTAL HYGIENE** students must complete an online assignment in the eCampus Community to fulfill the mandatory events requirements.

## Progress Reports and Thesis Installment Submissions

Each thesis installment submission and corresponding progress report are considered to be one assignment. If you do not submit the full assignment (missing either the progress report or thesis installment submission), the assignment is considered incomplete. **No incomplete or late**

**assignments will be accepted without a university-excused absence and appropriate documentation.** Submit documentation of university-excused absences to [ugr@tamu.edu](mailto:ugr@tamu.edu). All thesis installment submissions and progress reports are submitted through the 2019-2020 Undergraduate Research Scholars eCampus Community.

### ***Thesis Templates***

Three thesis template styles are available in Microsoft Word format and one is available for LaTeX users. Visit the URS Resources Page at <http://launch.tamu.edu/UGR/URS/Resources> and/or the eCampus Community to download the appropriate template for your discipline. Please contact us at [ugr@tamu.edu](mailto:ugr@tamu.edu) for inquiries about templates.

### ***eCampus Community***

The Undergraduate Research Scholars eCampus Community will be your gateway into the Undergraduate Research Scholars program. From the eCampus Community you can check deadlines, review requirements, and receive assistance from other research scholars. The eCampus Community is where you will submit thesis installments and progress reports, and receive feedback on your documents from LAUNCH: UGR staff. Further instruction on utilizing the eCampus Community, such as how to upload documents, will be provided over email, and briefly discussed at Orientation. **You will be granted access to the eCampus Community prior to the first installment submission deadline.**

## **Teams**

Although you may be operating as a research team, **all members of a team are responsible for individually attending all mandatory events and turning in all assignments.** Primary contacts for teams were designated during the application process. While only the team's primary contact is asked to submit thesis installment submissions, all team members must submit individual progress reports and presentation reports. However, if a team's primary contact is unable to submit an installment submission, another team member is required submit the assignment by the specified deadline. All team members must submit final advisor-approved thesis to the Scholars Thesis Submittal System (STSS).

## **Public Presentations**

All Undergraduate Research Scholars are required to present their research projects to the public to satisfy the public presentation component of the program. Students may present in poster, oral, or other formats at national, international, or other conferences/symposia. Many students take advantage of other on-campus presentation opportunities, however, **presenting to a lab or classroom is not acceptable.** Contact LAUNCH: UGR at [ugr@tamu.edu](mailto:ugr@tamu.edu) if you have questions about whether or not your presentation venue meets program requirements.

All Undergraduate Research Scholars should include the Undergraduate Research Scholars logo on posters or PowerPoint presentations. Logo files in multiple formats are available for download on the URS Resources page (<http://launch.tamu.edu/UGR/URS/Resources>) and in the eCampus Community.

All Undergraduate Research Scholars must submit a Presentation Report to the eCampus Community by the specified deadline to receive credit for making a public presentation.

### ***Team Presentations***

All team members must make a public presentation. Teams may present together or individually. Each team member must submit their own presentation report to the eCampus Community.

**GALVESTON ONLY:** Students at Texas A&M University at Galveston (TAMUG) are required to present at the TAMUG Student Research Symposium in April. TAMUG students should note that the deadline to submit the public presentation report is later than the main campus presentation report deadline because the TAMUG Symposium occurs after the final thesis deadline. For more information about the TAMUG Student Research Symposium, please visit <http://tamug.edu/Research/Symposium>.

**QATAR** and **DENTAL HYGIENE:** The deadline to submit the public presentation report is later than the main campus presentation report deadline to allow students to present at local venues if students are unable to travel.

**NOTE:** All students (main campus, **GALVESTON**, **QATAR**, and **DENTAL HYGIENE**) are invited to present at the URS Symposium on main campus in February!

## Workshops & Events

LAUNCH: UGR offers a variety of activities to assist in the completion of the program. These activities provide essential information for writing a thesis and making presentations. The following activities will be hosted over the course of the fall and spring semesters:

### *Fall 2019 Semester*

- Orientation (**mandatory**)
- Research Compliance Drop-in Sessions
- Citation Software Drop-in Session
- P.O.W.E.R. Writing Productivity Workshop
- Thesis Formatting Workshop (**mandatory**; choose **one** of four to attend)
- Drop-in Thesis Help Sessions (typically occur the week before a deadline)

### *Spring 2020 Semester*

- Writing Abstracts Workshop
- Presentation Skills Workshop
- Presentation Practice Session
- Undergraduate Research Scholars (URS) Symposium
- Drop-in Thesis Help Sessions (occurs the week before a deadline)

## Benefits

### Priority Registration

All Undergraduate Research Scholar applicants approved by faculty advisors before October 4 will receive priority registration for the spring semester so that they can better manage classes and research scheduling. Any questions about priority registration can be directed to [ugr@tamu.edu](mailto:ugr@tamu.edu).

### Graduation and Transcript Recognition

Upon graduation, you will be recognized as an Undergraduate Research Scholar. This stand-alone distinction will appear on your official transcript and in the graduation program. **This distinction does not appear on your official transcript until after you graduate.**

You will also receive an Undergraduate Research Scholars medallion as official graduation regalia. Medallions are distributed at the LAUNCH Recognition Ceremony at the end of the spring semester. If you are unable to attend the Recognition Ceremony, medallions are also distributed at graduation. If you are not a graduating senior in May 2020, you will receive your medallion the semester you graduate. Email [ugr@tamu.edu](mailto:ugr@tamu.edu) with questions about the LAUNCH Recognition Ceremony or regalia.

## Publication

<http://oaktrust.library.tamu.edu/handle/1969.1/3367>

All Undergraduate Research Scholars Theses are published to the OAKTrust Digital Repository. Once your thesis is deposited in OAKTrust, it will be available for viewing by the public. You and your faculty advisor have the opportunity to place a 2-year hold (also known as an embargo) on your thesis if you are seeking publication in an academic journal or intend to submit the work for patent consideration.

When the embargo expires, Undergraduate Research staff will contact your faculty advisor to confirm that the thesis can be released. Talk to your faculty advisor prior to the final thesis submission about the availability of your thesis to the public and whether or not to make your thesis available immediately. During this process you will learn about academic publishing, your rights as a researcher, and copyright law.

## Thesis Writing Course

LAUNCH: UGR offers an optional 1-credit hour writing intensive (W) Thesis Writing Course in the spring semester. This course is available to students on main campus and Texas A&M University at **GALVESTON**. Limited seats are available in the course.

The main campus course is taught by Dr. Sarah M. Misemer, Associate Director for Undergraduate Research, and features topics such as:

- Thesis Writing;
- Academic Publishing;
- Copyright and Digital Citizenship;
- Research Presentations;
- Bibliographical Resources;
- And more!

The most up-to-date information about this course will be found in Howdy.

## Travel Award and Poster Voucher Requests

LAUNCH: UGR is able to offer limited financial support to students in the program.

### ***Conference and Travel Reimbursements***

LAUNCH: Undergraduate Research can offer up to 21 travel awards for \$300.00 to students on main campus. These awards are available on a first-come, first-served basis for conference registration and travel expenses to make a public presentation of the Undergraduate Research Scholars project at a national or international conference or meeting. Contact us at [ugr@tamu.edu](mailto:ugr@tamu.edu) before making a purchase to verify that the expenses can be covered.

**IMPORTANT:** This travel award will be processed through the office of Scholarships & Financial Aid. Reimbursements are posted to Texas A&M University student accounts in the form of a scholarship. **If students have a balance due to their student account, this payment will be applied toward that balance. Students receiving need-based financial aid should be aware that this travel award may result in revisions to their financial aid package.** Students can set up direct deposit through Howdy on the Finance tab.

We will accept requests for travel award reimbursements through March 30, 2020 as funds are available.

### **Travel Award Reimbursement Eligibility Requirements for URS Students**

- Your conference must occur between October 1, 2019 and March 30, 2020.
- Proof of acceptance into a conference is required to hold a travel award.
- **If your travel award hold has been approved by LAUNCH: UGR, you must submit your receipts and completed reimbursement form to LAUNCH: UGR no later than 1 week after the last day of your conference or you will forfeit your hold on a travel award.**
- If you are unable to provide proof of acceptance into a conference, you will not be guaranteed a travel award. Instead, you will be put on a waiting list until proof of acceptance is received by LAUNCH: UGR.
- Expenses covered include normally reimbursable expenses such as:
  - Conference Registration
  - Housing / Hotel
  - Airfare
  - Fuel / Gas
  - Parking

### **Procedures for Requesting Travel Award Reimbursements**

- Email [ugr@tamu.edu](mailto:ugr@tamu.edu) first to check on travel award availability.
- If awards are available, you will be asked to provide information about your conference and anticipated expenses.
- Once your information has been reviewed by LAUNCH: UGR, you will receive notification of whether or not your travel award hold has been approved.

- If you have been granted a hold on a travel award, you must submit your receipts and completed reimbursement form to LAUNCH: UGR no later than 1 week after the last day of your conference or you will forfeit your hold on a travel award.
- If you forfeit your hold on a travel award, you will be moved to the bottom of the waiting list.
- Travel awards are not guaranteed to those on the waiting list.

### ***Texas A&M University at Galveston (TAMUG)***

Galveston students should contact the Galveston Chair of Undergraduate Research at [undergraduateresearch@tamug.edu](mailto:undergraduateresearch@tamug.edu) regarding the process for TAMUG conference and travel reimbursements. Up to 8 travel awards up to \$300.00 to students on the TAMUG campus.

### ***Poster Vouchers***

LAUNCH: UGR will provide posters at a cost up to \$32.00 for a maximum of 150 students on a first-come, first-served basis through the College of Architecture Help Desk. Posters will be printed on glossy paper, up to 48 inches wide. Please contact us at [ugr@tamu.edu](mailto:ugr@tamu.edu) to obtain a poster printing voucher.

**Note:** You may apply for either, but not both, the poster/conference and travel reimbursement for your public presentation.

# Special Considerations

## Research Compliance

Research performed by undergraduate students must comply with all federal, state, and Texas A&M University rules and regulations. Undergraduate students are expected to obtain the same approvals and receive the same training as graduate, faculty, and staff researchers performing equivalent procedures.

Your faculty advisor should know whether your study requires research compliance approval and will be able to guide you through the approval process. If you are unsure about whether or not your project needs compliance approval, talk to your faculty advisor as well as the Research Compliance & Biosafety office.

### ***Types of Research Compliance***

If you are working with any of the following, you must obtain necessary approvals from the appropriate committee and complete any specialized training before collecting any data:

- **Human subjects:** Institutional Review Board (IRB)
- **Vertebrate animals:** Institutional Animal Care and Use Committee (IACUC)
- **Biohazards and pathogens:** Institutional Biosafety Committee (IBC)

For more information about each of the three compliance categories above, visit the Research Compliance & Biosafety website at <https://rcb.tamu.edu>.

### ***Approval and Training***

You and your faculty advisor must work directly with the office of Research Compliance & Biosafety to receive any required approvals. If you think that you need additional training or certification, ask your faculty advisor for clarification.

**IMPORTANT UPDATE ON RESEARCH COMPLIANCE:** Your faculty advisor is required to provide documentation of IRB, IACUC, and/or IBC approval(s) to the LAUNCH: UGR office if your proposal was flagged for potentially needing research compliance approval during the program application process. Documentation of approval must be provided to [ugr@tamu.edu](mailto:ugr@tamu.edu) by the cut off deadline, February 24, 2020, or you will be ineligible to continue the URS program. If your URS project was flagged and is in the Pending Research Compliance Approval status in the STSS, you must obtain necessary approvals from the appropriate committee(s) and complete any specialized training **before collecting any data**. LAUNCH: UGR will update your research compliance status for the program once proof of compliance verification is received directly from your faculty advisor. **Faculty advisors must provide outcome letters issued by the IRB, IACUC, and/or IBC committee(s) that list the name(s) of their Undergraduate Research Scholar(s) as documentation.**

## Availability of Theses to the Public

After your final thesis has been approved by both the faculty advisor and LAUNCH: UGR staff, it will be uploaded to the Undergraduate Research Scholars Capstone Collection in the OAKTrust Digital Repository at <http://oaktrust.library.tamu.edu/handle/1969.1/3367>, where it will be freely available to the public. Upon submission of the final thesis in April, you and your faculty advisor have the chance to select and approve the appropriate embargo option for the work through <http://scholarstheis.tamu.edu>. Therefore, theses will be deposited into the OAKTrust Digital Repository based on the embargo option that was approved by the faculty advisor during the final thesis submission process. During a two-year hold, the thesis will not be made public, allowing for time to seek publication in an academic journal or submit the work for patent consideration. If a hold is placed on a thesis, LAUNCH: UGR staff will contact the faculty advisor after two years to confirm that the thesis can be released. Each Undergraduate Research Scholar must discuss with their faculty advisor whether to make the thesis available immediately or to place it on hold for two years. **If no response is received from either party after two years, the thesis will be released.**

## Copyright

Undergraduate Research Scholars will own the copyright to the Undergraduate Research Scholars Thesis. This means that the original work in the thesis can still be submitted for publication in a scholarly journal. Because the OAKTrust Digital Repository is legally classified as a publication, care must be taken not to violate United States copyright laws. If an Undergraduate Research Scholars Thesis contains any material (pictures, figures, tables, text, etc.) taken from other copyrighted sources, the student and faculty advisor are responsible for determining if a letter of permission from the copyright holder should be included as a statement within the document or as supplemental material to allow its use in the thesis. This is true even if you are an author of the material. Ultimately, if a permission statement is required by the copyright holder, it must be included in the thesis and proper credit (dictated by the letter of permission) must be given in the text.

If you have already published material that you subsequently want to include as part of your Undergraduate Research Scholars Thesis, you should be aware of the agreement that you signed when the material was accepted for publication. At that time, you may have assigned copyright to someone else (a journal, for example) as publisher, and you may no longer possess rights. Publisher agreement forms can be modified before they are signed so that you retain the right to include the material in your thesis. When negotiating with the publisher, remember to inform him/her that the thesis will be available worldwide through the Internet. If you have not retained the right to use the material in the thesis, written permission must be obtained from the copyright holder to include the material in the thesis. Proper credit, as instructed in the letter of permission, must be given in the text. A copy of the letter of permission should be included in a separate appendix in the thesis and an extra copy of the letter should be emailed to LAUNCH: UGR staff at [ugr@tamu.edu](mailto:ugr@tamu.edu).

***Useful Links***

- <http://copyright.gov/circs/circ01.pdf>
- <http://policies.tamus.edu/17-01.pdf>
- <http://tamu.libguides.com/copyright>
- <https://creativecommons.org>

## Student Rules & the Aggie Code of Honor

*"An Aggie does not lie, cheat or steal, or tolerate those who do."*

**Any type of honor code violation from student rules will result in a review and possible dismissal from the program.**

### **Useful Links**

- Student Rules: <http://student-rules.tamu.edu>
- Student Rights and Responsibilities: <http://student-rules.tamu.edu/rights>
- Attendance: <http://student-rules.tamu.edu/rule07>
- Conduct Code: <http://student-rules.tamu.edu/rule24>
- Governing Research: <http://rules-saps.tamu.edu/PDFs/15.01.01.M0.04.pdf>
- Authorship: <http://rules-saps.tamu.edu/PDFs/15.99.03.M1.02.pdf>
- Ethics and Responsible Conduct: <http://rules-saps.tamu.edu/PDFs/15.99.03.M1.pdf>
- Human Subjects: <http://rules-saps.tamu.edu/PDFs/15.99.01.M1.pdf>
- Biohazards: <http://rules-saps.tamu.edu/PDFs/15.99.06.M1.pdf>
- Vertebrate Animals: <http://rules-saps.tamu.edu/PDFs/15.99.07.M1.pdf>
- Intellectual Property: <http://rules-saps.tamu.edu/PDFs/17.01.99.M1.pdf>

### **20.1.2.3.9 University Rules on Research**

Students involved in conducting research and/or scholarly activities at Texas A&M University must also adhere to standards set forth in University Rule 15.99.03.M1 - Responsible Conduct in Research and Scholarship.

### **20.1.2.4 Special Note on Group Projects**

If someone in a group commits academic misconduct, the entire group could be held responsible as well. It is important to clearly document each member's contribution to the joint project.

Please be sure all group members are aware of how the other members are conducting the research and obtaining the materials they are providing.

# Additional Support

## University Libraries

<http://library.tamu.edu> | <http://www.tamug.edu/library>

The library provides subject librarians to assist you with your bibliographic searches, as well as webpages and workshops on how to use the most common bibliographic and database tools. Take advantage of all the resources the library has to offer, including training with citation software (EndNote or RefWorks) that will make writing your thesis much easier. If you are not using one of these programs to organize your citations, you will be amazed at how they simplify the reference process.

## University Writing Center (UWC)

<http://uwc.tamu.edu>

The University Writing Center offers face-to-face or online consultations with certified consultants for writing or public speaking projects. During the consultations, you will receive personalized advice and assistance based on your project and your needs. UWC staff will work with you on any type of writing, at any stage of the composing process, including developing and organizing content, understanding assignments or the demands of specific genres, and perfecting prose by editing and proofreading. For public speaking, you can ask for assistance with developing and perfecting outlines and content, or with designing slides, handouts, or posters. You can even practice your presentation!

### ***Dissertation and Thesis Assistance (DATA)***

[http://writingcenter.tamu.edu/Students/Graduate-Students/DATA-\(Dissertation-Article-and-Thesis-Assistance\)](http://writingcenter.tamu.edu/Students/Graduate-Students/DATA-(Dissertation-Article-and-Thesis-Assistance))

The University Writing Center (UWC) offers the DATA program to Undergraduate Research Scholars. Students in the DATA program are paired with UWC consultants for multiple meetings. The consultant's job is to help the writer improve writing skills, but the repeating appointments allow the consultant to get to know the student and the project more thoroughly.

## Research Compliance & Biosafety

<http://rcb.tamu.edu> | <http://vpr.tamu.edu>

Texas A&M University's Division of Research, through the office of Research Compliance & Biosafety, is responsible for providing training and support to faculty, students, and staff in regulatory requirements for research. The offices seek to promote and ensure the highest standards for research compliance throughout Texas A&M University.

# Full Program Schedule

## **Fall 2019 Semester**

Attend the (**mandatory**) Orientation.

- Monday, October 14, 2019 from 7:00-8:30 PM in ILSB Auditorium and Lobby
- **GALVESTON ONLY:** October 10, 2019 from 9:00-11:00 AM in MAIN 202 (*Combined Orientation and Thesis Formatting Workshop*)
- **QATAR ONLY:** Online assignment due to the eCampus Community by October 18
- **DENTAL HYGIENE ONLY:** Online assignment due to the eCampus Community by October 18

Research Compliance drop-in sessions.

- **Speak directly with Research Compliance Staff**
  - Monday, September 9, 2019 from 9:00-11:00 AM in Henderson Hall 103
  - Tuesday, October 15, 2019 from 3:00-5:00 PM in Henderson Hall 103

Access the 2019-2020 Undergraduate Research Scholars eCampus Community by October 15.

Attend the Citation Software Drop-in.

- Tuesday, October 22, 2019 from 3:00-5:00 PM in Henderson Hall 103

Submit and pass the First Installment and Progress Report. No late work will be accepted without a university-excused absence. See the Student Rules at <http://student-rules.tamu.edu>.

- **Deadline:** Monday, October 28, 2019 at noon
- **Where:** eCampus Community
- **Drop-in Session**
  - Friday, October 25, 2019 from 3:00-5:00 PM in Henderson Hall 103

*Optional P.O.W.E.R. Writing Productivity Workshop.*

- Friday, November 1, 2019 from 3:00-5:00 PM in Henderson Hall 103
- Meet with a P.O.W.E.R. consultant: <http://power.tamu.edu>

Attend one Thesis Formatting Workshop.

- **Mandatory Workshop, with 4 choices:**
  - Friday, November 8, 2019 from 2:00-3:00 PM in the SCC RM 210F
  - Sunday, November 9, 2019 from 2:00-3:00 PM in the ILSB Auditorium
  - Monday, November 11, 2019 from 5:30-6:30 PM in the SCC RM 210F
  - Tuesday, November 12, 2019 from 5:30-6:30 PM in the SCC RM 210F

**RSVP required for all events. See weekly emails or the URS Resources page for RSVP links.**

### ***Spring 2020 Semester***

Submit and pass the Second Installment and Progress Report. No late work will be accepted without a university-excused absence. See Student Rules at <http://student-rules.tamu.edu>.

- **Deadline:** Monday, January 27, 2020 at noon
- **Where:** eCampus Community
- **Drop-in Session**
  - Friday, January 24, 2020 from 2:00-4:00 PM in Henderson Hall 103

#### *Optional Writing Abstracts Workshop.*

- Friday, January 24, 2020 from 4:00-5:00 PM in Henderson Hall 103

#### *Optional Presentation Skills Workshop.*

- Tuesday, February 18, 2020 from 4:00-5:00 PM in Henderson Hall 103

#### *Optional Presentation Practice Session.*

- Tuesday, February 25, 2020 from 3:00-5:00 PM in the ILSB Lobby

#### *Public Presentation at the LAUNCH URS Symposium.*

- **LAUNCH URS Symposium:** Wednesday, February 26, 2020, All Day.

Submit and pass the Third Installment and Progress Report. No late work will be accepted without a university-excused absence. See the Student Rules at <http://student-rules.tamu.edu>.

- **Deadline:** Monday, March 2, 2020 at noon
- **Where:** eCampus Community
- **Drop-in Session**
  - Friday, February 28, 2020 from 3:00-5:00 PM in Henderson Hall 103

Make a public presentation and submit the Presentation Report to the eCampus Community.

- **Main Campus Deadline:** Monday, March 30, 2020 at noon
- **TAMUG, TAMUQ, DENTAL HYGIENE ONLY:**
  - **Deadline:** Monday, April 20, 2020 at noon

Submit your Faculty Advisor-Approved Final Thesis in two stages.

- **Deadline:** Monday, April 6, 2020 at noon
- **Where:** Both eCampus Community **and** Scholars Thesis Submittal System.
- **Drop-in Session**
  - Thursday, April 2, 2020 from 3:00-5:00 PM in Henderson Hall 103
  - Friday, April 3, 2020 from 3:00-5:00 PM in Henderson Hall 103

Stay on track to graduation and attend the LAUNCH Recognition Ceremony to pick up your medallion. If you cannot attend, contact us to find out our current policies for picking up medallions for graduation. If you are not graduating in May, you will receive your medallion at the reception that corresponds with your graduation semester.

# SUBMISSION & REVIEW

Undergraduate Research Scholars can expect to encounter the following websites—many requiring a TAMU NetID and Password—throughout the program:

- <http://ugr.tamu.edu>
- <http://google.tamu.edu>
- <http://scholarsthesis.tamu.edu>
- <http://ecampus.tamu.edu>
- <http://calendar.tamu.edu>
- <http://ers.tamu.edu>

Thesis Installment Submissions, reviews, and corrections will all be made through the 2019-2020 Undergraduate Research Scholars eCampus Community. The eCampus Community serves as a place for all Undergraduate Research Scholars to easily locate important deadlines and due dates, thesis templates, and other helpful program materials and resources. All installment submissions, in addition to progress reports, and the presentation report will be submitted through the eCampus Community.

Theses installments that contain errors will be sent back for revision and may delay approval of your document. Please note that you may avoid this delay by carefully checking each installment for frequent mistakes using the Common Mistakes Guide before you submit. Failure to revise your document for Common Mistakes before submitting may result in a delay in grading. All returned documents must be revised within two business days for approval. Documents containing track changes and/or comments will be returned for revision without review.

To access the Undergraduate Research Scholars' eCampus Community, login to <http://ecampus.tamu.edu> using your NetID and Password. 2019-2020 Undergraduate Research Scholars should be visible on your eCampus home page under **Community** and/or **My Organizations**. If you do not see the 2019-2020 Undergraduate Research Scholars eCampus Community, contact us at [ugr@tamu.edu](mailto:ugr@tamu.edu) as soon as possible.

# Progress Reports

Progress reports are an important part of the writing loop because they provide steps for assessing and reflecting on your progress. Progress Reports are submitted with each Thesis Installment and are read by LAUNCH: UGR staff. Please address any serious concerns with us via email at [ugr@tamu.edu](mailto:ugr@tamu.edu) or by phone at (979) 845-1957.

## First Progress Report Questions

1. Please list the concrete steps you plan to pursue between now and the second installment submission due on January 27, 2020? If you are a Scholars Team, describe your individual contributions.
2. Have you set up a regular meeting schedule with your advisor to receive feedback on your writing? When is the last time you met with your faculty advisor? Remember, your faculty advisor is the one who signs off on your final thesis.
3. Describe any challenges you have encountered so far and how the challenges have affected your timeline and/or research goals. If you are a Scholars Team, have you discussed potential challenges and solutions to working in a team environment as your research and write your thesis?
4. Has your research and thesis timeline changed since submitting your application? If so, please list the changes and describe why they have been made.
5. Was your proposal identified as needing research compliance approval (IBC, IACUC, IRB)? If yes, have you secured this approval? If you have not secured approval, have you made direct contact with the appropriate committee or attended one of the research compliance drop-in sessions? NOTE: The cut-off date for research compliance approval is Monday, February 24 at noon.
6. Have you discussed the appropriate citation style according to your discipline with your faculty advisor? Are you planning to use citation software? If so, which one?
7. What are your plans to fulfill the presentation requirement? Please keep the March 30 Presentation Report deadline in mind. **Note: If using the Creative Works template**, your public presentation and Q&A must be completed before you can write your reflection. Your reflection must be completed and reviewed by your faculty advisor prior to the final thesis deadline. Plan accordingly.

## Second Progress Report Questions

1. Literature Review: What background materials have you read for your project? What materials do you plan to read for your project? Have you been able to build upon previous research in your field? How is your project different and why? Can you clearly articulate how your project advances research in your field?
2. Is there any other reading that you still need to analyze for future directions in your research? How is previous research informing progress on your current project?
3. Please list the concrete steps you plan to pursue between now and the third installment submission deadline on March 2, 2020. If you are a Scholars Team, describe your individual contributions.
4. Are you receiving feedback from your faculty advisor on the content of your thesis? When is your next meeting?
5. What do you need to do to be ready for a public presentation in February or March? Can you accomplish this with your current plans? Do you plan to present at LAUNCH URS Symposium? If not, why? Remember, the Presentation Report deadline is March 30, 2020. Do you plan to attend the Presentation Practice Session? **Note: If using the Creative Works template**, your public presentation and Q&A must be completed before you can write your reflection. Your reflection must be completed and reviewed by your faculty advisor prior to the final thesis deadline. Plan accordingly.

## Third Progress Report Questions

1. What common mistakes have you identified in your document? What are your writing ticks that need to be corrected? How does this process make you more conscious about your future writing style?
2. Are all references in your thesis also included as in-text citations? Have you properly formatted your References Page using your selected citation style?
3. Have you and your faculty advisor discussed how you plan to complete or finalize all of the stages of your research and writing by the final thesis deadline (April 6)? Have you also established a timeline for your faculty advisor to review your final thesis and provide you feedback well in advance of the April 6 deadline? **Note: If using the Creative Works template**, have you finished your reflective piece, building in time to discuss your reflection with your faculty advisor and incorporating feedback from your Q&A session into your reflection? Will your faculty advisor have a chance to review your final thesis that includes your reflection prior to the final thesis deadline?
4. Have you fulfilled the presentation requirement? If not, how do you plan to fulfill the public presentation requirement? How did the public presentation of your research make you think about your research process this year? What have you learned? Did you incorporate any new information based on feedback received at your public presentation?

## Presentation Report Questions

1. Tell us where you made your public presentation (full conference/event name, city, and state).
2. What day did you make your public presentation (month, day, and year)?
3. How do you think the Undergraduate Research Scholars program, public presentation, and two-semester thesis improved the quality of your research and writing? Please address the quality of writing and content in your answer.
4. Upload a PDF of your conference registration/receipt, the page you are listed on in the event program, or the certificate of attendance you may have received from the event where you presented.
5. Upload a PDF of your presentation PowerPoint slides or a PDF of your poster presentation.
6. May we include your information in a LAUNCH News Press Release and/or on social media? Photographs from our events will appear on the LAUNCH website, in our email newsletter, on marketing materials, etc. Additionally, the PDF of your poster or PowerPoint presentation may be used as an example for future scholars. Select "No" if you do not want your information shared or pictures of yourself published online.

# Thesis Installment Submissions

Thesis Installments should be submitted in Microsoft Word format (PDFs accepted from LaTeX users) through the 2019-2020 Undergraduate Research Scholars eCampus Community by the specified deadlines. Each submission will include increasingly more content and **must** always also include the **preliminary pages**. For example, when it is time to submit the second thesis installment, you must submit the Title Page, Table of Contents, Abstract Page, any Optional Preliminary Pages (i.e. Dedication, Acknowledgments, and Nomenclature), Chapter I and Chapter II, all within the same document. *Thus, you should work on the same document file throughout the entire program to retain approved revisions.*

Theses installments that contain errors will be sent back for revision and may delay approval of your document. Please note that you may avoid this delay by carefully checking each installment for frequent mistakes using the Common Mistakes Guide before you submit. Failure to revise your document for Common Mistakes before submitting may result in a delay in grading. All returned documents must be revised within two business days for approval.

**IMPORTANT UPDATE ON USING CLOUD-BASED DOCUMENT EDITING SOFTWARE:** While Texas A&M supports and provides students access to Google Docs and Microsoft Word Online, the web versions of these software do not have the advanced editing features found in the desktop version of Microsoft Word and are not compatible with the official URS thesis templates, which are based off of the graduate templates from the Office of Graduate and Professional Studies (OGAPS). **Be advised that uploading and downloading URS thesis templates to and from Google Docs and/or Microsoft Word Online strips the advanced formatting features used in the URS thesis templates, resulting in many rounds of corrections to thesis installments.**

Even though a document may look correctly formatted on the web, the formatting is removed upon downloading it from the cloud-based editing software. We ask that students refrain from using Google Docs and/or Microsoft Word Online to format and revise URS theses. Instead, avoid these problems by doing the following:

- Never upload or download your URS thesis template to Google Docs and/or Microsoft Word Online.
- Work off of the same Microsoft Word (desktop version) URS thesis template throughout the entire URS program.
- Only collaborate on text content using Google Docs and/or Microsoft Word Online.
- Transfer your text content from Google Docs and/or Microsoft Word Online into your URS thesis template by pasting as plain text. Pasting as plain text removes any incorrect formatting applied by Google Docs and/or Microsoft Word Online from your text content. If you decide to copy and paste text content back and forth between Google Docs/Microsoft Word Online and

the desktop version of Microsoft Word, you will have to reformat your text every single time you paste it into the Microsoft Word (desktop version) URS thesis template. This means that you will have to re-correct all formatting you already corrected on previous installment attempts. (i.e. bolding, italics, underlines, superscripts, subscripts, links, etc.)

- Always check your document before uploading it to eCampus.
- Use only the desktop version of Microsoft Word to edit the format of your URS thesis. You have access to the desktop version of Microsoft Word at the following locations:
  - Main Campus Open Access Labs: <https://oal.tamu.edu/Lab-Locations>
  - **GALVESTON Campus Open Access Labs:** [http://www.tamug.edu/it/services/computing-printing-software/Computer\\_Labs\\_and\\_VDI.html](http://www.tamug.edu/it/services/computing-printing-software/Computer_Labs_and_VDI.html)
  - **QATAR Campus IT Services:** [https://tamu.service-now.com/tamuq\\_it](https://tamu.service-now.com/tamuq_it)
  - **DENTAL HYGIENE IT Services:** <https://dentistry.tamhsc.edu/studentlife/it.html>
- You can also download a copy of the desktop version of Microsoft Word to your personal computer from your Aggie Account Gateway:
  - Login to <http://gateway.tamu.edu/office365> using your NetID and Password
  - Look for the “Install Office” button at the top right
  - Select “Other install options”
  - Select “Install Office”

## Teams

Only the team’s primary contact is required to submit installment documents, but ALL team members must submit progress reports. Each team member will be responsible for the communication and delegation of corrections as only the primary contact will have immediate access to the “graded” document. If for some reason the primary contact cannot submit an installment, another team member must be delegated to complete the assignment. If you have any questions about procedures for Undergraduate Research Scholars teams, please contact LAUNCH: UGR staff.

## First Installment Requirements

*No late work will be accepted without a university-excused absence. See the Student Rules at <http://student-rules.tamu.edu>.*

- Preliminary Pages
  - Title Page, with customizable sections filled in.
  - Table of Contents Page, as a placeholder. May or may not have updated information.
  - Abstract Page, with customizable sections filled in.
- Content
  - Polished, correctly formatted, up-to-date project description or revised proposal.
    - This can appear on the Abstract Page, or as body text in a major section.
  - **If using the Creative Works template:** Your first installment must address the following in Section I: motivation, problem, question, how artifact answers the research question

## Second Installment Requirements

*No late work will be accepted without a university-excused absence. See the Student Rules at <http://student-rules.tamu.edu>.*

- Preliminary Pages
  - Title Page, with customizable sections filled in.
  - Table of Contents Page that reflects all first-order subheadings (if used)
  - Abstract Page, with customizable sections filled in.
- Content
  - Introduction and/or at least two body paragraphs of a major section.
    - Keep in mind that what we have listed as content requirements are bare minimums. The average thesis is at least 30 pages.
  - **If using the Creative Works template:** Your second installment must address the following in Section II: literature review, background, sources, history

## Third Installment Requirements

*No late work will be accepted without a university-excused absence. See the Student Rules at <http://student-rules.tamu.edu>.*

- Preliminary Pages
  - Title Page, with customizable sections filled in.
  - Table of Contents Page that reflects all first-order subheadings (if used)
  - Abstract Page, with customizable sections filled in.
- Content
  - One additional major section with multiple paragraphs.
  - In-text citations and References Page.
  - Document should be moving into final stages. Average length of a thesis is 30 pages.
  - **If using the Creative Works template:** Your third installment must address the following in Section III: explanation of exhibit/venue and Q&A

***You may also choose to submit:***

### *Optional*

- Preliminary Pages
  - Dedication
  - Acknowledgements
  - Nomenclature
- Content
- Correctly formatted major sections, body text, figures/images, etc., and Appendix Page

# Final Thesis

Final thesis submissions in April will be made through both the eCampus Community at <http://ecampus.tamu.edu> and the Scholars Thesis Submittal System (STSS) at <http://scholarsthesis.tamu.edu>. Final theses are uploaded to eCampus first to allow Undergraduate Research staff to check documents for proper formatting. Once theses are approved, they will be uploaded to the Scholars Thesis Submittal System (STSS) by the Undergraduate Research Scholars Program staff. Scholars will be directed to the STSS in Step 2 of the final thesis submission in order to input additional information required before the completion of the program. By this time, faculty advisors should have already reviewed your thesis outside of the submission system, as approval is expected within 48 business hours. Thesis and author information including thesis titles, keywords, author names, majors, and embargo options must be updated at this time by the student.

## Final Thesis Requirements

*No late work will be accepted without a university-excused absence. See the Student Rules at <http://student-rules.tamu.edu>.*

- Preliminary Pages
  - Title Page, with customizable sections filled in.
  - Table of Contents Page, updated with all headings and first-order subheadings.
  - Abstract Page, with customizable sections filled in and a final abstract.
- Content
  - Completed faculty-approved thesis.
  - In-text citations and References Page.
  - **If using the Creative Works template:** Your final thesis must address the following in Section IV: reflection on creative works (this should include an explanation of both your process for research and analysis, as well as artifact development and exhibition).

# THESIS FORMATTING GUIDELINES

## Basic Requirements

Four convenient thesis templates with automated fillable sections are available—you will only have to change the content of the text in red as you write! Download a template on the eCampus Community.

**Your Undergraduate Research Scholars Thesis is required to have these four pages:**

- Title Page
- Table of Contents
- Abstract Page
- Source List (Bibliography, Footnotes, References, Works Cited, etc.)

The Title, Table of Contents and Abstract Pages together are called the “Preliminary Pages.”

**You may also add these suggested (optional) pages:**

- Dedication Page
- Acknowledgments Page
- Nomenclature Page (Acronyms, Definitions, Key Words, etc.)
- Appendix or Supplemental Content

The Dedication, Acknowledgments and Nomenclature Pages together are called the “Optional Preliminary Pages.”

***Much of your thesis will be constructed according to your research discipline-specific style guide, but other portions must conform to layout and formatting requirements. The specified requirements for structure and formatting are in place to ensure all Undergraduate Research Scholars Theses are published to the OAKTrust Repository in a professional manner.***

## Four Examples of Possible Discipline-Specific Customization

- Naming and numbering of chapters or other major body sections.
- Formatting of in-text citations and source list.
- Labeling of figures, tables, graphs, illustrations, etc.
- Use of indentions.

Ask your faculty advisor for advice about the appropriate style for your research discipline and the organization of your thesis content.

## Four Examples of Required Program Layout and Formatting

- Formatting of major section titles and subheadings.
- Use of fonts, font size, and paragraph spacing throughout the document.
- All figures must be cited in the text, labeled, and Top and Bottom text wrapped.
- 1-inch margins on all sides of the document.

## Preliminary Pages

### Title Page

#### **Required Title Page Information**

The information in **red** will need to be added by you. All **black** text remains unaltered. Please follow formatting of capital and/or lowercase letters.

- ✿ Thesis Title (**red**)
- ✿ Thesis Statement and Name (**statement in black, your name in red**)
- ✿ Submittal Statement (**black**)
- ✿ Distinction Name (**black**)
- ✿ Research Advisor Approval Statement (**statement in black, advisor's name in red**)
- ✿ Completion Date (**black**)
- ✿ Official Major (**red**)

#### **Required Formatting for Title Page**

- Times New Roman font only.
- 14-point, bold, double-spaced Thesis Title in all capital letters.
- Each Title Page section is separated by two empty double-spaced paragraph returns.
- **Thesis Statement and Name:** Type your complete name in all capital letters. Your name must match the official records of the university. Also, make sure what you type here is what you see when you submit your final thesis at <http://scholarsthesis.tamu.edu>.
  - **Are you writing a team thesis?** See formatting examples at the end of the Manual.

- **Research Advisor Approval Statement:** The left-hand portion of this section is left-justified with added spaces and tabs that make the right-hand side completely right-justified. You should ask your faculty advisor how he/she prefers his/her name to be listed. If you have two advisors, list the second advisor directly under the first, completely right-justified.
- **Program Completion Date:** 2019-2020 Undergraduate Research Scholars will have May 2020 listed here. This is not your graduation date.
- **Official Major:** Enter your official major as listed in University records. For those with more than one major, you can choose the one that is relevant to your research – or – you can list them all.
  - **Do you have more than one major?** See formatting examples at the end of the Manual.
  - **Are you writing a team thesis?** See formatting examples at the end of the Manual.

## Table of Contents

### **Required Table of Contents (ToC) Information**

The information in **red** will need to be added by you. All **black** text remains unaltered.

- ✱ Page Heading (**black**)
- ✱ ToC Headings and Subheadings (**red**)
- ✱ Leader Dots (**black**)
- ✱ Page Numbers (**red**)

### **Required Formatting of the ToC**

- Times New Roman font only.
- 14-point, bold, double-spaced page heading.
- The word “Page” appears right-justified above the first page number.
- Abstract is the first line item and begins on Page 1.
- Leader dots used to connect ToC item to page number.
- Place the Optional Preliminary Pages after the Abstract.
- Place your major heading designation of choice under the preliminary page listings, indent the section numbers (use Roman numerals only) and indent once more for your major heading titles.
- List the major headings and the first-order subheadings **only**.
- List the References Page and the Appendix (if present) last.

### **General Format**

- Place your major heading designation of choice under the preliminary page listings, indent the section numbers (use Roman numerals only) and indent once more for your major heading titles.
- Major heading listings must be in all capital letters and double-spaced.
- Subheading listings must be single-spaced.

- If the Table of Contents becomes more than one page, repeat the appropriate headings at the top of each page (i.e. the word Page above page number column; the word CHAPTER [or other designation] if a new chapter is listed on the page).
- No bold on this page except for the heading.

### **Consistency**

- Check against text for agreement of page numbers, levels and styles of headings and subheadings, and the wording of headings and subheadings.
- Check for consistency in capitalization.
- Check that wording of Appendix listing matches exactly what is in text; Appendix titles are optional, but if listed, they must be in all capital letters.

## **Abstract Page**

### **Required Abstract Page Information**

The information in **red** will need to be added by you. All **black** text remains unaltered.

- ✱ Page Heading (**black**)
- ✱ Abstract Title (**red**)
- ✱ Your Name (**red**), Department (**black and red**) and Texas A&M University (**black**)
- ✱ Faculty Advisor's Name (**red**), Department (**black and red**) and Texas A&M University (**black**)
- ✱ Abstract Text (**red**)

### **Required Formatting for Abstract Page**

- This is the first numbered page (Arabic number 1).
- Times New Roman font only.
- 14-point, bold and centered Abstract Page heading in all capital letters.
- 12-point font for all other text.
- The Abstract Title, Your Name and Department and Your Faculty Advisor's Name and Department are all followed by one double-spaced paragraph return.
- **Abstract Title:** Type your Abstract Title using Title Case style (see below for explanation), single-spaced with centered-justification. The Abstract Title must match your Thesis Title on the Title Page.
  - **Title Case:** Capitalize first letter for the principal words. Articles, conjunctions, and prepositions are not capitalized unless they start the title.
- **Name and Department:** Type your complete name as listed on the Title Page using proper capitalization, followed by your department and Texas A&M University. This section is single-spaced and center-justified.
  - **Department:** Your department may be different from your major. Visit <http://www.tamu.edu/about/departments.html> for a list of official departments.
  - **Are you writing a team thesis?** See formatting examples at the end of the Manual.
- **Faculty Advisor Name and Department:** Type your faculty advisor's complete name using proper capitalization and the appropriate title (e.g. Dr.), followed by his/her department and Texas A&M University. This section is single-spaced and center-justified. If you have a second advisor, you must add another advisor statement directly under the first.

- **Title and Department:** If your faculty advisor does not have a Ph.D., ask your faculty advisor for his or her title. Ask your faculty advisor what department to use on this page.
- **Abstract Text:** Your abstract text must be double-spaced and left-justified. You can choose to indent your paragraphs. You can also choose to include subheadings. Do not exceed one page.

## Optional Preliminary Pages

### *Optional Preliminary Page Information*

The information in **red** will need to be added by you. All **black** text remains unaltered.

- ✱ Page Heading (**black**)
- ✱ Page Text (**red**)

### *Required Formatting for Optional Preliminary Pages*

- Times New Roman font only.
- 14-point, bold and centered Page headings in all capital letters.
- 12-point double-spaced font for all other text.
- Optional preliminary pages should appear after the Abstract Page in the following order:
  - Dedication (limited to one page)
  - Acknowledgements (limit to four pages)
  - Nomenclature (may also be called Acronyms, Definitions, Key Words, etc.)
- **Dedication:** Use this section to recognize those who supported you throughout your academic endeavor, culminating in the production of your thesis. The dedication is more personal than academic in nature.
- **Acknowledgements:** Use this section to acknowledge or give credit to any persons or entities that should be recognized outside of your references section. Anyone that influences the development (in either the funding, content, or direction) of your thesis should be noted here.
- **Nomenclature:** Use this section to list terms, acronyms, definitions, key words, etc. that an informed reader outside of your field may not be able to define.

**\*Please note:** For the Final Thesis Submission, ALL **red** text will need to be **black**.

# General Thesis Formatting Requirements

## Page Size, Orientation, and Margins

### **Required Formatting for Page Size and Margins**

- The entire document must be letter sized (8.5 x 11 inches) in Portrait Orientation.
  - Landscape Orientation is acceptable for figures and tables that do not optimally fit in the standard format.
- 1-inch margins on all sides of the document. ALL content must fit within these margins.
  - **TIP:** After converting documents to PDF, double check the converted file to make sure the 1-inch margins stayed intact during the conversion process. Also, when inserting graphics into Microsoft Word, make sure that images do not get accidentally dragged into the margins. Microsoft Word will NOT automatically prevent this from happening.

## Typeface and Font Size

### **Required Formatting for Typeface and Font Size**

- Times New Roman font only.
- 14-point font for major headings and designations.
- 12-point font for all body text and subheadings.
- **Boldface** or *italics* may be used for typographical emphasis. The use of underline is discouraged. Do NOT combine the use of **boldface**, *italics* and/or underline at any time. Be consistent with the style you have selected, and use it throughout the future document.
- The typeface and font size of figures, tables, graphs, illustrations, footnotes, and appendix materials can vary, however, the minimum font size allowed for any content in the document is 6-point. If using scanned images, photographs, graphics, etc. in the document, be sure that all text is readable. Faint or incomprehensible print is not acceptable.
- **If using the Creative Works template:** Your creative artifact (which may include formatted text) should be placed at the end of your thesis document in the “Creative Artifact” section. Use the following guidelines to format this section:
  - General Instructions
    - Do not remove the “CREATIVE ARTIFACT” major heading on the thesis template. No additional headings are required on subsequent pages. See specific artifact instructions below.
  - Creative Writing
    - Consult with your faculty advisor on the norms and formatting used for pieces such as screen writing, poetry, short stories, and/or dramaturgy. Use titles and other stylistic practices that are appropriate for your genre.
  - Other Creative Artifacts and Unaddressed Formatting
    - If you have questions about how to include other creative artifacts not previously mentioned, contact the LAUNCH: UGR office.

**A note about consistency:** Using the Times New Roman typeface, 12-point (body text and subheadings) and 14-point (major headings) font sizes are not just guidelines—they are requirements. Although figures, tables, footnotes, appendix materials, etc. do not necessarily apply to that requirement, they must appear in the same size and font throughout the entire document. For example, if the text in Table 1 is Arial typeface at 8-point font size, Table 2, 3, 4, etc. must also be in Arial at 8-point font size. Be consistent.

**TIP:** When converting documents to PDF, proofread the converted file to make sure that all characters and/or symbol codes (such as Greek letters or mathematical symbols) are readable and searchable. Pay special attention to fonts and/or symbols that may have been corrupted during the conversion process.

## Page Numbers

### *Required Formatting for Page Numbers*

- Times New Roman font only
- Arabic numerals in 12-point font, centered at the bottom of the page in the footer
- The Title Page and Table of Contents pages are NOT numbered
- Page 1 begins on the Abstract Page
- Continue numbering pages consecutively until the last page of the document

## Spacing and Indentation

- The majority of body text is double-spaced.
  - **TIP:** Depending on the version of Microsoft Word you use, or if you switch between using newer and earlier versions, Microsoft Word may add additional and unnecessary paragraph spacing to the document. To resolve this, select all of the text in the document, find the Line Spacing Options, and then set the Spacing Before and After Paragraphs to zero (0).
- Single or variable spacing may be used for:
  - Long, blocked, and inset quotations
  - Itemized and bulleted lists
  - Figures and tables
  - Appendix material
- Indentation may be used if deemed appropriate by your discipline.

## Major Headings

### *Required Formatting for Major Headings*

- All major headings **must** start at the top of a new page.
- All major headings must be 14-point font size in all capital letters, bold, center-justified and double-spaced.

- All major headings in the body text must be followed by an additional empty, 12-point, and double-spaced line.
- Italics and sentence case should be used as needed for Latin words and/or symbols.
  - **Sentence Case:** Capitalize only the first letter of the first word in a heading – like you would in a sentence. Proper nouns also have a capital letter.
- Do NOT include period (.) punctuation in major headings.

*Major headings include:*

- Thesis Title on the Title Page
- Table of Contents, Abstract, Dedication, Acknowledgments, and Nomenclature on the Preliminary Pages
- Chapter, Section, or Body Paragraph titles. The first line of this type of major heading should include a Roman numeral marker that matches the Table of Contents. Common options include:
  - Chapter
  - Section
  - Unit
  - Part
- References (may also be called Works Cited, Bibliography, etc. depending on discipline)
- Appendix designations and/or titles

**A note about organizing documents with major headings:** In this manual, we refer to major headings in two ways: one-line major headings (preliminary pages and other required material) and two-line major headings (chapter designations and titles). This note refers to two-line major headings or chapter designations. Large documents are often broken up with major headings to indicate the main focus of a chapter, section, unit, part, etc. The first line of this type of major heading should include a designation (i.e. CHAPTER) and a **Roman numeral** marker that matches the Table of Contents (i.e. CHAPTER III). The second line should include a title (i.e. RESULTS). Feel free to use the designations and titles that are appropriate for your field. The use of major headings is required. If you and your advisor feel that your document is better presented in a way that does not disrupt content in any way, please contact us before deviating from the Thesis Manual.

## **Subheadings**

Subheadings are used to divide sections of writing in an organized fashion. The use of subheadings is **optional**, but they help break up large chunks of text to add focus to the topic.

### ***Required Formatting for Subheadings***

- Subheadings must be formatted as follows:
  - **First-order subheading (boldface)**
  - *Second-order subheading (italicized)*
  - Third-order subheading (regular)

- All subheadings must be 12-point font size, left-justified, and double-spaced.
- All subheadings must appear on a line by themselves.
- Do NOT include period (.) or colon (:) punctuation in subheadings.
- Subheadings may be in either Title Case or Sentence case.

All first-order subheadings appear in the Table of Contents. Do not list second- or third-order subheadings in the Table of Contents. Do not use fourth-order subheadings or greater.

Numbering of subheadings is allowed, but be sure to check your numbering for consistency in the Table of Contents as well as throughout the entire document.

## Figures, Tables, Graphs, Illustrations

### ***Required Formatting for Figures, Tables, Graphs, and Illustrations***

- Figures may refer to charts, diagrams, drawings, graphs, images, maps, photographs, schematics, etc. Tables refer to a list of numbers or text in columns.
  - **A note about copyright:** Many images are subject to copyright. By using a figure or table in your thesis, you acknowledge that you have obtained or hold the permission to do so. This permission should appear in the appendix.
- **DO NOT embed figures within the text.**
- All figures and tables must be:
  - Left-justified or Centered
  - Numbered consecutively
  - Referenced by number within the text
  - Placed within one page of the in-text reference in which they first appear
  - Clearly labeled on all axes and/or columns
- Figures, graphs, and illustrations must have captions. Tables and equations are not required to have captions, but must have titles. The justification of captions and titles should match the justification of the figure, table, or equation.
- Figures, tables, graphs, and illustrations are placed within one page of the in-text reference in which they first appear.
- If figures, tables, etc. are too large and break up text, consider placing them in an Appendix.
- **If using the Creative Works template:** Your creative artifact should be placed at the end of your thesis document in the “Creative Artifact” section. Use the following guidelines to format this section:
  - General Instructions
    - Do not remove the “CREATIVE ARTIFACT” major heading on the thesis template. No additional headings are required on subsequent pages. See specific artifact instructions below.
  - Video, Sound Files, and/or Other Digital Media

- To include video and/or sound files, you may need to send them as supplemental files to the LAUNCH: UGR office to be uploaded for you. If you have questions about uploading video and/or sound files, contact our office.
- Photographs
  - Photographs can be included in the Appendix, formatted according to the Figures section in the Thesis Manual & Policy Guide. All figures must be labeled and have captions.
- Creative Writing
  - Consult with your faculty advisor on the norms and formatting used for pieces such as screen writing, poetry, short stories, and/or dramaturgy. Use titles and other stylistic practices that are appropriate for your genre.
- Other Creative Artifacts
  - If you have questions about how to include other creative artifacts not previously mentioned, contact the LAUNCH: UGR office at [ugr@tamu.edu](mailto:ugr@tamu.edu).

### *Labels and Numbering*

- All figures and tables must be identified (labeled) as Figure or Table and numbered consecutively (e.g. Figure 9; Table 7).
- Variation of the label is allowed as long as there is consistency throughout the thesis; for example, it is common practice to abbreviate “Figure” as “Fig.”
- Compound figures must be clearly identified (e.g. Figure 1A and Figure 1B).

### *Titles*

- All figures, tables, graphs, and illustrations must have unique titles:
  - Titles must be separate text from the figure, table, graph or illustration itself, but they may contain their own titles inside of the graphic.
  - Figure titles must be placed below the figure in the caption (i.e. Figure 1. Title here. Caption here.).
  - Table titles must be placed above the table (i.e. Table 1. Title here.).

**TIP:** Be consistent in the formatting of Figure, Tables, Graphs, and Illustrations titles. Consider your use of capitalization, typographical emphasis (boldface, italics, underline, etc.), spacing, use of period at end, and other formatting techniques.

### *Captions*

- Captions must include the figure label, number, and title followed by either a period (.) or colon (:) at the beginning (i.e. Figure 1. Title here. Caption here).
- Captions are placed at the bottom of figures and should appear on the same page.
- When there is not enough space for a long caption on the page with the figure, resize the figure and/or the font size of the caption. If resizing the caption to fit on the same page does not work, the caption can go on the page preceding the figure.

- Tables do not have captions; however, any additional information that is to be included with the table can be placed either in the table title (above the table) or as a **note** (below the table).
- Justification of text, figures, tables, and equations should be consistent throughout the document.
- Tables, figures, captions, and appendix material can vary in point size if desired, however, the minimum font size allowed is 6-point.

### *Placement*

- Figures, tables, graphs, and illustrations may be placed in Landscape Orientation if needed, but must begin at the top of a new page, with the figure or table number, title and/or caption facing the same direction.
- Large figures, tables, graphs, or illustrations that are longer than one page must have:
  - The complete title and the number on the first page only
  - Subsequent pages have the table or figure number and the word “Continued”
  - For tables, the necessary column headings should also be repeated for ease of reading
  - For tables, the line that indicates the end of the completed table should only appear on the last page of the table

### *Color, Size and Quality*

- The use of color is permitted if the color differences are very distinct. Color variations used to illustrate differences in tables may be rendered incomprehensible when printed. Please double-check.
- All content must be of publishable quality. Beware of using scanned documents and/or images as they may appear blurred or dark.
- Tables, figures, captions, and appendix material can vary in point size if desired, however, the minimum font size allowed is 6-point.

## Equations

### ***Required Formatting for Equations***

- Equations must be:
  - Placed under the text where they are first referenced
  - Numbered consecutively (unless identical)
  - Formatted as regular body text, with the exception of left-justification.

**TIP:** An equation referenced repeatedly in the text can simply be referred to by its number if you do not wish to repeat the actual equation.

# References & Citations

## ***Required Formatting for References and Citations***

- Each thesis must contain a formal reference section. Title this section in accordance with the conventions of your citation style (References, Works Cited, etc.).
- A single citation style must be selected to use throughout the thesis. The citation style used should be in accordance with the conventions of a common format for publications in your area of research. The use of the selected citation style must be consistent throughout the entirety of the thesis.
- Format each reference (capitalization, punctuation, and ordering of information; alphabetized, alphabetized and numbered, or non-alphabetized and numbered; use of italics, quotation marks, and bold type) according to the conventions of your selected style. Be sure to use the same formatting for all references.
- Individual reference entries should be single-spaced. Insert a single double-spaced line in between each reference entry.
- All references must be cited in the text and included on the References Page.
- All text citations must be from sources you have actually used in your research.
- If footnotes are used, they must be consecutively numbered and appear at the bottom of the same page where their number appears in the text.
- Using bibliographic software tools (EndNote, RefWorks, Zotero, etc.) to format references is required. Software and training is available to Texas A&M University students at no cost through the University Libraries.

## ***In-text Citations***

Citation styles that use in-text citations are meant to provide relevant citation information without the reader having to locate the information in another space. A typical in-text citation style is MLA, a format that uses parentheses “( )” to note such information as the cited author’s name, title of publication, and specific page number of quoted material. Other conventions exist (such as APA) where the year is included rather than a particular page number. Consult your faculty advisor for further details on how to appropriately use in-text citations for your discipline.

## ***Footnotes***

Footnotes are used primarily to avoid cluttering the main body of text, while still allowing further discussion of materials intended for clarification or additional detail. Unlike endnotes, footnotes appear at the bottom of the page (corresponding to a superscript number in the main text) and can be referenced easily without any page turning. The use of footnotes may vary slightly depending on your discipline. For example, an Undergraduate Research Scholar in Chemistry may use footnotes to clarify supplementary information about a particular chemical compound or experiment. Conversely, an Undergraduate Research Scholar in History may use footnotes to describe a book or article that may not be pivotal to the argument but still provides interesting information for the reader to consider. Footnotes are not counted as body text and may be reduced to 6-point font size. Endnotes are used in MLA instead of footnotes.

# Appendices & Supplemental Sections

Appendices are optional. Discuss with your faculty advisor whether or not you should include an Appendix. Discipline-specific handouts on Appendices are available for download on the URS Resources Page (<http://launch.tamu.edu/UGR/URS/Resources>). **Important Note about Discipline-Specific Handouts:** Appendices must still adhere to the formatting guidelines outlined in this Thesis Manual & Policy Guide. The discipline-specific handouts will help you determine how to label and organize your Appendix material. Contact us at [ugr@tamu.edu](mailto:ugr@tamu.edu) with questions about Appendices.

## ***General Guidelines for Formatting Optional Appendices and Supplemental Sections***

- Appendix material must be referenced in-text.
- Place the appendices **after** the References section in the same document; Appendices should not be a separate document.
- All Appendix pages need to be numbered. Page numbers are continued from the last page of references.
- All Appendix material must fit within prescribed margins.
- Appendix headings (Appendix designations and titles) should be bold.
- Appendix titles more than one line in length must be double-spaced like major headings.
- Appendix designations (Appendix A, for example) are centered as major headings; appendix titles are centered, all capital letters, and at least one double space below the designation.
- Appendix Figures and Tables are numbered consecutively following the text; material may be reduced but must conform to minimum size 6 pt. font size and legibility requirements.
- Material may have mixed fonts and point sizes and may be single-spaced.
- Appendix material that is very large (over 10 MB) is discouraged; if you have large audio, movie, graphics, or animated files, contact Undergraduate Research for assistance.

## ***Audio and Movie Files, Graphics, Animation, or Large Appendix Files***

Appendix material that is very large (around 30 MB) may need to be included in a separate file. If the thesis includes separate files, a description of these files must be placed in the main document or in the Appendix section. For example, "Ten years of weather data collected in September 2009 and discussed in Chapter III is included as a separate file." Upload as a "Supplemental" file. These may be added as separate files but will not be linked to the PDF document. Text in the thesis and/or a page in the Appendix must have a statement describing the separate files that will accompany the manuscript. You can upload DVDs, MP3s, etc. as a "Supplemental" file.

### ***Creative Works Template Users***

The “Creative Artifact” section takes the place of the Appendix. Use the following guidelines to format this section:

- General Instructions
  - Do not remove the “CREATIVE ARTIFACT” major heading on the thesis template. No additional headings are required on subsequent pages. See specific artifact instructions below.
- Video, Sound Files, and/or Other Digital Media
  - To include video and/or sound files, you may need to send them as supplemental files to the LAUNCH: UGR office to be uploaded for you. If you have questions about uploading video and/or sound files, contact our office.
- Photographs
  - Photographs can be included in the Appendix, formatted according to the Figures section in the Thesis Manual & Policy Guide. All figures must be labeled and have captions.
- Creative Writing
  - Consult with your faculty advisor on the norms and formatting used for pieces such as screen writing, poetry, short stories, and/or dramaturgy. Use titles and other stylistic practices that are appropriate for your genre.
- Other Creative Artifacts
  - If you have questions about how to include other creative artifacts not previously mentioned, contact the LAUNCH: UGR office.

# Specific Formatting Exceptions

See the following pages for formatting exceptions to certain pages.

**Formatting the Title Page with Two Majors**

**[INSERT YOUR FULL TITLE CENTERED, IN ALL CAPITAL LETTERS, BOLD, IN 14-PT FONT HERE]**

An Undergraduate Research Scholars Thesis

by

**[INSERT YOUR FULL NAME IN ALL CAPITAL LETTERS HERE]**

Submitted to the Undergraduate Research Scholars program at  
Texas A&M University  
in partial fulfillment of the requirements for the designation as an

UNDERGRADUATE RESEARCH SCHOLAR

Approved by Research Advisor:

Dr. **[Insert Faculty Advisor's Full Name]**

May 2018

Major: **[Enter Major]**  
**[Enter Major]**

**Formatting the Title Page with Two Authors**

**[INSERT YOUR FULL TITLE CENTERED, IN ALL CAPITAL LETTERS, BOLD, IN 14-PT FONT HERE]**

An Undergraduate Research Scholars Thesis

by

**[JANE DOE and JOHN DOE]**

Submitted to the Undergraduate Research Scholars program at  
Texas A&M University  
in partial fulfillment of the requirements for the designation as an

UNDERGRADUATE RESEARCH SCHOLAR

Approved by Research Advisor:

Dr. **[Insert Faculty Advisor's Full Name]**

May 2018

Major: **[Enter Major]**  
**[Enter Major]**

## **Formatting the Title Page with Three or More Authors**

**[INSERT YOUR FULL TITLE CENTERED, IN ALL CAPITAL  
LETTERS, BOLD, IN 14-PT FONT HERE]**

An Undergraduate Research Scholars Thesis

by

**[JANE DOE, JOHN DOE, and JERRY DOE]**

Submitted to the Undergraduate Research Scholars program at  
Texas A&M University  
in partial fulfillment of the requirements for the designation as an

UNDERGRADUATE RESEARCH SCHOLAR

Approved by Research Advisor:

Dr. **[Insert Faculty Advisor's Full Name]**

May 2018

Major: **[Enter Major]**  
**[Enter Major]**  
**[Enter Major]**

## **Formatting the Abstract Page with Two Departments**

### **ABSTRACT**

**[Insert Your Title Here, Capitalizing the First Letter of Each Word as Needed]**

**[Insert Your Name]**  
Department of **[Insert Your Department Name]**  
Department of **[Insert Your Department Name]**  
Texas A&M University

Research Advisor: Dr. **[Insert Your Faculty Advisor's Name]**  
Department of **[Insert Your Faculty Advisor's Department]**  
Texas A&M University

The text of the Abstract is double-spaced. Follow the same margin settings as your narrative text, as well as the same left alignment. The Abstract is the first numbered page in your dissertation; page numbering has already been formatted for your convenience. Try not to let your abstract exceed this one page.

## ***Formatting the Abstract Page with Two Authors in the Same Department***

### **ABSTRACT**

[Insert Your Title Here, Capitalizing the First Letter of Each Word as Needed, If Title Goes on Two or More Lines, Make Sure it ~~Stays~~ Single-spaced]

[Insert Your Name] and [Insert Your Name]  
Department of [Insert Your Department Name]  
Texas A&M University

Research Advisor: Dr. [Insert Your Faculty Advisor's Name]  
Department of [Insert Your Faculty Advisor's Department]  
Texas A&M University

The text of the Abstract is double-spaced. Follow the same margin settings as your narrative text, as well as the same left alignment. The Abstract is the first numbered page in your dissertation; page numbering has already been formatted for your convenience. Try not to let your abstract exceed this one page.

## **Formatting the Abstract Page with Two or More Authors in the Different Departments**

### **ABSTRACT**

[Insert Your Title Here, Capitalizing the First Letter of Each Word as Needed, If Title Goes on Two or More Lines, Make Sure it Stays Single-spaced]

[Insert Your Name]  
Department of [Insert Your Department Name]  
Texas A&M University

|  
[Insert Your Name]  
Department of [Insert Your Department Name]  
Texas A&M University

Research Advisor: Dr. [Insert Your Faculty Advisor's Name]  
Department of [Insert Your Faculty Advisor's Department]  
Texas A&M University

The text of the Abstract is double-spaced. Follow the same margin settings as your narrative text, as well as the same left alignment. The Abstract is the first numbered page in your dissertation; page numbering has already been formatted for your convenience. Try not to let your abstract exceed this one page.

# ADVICE FROM FORMER SCHOLARS

*"I would not have done as well as I did without the mentorship of my professor. Because of my research experience I was able to get into graduate school. It was the most fulfilling experience of my entire undergraduate career."*

*"I've always wanted to go to graduate school, but after the research program I won't limit myself as to where I can go or what I am capable of. I've proven to myself that I can do the work and am very excited about research. I know that it is something I could do with my life and love it."*

*"Doing research has really helped me with my confidence. I feel that I am a part of something important. I have also learned how to communicate better and present my research publicly."*

*"It helped me better understand what graduate student life is like. I also realized I do not want to go into a career as a research professor."*

*"I feel that I have matured a lot as a person. In research, my faculty advisor and my graduate student advisor treated me like a capable adult (that doesn't really happen in classes). I feel that I have started to become a more capable person."*

*"Overall, I think the sense of accomplishment that accompanies completing this program is one of the greatest experiences of the program."*

*"Don't be timid in asking questions. Everyone is more than happy to help and guide you in the right direction."*

*"Even though they explicitly warn you about procrastination, it can still happen. Try to avoid it at all costs. Your chapter submissions will be much more polished if you don't wait 'til the last minute and write them in an 8 hour sitting the night before. It will also make writing your final draft worlds easier."*

*"This is a wonderful opportunity to get to know faculty members and to be intrigued by doing the things you are learning about."*

# CONTACT US

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LAUNCH

**Dr. Sarah M. Misemer, Associate Director**  
LAUNCH: Undergraduate Research

**Annabelle G. Aymond, Program Coordinator**  
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**Nicole Guentzel, Program Assistant**  
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**Dr. Gurlovleen Rathore, Matthew Bizzell, Tawfik Hussein, and Dillon Jones,**  
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LAUNCH

UNDERGRADUATE RESEARCH

(979) 845-1957 | [ugr@tamu.edu](mailto:ugr@tamu.edu) | <http://launch.tamu.edu>

## Additional Contacts

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