UNDERGRADUATE RESEARCH SCHOLARS THESIS FORMATTING GUIDE

Instructions concerning the Undergraduate Research Scholars honors distinction and the preparation of undergraduate research theses at Texas A&M University

2023-2024

LAUNCH: UNDERGRADUATE RESEARCH

UNDERGRADUATE STUDIES

TEXAS A&M UNIVERSITY

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1 Getting Started

1.1 Choosing a Thesis Style and Template

There are two thesis style options, each with multiple templates:

1. Traditional Style Thesis (multiple chapters/sections)
2. Journal Style Thesis (one medium-length, or several short-length, manuscripts)

Talk to your faculty advisor(s) and teammates (if applicable) about your desired thesis style and corresponding template. While all the templates have specific pages in common, you must decide on a template early and use it throughout the program.

The template you choose may depend on your research discipline and/or partner program participation requirements. All theses must be a minimum of 5,500 words regardless of the template used.

1.1.1 Traditional Style Thesis

There are 5 **traditional style** thesis templates to choose from:

1. Science, Technology, Engineering, and Math (STEM) – Microsoft Word*
2. Science, Technology, Engineering, and Math (STEM) – LaTeX/Overleaf.com*
3. Liberal Arts, Humanities, and Social Sciences – Microsoft Word
4. Creative Works – Microsoft Word
5. Caruth School of Dental Hygiene – Microsoft Word

   *Note: The STEM and Social Sciences Traditional Style Microsoft Word and LaTeX/Overleaf thesis templates are identical. Only students with experience with LaTeX are advised to use the template in Overleaf.

1.1.2 Journal Style Thesis

There are 2 **journal style** thesis templates to choose from:

1. IMRAD Subheadings – Microsoft Word
2. Custom Subheadings – Microsoft Word

Unsure about which Thesis Style to choose—Traditional or Journal?

- Review the Journal Style Thesis page on the LAUNCH webpage
- Consult your faculty advisor

1.2 Accessing the Templates

Visit the URS Resources Page on the LAUNCH website to download the appropriate template for your discipline or to access the LaTeX template through Overleaf. Please contact us at ugr@tamu.edu for inquiries about templates.

1.3 Required and Recommended Technology

1.3.1 Known Issues with Google Docs, Word for Web, File Transfers

- **Updates:** Keep both your computer and your version installation of Microsoft Office up-to-date for the best template experience.
- **Web vs. Desktop:** Use caution when editing your template on Microsoft Office 365 for web (accessed through a browser or mobile app). Use of Microsoft Office for desktop (installed to your computer) is required for editing. Some advanced features built into the templates are not available in the web version and will become corrupted if edited on the web.
- **Google:** *Never* open or edit your template using Google Docs. Google Docs and Microsoft Word are not compatible. Use Google Drive as method for **file transfers only**. Only use Google Docs with the intention of copying and pasting your writing as plain text into your Microsoft Word or LaTeX/Overleaf thesis template. For more information about copy/paste as plain text, please view the Common Mistakes Video playlist.

1.3.2 Please Use the Latest Version of Microsoft Word for Desktop

- Find out which version of Microsoft Office you have.
- View the system requirements for Microsoft Word.
- Access your FREE Texas A&M University Office 365 account using your NetID and password.
- Click the "Install Office" drop-down menu at the top right corner.
  - o Install the entire Office Suite, including Microsoft Word, by selecting "Office 365 Apps."

1.3.3 Please Keep Your Computer Operating System Up-to-date

- View the Texas A&M University minimum computer requirements.
- Visit WhatsMyOS.com to find out which operating system you have.
  - o Purchase the latest copy of Windows from Texas A&M University.
    - ▪ View the system requirements for the Windows 11 operating system.
  - o Upgrade your Mac to the latest macOS for free.
    - ▪ View the system requirements for the latest macOS operating system.

1.3.4 Using Citation Software with Microsoft Word

These citation managers integrate with Microsoft Word and may be helpful to automate and track your citations and bibliographies.

- EndNote
- Mendeley
- RefWorks
- Word
- Zotero

1.3.5 Document Accessibility

URS theses are published to the Texas A&M Libraries' OAKTrust Repository where they are available publicly and globally. So that URS theses can be accessed and read by people of all abilities they must be submitted as accessible documents.

An accessible document is a document that is readable on a computer using screen reader software. The URS thesis templates in Microsoft Word have been built with document accessibility best practices in mind, including:

- Structuring the Microsoft Word templates using heading styles.
- Maintaining clear heading levels.
- Using fonts consistently.

Other ways you can maintain your document accessibility while you customize your thesis template are:

- Using bulleted or numbered lists.
- Limiting figures and tables that contain text.
- Using hyperlinks properly with appropriate alternative text.
- Indicate the Heading Row on tables.
- Including appropriately descriptive captions and titles for figures, tables, and equations.
- Not conveying information with color exclusively.
- Providing full transcripts for video and audio.
- Use Microsoft Word's built-in Accessibility Checker under the Review tab.

1.3.5.1 Learn More About Accessibility

- [IT Accessibility at Texas A&M](#)
- [Accessibility Basics from Usability.gov](#)
- [IT Accessibility Laws and Policies from Section 508](#)
- [Creating Section 508-compliant Documents](#)
- [Accessibility Standards from the World Wide Web Consortium (W3C)](#)
- [Microsoft's Commitment to Accessibility](#)
- [Creating Accessible Word Documents](#)

1.4 Copyright and Ownership

Undergraduate Research Scholars will own the copyright to their 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. The appropriate place for this attribution is the Acknowledgements page.

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 them that the thesis will be available publicly available online. 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 the Appendix section in the thesis. The permission granter should also be acknowledged in the Contributors section on the Acknowledgements page in the thesis.

1.5 Thesis Length

All URS theses must have a minimum of 5,500 words of paragraph/body text by the final thesis deadline. This minimum word count includes body text in the Introduction through Conclusion sections, as well as body text in the Creative Artifact section (if using the Creative Works template). The minimum word count does not include text in the preliminary pages, references section, captions, figures, tables, or equations. Many Undergraduate Research Scholars write more than the minimum 5,500 word count. Keep this minimum word count in mind when planning out your thesis.

2 General Thesis Structure

The sections below make up the URS thesis and are described in detail in throughout this Thesis Formatting Guide. Requirements and expectations vary by section, template, and project.

2.1 Thesis Structure at a Glance

✓ = required ☐ = optional	Traditional Style Thesis	Journal Style Thesis
Preliminary Pages (must be in the order listed)		
Title Page	✓	✓
Research Compliance Certification	✓	✓
Table of Contents	✓	✓
Abstract	✓	✓
Dedication	☐	☐
Acknowledgements	✓	✓
Nomenclature	☐	☐
Thesis Content (must be in the order listed)		
Introduction (all-inclusive)	✓	✓
Body Structure (varies by template)	Multiple Body Chapters or Sections **Required**	Minimum 1 Medium-length Manuscript **Required** *OR* Multiple Short-length Manuscripts **Required**
Conclusion (all-inclusive)	✓	✓
Sources List (must be in the order listed)		
References	All-inclusive References Section **Required**	Individual References Subheading per Manuscript **Required**
Supplemental Content (must be in the order listed)		
Appendix(ces) (all-inclusive)	☐* *Creative Artifact Section **Required** for Creative Works Template Users.	☐

2.2 Preliminary Sections

The **preliminary sections** are the _same in all templates_ and must be placed in the order listed:

1. Title Page (**required**)
2. Research Compliance Certification (**required**)
3. Table of Contents (**required**)
4. Abstract (**required**)
5. Dedication (**optional**)
6. Acknowledgements (**required**)
7. Nomenclature (**optional**)

➢ Jump to Detailed Preliminary Sections Formatting Requirements ◄

2.3 Main Body Sections

Main body sections _vary by template_ and are comprised of:

- Headings (chapter, section, or manuscript titles)
- Subheadings (first-, second-, and third-order)
- Body Paragraphs and Lists

➢ Jump to Detailed Main Body Sections Formatting Requirements ◄

2.4 Figures, Tables, and Equations

Figures, Tables, and Equations refer to additional content that can be placed in the **main body sections** and/or **appendix(ces)** of the thesis. Figures, Tables, and Equations are defined as:

- **Figures:** Photographs, maps, drawings, illustrations, graphs, charts, scans, screen clips, diagrams, plots, schematics, and other types of images.
- **Tables**: A variety of informative and data tables, code, algorithms, and other sets of information displayed in tabular form, with rows and columns.
- **Equations**: A variety of mathematical expressions and formulae.

Use of figures, tables, and equations _varies by project and author_, but all figures, tables, and/or equations must be:

- Identified with a label and number
- Referenced in the main body of the thesis
- Accompanied by a title (for tables) or caption (for figures and equations)
- Consistently formatted throughout the thesis
- Placed within one page of the first reference in the main body text, or in an Appendix

➢ Jump to Detailed Figure, Table, and Equation Formatting Requirements ◄

2.5 Footnotes, In-text Citations, and References

Footnotes, In-text Citations, and References refer to notes and citations placed in the **main body sections** and the **References section** that corresponds with the in-text citations.

Use of footnotes is optional and *varies by project and author*:

- 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.
- For example, a student in Chemistry may use footnotes to clarify supplementary information about a particular chemical compound or experiment. Conversely, a student 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 can also be used to identify previously published information in a manuscript in the Journal Style templates.

Use of in-text citations and inclusion of corresponding References section(s) (also known as Works Cited, Bibliography, Sources, etc.) are *required in all templates*.

- A single citation style must be selected to use throughout the thesis. The use of the selected citation style must be consistent throughout the entirety of the thesis.
- The citation style used should be in accordance with the conventions of a common format for publications in your area of research. Consult your faculty advisor for further details on how to appropriately use in-text citations for your discipline. **You must choose from the available options (ACS, AMA, APA, Chicago, IEEE, and MLA).**
- All citations must be from sources you have actually used in your research and must be cited in the text and in the References section(s).

➢ Jump to Detailed Footnotes, In-text Citations, and References Formatting Requirements ◄

2.6 Appendix(ces) and Creative Artifacts

- The final section of the thesis is the Appendix.
- This section is *required* in the Creative Works template.
- The Appendix section is optional in all other templates, except in the Caruth School of Dental Hygiene Template where it is not included.

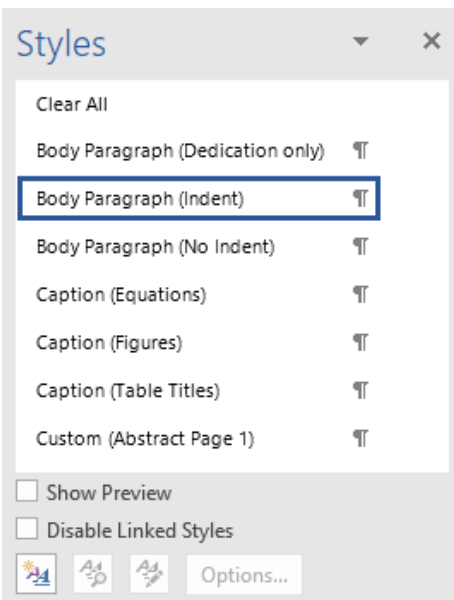➢ Jump to Detailed Appendix(ces) and Creative Artifact Sections Formatting Requirements ◄

3 General Thesis Formatting

3.1 Styles

With the exception of the LaTeX template in Overleaf, all thesis templates are built in Microsoft Word and manage text formatting through the Styles pane. Additionally, certain portions of the Title, Research Compliance Certification, and Abstract pages are locked and require authors to enter information in fillable boxes within the document.

This guide describes the general rules for formatting a URS thesis as well as the collection of formatting settings, such as font and paragraph settings, for the Styles used in the URS templates. Consult this guide for formatting requirements and troubleshooting tips. Remember to always use the Styles built into your template. Keep in mind the requirements outlined in this section _apply to all templates_ and are firm requirements regardless of project or discipline. Exceptions are noted when applicable.

3.1.1 Keyboard Shortcuts

Open the Styles Pane

3.1.1.1 Windows:
Alt+Ctrl+Shift+S

3.1.1.2 Mac:
Shift+Command+Option+S

Note: Example of the Styles pane showing the URS Styles built into the templates.

3.2 Document Page Specifications

3.2.1 Margins

- 1-inch margins on all sides of the document.
- All content (including figures and tables) must fit within these margins.

3.2.2 Size and Orientation

- U.S. Letter Size (8.5 inches by 11 inches)
- The document must be in Portrait Orientation.
- An exception to the Page Orientation rule is described under Document Page Specifications in the Figure, Table, and Equation Formatting Section.

3.2.3 Footer (Page Numbers)

- Page numbers be placed in the Footer section and begin on the Abstract preliminary page with the number 1. Continue numbering pages consecutively until the last page of the document
- Number pages using Arabic numerals. Do not use Roman numerals.
- The following preliminary pages will NOT be numbered:
  - Title Page
  - Research Compliance Certification
  - Table of Contents
- Header and Footer position specifications:
  - Set the footer to 0.5 inches from the bottom of the page.
  - Set the header to 0.5 inches from the top of the page. No text nor page numbers should be placed in the header section.
- Page number font specifications:
  - 12-point font size for page numbers.
  - Center alignment for page numbers.

➢ Jump to Beginning of General Thesis Formatting Section ◄

3.3 Text and Font Specifications

3.3.1 Font Family

- Times New Roman font is required for all Preliminary and Main Body section text, as well as all Captions/Titles, Footnotes, In-text Citations, and References text.
- An exception to this rule is described under Font Specifications in the Figure, Table, and Equation Formatting section.

3.3.2 Text Size

- 14-point font size for headings.
- 12-point font size for subheadings.
- 12-point font size for all main body text.
- 10-point font size for figure captions, table titles, and equation labels.
- 10-point font size for footnotes.

3.3.3 Text Case

- UPPERCASE for all headings.
- Title Case for all subheadings.
- Sentence case for all other text.
- Note the following special exceptions:
  - UPPERCASE must be used for the thesis title on the Title preliminary page.
  - UPPERCASE must be used for author names on the Title preliminary page.
  - Title Case must be used for the thesis title on the Abstract preliminary page.
  - Sentence case can be used for Latin words used in headings and subheadings.

3.3.4 Typeface (Typographical Emphasis)

- **Bold** or *italics* may be used throughout the main body section for typographical emphasis. Be consistent in the way you use typefaces throughout the document.
- Note the following special exceptions:
  - *Italics* must be used for figure captions and table titles.
  - *Italics* may be used for Latin words in headings and subheadings.
  - *Italics* may be used for the Dedication text on the Dedication preliminary page.
- Keep in mind the required typeface for subheadings:
  - First-order subheadings must be **bold**.
  - Second-order subheadings must be *italics.*
  - Third-order subheadings must be regular text.
  - Examples of typographical emphasis used with subheadings:
    - e.g., first-order subheading:
      Trauma in *The Things They Carried*
    - e.g., second-order subheading:
      Comparing Amphibian Species: Heterodon platirhinos *and* Hyla cinerea

3.4 Paragraph Specifications

3.4.1 Paragraph Alignment

- Center alignment for headings
- Center alignment for page numbers
- Left alignment for subheadings
- Left alignment for main body text (full-justification is not allowed)
- Left or center alignment for figures, tables, and equations
- Left or center alignment for figure captions and table titles
- Right alignment for equation labels

3.4.2 Paragraph Line Spacing

- Double spacing must be used for headings, subheadings, and main body text.
- Set the "space before" paragraph to 0 points for headings, subheadings, and main body text.
- Set the "space after" paragraph to 32 points for headings.
- Set the "space after" paragraph to 0 points for subheadings.
- Note the following special exceptions where single spacing *must* be used:
  - Figure captions and table titles
  - Individual reference entries on the References or Works Cited pages/sections
- Note the following special exceptions where single spacing *may* be used:
  - Figures, tables, and equations
  - Long, blocked, and inset quotations
  - Itemized and bulleted lists

3.4.3 Paragraph Indentation

- First line indentation of 0.5 inches must be used for main body text.
- Do not indent subheadings.

➢ Jump to Beginning of [General Thesis Formatting](#) Section ◄

3.5 Additional Text Specifications

3.5.1 Text Layout and Placement

- Headings must be placed at the top of the page.
- Subheadings must be placed on a line by themselves.
- Move orphan subheadings to the top of the next page. An orphan subheading is one that is left all alone at the bottom of a page without at least one line of its corresponding paragraph text.
- Do not set main body text into columns.

3.5.2 Text Color

- The color of headings, subheadings, and all other text should be set to black (be careful when copy/pasting as some text will come in off-gray).

3.5.3 Numbering

- Numbering of specific headings and subheadings is dependent on your template.
- All numbering should be consistent throughout the document and in the Table of Contents.

3.5.4 Punctuation in Thesis Titles, Headings, and Subheadings

- Ending punctuation should not be used in the thesis title unless it is a question.
- Ending punctuation should not be used in headings nor subheadings unless the heading or subheading is a question.

3.5.5 Hyperlinks

- Hyperlink URLs that appear in the text, including in reference entries and citations.
- Double check that all URLs included in the text are active.

➢ Jump to Beginning of General Thesis Formatting Section ◄

4 Preliminary Sections Formatting

➢ Jump to Title Page (required) Section ◄

➢ Jump to Research Compliance Certification (required) Section ◄

➢ Jump to Table of Contents (required) Section ◄

➢ Jump to Abstract (required) Section ◄

➢ Jump to Dedication (optional) Section ◄

➢ Jump to Acknowledgements (required) Section ◄

➢ Jump to Nomenclature (optional) Section ◄

4.1 Title Page (required)

The formatting of the Title page is *identical in every template*.

This section describes general formatting rules. Do not modify the Custom Styles unless approved by LAUNCH: UGR. Consult this section for formatting requirements and troubleshooting tips.

4.1.1 **All Templates**

Thesis Title Heading
No ending punctuation unless a question. Must be in ALL CAPS. Must match title on Abstract page and in STSS.

Thesis Statement and Author Name(s)
Must match official student records. Must match names on Title, RCB, and Abstract pages.

Submittal Statement
Do not alter statement.

Distinction Name
Do not alter statement.

Faculty Research Advisor(s) Approval Statement
Must match names on Abstract page. Include only approved faculty members. Be sure to include pre-or post-nominal letters.

Program Completion Date
NOT graduation or class year.

Author(s) Major(s)
Must match official student records. Can include tracks and secondary majors. No minors.

Copyright Notice and Author Name(s)
NOT graduation or class year. Must match official student records. Must match names on Title, Research Compliance Certification, and Abstract pages.

[TYPE THESIS TITLE]

An Undergraduate Research Scholars Thesis

by

[TYPE NAME OF INDIVIDUAL OR TEAM MEMBER 1 NAME[1], TEAM MEMBER 2 NAME[2], AND TEAM MEMBER 3 NAME[3]]

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

UNDERGRADUATE RESEARCH SCHOLAR

Approved by
Faculty Research [Choose an item: Advisor/s]: [Type Dr. Full Name of Primary Faculty Advisor]
[Type Dr. Full Name of Secondary Faculty Advisor OR remove line]

May 2024

[Choose an item: Major/s]:   [Type Individual Primary Major OR Team Member 1 Major(s)[1]]
[Type Individual Secondary Major OR Team Member 2 Major(s)[2] OR remove line]
[Type Team Member 3 Major(s)[3] OR remove line]
[Type Team Member 4 Major(s)[4] OR remove line]
[Type Team Member 5 Major(s)[5] OR remove line]

Copyright © 2024. [Type Name of Individual OR Team Member 1 Name[1], Team Member 2 Name[2], and Team Member 3 Name[3]].

4.1.2 Thesis Title Heading

- No ending punctuation unless a question.
- Must be in ALL CAPS.
- Must match title on Abstract page and in STSS.

4.1.3 Thesis Statement and Author Name(s)

4.1.3.1 Individual Thesis

- Name must match official student records.
- Name must match Title, Research Compliance Certification, and Abstract pages.

4.1.3.1.1 Individual Author Name Field 1 of 4: Title Page

An Undergraduate Research Scholars Thesis

by

PERSON A

Note: Example shows an individual author.

4.1.3.2 Team Theses

- Names must match official student records.
- Names must match on Title, Research Compliance Certification, and Abstract pages.
- Identify team members using superscripts. Each team member gets their own superscript, except in the Dental Hygiene template.
- Decide on the appropriate order to list names. List names in the same order as the Title, Research Compliance Certification, and Abstract pages.
- Group all names together. Do not place individual team member names on separate lines.
- Separate two authors with the word "and."
- Separate three or more authors with commas and place the word "and" in front of the last person's name.

4.1.3.2.1 Team Author Names Field 1 of 4: Title Page

An Undergraduate Research Scholars Thesis

by

PERSON A[1] AND PERSON B[2]

Note: Example shows a team of two authors.

An Undergraduate Research Scholars Thesis

by

PERSON A[1], PERSON B[2], AND PERSON C[3]

Note: Example shows a team of three authors.

4.1.4 Submittal Statement

- Do not alter this statement.

4.1.5 Distinction Name

- Do not alter this statement.

4.1.6 Faculty Research Advisor(s) Approval Statement

- Ask your faculty advisor how he/she/they prefers his/her/their name and title to be listed (i.e., inclusion of pre- or post-nominal letters, middle initials, etc.).
- If you have two advisors, list the second advisor directly under the first, completely right-justified.
- If you have three advisors, list the third advisor directly under the second, completely right-justified.
- Do not list graduate or doctoral students unless approved by LAUNCH. You can acknowledge them in the Contributors subsection on the Acknowledgments page.

4.1.6.1 Faculty Research Advisor Name(s) Field 1 of 2: Title Page

Approved by	
Faculty Research Advisor:	Faculty Research Advisor A

Note: Example shows a thesis with one faculty research advisor.

Approved by	
Faculty Research Advisors:	Faculty Research Advisor A
	Faculty Research Advisor B

Note: Example shows a thesis with two faculty research advisors.

Approved by	
Faculty Research Advisors:	Faculty Research Advisor A
	Faculty Research Advisor B
	Faculty Research Advisor C

Note: Example shows a thesis with three faculty research advisors.

4.1.7 Program Completion Date

- Do not alter this statement.

➢ Jump to Beginning of Section ◄

4.1.8 Author(s) Major(s)

4.1.8.1   Individual Thesis

- Major(s) must match official university records.
- Can include primary and secondary majors, and tracks or concentrations. No minors. Tracks or concentrations should be separated by an en dash (–).

4.1.8.1.1   Individual Author Major(s) Field 1 of 1: Title Page

Majors:	Biology Chemistry

Note: Example shows an individual author with two majors from different departments.

4.1.8.2   Team Theses

- Majors must match official student records.
- Identify team members using superscripts. Each team member gets their own superscript.
- List majors in the order of superscripts.
- Place each team member's major(s) on their own lines, completely right-justified. Do not place individual majors for team members on the same line as another team member.

4.1.8.2.1   Team Author Majors Field 1 of 1: Title Page

Majors:	Biology, Chemistry[1] Mathematics, English[2]

Note: Example shows a team of two authors each with two majors from different departments.

Majors:	Biology, Chemistry[1] Mathematics, English[2] Biology, English[3]

Note: Example shows a team of three authors each with two majors from different departments.

➢ Jump to Beginning of <u>Title Page (required)</u> Section ◄

4.1.9 Copyright Notice and Author Name(s)

4.1.9.1 Individual Thesis

- Program completion date, NOT graduation or class year.
- Name must match official student records.
- Name must match on Title, Research Compliance Certification, and Abstract pages.
- Do not alter first half of statement.

4.1.9.1.1 Individual Author Name Field 2 of 4: Title Page

Copyright © 2024. Person A.

Note: Example shows an individual author.

4.1.9.2 Team Theses

- Program completion date, NOT graduation or class year.
- Names must match official student records.
- Names must match on Title, Research Compliance Certification, and Abstract pages.
- Do not alter first half of statement.
- Identify team members using superscripts. Each team member gets their own superscript.
- List names in the same order as the Title, Research Compliance Certification, and Abstract pages.
- Group all names together. Do not place individual team member names on separate lines.
- Separate two authors with the word "and."
- Separate three or more authors with commas and place the word "and" in front of the last person's name.

4.1.9.2.1 Team Author Names Field 2 of 4: Title Page

Copyright © 2024. Person A[1] and Person B[2].

Note: Example shows a team of two authors.

Copyright © 2024. Person A[1], Person B[2], and Person C[3].

Note: Example shows a team of three authors.

➢ Jump to Beginning of <u>Title Page (required)</u> Section ◄

4.2 *Research Compliance Certification* *(required)*

The formatting of the Research Compliance Certification page is _identical in every template_.

This section describes general formatting rules. Do not modify the Custom Styles unless approved by LAUNCH: UGR. Consult this section for formatting requirements and troubleshooting tips.

4.2.1 All Templates

Page Heading
Do not alter page heading.

Research Compliance Statement
Do not alter statement.

Research Compliance Certification and Author Names
Must match official student records. Must match names on Title and Abstract pages. Choose pronouns and plurals.

Research Compliance Approval Statement
Choose statement.

Research Compliance Protocol Number List
Include for each committee (IRB, IACUC, and/or IBC), if applicable.

RESEARCH COMPLIANCE CERTIFICATION

[PAGE INSTRUCTIONS AND REQUIRED WORDING] [SEE COMMENT]

Research activities involving the use of human subjects, vertebrate animals, and/or biohazards must be reviewed and approved by the appropriate Texas A&M University regulatory research committee (i.e., IRB, IACUC, IBC) before the activity can commence. This requirement applies to activities conducted at Texas A&M and to activities conducted at non-Texas A&M facilities or institutions. In both cases, students are responsible for working with the relevant Texas A&M research compliance program to ensure and document that all Texas A&M compliance obligations are met before the study begins.

[Choose an item: I/We], [Type Name of Individual OR Team Member 1 Name[1], Team Member 2 Name[2], and Team Member 3 Name[3]. Author names must be typed, with permission, and appear in the same order as inputted on the Title and Abstract pages.], certify that all research compliance requirements related to this Undergraduate Research Scholars thesis have been addressed with [Choose an item: my/our] Faculty Research [Choose an item: Advisor/Advisors] prior to the collection of any data used in this final thesis submission.

[Choose an item: This project did not require approval from the Texas A&M University Research Compliance & Biosafety office. / This project required approval from the Texas A&M University Research Compliance & Biosafety office.]

[MODIFY OR REMOVE SAMPLE WORDING BELOW]

TAMU [Choose an Item: IRB/IACUC/IBC] #: 20##-##### Approval Date: MM/DD/YYYY

Expiration Date: MM/DD/YYYY

4.2.2 Page Heading

- Do not alter page heading.

4.2.3 Research Compliance Statement

- Do not alter first paragraph.

4.2.4 Research Compliance Certification and Author Names

4.2.4.1 Individual Thesis

- Do not alter statement.
- Name must match official student records.
- Name must match names on Title and Abstract pages.

4.2.4.1.1 Individual Author Name Field 3 of 4: Research Compliance Certification Page

> I, Person A, certify that all research compliance requirements related to this
>
> Undergraduate Research Scholars thesis have been addressed with my Faculty Research
>
> Advisor prior to the collection of any data used in this final thesis submission.

Note: Example shows an individual author.

4.2.4.2 Team Theses

- Do not alter statement.
- Names must match official student records.
- Names must match on Title, Research Compliance Certification, and Abstract pages.
- Identify team members using superscripts. Each team member gets their own superscript.
- List names in the same order as the Title, Research Compliance Certification, and Abstract pages.
- Group all names together. Do not place individual team member names on separate lines.
- Separate two authors with the word "and."
- Separate three or more authors with commas and place the word "and" in front of the last person's name.

4.2.4.2.1 Team Author Names Field 3 of 4: Research Compliance Certification Page

> We, Person A^1 and Person B^2, certify that all research compliance requirements related
>
> to this Undergraduate Research Scholars thesis have been addressed with our Faculty
>
> Research Advisor prior to the collection of any data used in this final thesis submission.

Note: Example shows a team of two authors.

➢ Jump to Beginning of Research Compliance Certification (required) Section ◄

We, Person A[1], Person B[2], and Person C[3], certify that all research compliance requirements related to this Undergraduate Research Scholars thesis have been addressed with our Faculty Research Advisor prior to the collection of any data used in this final thesis submission.

Note: Example shows a team of three authors.

4.2.5 Research Compliance Approval Statement

- Choose one of the provided statements. Do not alter the language of your selected statement.

4.2.6 Research Compliance Protocol Number List

- Include all protocol numbers, approval, and expiration dates. Note committee (IRB, IACUC, and/or IBC) where applicable.
- Remove section if no approval was required.

4.3 Table of Contents (required)

The formatting of the Table of Contents *varies by template*.

This section describes both the general formatting rules and the formatting settings for Styles used in the Word templates. Consult the templates for instructions on how to update the automated Table of Contents. More in-depth guidance on editing the Table of Contents will be provided in the Thesis Formatting Workshops.

➢ Jump to Traditional Style – STEM and Social Sciences Template TOC Example ◄

➢ Jump to Traditional Style – Arts, Humanities, and Social Sciences Template TOC Example ◄

➢ Jump to Traditional Style – Creative Works Template TOC Example ◄

➢ Jump to Traditional Style – Dental Hygiene Template TOC Example ◄

➢ Jump to Journal Style – IMRAD Subheadings Template TOC Example ◄

➢ Jump to Journal Style – Custom Subheadings Template TOC Example ◄

➢ Jump to General TOC Formatting Rules Section ◄

➢ Jump to Table of Contents in Word Styles Section ◄

4.3.1 Traditional Style – STEM and Social Sciences Template

Page Heading
Do not alter page heading.

Page Number Identifier
Do not alter statement.

Headings and Subheadings
Do not manually edit. Headings and subheadings are autogenerated.

Leader Dots and Page Numbers
Do not manually edit. Leader dots and page numbers are autogenerated.

TABLE OF CONTENTS

[PAGE INSTRUCTIONS] [SEE COMMENT]

4.3.2 Traditional Style – Arts, Humanities, and Social Sciences Template

Page Heading
Do not alter page heading.

Page Number Identifier
Do not alter statement.

Headings and Subheadings
Do not manually edit. Headings and subheadings are autogenerated.

Leader Dots and Page Numbers
Do not manually edit. Leader dots and page numbers are autogenerated.

TABLE OF CONTENTS

[PAGE INSTRUCTIONS] [SEE COMMENT]

4.3.3 Traditional Style – Creative Works Template

Page Heading
Do not alter page heading.

Page Number Identifier
Do not alter statement.

Headings and Subheadings
Do not manually edit. Headings and subheadings are autogenerated.

Leader Dots and Page Numbers
Do not manually edit. Leader dots and page numbers are autogenerated.

TABLE OF CONTENTS

[PAGE INSTRUCTIONS] [SEE COMMENT]

4.3.4 Traditional Style – Dental Hygiene Template

Page Heading
Do not alter page heading.

Page Number Identifier
Do not alter statement.

Headings and Subheadings
Do not manually edit. Headings and subheadings are autogenerated.

Leader Dots and Page Numbers
Do not manually edit. Leader dots and page numbers are autogenerated.

TABLE OF CONTENTS

[PAGE INSTRUCTIONS] [SEE COMMENT]

4.3.5 Journal Style – IMRAD Subheadings Template

Page Heading
Do not alter page heading.

Page Number Identifier
Do not alter statement.

Headings and Subheadings
Do not manually edit. Headings and subheadings are autogenerated.

Leader Dots and Page Numbers
Do not manually edit. Leader dots and page numbers are autogenerated.

TABLE OF CONTENTS

[PAGE INSTRUCTIONS] [SEE COMMENT]

Page

➢ Jump to Beginning of Table of Contents (required) Section ◄

4.3.6 Journal Style – Custom Subheadings Template

Page Heading
Do not alter page heading.

Page Number Identifier
Do not alter statement.

Headings and Subheadings
Do not manually edit. Headings and subheadings are autogenerated.

Leader Dots and Page Numbers
Do not manually edit. Leader dots and page numbers are autogenerated.

TABLE OF CONTENTS

[PAGE INSTRUCTIONS] [SEE COMMENT]

Page

4.3.7 General TOC Formatting Rules

4.3.7.1 Page Heading

- Do not alter page heading.

4.3.7.2 Page Number Identifier

- Do not alter page number identifier.
- Must be completely right-justified.

4.3.7.3 Headings and Subheadings

- The Abstract page is listed first and must be page 1.
- Headings and subheadings will update based on proper use of Heading Styles in the template.
- First-order subheadings are the only subheadings that should appear in the Table of Contents. Note the following exceptions:
  - Dental Hygiene template users should not use subheadings.
  - Journal Style – IMRAD Subheadings template users may include second-order subheadings in the Table of Contents.

4.3.7.4 Leader Dots and Page Numbers

- Leader dots are built into the template.
- Page numbers will update based on proper use of Heading Styles in the template. Do not modify the footer.

4.3.8 Table of Contents in Word Styles

More in-depth guidance on editing the Table of Contents is provided in the templates and will be discussed at the Thesis Formatting Workshops. Remember that headings and subheadings on the Table of Contents will update based on proper use of Styles in the main body text.

Main Body Section		Table of Contents
Heading 1	⇨	TOC 1
Heading 2	⇨	TOC 1
Heading 3	⇨	TOC 2

Note: Contact ugr@tamu.edu for information about the Journal Style TOC Styles (TOC 3).

4.3.8.1 Font settings

- Font: Times New Roman
- Font size: 12-point
- Font style: Regular
- Font color: Black
- Capitalization:
    - TOC 1: ALL CAPS
    - TOC 2: Title Case

4.3.8.2 Paragraph settings

- Alignment: Left
- Spacing:
    - Line spacing: Single space
    - Space before paragraph: 0-point
    - Space after paragraph: 12-point
- Indentation:
    - TOC 1: Left at 0.0" and Hanging by 0.25"
    - TOC 2: Left at 0.3" and Hanging by 0.47"
- Numbering:
    - Use multi-level list numbering built into the templates.
    - Number style: 1, 2, 3, etc.
    - Number position: Left
    - Tabs
        - Stop position: 6.49"
        - Alignment: Right
        - Leader: 2 ……
        - Note: Additional tab stops vary by template.

➢ Jump to Beginning of Table of Contents (required) Section ◄

4.4 Abstract (required)

The formatting of the Abstract page is *identical in every template*.

This section describes general formatting rules. Do not modify the Custom Styles unless approved by LAUNCH: UGR. Consult this section for formatting requirements and troubleshooting tips.

4.4.1 All Templates

Page Heading
Do not alter page heading.

Abstract Title
No ending punctuation unless a question. Must be in Title Case. Must match title on Title page and in STSS.

Author Name(s), Department, and "Texas A&M University"
Must match official student records. Must match names on Title and Abstract pages.

Faculty Advisor Name(s), Department, and "Texas A&M University"
Must match names on Title page.

Abstract Text
Do not include citations. Must match text submitted to STSS.

Page Number
Do not alter page number. Must be page 1.

ABSTRACT

[Type Thesis Title Using Title Case]

[Type Name of Individual OR Team Member 1 Name[1], Team Member 2 Name[2], and Team Member 3 Name[3]]
[Choose an item: Department/s] of [Type Individual Primary Department OR Team Member 1 Department(s)[1]]
[Choose an item: Department/s] of [Type Individual Secondary Department OR Team Member 2 Department(s)[2]]
[Choose an item: Department/s] of [Type Team Member 3 Department(s)[3]]
[Choose an item: Department/s] of [Type Team Member 4 Department(s)[4]]
[Choose an item: Department/s] of [Type Team Member 5 Department(s)[5]]
Texas A&M University

Faculty Research Advisor: [Type Dr. Full Name of Primary Faculty Advisor]
[Choose an item: Department/s] of [Type Primary Faculty Advisor Department]
Texas A&M University

Faculty Research Advisor: [Type Dr. Full Name of Secondary Faculty Advisor OR remove line]
[Choose an item: Department/s] of [Type Secondary Faculty Advisor Department OR remove line]
Texas A&M University

[Type your Abstract. Your Abstract must be a "complete snapshot" of your manuscript and be a stand-alone piece. Since the text of the Abstract will be distributed widely through a variety of databases, formal citations, images, and complex equations should not be included. The Abstract should be between 250 and 500 words.

The Abstract is a stand-alone section that appears in public databases without your thesis document and should not contain citations.

1

4.4.2 Abstract Title

- No ending punctuation unless a question.
- Must be in Title Case. Capitalize first letter for the principal words. Articles, conjunctions, and prepositions are not capitalized unless they start the title.
- Must match title on Title page and in STSS.

4.4.3 Author Name(s), Department, and "Texas A&M University"

4.4.3.1 Individual Thesis

- Name must match official student records.
- Name must match on Title, Research Compliance Certification, and Abstract pages.
- Your department may be different from your major. Visit https://catalog.tamu.edu/undergraduate/ for a list of official departments.

4.4.3.1.1 Individual Author Name Field 4 of 4: Abstract Page

Person A
Department of Biology
Department of Chemistry
Texas A&M University

Note: Example shows an individual author with two majors from different departments.

4.4.3.2 Team Theses

- Names must match official student records.
- Names must match on Title, Research Compliance Certification, and Abstract pages.
- Identify team members using superscripts. Each team member gets their own superscript.
- List names in the same order as the Title, Research Compliance Certification, and Abstract pages.
- Group all names together. Do not place individual team member names on separate lines.
- Separate two authors with the word "and."
- Separate three or more authors with commas and place the word "and" in front of the last person's name.

4.4.3.2.1 Team Author Names Field 4 of 4: Abstract Page

Person A[1] and Person B[2]
Departments of Biology and Chemistry[1]
Departments of Mathematics and English[2]
Texas A&M University

Note: Example shows a team of two authors each with two majors from different departments.

Person A[1], Person B[2], and Person C[3]
Departments of Biology and Chemistry[1]
Departments of Mathematics and English[2]
Departments of Biology and English[3]
Texas A&M University

Note: Example shows a team of three authors each with two majors from different departments.

4.4.4 Faculty Advisor Name(s), Department, and "Texas A&M University"

- Names must match on Title page.
- Ask your faculty advisor which department he/she/they want listed.
- Visit https://catalog.tamu.edu/undergraduate/ for a list of official departments.

4.4.4.1 Faculty Research Advisor Name(s) Field 2 of 2: Abstract Page

> Faculty Research Advisor A
> Department of Biology
> Department of Chemistry
> Texas A&M University

Note: Example shows a thesis with a single faculty research advisor with two departments.

> Faculty Research Advisor A
> Departments of Biology and Chemistry
> Texas A&M University
>
> Faculty Research Advisor B
> Department of Chemistry
> Texas A&M University

Note: Example shows a thesis with two faculty research advisors each with one or more departments.

> Faculty Research Advisor A
> Departments of Biology and Chemistry
> Texas A&M University
>
> Faculty Research Advisor B
> Department of Chemistry
> Texas A&M University
>
> Faculty Research Advisor C
> Department of English
> Texas A&M University

Note: Example shows a thesis with three faculty research advisors each with one or more departments.

4.4.5 Abstract Text

- Paragraph format required.
- Do not include citations.
- See templates for specific instructions.

4.4.6 Page Number

- Must be page 1.
- Page numbers will automatically update. Do not modify the footer.

4.5 Dedication (optional)

The formatting of the Dedication page is *identical in every template*.

This section describes both the general formatting rules and the formatting settings for Styles used in the Word templates. Consult this section for formatting requirements and troubleshooting tips.

4.5.1 All Templates

Page Heading
Do not alter page heading.

Dedication Text
Modify the sample text provided or remove the page entirely.

Page Number
Do not alter page number.

DEDICATION

[PAGE INSTRUCTIONS] [SEE COMMENT]

The Dedication page:

- Is optional
- Must be placed directly after the Abstract Page (page 1)
- Limited to one page (no more than a few sentences)
- The same font size and style as the other text in the thesis (however, if you prefer, your text can be centered and italics)
- Is meant to dedicate your work to a person or group and:
    - Identifies the person or group (can be simple or use formal titles)
    - Varies in style from formal to informal
    - May include an explanation of why you chose the person or group

[MODIFY SAMPLE WORDING BELOW]

[To our friends, families, instructors, and peers who supported us throughout the research process.]

3

4.5.2 General Dedication Formatting Rules

4.5.2.1 Page Heading

- Do not alter page heading unless removing page entirely.

4.5.2.2 Dedication Text

- Customize text or remove page entirely.

4.5.2.3 Page Number

- Page numbers will automatically update. Do not modify the footer.

4.5.3 Dedication Text in Word Styles

- Body Paragraph (Indent)
- Body Paragraph (Dedication only)

4.5.3.1 Font settings

- Font: Times New Roman
- Font size: 12-point
- Font style:
  - Body Paragraph (Indent): Regular
  - Body Paragraph (Dedication only): *Italics*
- Font color: Black
- Capitalization: Title case

4.5.3.2 Paragraph settings

- Alignment:
  - Body Paragraph (Indent): Left
  - Body Paragraph (Dedication only): Center
- Spacing:
  - Line spacing: Double space
  - Space before paragraph: 0-point
  - Space after paragraph: 0-point
- Indentation:
  - Body Paragraph (Indent): First line by 0.5"
  - Body Paragraph (Dedication only): None

4.6 Acknowledgements *(required)*

The formatting of the Acknowledgements page is *identical in every template*.

This section describes both the general formatting rules and the formatting settings for Styles used in the Word templates. Consult this section for formatting requirements and troubleshooting tips.

4.6.1 All Templates

Page Heading
Do not alter page heading.

Contributors Subsection
Name all faculty advisor(s). Acknowledge individual student contributions and/or the contributions of others.

Funding Sources Subsection
Include all support that was provided by the university or any other source to conduct your thesis, research, and compilation. If you received no funding, state that instead. You may be required to use specific language from your granting agency or fellowship program. Be sure to check your program guidelines and consult your faculty advisor when drafting the Acknowledgements page.

Page Number
Do not alter page number.

4.6.2 General Acknowledgements Formatting Rules

4.6.2.1 Page Heading

- Do not alter page heading.

4.6.2.2 Contributors Subsection

- **Do not remove the Contributors subheading**.
- Name all faculty advisor(s).
- Acknowledge individual student contributions and/or the contributions of others.

4.6.2.3 Funding Sources Subsection

- **Do not remove the Funding Sources subheading**. If you received no funding, state that instead.
- Include all support that was provided by the university or any other source to conduct your thesis, research, and compilation.
- You may be required to use specific language from your granting agency or fellowship program.
- Be sure to check your program guidelines and consult your faculty advisor when drafting the Acknowledgements page.

4.6.2.4 Page Number

- Page numbers will automatically update. Do not modify the footer.

4.6.3 Acknowledgements Text in Word Styles

- Body Paragraph (Indent)

4.6.3.1 Font settings

- Font: Times New Roman
- Font size: 12-point
- Font style: Regular
- Font color: Black
- Capitalization: Title case

4.6.3.2 Paragraph settings

- Alignment:
    - Body Paragraph (Indent): Left
- Spacing:
    - Line spacing: Double space
    - Space before paragraph: 0-point
    - Space after paragraph: 0-point
- Indentation: First line by 0.5"

4.7 Nomenclature (optional)

The formatting of the Nomenclature page *varies by template*.

This section describes both the general formatting rules and the formatting settings for Styles used in the Word templates. Consult this section for formatting requirements and troubleshooting tips.

4.7.1 All Templates

Page Heading
Do not alter page heading.

NOMENCLATURE

[PAGE INSTRUCTIONS] [SEE COMMENT]

The Nomenclature page:

- Is optional
- Must be placed directly after the Acknowledgements page
- Can be a list of identified and defined acronyms, abbreviations, symbols, definitions, terms, etc.
- Can be 1-2 pages

[MODIFY SAMPLE WORDING BELOW]

[B/CS	Bryan/College Station
HSUS	Humane Society of the United States
P	Pressure
T	Time
TVA	Tennessee Valley Authority
TxDOT	Texas Department of Transportation]

Nomenclature Text
Modify the sample text provided or remove the page entirely.

Page Number
Do not alter page number.

6

4.7.2 General Nomenclature Formatting Rules

4.7.2.1 Page Heading

- Do not alter page heading unless removing page entirely.

4.7.2.2 Nomenclature Text

- Customize text or remove page entirely.

4.7.2.3 Page Number

- Page numbers will automatically update. Do not modify the footer.

4.7.3 Nomenclature Text in Word Styles – Body Paragraphs

- Body Paragraph (Indent)
- Body Paragraph (No Indent)
- Body Paragraph (Dedication only)

4.7.3.1 Font settings

- Font: Times New Roman
- Font size: 12-point
- Font style:
  - Body Paragraph (Indent): Regular
  - Body Paragraph (No Indent): Regular
- Font color: Black
- Capitalization: Title case

4.7.3.2 Paragraph settings

- Alignment:
  - Body Paragraph (Indent): Left
  - Body Paragraph (No Indent): Left
- Spacing:
  - Line spacing: Double space
  - Space before paragraph: 0-point
  - Space after paragraph: 0-point
- Indentation:
  - Body Paragraph (Indent): First line by 0.5"
  - Body Paragraph (No Indent): None

4.7.4 Nomenclature Text in Word Styles – Lists

- List (Ordered)
- List (Unordered)
- List (References)

4.7.4.1 Font settings

- Font: Times New Roman
- Font size: 12-point
- Font style: Regular
- Font color: Black

4.7.4.2 Paragraph settings

- Alignment: Left
- Spacing:
  - List (Ordered)
    - Line spacing: Double space
    - Space before paragraph: 0-point
    - Space after paragraph: 0-point
  - List (Unordered)
    - Line spacing: Double space
    - Space before paragraph: 0-point
    - Space after paragraph: 0-point
- Indentation:
  - List (Ordered): Left at 0.25" and Hanging by 0.25"
  - List (Unordered): Left at 0.25" and Hanging by 0.25"

5 Main Body Sections Formatting

Main body sections *vary by template* and are comprised of:

- Headings (chapter, section, or manuscript titles)
- Subheadings (first-, second-, and third-order)
- Body Paragraphs and Lists

This section describes both the general formatting rules and the formatting settings for Styles used in the Word templates. Consult the templates for additional instructions. More in-depth guidance on editing the Main Body Sections will be provided in the Thesis Formatting Workshops.

The Main Body Sections are the most customized portions of the thesis templates and contain the bulk of your writing. The proper use of Styles for headings and subheadings is required for an operational Table of Contents.

For text formatting guidelines, refer to the following sections of General Thesis Formatting:

- ➢ Text and Font Specifications
- ➢ Paragraph Specifications
- ➢ Additional Text Specifications

5.1 Quick Links: Main Body Sections Formatting

5.1.1 Jump to Main Body Section Examples

- ➢ Traditional Style – STEM and Social Sciences Template
- ➢ Traditional Style – Arts, Humanities, and Social Sciences Template
- ➢ Traditional Style – Creative Works Template
- ➢ Traditional Style – Dental Hygiene Template
- ➢ Journal Style – IMRAD Subheadings Template
- ➢ Journal Style – Custom Subheadings Template

5.1.2 Jump to Main Body Section General Formatting Rules

- ➢ General Headings Formatting Rules
- ➢ General Subheadings Formatting Rules
- ➢ General Body Paragraphs and Lists Formatting Rules

5.1.3 Jump to Main Body Section Word Styles

- ➢ Headings in Word Styles
- ➢ Subheadings in Word Styles
- ➢ Body Paragraphs in Word Styles

5.2 Template Examples – Main Body Section

5.2.1 Traditional Style – STEM and Social Sciences Template

Page Heading
Do not alter page heading.

1.   INTRODUCTION

[PAGE INSTRUCTIONS AND SAMPLE WORDING] [SEE COMMENT]

[Type content here.] [1]

1.1   First-order Subheading (optional, add/remove as needed)

Directly above is a first order subheading. If you feel that the information under a first order subheading needs to be split into more sections, use additional subheadings. Take note that all first order subheadings must be included in the Table of Contents. Second and third order subheadings are NOT to be included in the Table of Contents. Do not manually place any subheadings in the Table of Contents.

Subheadings
Use of subheadings is optional.

1.1.1   Second-order Subheading (optional, add/remove as needed)

This information still pertains to your first order subheading. If you need to break up content even further, you can use one last level of subheadings, called third order subheadings.

1.1.1.1 Third-order Subheading (optional, add/remove as needed)

This information still pertains to your first order subheading but is directly related to your second order subheading.

Body Paragraphs
Indented paragraphs required.

1.2   Another First-order Subheading

[Type content here.] [2]

Page Number
Do not alter page number.

7

➢ Jump to Beginning of Main Body Sections Formatting ◄

5.2.2 Traditional Style – Arts, Humanities, and Social Sciences Template

Page Heading
Do not alter page heading.

Subheadings
Use of subheadings is optional.

Body Paragraphs
Indented paragraphs required.

Page Number
Do not alter page number.

1. **INTRODUCTION**

[PAGE INSTRUCTIONS AND SAMPLE WORDING] [SEE COMMENT]

[Type content here. (Misemer)]

1.1 **First-order Subheading (optional, add/remove as needed)**

Directly above is a first order subheading. If you feel that the information under a first order subheading needs to be split into more sections, use additional subheadings. Take note that all first order subheadings must be included in the Table of Contents. Second and third order subheadings are NOT to be included in the Table of Contents. Do not manually place any subheadings in the Table of Contents.

1.1.1 *Second-order Subheading (optional, add/remove as needed)*

This information still pertains to your first order subheading. If you need to break up content even further, you can use one last level of subheadings, called third order subheadings.

1.1.1.1 Third-order Subheading (optional, add/remove as needed)

This information still pertains to your first order subheading but is directly related to your second order subheading.

1.2 **Another First-order Subheading**

[Type content here. (Russell et al.)]

7

5.2.3 Traditional Style – Creative Works Template

Page Heading
Do not alter page heading.

Subheadings
Use of subheadings is optional.

Body Paragraphs
Indented paragraphs required.

Page Number
Do not alter page number.

---

1.   AESTHETIC MOTIVATION AND RESEARCH QUESTION

[PAGE INSTRUCTIONS AND SAMPLE WORDING] [SEE COMMENT]

Chapter/Section 1 should be between 1,000 and 1,500 words. Do not change the title of the section. In this section, be sure to include the following:

- Introduction of your overall research project, including critical and creative modes. The creative work is a combination of your analysis, artifact, and reflection.
- Explanation of your aesthetic motivation and how that motivation led to your research question
- Description of your research question and explanation of how your research question will be answered through your creative artifact. How will your creative artifact solve your research question or address your aesthetic motivation?
- Discussion of why your creative work* is important to the field. Does your creative artifact offer a new approach? Does your creative artifact use practice to solve your research question? *Analysis + Artifact + Reflection = Creative Work

[MODIFY SAMPLE WORDING BELOW]

[Type content here. (Misemer 2005)]

1.1   First-order Subheading (optional, add/remove as needed)

Directly above is a first order subheading. If you feel that the information under a first order subheading needs to be split into more sections, use additional subheadings. Take note that all first order subheadings must be included in the Table of Contents. Second and third order subheadings are NOT to be included in the Table of Contents. Do not manually place any subheadings in the Table of Contents.

7

5.2.4 Traditional Style – Dental Hygiene Template

Page Heading
Do not alter page heading.

INTRODUCTION

[PAGE INSTRUCTIONS AND SAMPLE WORDING] [SEE COMMENT]

[Type content here.][1]

1. First item

2. Second item

3. Third item

Subheadings
Do not use subheadings.

[Type content here.]

Body Paragraphs
Indented paragraphs required.

Page Number
Do not alter page number.

6

➢ Jump to Beginning of ◄

5.2.5 Journal Style – IMRAD Subheadings Template

Page Heading
Do not alter page heading.

Subheadings
Use of subheadings is required.

Body Paragraphs
Indented paragraphs required.

Page Number
Do not alter page number.

---

1. INTRODUCTION

[PAGE INSTRUCTIONS AND SAMPLE WORDING] [SEE COMMENT]

Section 1 can range from a few paragraphs to a few pages and can contain in-text citations if you wish. If in-text citations are used in the Introduction section, you must include a References first-order subheading at the end of the section. Do not change the title of the section. In this section, be sure to tie your manuscripts together in a cohesive manner and demonstrate the overarching theme of your thesis.

[MODIFY SAMPLE WORDING BELOW]

[Type content here.]

1.1 First-order Subheading (optional, add/remove as needed)

Directly above is a first order subheading. If you feel that the information under a first order subheading needs to be split into more sections, use additional subheadings. Take note that all first-and second-order subheadings must be included in the Table of Contents. Third order subheadings are NOT to be included in the Table of Contents. Do not manually place any subheadings in the Table of Contents.

1.1.1 Second-order Subheading (optional, add/remove as needed)

This information still pertains to your first order subheading. If you need to break up content even further, you can use one last level of subheadings, called third order subheadings.

1.1.1.1 Third-order Subheading (optional, add/remove as needed)

This information still pertains to your first order subheading but is directly related to your second order subheading.[1][2]

7

5.2.6 Journal Style – Custom Subheadings Template

Page Heading
Do not alter page heading.

Subheadings
Use of subheadings is required.

Body Paragraphs
Indented paragraphs required.

Page Number
Do not alter page number.

---

1.   INTRODUCTION

[PAGE INSTRUCTIONS AND SAMPLE WORDING] [SEE COMMENT]

Section 1 should range from a few paragraphs to a few pages and can contain in-text citations if you wish. If in-text citations are used in the Introduction section, you must include a References first-order subheading at the end of the section. Do not change the title of the section. In this section, be sure to tie your manuscripts together in a cohesive manner and demonstrate the overarching theme of your thesis.

[MODIFY SAMPLE WORDING BELOW]

[Type content here.]

1.1   First-order Subheading (optional, add/remove as needed)

Directly above is a first order subheading. If you feel that the information under a first order subheading needs to be split into more sections, use additional subheadings. Take note that all first order subheadings must be included in the Table of Contents. Second and third order subheadings are NOT to be included in the Table of Contents. Do not manually place any subheadings in the Table of Contents.

1. First item
2. Second item
3. Third item

1.1.1   Second-order Subheading (optional, add/remove as needed)

This information still pertains to your first order subheading. If you need to break up content even further, you can use one last level of subheadings, called third order subheadings (Misemer).

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5.3 General Formatting Rules – Main Body Sections

5.3.1 Headings

5.3.1.1 General Headings Formatting Rules

- Headings are chapter, section, or manuscript titles, depending on your template, as well as other page titles.
- Headings must be placed in the Table of Contents, _except_ for the headings of the two pages that are placed before the Table of Contents:
  - Thesis Title Heading on the Title Page.
  - Research Compliance Certification Page Heading.

5.3.1.2 Headings in Word Styles

- Page Titles (Pre-Abstract)
- Heading 1
- Heading 2

5.3.1.2.1 Font settings

- Font: Times New Roman
- Font size: 14-point
- Font style: **Bold**
- Font color: Black
- Capitalization: ALL CAPS

5.3.1.2.2 Paragraph settings

- Alignment: Center
- Spacing:
  - Line spacing: Double space
  - Space before paragraph: 0-point
  - Space after paragraph: 32-point
- Numbering:
  - Use multi-level list numbering built into the templates.

Heading Style		Heading Description
Page Titles (Pre-Abstract)	⇨	**PAGE TITLE, NOT NUMBERED**
Heading 1	⇨	**PAGE TITLE, NOT NUMBERED**
Heading 2	⇨	**1. PAGE TITLE, NUMBERED**

➢ Jump to Beginning of Main Body Sections Formatting ◄

5.3.2 Subheadings

5.3.2.1 General Subheadings Formatting Rules

- Subheadings are first-, second-, and third-order titles given to specific sections of your main body sections. Do not use fourth-order subheadings or greater (i.e. do not use Heading 6+).
- The requirement to use subheadings depends on your template.
- First-order subheadings must be placed in the Table of Contents. Inclusion of second-order subheadings in the Table of Contents depends on your template.

5.3.2.2 Subheadings in Word Styles

- Heading 3
- Heading 4
- Heading 5

Subheading Style		Subheading Description
Heading 3	⇨	**First-order subheading**
Heading 4	⇨	*Second-order subheading*
Heading 5	⇨	Third-order subheading

5.3.2.2.1 Font settings

- Font: Times New Roman
- Font size: 12-point
- Font style: Bold
  - Heading 3: **Bold**
  - Heading 4: *Italics*
  - Heading 5: Regular
- Font color: Black
- Capitalization: Title Case

5.3.2.2.2 Paragraph settings

- Alignment: Left
- Spacing:
  - Line spacing: Double space
  - Space before paragraph: 0-point
  - Space after paragraph: 0-point
- Indentation: None
- Numbering: Use multi-level list numbering built into the templates.
  - Number style: 1, 2, 3, etc.
  - Number position: Left
  - Number alignment: Aligned at 0"
  - Text position: Indent at 0"
  - Tab stop: No tab stop set

➢ Jump to Beginning of Main Body Sections Formatting ◄

5.3.3 Body Paragraphs and Lists

5.3.3.1 General Body Paragraphs and Lists Formatting Rules

- Body paragraphs must be indented at the first line of each paragraph.
- Do not insert empty lines in between paragraphs.
- Ordered lists are sequentially numbered items or items that must appear in a specific order.
- Unordered lists are bulleted items with no need for a specified order.

5.3.3.2 Body Paragraphs in Word Styles

- Body Paragraph (Indent)
- Body Paragraph (No Indent)
- Body Paragraph (Dedication only)

5.3.3.2.1 Font settings

- Font: Times New Roman
- Font size: 12-point
- Font style:
  - Body Paragraph (Indent): Regular
  - Body Paragraph (No Indent): Regular
  - Body Paragraph (Dedication only): *Italics*
- Font color: Black
- Capitalization: Title Case

5.3.3.2.2 Paragraph settings

- Alignment:
  - Body Paragraph (Indent): Left
  - Body Paragraph (No Indent): Left
  - Body Paragraph (Dedication only): Center
- Spacing:
  - Line spacing: Double space
  - Space before paragraph: 0-point
  - Space after paragraph: 0-point
- Indentation:
  - Body Paragraph (Indent): First line by 0.5"
  - Body Paragraph (No Indent): None
  - Body Paragraph (Dedication only): None

➢ Jump to Beginning of <u>Main Body Sections Formatting</u> ◄

5.3.3.3   Lists in Word Styles

- List (Ordered)
- List (Unordered)

5.3.3.3.1   Font settings

- Font: Times New Roman
- Font size: 12-point
- Font style: Regular
- Font color: Black

5.3.3.3.2   Paragraph settings

- Alignment: Left
- Spacing:
    - List (Ordered)
        - Line spacing: Double space
        - Space before paragraph: 0-point
        - Space after paragraph: 0-point
    - List (Unordered)
        - Line spacing: Double space
        - Space before paragraph: 0-point
        - Space after paragraph: 0-point
- Indentation:
    - List (Ordered): Left at 0.25" and Hanging by 0.25"
    - List (Unordered): Left at 0.25" and Hanging by 0.25"

➢ Jump to Beginning of <u>Main Body Sections Formatting</u> ◄

6 Figure, Table, and Equation Formatting

This section describes both the general formatting rules and the formatting settings for Styles used in the Word templates.

Consult the templates for additional instructions and examples. More in-depth guidance on Figures, Tables, and Equations will be provided in the Thesis Formatting Workshops. Supplemental handouts and tutorials will also be provided.

The Figures, Tables, and Equations are the most complex portions of the thesis templates. The proper use of Styles for captions, titles, and labels is required to maintain consistent formatting of added content throughout the thesis.

The requirements outlined in this section are _exceptions_ to the formatting requirements outlined in the General Thesis Formatting section. Keep in mind the requirements outlined in this section _apply to all templates_ and are firm requirements regardless of project or discipline. Exceptions are noted when applicable.

➢ Jump to Document Page Specifications Section ◄

➢ Jump to Paragraph Specifications Section ◄

➢ Jump to Font Specifications Section ◄

➢ Jump to Additional Specifications Section ◄

➢ Jump to Examples from Previous URS Theses Section ◄

6.1 Document Page Specifications

6.1.1 Orientation

- Landscape Orientation is acceptable for figures and tables that do not optimally fit in Portrait Orientation. Figures and tables set to Landscape must begin at the top of a new page and with labels facing in the same direction. Do not include sideways labels.

6.2 Font Specifications

6.2.1 Font Family

- The font family used for figures and tables created in the document must be Times New Roman.
- The font family used for figure captions and table titles must be Times New Roman.
- The font family used for equations and equation labels can be either Times New Roman or Cambria Math.
- The font family used *in* figures can vary if absolutely necessary. We **strongly recommend** using Times New Roman for **all text** in your document. However, if you must deviate from Times New Roman, we recommend choosing one of the following font families for optimum accessibility and readability:
  - o Arial
  - o Calibri
  - o Georgia

6.2.2 Size

- Figure captions, table titles, and equation labels must be 10-font size.
- The font size used in figures (i.e., images) can vary; however, the minimum size allowed is 10-point.

6.2.3 Typeface (Typographical Emphasis)

- **Bold** or *italics* may be used throughout figures, tables, and equations for typographical emphasis. Be consistent in the way you use typefaces throughout the document.
- *Italics* must be used for figure captions and table titles.

6.3 Paragraph Specifications

6.3.1 Alignment

- The alignment of figures, tables, and equations and their corresponding captions and titles can be set to left **or** center. Be consistent throughout the document, using the same alignment for all figures, tables, and equations included. For instance, you should not left align figures and center align equations—all figures **and** equations should be either left aligned **or** center aligned.
- Multi-part figures, tables, and equations must be clearly identified.
    - o e.g., Figure 1-A, Figure 1-B, Figure 1-C, etc.
    - o e.g., Table 1A, Table 1B, Table 1C, etc.
- Any additional information that is to be included with tables or equations can be placed as notes below the tables or equations.

6.4 Additional Specifications

6.4.1 Labeling and Numbering

- Figures must be labeled consistently, numbered consecutively, and described in a caption. Captions must be placed *below* figures.
- Tables must be labeled consistently, numbered consecutively, and described in a title. Titles must be placed *above* tables.
- Equations must be labeled consistently and numbered consecutively. Labels must be placed *to the right of* equations.
- Captions and titles included as part of an image must also be placed as readable text in the document (i.e., copy and paste, or type out, text embedded in images).
- The label used for figures, tables, and equations and their corresponding captions and titles can vary. We strongly recommend using the terms "Figure," "Table," and "Equation," but be consistent if you choose to deviate from that language and be intentional with what you are labeling.
- Use a period, colon, or dash to separate the figure, table, or equation label and number from its corresponding caption or title. Keep this formatting choice consistent throughout all your figures, tables, or equations.
- Figure, table, and equation numbering should be <u>consecutive</u> throughout the entire document. See exceptions for numbering in the Appendix:
    - o Labeling and numbering in the Appendix(ces) section:
        - ▪ If including a single Appendix section:
            - • e.g., Figure A.1., Figure A.2., Figure A.3., etc.
        - ▪ If dividing the Appendix into multiple sections:
            - • e.g., Table A.1., Table A.2., Table A.3., etc.
            - • e.g., Figure B.1., Figure B.2., Figure B.2., etc.

6.4.2 Layout and Placement

- Figures, tables, and equations should not be placed alongside text. Do not use columns to format figures, tables, equations, or text. Figures, tables, and equations and their corresponding captions/titles should be placed on a line by themselves.
- Figures, tables, and equations should be placed within one page of the first in-text reference. If you have a figure, table, or equation referenced multiple times throughout the document, consider placing it in the Appendix section.
- Note the following special instructions for figures and tables that cannot be contained within a single page:
  - Consider placing large figures and tables in the Appendix section.
  - The full caption or title must be repeated, including the label and number, on all subsequent pages the figure or table is placed. The word "continued" must be placed at the end of the repeated captions or titles.
  - Table column or row headings should be repeated on all subsequent pages the table is placed.
  - The line that indicates the end of the completed table should be placed on the last page of the table only.
  - When there is not enough space for a long caption on the page with the figure, resize the figure and/or push the figure and caption to the next page. Do not separate figures from their captions.

6.4.3 Color and Quality

- Figures, tables, and equations may use color. Color variations used to illustrate differences in tables should be distinct and clearly labeled.
- All content must be of publishable quality. Beware of using scanned documents and/or images as they may be blurred or dark.

➢ Jump to Beginning of <u>Figure, Table, and Equation Formatting</u> Section ◄

7 Footnotes, In-text Citations, and References Formatting

This section describes both the general formatting rules and the formatting settings for Styles used in the Word templates.

Consult the templates for additional instructions and examples. More in-depth guidance on Footnotes, In-text Citations, and References will be provided in the Thesis Formatting Workshops. Supplemental handouts and tutorials will also be provided.

The Figures, Tables, and Equations are the most complex portions of the thesis templates. The proper use of Styles for captions, titles, and labels is required to maintain consistent formatting of added content throughout the thesis.

The requirements outlined in this section are _exceptions_ to the formatting requirements outlined in the General Thesis Formatting section. Keep in mind the requirements outlined in this section _apply to all templates_ and are firm requirements regardless of project or discipline. Exceptions are noted when applicable.

➢ Jump to Footnotes Section ◄

➢ Jump to In-text Citations Section ◄

➢ Jump to References Section ◄

➢ Jump to Examples from Previous URS Theses Section ◄

7.1 Footnotes

7.1.1 General Footnote Formatting Rules

- Footnotes must be numbered consecutively and placed at the bottom of the same page where their number is in the text.
- Footnotes are separated from the rest of the text on the page with a line.

7.2 In-text Citations

7.2.1 General In-text Citation Formatting Rules

- There are two methods of citing sources in the main body text: Parenthetical and Numerical
- The in-text citation method you choose and the information included in the in-text citation depends on your selected citation style.
- Consult your faculty advisor on the most appropriate citation style. **You must choose from the available options (ACS, AMA, APA, Chicago, IEEE, and MLA).**
- In-text Citations should be formatted according to the main body paragraph text using the Body Paragraph (Indented) Style.

7.2.1.1 Parenthetical In-text Citations

Citation Styles that utilize parenthetical in-text citations include but are not limited to:

- American Psychological Association (APA)
- Modern Language Association (MLA)
- Chicago Manual of Style (Chicago, Author-date)

Examples of in-text citation formatting include but are not limited to:

- (Name, Year, p. #)
- (pp. ###)
- (Name, Year)
- Name (Year)

7.2.1.2 Numerical In-text Citations

Citation Styles that utilize numerical in-text citations include but are not limited to:

- Institute of Electrical and Electronics Engineers (IEEE)
- American Medical Association (AMA)
- American Chemical Society (ACS)
- Chicago Manual of Style (Chicago, Notes and Bibliography)

Examples of in-text citation formatting include but are not limited to:

- A number in brackets   [1]
- A number in parentheses   (1)
- A superscripted endnote   [1]

7.3 References

7.3.1 General References Formatting Rules

- 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 (MLA, APA, AMA, IEEE, Chicago, etc.). Be sure to follow the same citation style for all reference entries.
- Reference entries are set to be single spaced. The amount of space in between each reference entry equals a double space.

7.3.2 References List Text in Word Styles

- List (References)

7.3.2.1 Font settings

- Font: Times New Roman
- Font size: 12-point
- Font style: Regular
- Font color: Black

7.3.2.2 Paragraph settings

- Alignment: Left
- Spacing:
  - o Line spacing: Single space
  - o Space before paragraph: 0-point
  - o Space after paragraph: 24-point
- Indentation: Hanging by 0.5"

8 Appendix(ces) and Creative Artifact Sections Formatting

This section describes general formatting rules.

Consult the templates for additional instructions and examples. More in-depth guidance on Appendixes and Creative Artifacts will be provided in the Thesis Formatting Workshops. Supplemental handouts and tutorials will also be provided.

Appendices and Creative Artifacts follow guidelines from the Main Body Sections and Figures, Tables, and Equations Sections. The proper use of Styles for captions, titles, and labels is required to maintain consistent formatting of added content throughout the thesis.

The requirements outlined in this section are _exceptions_ to the formatting requirements outlined in the General Thesis Formatting section. Keep in mind the requirements outlined in this section _apply to all templates_ and are firm requirements regardless of project or discipline. Exceptions are noted when applicable.

➢ Jump to Examples from Previous URS Theses Section ◄

8.1.1 General Appendix Formatting Rules

- The Appendix is required in the Creative Works template. It is optional in all other templates (except in the Caruth School of Dental Hygiene template where an Appendix is not allowed).
- Materials placed in the Appendix must follow the Main Body Section Formatting and Figure, Table, and Equation Formatting guidelines.
- If using Traditional Style templates, the Appendix section must be placed directly after the References List section.
- If using Journal Style templates, the Appendix section must be place directly after the all-inclusive Conclusion section.
- The portion of the thesis can be divided into multiple sections using A, B, C, etc. to delineate sections, but must also have a unique section title.
    - e.g., Appendix A: Data Sets, Appendix B: Photographs
- Materials placed in the Appendix must be referenced at least once in the main body section.
    - If dividing the Appendix into multiple sections:
        - e.g., Table A.1., Table A.2., Table A.3.
        - e.g., Figure B.1., Figure B.2., Figure B.2.
- The Appendix should not be a separate from the thesis document unless approved by LAUNCH: UGR.
- The Appendix should maintain the consecutive page numbering of the document.
- **Data Sets:** Include as table with proper titles or host data on a service such as the Texas Data Repository and include permalink in thesis.
- **Written Creative Work:** 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.

- **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. All videos must be submitted in MP4 format. Authors must agree to a separate licensing agreement prior to the final thesis submission. Contact ugr@tamu.edu before filming to acknowledge understand of what is required of you.
- Creative Artifacts that cannot be included in the thesis PDF (such as audio and/or video files) must be submitted LAUNCH: UGR at ugr@tamu.edu. If the thesis includes separate files, a description of these files must be placed in the main document or in the Appendix section. If you have questions about how to submit other materials as part of your thesis, contact LAUNCH: UGR at ugr@tamu.edu.

➢ Jump to Beginning of Appendix(ces) and Creative Artifact Sections Formatting Section ◄

9 Examples from Previous URS Theses

9.1 Abstract

- First Year Eats: A First Attempt at Combating Food Insecurity on College Campuses by Alex Peters

9.2 Nomenclature

- Characterizing Photovoltaic System Arc-Faults by Rahul Balamurugan and Fatima Al-Janahi
- Investigation of Pedestrian-Cyclist Interactions through Machine Vision by George Francis Gillette II
- Synthesis of Hydrogenase Mimics for Use as Catalysts in the Hydrogen Evolution Reaction by Madlyn Crist

9.3 Footnotes

- Litigating Women: The Path to Intermediate Scrutiny in American Law by S. Claye Epperson

9.4 Block Quote (single spaced)

- Litigating Women: The Path to Intermediate Scrutiny in American Law by S. Claye Epperson

9.5 Equations

- Investigating the Effects of Shear Stress on the Protein Expression of Lymphatic Endothelial Cells (LECs) by Tawfik Hussein

9.6 Figures (with outdated captions)

- Investigating the Effects of Shear Stress on the Protein Expression of Lymphatic Endothelial Cells (LECs) by Tawfik Hussein
- Synthesis of Hydrogenase Mimics for Use as Catalysts in the Hydrogen Evolution Reaction by Madlyn Crist (Scheme)
- Novel Nanomaterial Ink Coating Method for Functional 3D-Printed Parts by Alex Strasser (Multi Part Figure)

9.7 Tables

- Self-Views and Behaviors by Anna Gould

9.8 References

- Self-Views and Behaviors by Anna Gould
- Synthesis of Hydrogenase Mimics for Use as Catalysts in the Hydrogen Evolution Reaction by Madlyn Crist

10 Contact Us

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