THE UNDERGRADUATE RESEARCH SCHOLARS THESIS

Each Undergraduate Research Scholar at Texas A&M University is required to describe the results of his or her studies in a formal thesis. This thesis will be electronically submitted and indexed in the permanent Honors and Undergraduate Research Collection of the OAK Trust Texas A&M Open Access Digital Repository, where it will be accessible worldwide. Theses must therefore be presented in a uniform scholarly manner, professionally designed and properly documented, accurately representing the Undergraduate Research Scholar’s creative and intellectual studies. It also should exemplify the highest level of scholarship as it will be available to the general public as a representation of the quality of research endeavors at Texas A&M University.

This Thesis Manual is designed to assist Undergraduate Research Scholars and their Faculty Advisors in the preparation of theses by providing uniform standards of style and format while allowing enough flexibility to satisfy the acceptable practices of different academic disciplines. It has been adapted from the Thesis Manual published by the Office of Graduate Studies of 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 doctoral dissertation.

Previously submitted Undergraduate Research Scholars’ theses are available for your review and edification in the Honors and Undergraduate Research Collection at oaktrust.library.tamu.edu.
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THESIS SUBMISSION AND REVIEW PROCESS

The Undergraduate Research Scholars thesis is written in progression over an entire academic year. Each submission, which may be either a chapter or major section, should include progressively more content and include preliminary pages. Undergraduate Research Scholars should take note of all submission instructions and deadlines.

THESIS CHAPTER/SECTION SUBMISSIONS

Each chapter or major section should be submitted in Microsoft Word (.doc or .docx file format) through the Scholars Thesis Submittal System (STSS) at scholarsthesis.tamu.edu. Each time you submit a chapter or major section, you must also include all previous preliminary documents and chapters/sections. For example, when it is time to submit Chapter II, you must submit the Title Page, Table of Contents, Abstract, Chapter I and Chapter II in the same document. Submissions are reviewed by the Undergraduate Research staff. Comments and/or corrections concerning format and style will be returned to the Undergraduate Research Scholar after each review. If necessary, Undergraduate Research Scholars may be asked to resubmit a corrected draft at any point in the process.

SUBMISSION DEADLINES

1. Draft of Chapter I/First Major Section
   • December 5, 2014 by 5:00p.m.
2. Draft of Chapters I-II/Subsequent Sections
   • January 26, 2015 by 5:00p.m.
3. Draft of Chapters I-III/Subsequent Sections
   • March 2, 2015 by 5:00p.m.
4. Final Thesis
   • April 10, 2015 by 5:00p.m.

NOTE: For a detailed list of document submission deadlines, please visit hur.tamu.edu/UGR/UGR-Scholars/1415Program.
THESIS FORMAT SPECIFICATIONS

Final theses must be a professional effort. Typographical or grammatical errors are not acceptable. If your thesis has special requirements which prevent you from utilizing major elements of this format please contact the Undergraduate Research staff for guidance at ugr@tamu.edu.

A Thesis Template in Microsoft Word is available to assist students during writing and thesis preparation, and can significantly help in meeting Scholars thesis format requirements. You may find the Thesis Template at hur.tamu.edu/UGR/UGR-Scholars/1415ThesisTemplate.

ORDER OF PRESENTATION

All sections in bold must be included in the thesis.

1. Preliminary Pages
   - TITLE PAGE
   - TABLE OF CONTENTS
   - ABSTRACT (up to 350 words)
   - Dedication (optional)
   - Acknowledgments (optional)
   - Nomenclature (optional)

2. Body Text
   - INTRODUCTION (Chapter I or first major section)
   - MAIN BODY OF TEXT (Chapters II, III, etc. or subsequent major sections.) Check with your Research Advisor for the appropriate chapter designations and titles that pertain to your discipline.
   - CONCLUSION(S)

3. References and Supplemental Sections
   - REFERENCES (Literature cited, bibliography)
     If footnotes are used for references, the REFERENCES section is not required.
   - Appendix material
PRELIMINARY PAGES

1. Title Page
   See example on page 15.

   General Format
   • Times New Roman typeface.
   • No bold on this page, except for thesis title.
   • Vertical spacing must match sample page.
   • No page number on this page.
   • All text is centered except for Advisor approval statement.
   • All major sections of the Title Page are separated by two double-spaced lines.

   Title of Thesis
   • Centered, all capital letters, bold, 14 pt. font size.
   • Double-spaced. If title exceeds one line, do not single space.
   • No period at the end of the title.
   • Use italics as needed to comply with the custom of the discipline (for example, genus and species).
   • Genus, species, and chemical element symbols should be upper and lower case.

   Thesis Statement
   • Double-spaced.
   • Include “An Undergraduate Research Scholars Thesis by” and the Undergraduate Research Scholar’s name in all capital letters; name must be same as in official records of the university. Be sure to Capitalize “A” in An and also the “T” in Thesis (see example on page 15 for clarification).
   • For teams, list the names of all participants.

   Submittal Statement
   • Single-spaced.
   • Texas A&M University is on a line by itself.
   • See the Title Page Example on page 15 for full statement.
Approval Statement

• Single-spaced.
• Use thesis advisor’s title (if advisor does not have a Ph.D., use the title Prof.).
• There are no signatures on this page.

Date

• Double-spaced.
• Put the month and year of the Scholars Program completion (e.g., May 2015).
• No comma between month and year.

Major and Subject

• Single-spaced.
• Must agree with Undergraduate Research Scholar’s major subject listed in the official university records. In the case of having two majors, both should be included. Each major should be listed on a separate line, and they should be aligned below the first major. Do not list minors.
• Use upper and lower case letters.
  Example:
  
  Major: French
  History

2. Table of Contents
   See example on page 16.

General Format

• Times New Roman typeface.
• 14pt. font size for heading; 12pt. font size for text.
• Heading is centered, all capital letters. No bold on this page except for the heading.
  Example: TABLE OF CONTENTS
• No page number on this page.
• Do not use italics on this page (except for Latin terms, titles of works, etc.).
• Place the word Page above page number (right) column.
• All major headings must be double-spaced. Subheadings must be single-spaced. The last subheading in each chapter must be double-spaced.
• If TABLE OF CONTENTS is more than one page, repeat appropriate headings at the top of each page (the word Page above page number column; the word CHAPTER if a new chapter is listed on the page).

Content
• List the major headings and the first level subheadings; indicate subordination of subheadings by appropriate indentation.
• Use all capital letters for major headings.
• Begin with the ABSTRACT and include all preliminary pages.
• Use Roman numerals for numbering CHAPTERS. You may use Arabic numerals for numbering SECTIONS.
• Use the word INTRODUCTION (or section title) as part of the first major heading.
• Use the word CONCLUSION (or section title) as part of the last major heading of the text.
• Be sure to choose CHAPTER/SECTION titles that are descriptive and appropriate for your thesis.
• List any REFERENCE sections and the APPENDIX, if present.

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.
3. **ABSTRACT**  
   See example on page 17.

**General Format**
- Times New Roman typeface.
- 14pt. font size for heading; 12pt. font size for text.
- Heading is centered at the top of the page, all capital letters. No bold on this page except for the heading.

*Example: ABSTRACT*
- This is the first numbered page (Arabic 1).
- Page numbers must be centered at the bottom of each page.

**Preliminary Lines**
- Center the title of the thesis in upper and lower case letters; (match exact wording of thesis title on the Title Page).
- Include a period at the end of the title before the date of submission.
- The date of submission should be in parentheses (no comma between month and year) on the same line as the thesis title.
- Use single spacing within title, Undergraduate Research Scholar name, and Research Advisor, but double space between each entry.
- Center your name, using upper and lower case letters, followed by the department and Texas A&M University.
- Use thesis Research Advisor’s title (if Research Advisor does not have a Ph.D., use the title Prof.), followed by the department.
- For teams, list each student and major separately.

**Abstract Text**
- Insert an empty double-spaced line after the preliminary lines before you start the text.
- Limit the text of the abstract to no more than 350 words; any term with a space on each side is counted as a word.
- Use double-spaced lines for the abstract text.
4. OPTIONAL PRELIMINARY PAGES

Dedication, Acknowledgments and Nomenclature

- Each follows the ABSTRACT format but without title, names and affiliations.
- Times New Roman typeface.
- Double-spaced.
- 14pt. font size for heading; 12pt. font size for text.
- Heading is centered at the top of the page, all capital letters. No bold on these pages except heading.
  Example: DEDICATION

  Example: ACKNOWLEDGMENTS

  Example: NOMENCLATURE

- Include all (if applicable) in the TABLE OF CONTENTS.
- Place DEDICATION after ABSTRACT.
- Place ACKNOWLEDGMENTS after DEDICATION (or ABSTRACT, if there is no DEDICATION).
- NOMENCLATURE is placed at the end of the preliminary pages.
- Limit DEDICATION to one page.
- Limit ACKNOWLEDGMENTS to four pages.

NOTE: There are two acceptable spellings for the word “ACKNOWLEDGMENTS.” Be consistent in your spelling of the word.
BODY TEXT
(INTRODUCTION, MAIN BODY, CONCLUSION)

General Formatting

- Times New Roman typeface.
- 14pt. font size for headings; 12pt. font size for text.
- Bold or italics may be used for emphasis in the text. Do not use underlining and boldface together.
- When creating a PDF for the final thesis, make certain all fonts and symbols are readable. Carefully proofread any sections with exotic fonts or symbols in the PDF. Broken or faint print is not acceptable.
- Do not use double columns in the text.

NOTE: The type on preliminary pages, narrative text, subheadings, equations, and the reference section cannot be reduced or enlarged.

Margins

- Set margins at 1 inch on all sides.
- All writing (text, tables, figures, appendices, etc.) must be placed within these margins with the exception of the page numbers. Check the (final thesis) pdf to make sure that the converted file contains these margins.

Line Spacing

- The text of the thesis must be double-spaced. Exceptions are made for the Title page, Table of Contents, Footnotes and References.
- Single spacing can be used for long, blocked and inset quotations, itemized lists and tables, or figure and table titles. Spacing may also vary in appendix material.
- Footnotes must be single spaced.

Page Numbers

- Use Arabic numerals for the Table of Contents and all subsequent pages, including preliminary pages, body of the text, references, and appendices.
• Page numbers must be centered at the bottom of each page.

**Paragraphs**

• Leave an extra double-spaced line between paragraphs; do not indent.
• Turn off the default spacing before and after paragraphs

**Major Headings**

Major headings in the thesis include the following:

• Title of the thesis on the Title Page.
• TABLE OF CONTENTS, ABSTRACT, DEDICATION, ACKNOWLEDGMENTS, on the preliminary pages.
• CHAPTER (SECTION) designations and titles.
• The word REFERENCES (or WORKS CITED, etc.) on the first page of references.
• APPENDIX designations and titles.

The rules for MAJOR HEADINGS are:

• All must be centered at the top of a new page, bold, in all capital letters, and 14pt. font size.
• No punctuation after a major heading.
• If major headings are more than one line, double space between the lines.
• Chapter (Section) Major Headings have the word “CHAPTER I” (SECTION 1) on the first line and the chapter title, such as INTRODUCTION, (OBJECTIVES) on a second line.
• Chapter (Section) Major Headings are followed by an empty, 12pt., double-spaced line.

**Subheadings**

• All subheadings are on a line by themselves with no punctuation.
• All subheadings are flush left with sentence capitalization.
• Use 12 pt. size font for all subheadings.
• Use **boldface** for first-order subheadings. *Second-order*
subheadings use italicized font. Third-order subheadings use regular font.

- A blank line should separate all subheadings from previous paragraphs. Do not insert any additional space after the subheading.
- Subheadings do not have to begin on a new page; text continues within a chapter. A subheading at the bottom of a page must have at least one line of text under it.
- Subheadings should NOT be centered and all capital letters (as this defines major headings).

Equations

- Equations must be numbered consecutively (1, 2, 3, etc.). No two equations can have the same number unless identical.
- Equations should be Times New Roman, 12pt. font size.
- Equations should be placed where first referenced in the text. The same equation can subsequently be referred to in the text by its number.

Figures and Tables

Color, Size, and Legibility in Figures and Tables:

- Color is acceptable in figures, as long as the color differences are clear in the final thesis PDF. However, color variations used to illustrate differences in tables may be rendered incomprehensible when printed. Proofread your final thesis PDF to assure that proper colors are being represented.
- All lettering must be of publishable quality; this includes scanned images. Images must be clear, not blurred or containing dark areas.
- Tables, figures, captions, and appendix material are not considered text and can vary in point size if desired. Footnotes and Endnotes can be in a smaller point size. The minimum size for numbers and upper-case letters in tables, figures, footnotes, and appendices is 6 pt. Be sure to keep fonts consistent throughout the thesis.
Numbering of Figures and Tables:
- Each table and figure in the text must have a separate number and unique title.
- Number figures consecutively (Figure 1, 2, 3, etc.) and tables consecutively (Table 1, 2, 3, etc.).
- Each table or figure must be referenced by number in the text.

Placement of Figures and Tables:
- The first text mention of each table or figure must be within one page of the location of the referenced table or figure.
- If a table or figure is placed on a page with other material, the table or figure should be separated from the text (or other material) by at least one empty, 12pt double-spaced line above and below.
- If the table or figure is placed in landscape orientation, the top of the table or figure must be at the left binding side of the page. The title must be placed in the same direction as the figure or table.

Figure and Table Titles:
- Every figure and table should have a unique, consecutively-numbered title placed on the same page as the figure or table.
- Tables’ titles appear above tables. Figure titles appear in figure captions.
- Be consistent in the formatting of table/figure titles: capitalization, boldface, italics, placement, spacing, use of period at end.
- Tables or figures longer than one page have the complete title and the number on the first page only. Subsequent pages have the table or figure number and the word “Continued,” plus (for tables) the necessary column headings for ease of reading. The end line of the completed table appears only on the last page of the table.
Figure Captions:
- Figures require captions; tables do not. Any caption information required for a table should be included in its title or its footnotes.
- Figure captions should be placed at the bottom of figures on the same page whenever possible. Captions should be separated from subsequent text by a double space.
- When there is not enough space for a long caption on the page with the figure (even if the type size is reduced) the caption must go on a separate page. Place it on the page preceding the figure, facing in the same direction as the figure. The pages should be consecutively numbered, with the page numbers in the standard position.

Appendix Figures and Tables:
- These may be numbered consecutively following the text or they may be numbered with an appendix designation. Example: A-1

REFERENCES AND SUPPLEMENTAL SECTIONS

1. REFERENCES

General Formatting
- Each thesis must contain a formal REFERENCE section, (unless footnotes are used).
- No bold on this page except heading Example: REFERENCES; WORKS CITED
- 14pt. font size for heading; 12pt. font size for text
- Scholars must select a single citation style to follow throughout their thesis. Citation style should be in accordance with the conventions of a common format for publications in your area of research. Example: MLA, APA, IEEE, Chicago.
- The use of the selected citation style must be consistent throughout the entirety of the thesis.
- Title this section in accordance with the conventions of your citation style (REFERENCES, WORKS CITED, etc.).
• 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.

• Use double spacing between references and single spacing within a reference.

• All references must be cited in the text and all in-text citations must be included in the reference section.

• All text citations must be from sources the Undergraduate Research Scholar has actually used.

• 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.

**Citations**

Each citation must include:

• Date, volume number, and page range for journal articles.

• Publisher and city for books; city for universities, labs, or corporations.

• Unpublished material must contain sufficient information for retrieval.

• Internet material should include author or entity, title, date or date accessed, and the specific web address.

• Every citation must include a year.

• Consistent use of journal name or abbreviation is expected.

**NOTE:** Scholars are strongly encouraged to use bibliographic software tools (EndNote, RefWorks) to format references. They are available free to current students. Training is available through the University Libraries at library.tamu.edu.
2. APPENDIX MATERIAL

- Appendices are optional and only used for supplementary material.
- Place the appendices after the REFERENCE 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 be within prescribed margins.
- Appendix headings (Appendix designations and titles) should be bold. Titles more than one line in length must be double spaced as chapter titles.
- 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.
THE DEVELOPMENT AND IMPROVEMENT OF INSTRUCTIONS

Title is double-spaced, 14-point, all cap.

Insert 2 double-spaced, 12-point lines between title and thesis statement.

An Undergraduate Research Scholars Thesis

by

JANE JOHN DOE

Name should be all caps, and middle name (if included) should be written out.

Insert 2 double-spaced, 12-point lines between thesis statement and submittal statement.

Submitted to Honors and Undergraduate Research
Texas A&M University
in partial fulfillment of the requirements for the designation as an
All 3 lines in the submittal statement should be single-spaced

Insert 2 double-spaced, 12-point lines between submittal statement and designation.

UNDERGRADUATE RESEARCH SCHOLAR

Designation should be all caps.

Insert 2 double-spaced, 12-point lines between designation and research advisor.

Approved by
Research Advisor: Dr. John Smith

All 2 lines for the research advisor should be single-spaced.

Insert 2 double-spaced, 12-point lines between Research Advisor and completion date.

May 2015

Insert 2 double-spaced, 12-point lines between completion date and major.

The lines of the major should be single-spaced.

Major: English
Drama

If the scholar has two majors, the second major should be aligned with the first.
# TABLE OF CONTENTS

Write “page” above the number column

<table>
<thead>
<tr>
<th>ABSTRACT</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEDICATION</td>
<td>2</td>
</tr>
<tr>
<td>ACKNOWLEDGMENTS</td>
<td>3</td>
</tr>
<tr>
<td>NOMENCLATURE</td>
<td>4</td>
</tr>
</tbody>
</table>

## CHAPTER

Indent and use Roman Numerals for Chapter Numbers. Omit period after.

| I  | INTRODUCTION                                      | 5    |
| II | PROBLEM                                           | 12   |
|    | Mechanics                                         | 15   |
|    | Thermodynamics                                    | 20   |
|    | Problem                                           | 25   |

**Last Subheading in each Chapter must be double-spaced**

| III | SOLUTION ALTERNATIVES                             | 30   |
| IV  | CONCLUSIONS                                       | 35   |
|     | Synthetic model                                   | 40   |
|     | Final conclusions                                 | 45   |

REFERENCES                                                                 | 54   |
APPENDIX A                                                                 | 56   |
APPENDIX B                                                                 | 72   |
Example Abstract with commentary in blue italics.

ABSTRACT

The Development and Improvement of Instructions. (May 2015)

Use upper and lower case for title; place date in parentheses. Place period at end of title.

Jane John Doe
Department of English
Texas A&M University

List both departments, one on each line, if Scholar has two majors.

Research Advisor: Dr. John Smith
Department of Educational Administration

The abstract heading should be all caps, bold, 14-point. The title, name, department, university and research advisor information must be single-spaced. Title should remain single-spaced if it extends to more than one line. If the date and parentheses do not fit fully after the title, move them to the next line. Add an empty, 12-point, double-spaced line after the title, student information, and advisor information. For the text of the abstract, use double-spaced lines; the text must not exceed 350 words in length. Any term with a space on either side of it is counted as a word.
THEESIS CHAPTER DESCRIPTIONS

The titles for the chapters/sections of the thesis will vary by discipline. Check with your Faculty Advisor to determine what conventions are used in your discipline. These examples include the recommended chapter titles for use in science, technology, engineering, mathematics and social sciences documents. In the arts and humanities, different titles may be used, but the same general information should be included. With few exceptions, we expect all theses to include a TITLE PAGE, TABLE OF CONTENTS, ABSTRACT, INTRODUCTION and CONCLUSION chapter/section. *Required for all disciplines.

CHAPTER I (SECTION 1)

*INTRODUCTION

This section should introduce the big question that inspired your thesis and elaborate upon the problem and objective of your project. Discuss previous research in this area of knowledge, which can include prior research done by your research group or work you completed before starting the Undergraduate Research Scholars Program. Include what has already been discovered about the topic, laying out specifically how your research intends to fill the gaps within a common body of knowledge. How does your project supplement what is currently known about this topic? *If your project is a creative work, the INTRODUCTION should provide information about how you conceived and created the work, as well as your objectives for the project. What did you hope to achieve and how did you go about it?

CHAPTER II (SECTION 2)

METHODS (OBJECTIVES)

This section should describe how you acquired your data or achieved your results *without discussing the content of your results*. Describe sources of material, methodology, and any important instrumentation (e.g. software) in sufficient detail so that the reader could use this chapter as a resource, and so that they could recreate your methods and replicate your results. Consult your advisor if you are unsure of the level of detail that must be included.
CHAPTER III
(multiple chapters if necessary)

RESULTS

This section is where you tell us what the results of your research were (but NOT what you think they mean…yet). This is where all your data goes, both the good and the bad. **This section should include the bulk of your data charts, tables, graphs, figures, and summaries of outcomes.** This is where you describe your observations, and if necessary describe what went wrong, or what unexpectedly happened. Did your methodology not have the sensitivity you expected? Did a process not work as you had planned? Did a subject not do what you had hoped? *For creative works*, the Methods and Results sections can be replaced by a DVD of your performance, for example. A description of your files must be placed in this section. See page 22 for information about including Audio, Movie Files, Graphics, Animation, or large Appendix Files.

CHAPTER IV (SECTION 4)
*CONCLUSION(S) (SUMMARY)*

This section is where you finally get to tell us what all of your hard work really means! Go back and take a look at what you told us you were planning to do in the INTRODUCTION. Then tell us whether it turned out the way you expected. Did your results support the theory or model you thought it would? Did your results point the way to a new way of thinking about the bigger question? Did your results suggest that the experimental system you tried or the methods you used are not the best way to approach the question? This is also where you should integrate your results with the work of everyone else on the same/similar problem. Do your conclusions agree with theirs? Does your work extend an understanding of the problem that they set up? If you do not have any results, reflect upon what you have learned. What have you gained from this experience? *For creative works*, how did you present your work to the public and what kind of reaction did it elicit? Was it what you expected? Reflect on what you have learned from the creative process.
THESIS CHECKLIST

THESIS CONTENT ORGANIZATION

The following list gives the contents in the proper order of presentation. All sections marked with an asterisk (*) must be included in your thesis.

☐ Preliminary Pages
  ☐ *Title Page
  ☐ *Table of Contents
  ☐ *Abstract
  ☐ Dedication, Acknowledgments and/or Nomenclature

☐ Text (with Arabic numeral page numbers, bottom center)
  ☐ *Introduction (as first chapter or section)
  ☐ *Main body of text (divided into various chapters or sections)
  ☐ *Summary or Conclusion (as last chapter or section)

☐ References and Supplemental Sections
  ☐ *Reference section (Not needed if footnotes are used)
  ☐ Appendix material

CHAPTER OR SECTION METHOD

☐ Divide the text of the thesis into either chapters or major sections; a combination is not acceptable.

☐ If the chapter method is used, number the chapters with Roman numerals. (CHAPTER I)

☐ If you choose the section method, you may use Roman numerals, Arabic numerals or no numbers for major sections.

☐ The first chapter (or major section) must be INTRODUCTION.

☐ The last chapter (or major section) must be CONCLUSION(S).
1. The final thesis submission (in April) must be in a text-searchable PDF format.

2. Faculty Advisors must review the final thesis before submission to the Scholars Thesis Submittal System (STSS) at scholarsthesis.tamu.edu. Once an Undergraduate Research Scholar has uploaded a final thesis, no content changes may be made, except those requested during review by Undergraduate Research staff.

3. After the final thesis PDF has been uploaded, the Faculty Advisor will receive an email asking him or her to login to the STSS and approve the final thesis and embargo option. 

**IMPORTANT:** Final thesis review will not proceed until the Faculty Advisor has approved the final thesis and embargo option. Please make sure you advisor is aware of this.

4. Embargo Options:
   - None/No hold (Published directly to the Digital Repository)
   - Two-Year Journal Hold
   - Two-Year Patent Hold

During the Two-Year Journal or Patent Hold, the thesis will be held off view for two years to enable the student to publish results or apply for a patent. After two years, the thesis will automatically be deposited in the Digital Repository. More information about Embargo Options and the availability of your thesis to the public can be found on page 23.

5. The final thesis PDF will be reviewed by Undergraduate Research staff for style and format. Undergraduate Research Scholars must respond immediately to any requested corrections or revisions and resubmit a revised, final PDF copy of the thesis.

6. When no further corrections or revisions are necessary the thesis will be approved by Undergraduate Research staff.
ADDITIONAL FILES

LARGE APPENDIX FILES
Appendix material that is very large (around 30 MB) may need to be in a separate PDF 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.

AUDIO, MOVIE FILES, GRAPHICS, OR ANIMATION
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.
AVAILABILITY OF THESES TO THE PUBLIC

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Associate Director, Undergraduate Research

**Tammis Sherman**  
Program Coordinator, Undergraduate Research

**Annabelle Aymond**  
Program Assistant, Undergraduate Research

**Stephen Caster**  
Thesis Assistant

**Honors and Undergraduate Research**  
114 Henderson Hall, 4233 TAMU  
8:00a.m. to 5:00p.m.  
(979) 458-0039  
ugr@tamu.edu  
hur.tamu.edu