

WELCOME TO THE THESIS AND DISSERTATION WORKSHOP

March 1, 2024

Please read carefully the information provided in the “Thesis and Dissertation Guide.” Doing so will help you to graduate on time.

IMPORTANT DEADLINES

Last day to submit first draft for review/format check is two weeks prior to defense date and latest by:

Spring: By Tuesday, April 16, 2024

Summer: By Tuesday, July 16, 2024

Last day to defend

Spring: By Tuesday, April 30, 2024

Summer: By Tuesday, July 30, 2024

Submit thesis for binding and electronic submission

Spring: By Tuesday, May 7, 2024

Summer: By Tuesday, August 6, 2024

If you want to graduate in Spring or Summer 2024, you must meet these deadlines!

To make an appointment for review, contact:

Miranda Vernon-Harrison

mavernon-harrison@uh.edu

CULLEN COLLEGE OF ENGINEERING

GUIDE FOR PREPARATION OF THESES/DISSERTATIONS

A. Format Online Guide available at this link

<http://www.egr.uh.edu/academics/graduate-programs-policies/guide-preparation-thesesdissertations>

Submit an electronic copy to Miranda Vernon-Harrison, mavernon-Harrison@uh.edu for a Zoom meeting for format check.

B. BS Honors Thesis Submission and Binding Requirements

Graduating BS Honors thesis students are required to follow the procedures in the online guide for preparing and writing their theses. These students need to follow the instructions for paper requirements and submission deadlines for Traditional Binding only. Graduating BS Honors Thesis students are not required to do an electronic submission at this time.

C. MS Thesis and Dissertation Two Step Submission Process

Step One: Electronic Submission (ETD) -

The college requires an Electronic Thesis or Dissertation (ETD) submission. **In order to submit an ETD, students must successfully defend, pass the format check, and receive approval before uploading the PDF version of their thesis.**

The ETD is uploaded on the Vireo System: <https://uh-etd.tdl.org/>.

Cougarnet access is used for logging in. Students must select the 2 year embargo or journal hold (More information about the embargo is on the Vireo site.).

Once approved, your document will go into a “pending publication” status.

Note: After the ETD submission, it is mandatory for graduating PhD students to complete the Survey of Earned Doctorates (SED) by visiting the SED website at <https://sed-nces.org/GradDateRouter.aspx>. Email confirmation sent to the Coordinator that the survey has been completed is required for graduation.

Step Two: Traditional Binding Submission -

All students submitting a manuscript (BS Honors, MS, and PhD) are required to submit hard copies for traditional Binding.

For graduate students, the college requires one bound copy for the department. The student will verify with their advisor if a bound copy is required for the advisor. The minimum requirement for graduate students is 1-2 copies and 1-2 copies for BS Honors Thesis (The Honors College no longer requires a copy).

Students are welcome to purchase additional personal copies for themselves. **Microfilming is no longer required for dissertations.**

Color images used in figures and tables are permitted in the final printed copies. Hard copies need to be submitted by the binding deadline listed online. Paper requirements are 20-pound weight, 8 1/2" x 11" white bond paper (with a minimum of 25% cotton fiber content).

Writing Center

Any graduate student can schedule an online graduate consultation to make a one on one appointment with a Graduate Writing Consultant to get help on their thesis and dissertation writing skills. Please go to:

<https://uh.mywconline.com/> to register and select “Graduate Consultations Spring 2024” to schedule an appointment. There is no cost to students for this service.

- D. Margins Left – 1.5 inches, and 1 inch for right, top, and bottom.
- E. Style and Language Content Use double-spacing throughout entire work. Figure legends and Table captions should be single-spaced. The font size should be 10–12 pt. Figures and tables should be placed in the text at their point of mention. They should not be grouped at the end of a chapter nor in an appendix. **The preferred font for the text is Times Roman, 12 point. (Note: This document is not written in that font.)**
- F. References Should be placed in a consistent format and placed at the end of the work before appendices. Resources and guides for scientific papers: The Institute of Physics Style Manual, APA, Turabian and Chicago Manual of Style. **Do not include “et al.” in the references,** list all authors’ names here.
- G. Committee Appointment
Form your committee as early in your research project as possible – you are required to have your committee formed in the semester prior to your defense. Once the members agree to be on the committee and sign the form, submit this form to your academic advisor.

COMMITTEE APPOINTMENT PAGE (sample) – Student must obtain this form from their major department.

UNIVERSITY OF HOUSTON

CULLEN COLLEGE OF ENGINEERING

Department _____

APPOINTMENT OF (Doctoral) Dissertation Committee
(Master's) Thesis Committee

for _____
Last, first, middle Student number Date passed Dept/Qual/Comp Exam

Anticipated field of research _____

Tentative title of thesis or dissertation _____

It is requested that the following Graduate Faculty members be appointed to constitute the Doctoral/Master's Committee for the student named above. By initialling below, they have agreed to serve if appointed.

	COMMITTEE MEMBERS	AFFILIATION	Accepted (initial)
1.	_____ (Chair)	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Approved _____
Graduate Advisor Date

Approved _____
Department Chair or
Interdisciplinary Chair Date

Approved _____
Associate Dean for Graduate Studies
Cullen College of Engineering Date

- H. Title Page Follow the format specified on the Title page. Please see the Sample Title page (see Front Matter) for an example of correct format. The thesis and dissertation committee members will no longer sign a signature page when they approve the thesis or dissertation. Instead, committee members will sign an approval form, stating that they have read and examined the manuscript. The committee members will certify that it is adequate in scope and quality as a thesis/dissertation for a graduate degree and indicate their approval or disapproval of the content prior to being submitted to the college/department for processing and acceptance.
- I. Abstract Should be a concise statement of the problem, procedure or methods, results, and conclusions. Must not exceed 350 words.

J. Proper Placement of Pages

1. Title Page - Must show end-of-semester date (e.g., May, August or December 2024 only).
2. Copyright Page – is optional and free, this gets placed after the Title page.
3. Dedication - Optional
4. Acknowledgments - Optional
5. Abstract – should not exceed 350 words.
6. Table of Contents – Front Matter pages with Roman numerals: Acknowledgements, Abstracts, etc.
Chapters and sections listed.
7. List of Tables
8. List of Figures
9. Nomenclature- Optional
10. Text- content, body of work
11. References
12. Appendices-Optional
13. Blank sheet of paper at the end of each copy submitted

K. Organization of the Thesis

1. Introduction
2. Review of Previous Work
3. Analysis of the Problem (or description of the experimental apparatus, or whatever is appropriate).
4. Results and Discussion
5. Summary and Conclusions

[Variations to this format are acceptable, this is just an example].

L. Numbering the Pages

- For the front matter pages, such as Dedication/Epigraph, Acknowledgements, Abstract, Table of Contents, List of Figures, etc. use lowercase Roman numerals, i, ii, iii, iv, etc.
- The title page counts as page i and the copyright page as ii (but the numbers do not appear on these pages).
- The first visible page number begins with the Dedications/Epigraph page as page iii, (if included), or the Abstract page.
- Begin with page 1 on the first page of Chapter 1.
- Page numbering should appear within the one-inch margin at the bottom center of the page.
- Avoid suffixes such as 10a, 10b for page numbers.
- Number equations, figures and tables consecutively throughout the entire work.

M. Copyright is optional and free of charge due to the new ETD policy. If a student wants a copyright page, it should be placed after the title page. Copyright is not required for BS Honors Thesis. It should appear in the center of the page as: Copyright Year, First Middle Last Name.

N. Thesis Approval

The thesis needs to be format checked and approved by the College Graduate Coordinator. It must be approved prior to electronic submission and binding.

A minimum lead time of three days is needed for reviewing the thesis, email the College Graduate Coordinator to set up an appointment via Zoom. Final submission for binding must be submitted single-sided only. **The Spring 2024 deadline for submission for review is two weeks prior to defense date and latest by Tuesday, April 16, 2024 by 5:00 pm. Your department may require a format check as well. (ECE requires this.)**

O. Deadline for Submission of Copies for Binding

To graduate, a student must upload their ETD and submit hard copies with fully signed approval page to the Dean's Office in E421. All graduate thesis and dissertations (including Honors thesis) are required to submit 1-2 copies.

Include all completed submission documents and payment at this time. **The deadline for submission is Tuesday, May 7, 2024.** Any student missing this deadline must enroll and reapply for graduation in the next semester.

P. Fees

The charge for binding is \$50.00 per copy for BS and graduate students for up to 150 pages. The price for binding increases to \$60.00 for 150 to 200 pages and by \$5 for every 15 pages. The method of payment is online via debit/credit card at your myUH account. A nominal processing fee will be charged.

Q. Helpful Writing and Style Hints

- Use correct American English- grammar, punctuation, and spelling, (rather than British-English spelling).
- Use complete sentences.
- May use first, second, or third person and either active or passive voice– be consistent.
- Write decimal fractions preceded by a leading zero as 0.05 seconds.
- If you prefer to use an abbreviation for units, e.g., 0.05s, do so, but be consistent in your usage.
- Do not begin a sentence with a numeral, a symbol, or an abbreviation.
- Do not use one-sentence paragraphs.
- In the References section, titles of articles should be enclosed in quotation marks, titles of books should be underlined and names of journals should be italicized.

R. Equations

Use “math font” (Times Roman italic) for math symbols. If you are using Word, then it is strongly recommended that you use MathType to do your equations.

Consider equations as part of the sentence where they are used. They are not stand-alone entities.

Examples:

Newton's second law is

$$\underline{F} = m\underline{a}, \quad (1)$$

where \underline{F} is force vector (or $F = \text{force}$), m is mass, and a is acceleration.

Newton's second law can be expressed as

$$F = ma. \quad (2)$$

Newton's second law is given by

$$F_x = ma_x. \quad (3)$$

Engineers frequently misuse the colon. The presence of a colon implies a list. The correct use of a colon appears in the next example.

The boundary conditions for equation (7) are as follows:

$$u = 0 \text{ at } x = 0, \quad (8)$$

$$u = U \text{ at } x = h, \quad (9)$$

$$v = 0 \text{ at } y = 0, \quad (10)$$

and

$$v = 0 \text{ at } y = d. \quad (11)$$

Another example involves a word list in a sentence.

The list of variables describing the pressure drop of the flow of a fluid in a pipe is the following: average velocity, density, viscosity, pipe diameter and length, and surface roughness.

Note that the above equations are centered on the page as much as possible and that the equation numbers are right-justified.

S. Numbers and Numerals

Always use a numeral (symbol for the number) when expressing the number of units of a dimension, e.g., 7 feet, 12 cm, 100 watts, 105 kg.

When expressing a quantity of something, use the word when the quantity is less than ten, e.g., the last three figures; use the numeral when the quantity is ten or more, e.g., the 12 variables.

T. Units

Adopt a consistent unit. Abbreviations are acceptable, e.g., ft (or ft.) for either foot or feet. Avoid using symbols like " to express units in inches.

Best Dissertation

Eligibility

The award will be given once a year and will include a first place and second place winner. The award will be given in the Fall (which includes the previous Fall, Spring, and Summer graduates) for those who successfully defend and submit their dissertation by the deadlines. The recipient receives a plaque and an honorarium of \$1,000 or \$500.

Nomination Procedure

Each Department may nominate one student.

1. Nomination Form
2. Nomination Letter from Major Professor
3. Link to Dissertation
4. Up to five papers that are directly associated with the dissertation research
5. Two-page CV
6. A link to a five minutes-long video created by the student, in which the thesis is summarized

<https://www.egr.uh.edu/academics/graduate-programs/best-dissertation-award>

Best Dissertation Award Winners

First Place Recipient: Feng Fang,
Department: Biomedical Engineering,
Dissertation Title: Brain Controllability Analysis,
Advisor: Dr. Yingchun Zhang

Second Place Recipient: Adam Mallette,
Department: Chemical & Biomolecular
Engineering, Dissertation Title: Regulating
Zeolite Nucleation using Alkali Cations and
Higher Valence Elements,
Advisor: Dr. Jeffrey Rimer

Second Place Recipient: Kosar Mozaffari,
Department: Mechanical Engineering,
Dissertation Title: The Interaction of Nonlinear
Deformation and Electrostatics with
Applications for Designing New Materials and
Explaining Natural Phenomena,
Advisor: Dr. Pradeep Sharma

REMINDERS

1. Show end of semester date on Title page.
2. **NOTE: A research professor cannot serve as a Chair, but can serve as a Co-Chair with a tenure track Professor. A Chair or Co-Chair must be affiliated with the student's home department of their major.**

ALL MANUSCRIPTS WILL BE BOUND AS SUBMITTED.

3. The committee should be appointed at least one semester prior to your defense. Your committee should be given at least two weeks to read your thesis prior to the defense. Choose a style and stick with it. For example, if you use an abbreviation, such as "Eq.," for the word equation, use it exclusively. The only time you would not use the abbreviation (or whatever your choice of style is) would be at the beginning of a sentence where the full word would be used. The first line of every paragraph should be indented (5 spaces).
4. Equations should be numbered at the right hand margin and should be placed in parentheses. Do not use letters in numbering equations unless they are defining parts of the equation.
5. Numbering equations, figures, tables, etc., is your preference. You may number these consecutively (Eq. (1), Eq. (2), Fig. 7, etc.), or you may number by chapter (Fig. 1-1, Fig. 1-2, Fig. 4-1, Eq. (3-2), etc.).
6. Read all of these guidelines and suggestions carefully. If you have questions, ask before you submit the thesis. Don't wait until you turn in the thesis to find out that you did something wrong.
7. Be consistent.

A list of common mistakes are available in the handout and online guide.

Updates for Theses and Dissertations

As of Fall 2019, graduate students should use the new UHGS Written Thesis/Dissertation Approval Form. The thesis and dissertation committee members will no longer sign a signature page when they approve the thesis or dissertation. Instead, committee members will sign an approval form, stating that they have read and examined the manuscript. The committee members will certify that it is adequate in scope and quality as a thesis/dissertation for a graduate degree and indicate their approval or disapproval of the content prior to being submitted to the college/department for processing and acceptance.

Graduate students should use the new UHGS template for the front matter (Title page, Acknowledgments, Table of Contents, etc.)

<http://www.uh.edu/graduate-school/academics/thesis/>

- Front Matter Template:
<https://www.egr.uh.edu/academics/graduate-programs-policies/guide-preparation-thesesdissertations>
- Written Thesis/Dissertation Approval Form:
https://www.egr.uh.edu/sites/ccoe.egr.uh.edu/files/files/written_thesis_dissertation_approval_form_082019.pdf

Resources for Preparation of Theses and Dissertations

- MathType Guide (for making equations):
https://www.egr.uh.edu/sites/ccoe.egr.uh.edu/files/files/mathtype_for_making_and_managing_equations.pdf
- Guide for Automatic Reference Numbering:
https://www.egr.uh.edu/sites/ccoe.egr.uh.edu/files/files/automatic_reference_numbering_in_word.pdf

- EndNote Online is free, it is a web based basic version and can be accessed through UH Libraries using the instructions link
<https://guides.lib.uh.edu/c.php?g=1074484&p=7825254>
- A lot of our Faculty and students use Mendeley Desktop which is free and open source
<https://www.mendeley.com/reference-management/mendeley-desktop>
- Another free, open source tool is “Zotero” recommended by UH Libraries
<https://guides.lib.uh.edu/c.php?g=1074484&p=7831919>

Common Thesis and Dissertation Format and Style Pitfalls

MathType:

Equations in a thesis or dissertation often do not look very nice, or at least not as professional as they could. If you are writing your document in Microsoft Word, it is strongly recommended that you use MathType (instead of using the built-in Equation Editor in Word). (If you are using Latex, then your equations should automatically look nice.) MathType also allows for automatic equation numbering and referencing, and is easy to use. The College of Engineering has a site license for MathType.

To obtain a free license, please submit a request form by going to this link:

<https://forms.office.com/r/sd0agNuawV>

For more information about MathType, please visit this link:

https://www.egr.uh.edu/sites/ccoe.egr.uh.edu/files/files/mathtype_for_making_and_managing_equations.pdf

Specific Style Comments:

- Please make sure that you cite your references in numerical order in the text. The first reference that you cite should always be [1], followed by [2], etc.
- Please note that when indicating a date or page range, you should use the “en-dash”, not the usual hyphen. That is, use “[1]–[10]”, not “[1]-[10]”.
- Please make sure that all math symbols in the text are put in proper math font, which is Times Roman italics. So, for example, you should write “*x*” and not “x”, and “*t*” instead of “t”.
- Variables should appear the same in the equations as they do in the text (usually in math font).
- Be consistent with how you treat units, in terms of whether or not the units are in italics and whether or not there is a space between the numbers and the units. An example is: “10.36 mm”. Here we put a space between the number and the units, and the units themselves are not in italics.
- Always use lower case (and math font) for the coordinate variables (*x*, *y*, *z*).

- Please try to be consistent with how variables and parameters appear in the text and in the figures. Always use math font when appropriate.
- The names of math functions, such as “exp”, “sin” and “log” should not be in italics.
- Please make sure to allow enough space between figure captions and the text above and below, so your figures do not look too crowded with the surrounding text.
- Try your best to keep figure captions with the figures, on the same page. This may mean moving a figure to the next page and re-arranging the text. The same with tables.
- Please put proper punctuation after equations, usually a comma or a period, as appropriate.
- Please put equations number at the right margin for all displayed equations.
- Please avoid making words such as “where”, “and”, and “or” to be a part of an equation. These words should be on a separate line, but not made part of an equation.
- In the reference section, when writing your references, please be consistent with the format of the article titles. You can choose either title case or sentence case, but please be consistent. (Title Case is Like This. Sentence case is like this.) The same for the journal titles and book titles. A sample format for references is given at the end of this document. You do not have to follow this format, but please be consistent in your style.

Sample Equation

Here is a sample equation and surrounding text, with punctuation shown:

The complex Poynting theorem in the phasor domain is

$$\begin{aligned}
 \int_V -\frac{1}{2}(\underline{E} \cdot \underline{J}^{i*} + \underline{M}^i \cdot \underline{H}^*) dV &= \oint_S \underline{S} \cdot \hat{n} dS \\
 &+ 2j\omega \int_V \left(\frac{1}{4} \mu' |\underline{H}|^2 - \frac{1}{4} \epsilon_c' |\underline{E}|^2 \right) dV \\
 &+ \int_V \left(\frac{1}{2} \omega \epsilon_c'' |\underline{E}|^2 + \frac{1}{2} \omega \mu'' |\underline{H}|^2 \right) dV,
 \end{aligned} \tag{1}$$

where

$$\epsilon_c = \epsilon' - j\epsilon'' \tag{2}$$

and

$$\mu = \mu' - j\mu'' . \quad (3)$$

In this equation ε_c and μ are the complex permittivity and permeability, respectively.

Sample Reference Section:

- [1] W. W. Hansen, "Radiating Electromagnetic Waveguide," U.S. Patent No. 2,402,622, 1940.
- [2] J. N. Hines and J. R. Upson, "A Wide Aperture Tapered-Depth Scanning Antenna," Ohio State Univ. Res. Found., Report 667-7, Columbus, Ohio, December 1957.
- [3] G. V. Trentini, "Partially reflecting sheet arrays," *IEEE Transactions on Antennas and Propagation*, vol. 4, pp. 666–671, Oct. 1956.
- [4] C. Mateo-Segura, M. Garcia-Vigueras, G. Goussetis, A. P. Feresidis, and J. L. Gomez-Tornero, "A simple technique for the dispersion analysis of Fabry-Perot cavity leaky-wave antennas," *IEEE Transactions on Antennas and Propagation*, vol. 60, no. 2, pp. 803–810, Feb. 2012.
- [5] S. K. Podilchak, S. F. Mahmoud, A. L. P. Freundorfer, and Y. M. M. Antar, "Perturbation analysis of planar periodic leaky-wave antennas fed by cylindrical surface-waves," *URSI General Assembly and Scientific Symposium*, Aug. 13–20, 2011.
- [6] A. Foroozesh and L. Shafai, "2-D truncated periodic leaky-wave antennas with reactive impedance surface ground planes," *IEEE Antennas and Propagation Society International Symposium*, pp. 15–18, July 9–14, 2006.
- [7] W. H. Hayt and J. A. Buck, *Engineering Electromagnetics*, 9th Edition, McGraw-Hill, 2019.
- [8] R. F. Harrington, *Time-Harmonic Electromagnetic Fields*, Wiley - IEEE Press, 2001.

Document prepared by David R. Jackson, 03/01/2024.

{Replace text in "< >" with your text; remove all blue text before finalizing}

<Title of Work, Centered, Capitalize Each Word>

by
<First Name Middle Name Last Name>

A <thesis/dissertation> submitted to the <Department>,
<College>
in partial fulfillment of the requirements for the degree of

<Degree >
{MASTER OF ARTS, MASTER OF SCIENCES, DOCTOR OF PHILOSOPHY, DOCTOR OF EDUCATION, etc}
in <Major>

Chair of Committee: <Name>

Co-Chair of Committee: <Name> (Optional)

Committee Member: <Name>

Committee Member: <Name>

Committee Member: <Name>

Committee Member: <Name>

University of Houston
Month Year

Copyright <Year>, First Name Middle Name Last Name

(Optional)

DEDICATION/EPIGRAPH

Students may optionally include a dedication or epigraph and if included, each should be denoted with a separate page.

(Optional)

ACKNOWLEDGMENTS

The purpose of this page is to recognize scholarly and professional assistance, support and advice; the inclusion of references to persons who provided clerical help, help with field studies, financial assistance, and permission to use copyrighted materials is also acceptable. Acknowledgments should be brief, in a professional style, and should not exceed two pages.

(Optional)

ABSTRACT

The abstract should be a concise description of your thesis/dissertation. Typically, the abstract should be no more than 350 words in length. The text of the abstract should be double-spaced.

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{This is an automatically generated Table of Contents made with Microsoft Word as an example}

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{This is an automatically generated List of Figures made with Microsoft Word for an example only}

**WRITTEN THESIS/DISSERTATION
(DOCTORAL, MASTERS) APPROVAL FORM**

Student's Name:

(Name must match UH student records)

Student Email:

UH PeopleSoft ID:

Degree (check one):

Doctoral

Masters

Program:

Defense Date:

Anticipated Date of Graduation (Month/Year):

Thesis/Dissertation Title:

We, the undersigned committee members have read and examined this manuscript. We certify that it is adequate in scope and quality as a thesis/dissertation for this graduate degree and indicate our approval of the content of the document to be submitted to the college/department for processing and acceptance, OR we indicate our dissent below.

		Approve	Disapprove
Chair: _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Printed Name	Signature		
Member: _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Printed Name	Signature		
Member: _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Printed Name	Signature		
Member: _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Printed Name	Signature		
Member: _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Printed Name	Signature		
Member: _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Printed Name	Signature		

Collegiate Dean or Associate Dean (as required by program)

Once approval has been received from the college, students must submit the college-approved thesis or dissertation. Students will submit the work and faculty will approve it using Vireo, following the instructions found at the following link: <http://www.uh.edu/graduate-school/thesis/>. Students must submit their documents in Portable Document Format (PDF) per the guidelines on the web site, following all program, department, and/or college-specific requirements. This form should be submitted as "image only" to the Graduate School via IRIS by the Graduate Coordinator/Advisor.

Name: _____ Masters Thesis ____ or PhD Dissertation ____

Thesis/Dissertation Submission Checklist
Cullen College of Engineering

1. Updates

- a) Starting in Fall 2019, graduate students should use the new UHGS Written Thesis/Dissertation Approval Form.

The thesis and dissertation committee members will no longer sign a signature page when they approve the thesis or dissertation. Instead, committee members will sign an approval form, stating that they have read and examined the manuscript. The committee members will certify that it is adequate in scope and quality as a thesis/dissertation for a graduate degree and indicate their approval or disapproval of the content prior to being submitted to the college/department for processing and acceptance.

- b) Graduate students should use the new UHGS template for the front matter (Title page, Acknowledgements, Table of Contents, etc.)

<http://www.uh.edu/graduate-school/academics/thesis/>

2. Preliminaries

- a) Margins: 1.5" left and 1" all other sides

- b) Spacing: double spacing required except for Figure and Table captions.

- c) Fonts: uniform all throughout the thesis including Title and Abstract Page, figure and table captions, appendices (except for appendices containing computer program listings). Font size should be between 10 and 12 points.

- d) Title Page

Exactly as indicated in guideline at

<http://www.eqr.uh.edu/academics/graduate-programs-policies/guide-preparation-thesesdissertations>

- e) Page numbering begins with "i" (no quote marks) as lower case Roman numeral. The Title page is counted but number is not shown. The first page that will show a number will be Dedication/Epigraph (optional) and should be either ii or iii (for dissertations with copyright page). Use lower case Roman numerals for preliminaries (Dedication/Epigraph, Acknowledgements, Abstract, Table of Contents, List of Tables, List of Figures, Nomenclature). Use Arabic numerals beginning on first page of Chapter One throughout remainder of the thesis/dissertation including Appendices. Page numbers must be centered in the bottom 1" margin of the page.
- f) Table of Contents: should begin with Dedication/Epigraph (optional), Acknowledgements (optional), Abstract, Table of Contents, List of Tables, and List of Figures with proper lower case Roman numerals. Should list References and all Appendices. Page numbers must match with the text.
- g) List of Tables: must be on a separate page. Table captions must match table captions in the text. Indent multi-line figure captions.
- h) List of Figures: must be on a separate page. Figure captions must match figure captions in the text. Indent multi-line table captions.

i) Abstract is limited to 350 words.

Comments:

3. Format and Style

a) Chapter headings – font size should not be bigger than 16 points and section headings should not be bigger than 14 point font while the rest of the thesis should not be bigger than 12 points. Do not underline a chapter heading. Heading should be either left justified or centered. Top margin for a chapter heading should be between 1" and 1.5".

b) Section headings – should be left justified. Subsection headings can be indented.

c) Paragraph – indent 1 tab (5 spaces) to indicate start of a new paragraph; do not skip a line

d) No large white spaces anywhere, especially at the end of a page (unless it's the last page of a chapter); move text to fill in. It is okay to have a section split by a full page figure.

e) Figures

Figure caption below the figure; figure should not be so fuzzy that it is not readable and will not copy well. Leave a space between figure and the figure caption.

If a figure is taken from literature, must be quoted in text; however, no need to indicate it in the caption. Must be referenced in the text.

No long captions (more than 3 lines); explain figure in the text.

Indent multi-line captions.

Should be placed at the point of reference, on either the same page or the following page.

Do not submit freehand drawings. Do not submit drawings with freehand lettering.

f) Tables

Table caption above the table. Do not break a table onto two pages unless it is a large table.

No long captions (more than 3 lines); explain the table in the text.

Indent multi-line captions.

Use "continued" as in "Table 2 (continued)" for a table continued on the following page(s).

Should be placed at the point of reference, on either the same page or the following page.

g) Equations – must treat as part of a sentence, with proper punctuation; see

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h) References

Not numbered as a chapter. Must be double-spaced.

References listed must be referred to in the text.

Must begin with author names. Put article title within quotes, italicize journal titles and underline book titles.

Follow an acceptable style such as APA, MLA, Turabian. It is acceptable to follow a style

according to a professional journal in your field. Attach a sample page.

Do not use *et al.* in list of references (only in the text when there are three or more authors).

All punctuation “,” or “.” must be within the closing quote:

Incorrect: “-----”, or “-----”.

4. General

- a) No orphan headings at the bottom of a page; no widows at the top of the page.
- b) Use colon (:) only to list items. No colons at the end of a section or a subsection heading.
- c) All sentences should be complete sentences; they must contain a subject and a predicate. An equation is not a sentence; it must be part of a sentence. The equal sign in an equation does not serve as the predicate in a sentence.
- d) Inconsistency. The format chosen must be followed throughout the thesis/dissertation. This includes spacing before and after titles, selection of subtitle styles, etc.
- e) Make sure your thesis is photocopied properly. Variations in darkness of a copy (on a page or from page to page) are not acceptable.
- f) Abbreviation for, for example, that is, and others, and et cetera is: e.g., i.e., et al., etc.

Comments:

Requested Action(s):

- Thesis acceptable as it stands; submit final copies.
- Make corrections; get approval; submit final copies.
- Make corrections; resubmit for review.

1st Review by _____ Date _____

2nd Review by _____ Date _____

3rd Review by _____ Date _____

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Include the previous version**