

GENERAL GUIDELINES FOR THESES IN GRADUATE PROGRAMS SCHOOL OF ARTS AND SCIENCES SUL ROSS STATE UNIVERSITY

It is the intent of these thesis guidelines to be general and flexible enough to be adaptable to any form manual which students are required to follow in their discipline. Each form manual, however, differs somewhat from the next, and when in doubt, the student's advisor should be consulted.

Steps in Writing the Thesis

I. The Prospectus

The prospectus should be a brief summary, about 500 words, describing the student's topic and how he or she plans to conduct necessary research and the method(s) to be used. Usually, the prospectus is written and submitted while a student is enrolled in the 6301 thesis course. The sequence of elements in the prospectus should be in the following order:

- A. Title Page, signed by student's committee members
- B. Tentative Outline, later to become Table of Contents in the Thesis
- C. Narrative of about 500 words describing research to be conducted and method(s) to be used
- D. A brief Bibliography of Literature Cited

A sample of each is included in these Guidelines. The original signed copy of the prospectus should be submitted to the Dean for approval well in advance of the major portion of the research process.

II. The Thesis

The thesis should be submitted by students pursuing the Master of Arts, Master of Science, and in some cases the Master of Education degrees in accordance with the requirements set forth by their disciplines and committee chair.

A. Form and Style

Students should consult with their committee chair as to the form and style to be used. Various departments use guides particular to their own requirements. These guides can be purchased in the campus bookstore, and reference copies are kept in the Dean's office and the Library:

Biology

Education

Geology

History

CBE Style Manual

Form and Style, latest ed., Campbell and Ballou

Any common Geological journal style can be used.

A Manual for Writers of Term Papers, Theses and Dissertations, latest ed., Turabian

SAMPLE PROSPECTUS

CENTERED TITLE

A Prospectus

by

Name

Date (Month & Year)

Approved:

Approved:

Dean of Arts and Sciences

SAMPLE

TENTATIVE OUTLINE

- I. Introduction
 - A. Purpose of the study
 - B. Significance of the study
- II. Morphology
 - A. External
 - 1. Flowers
 - 2. Leaves
 - B. Internal
- III. Ecology
 - A. Topography of environment
 - 1. Elevations of occurrence
 - 2. Soil and rock preferences
 - B. Soil Studies
 - 1. Temperatures
 - 2. Moisture holding ability
- IV. Distribution
 - A. Primary areas
 - B. Secondary areas
- V. Summary and Conclusion

SAMPLE

CENTERED TITLE

The text of the prospectus should be spaced the same as in the thesis and should be about 500 words in length describing how your research will be conducted and the method(s) used.

Continuation of prospectus text, beginning at top margin, 1 inch from the top of the page.

SAMPLE

LITERATURE CITED

- Bandel, K. 1994. Comparison of Upper Triassic and Lower Jurassic gastropods from the Peruvian Andes (Pucara Group) and the Alps (Cassian Formation): *Palaeontographica*, A, 233:127-160.
- Bassler, R. S., 1915, Bibliographic index of American Ordovician and Silurian fossils: *Bulletin of US National Museum*, 92, 1521 p.
- Butts, C., 1941, Geology of the Appalachian Valley in Virginia, part 2, fossil plates and explanations: *Virginia Geological Survey Bulletin*, v. 52, p. 271.
- Fřyda, J., and Manda, S. (1997). A gastropod faunule from the *Monograptus uniformis* graptolite Biozone (Early Lochkovian, Early Devonian) in Bohemia: *Mitteilungen aus dem Geologisch-Palaeontologischen Institut der Universität Hamburg*, v. 80, p. 59-122.
- Knight, J. B. and Bridge, J. 1944, Gastropoda, p. 437-479. *in* Shimer, H.W., and Shrock, R.R., (eds.), 1944. *Index Fossils of North America*. New York, John Wiley & Sons.
- Knight, J.B., Cox, L.R., Keen, A.M., Batten, R.L., Yochelson, E.L., and Robertson, R. 1960. Systematic descriptions, p. 1169-1324, *in* Moore, R.C. (ed.), *Treatise on Invertebrate Paleontology*, Pt. I, Mollusca 1. Geological Society of America and University of Kansas Press, Lawrence.
- Koken, Ernst, 1896, *Die Leitfossilien*: Leipzig, C. H. Tarnitz, 848 p.
- Oehlert, D., 1877, Sur les fossiles dévoniens du département de la Mayenne: *Bulletin de la Société Géologique de France*, 3^e série, v. 5, p. 578-603.
- Ponder, W.F. and Waren, A. 1988. Classification of the Caenogastropoda and Heterostropha - a list of the family-group names and higher taxa. 288-326. *In*: W.F. Ponder: *Prosobranch Phylogeny*, Malacological Review Supplement.
- Roemer, F.A., 1852, Beiträge zur geologischen Kenntnis des nordwestlichen Harzgebirges: *Palaeontographica*, v. 3, p. 69-111.