

## Thesis Information

Once the thesis has been finalized and approved, the student must have 4 copies printed on 100% cotton bond. Each copy should have a hard back cover (semi permanent) with the title of the thesis printed on the spine. The student will need to get four original signature pages, one for each copy of the thesis. Once printed, the four copies must be turned into the Graduate office and will be distributed as follows:

- 1 for the student
- 1 for the advisor
- 1 for the College
- 1 for the library.

To have the thesis copyrighted, 1 plain copy should be sent to ProQuest. They can be reached at (800)521-0600 or <http://www.proquest.com/>.

For printing, students may contact the Texas A&M University-Commerce Print Shop at (903) 886-5707. Another source is Library Binding at (800)792-3352, <http://www.librarybinding.com/contact.html>.

All costs for printing and copyrighting are to be paid by the student.

# GRADUATE SCHOOL

## THESIS PROPOSAL

Execute and submit to the Dean of your College no later than the semester prior to graduation.

Name \_\_\_\_\_ SS# \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Degree \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Title of study \_\_\_\_\_

\_\_\_\_\_

Give a brief statement on purpose, background, and methodology of this study.

\_\_\_\_\_  
Name of Thesis Guide/Edition

\_\_\_\_\_  
Signature of Student

Approved:

\_\_\_\_\_  
Major Adviser

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Date

**TEXAS A&M UNIVERSITY-TEXARKANA**

## **THE GRADUATE SCHOOL SUBMISSION AND PREPARATION OF THE THESIS**

The Graduate School will only accept manuscripts that have been approved by the student's committee and are in the final form. Refer to "Thesis" in the General Catalog for information pertaining to the thesis procedures.

### **SUBMISSION**

The manuscript must be submitted to The Graduate School five weeks before commencement. Upon the approval of the manuscript by the Graduate School, the candidate will be contacted to pick up the manuscript, make corrections and have the final copies made. Candidates are required to submit four final copies to be bound. If the student desires additional bound copies, arrangements can be made.

### **PREPARATION**

The style manual approved by the department should be used for thesis preparation, except for the following requirements:

1. The text of the thesis must be a standard face of type. All final copies must be submitted on a good grade of 100 percent rag content bond paper, 20-pound weight, 8 ½ by 11.
2. The margins for each page shall be as follows: Left side, one and one-half inches, all other margins, one-inch.
3. Arrangement of materials in the manuscript will be as follows: Blank Sheet; Title Page; Signature Sheet; Copyright Page (if applicable); Abstract; Acknowledgements (if applicable); Table of contents; List of Tables (if applicable); List of Figures (if applicable); Body; Bibliography Appendix (if applicable) Vita; Blank Sheet.
4. The first page of each major division of the manuscript (such as the Table of Contents, Acknowledgements, Bibliography, etc.) and the first page of each chapter must be numbered in the center of the bottom of the page, one line below the one-inch margin. Number all other pages at the top, right-hand side. The two blank pages and the title page are not numbered; all other pages of the manuscript must be numbered. Preliminary pages are numbered with small Roman numerals. The signature page is given page number "ii". The body of the manuscript is numbered with Arabic numbers.
5. The format of the title page, signature sheet, abstract and vita shall follow the guides attached to this handout.
6. The copyright page (if applicable) will be page iii. Center "Copyright @ year" on line 56 and your name on line 58.

THE GRADUATE SCHOOL

FINAL THESIS REPORT FOR THE MASTER'S DEGREE

Submit this report at the time your thesis is presented to The Graduate School.

Date \_\_\_\_\_

Name \_\_\_\_\_ SS# \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_ Degree \_\_\_\_\_  
(if applicable)

Thesis Title (Do not include 595 title): \_\_\_\_\_

\_\_\_\_\_

Thesis Defense \_\_\_\_\_ Date \_\_\_\_\_  
Pass/Fail

Additional requirements for students who fail:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Major Adviser

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

## **Title Sheet Guide**

(12 lines)

### **TITLE OF THESIS**

(Center title between the left and right markings. Succeeding lines of title must be shorter than the preceding line and double-spaced.)

(20 lines)

by

**YOUR NAME**

(2 lines)

(20 lines)

Submitted to the Faculty of the Graduate School  
of Texas A&M University-Texarkana  
in partial fulfillment of the requirements  
for the degree of  
"YOUR SPECIFIC DEGREE IN CAPS"  
Month, Year

## **Signature Sheet Guide**

(adm 8/7/02)

(12 lines)

**TITLE OF THESIS**

(Center title between the left and right margins. If the title is two or more lines long, each line must be shorter than the preceding line and double spaced.)

(26 lines)

Approved:

_____	Major Adviser	(3 lines)
_____	Committee Member	(3 lines)
_____	Committee Member	(3 lines)
_____	Committee Member	(3 lines)
_____	Dean	

**Abstract Guide**

(12 lines)

ABSTRACT

(2 lines)

TITLE OF THESIS

(4 lines)

Your Name, (Degree)

Texas A&M University-Texarkana, (Year)

(4 lines)

Adviser: Name of your Adviser

(4 lines)

Begin abstract. Abstract should include purpose, procedure, results and conclusions. A thesis abstract shall not exceed 150 words.

The word ABSTRACT should be centered and positioned 12 lines from the top of the page. The title is single-spaced, each line shorter than the preceding line. Use your specific degree after your name (M.S., etc.) and the year your degree is conferred after Texas A&M University-Texarkana.

page no.

**Vita Guide**

(12 lines)

VITA

(3 lines)

Suzanne Jones Durkee was born in New Boston, Texas, on July 15, 1942, the daughter of Mary Suzanne Davis Jones and William Jack Jones. After graduating from Texas High School, Texarkana, Texas, in 1960, she enrolled at the University of Texas at Arlington, Arlington, Texas. She received her Bachelor of Science degree with a major in mathematics and a minor in computer science in August 1965 from the University of Houston. She taught mathematics in Oak Cliff High School, Dallas, Texas, for three years following her graduation from college. In September 1968, she enrolled in The Graduate School of Texas A&M University-Texarkana and was awarded the Master of Science degree in August 1990. She was employed as an instructor in mathematics at Texarkana College, Texarkana, Texas in September 1971 and has continued in that position to the present. In 1966 she married George Durkee of Hooks, Texas. One daughter, Mary Sue, was born in 1967.

(3 lines)

Permanent address:       1511 Pine View Street  
                                  Texarkana, Texas 75503

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