

The University of Texas
Rio Grande Valley™
.....
Graduate College

Dissertation Manual

Instructions Concerning the Preparation of
Proposals and Dissertations

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FORMS:

DISSERTATION SUBMISSION CHECKLIST

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CERTIFICATION OF COMPLETION THESIS OR DISSERTATION FORM

I. OVERVIEW

This manual has been prepared to assist students and their advisory committees in the preparation of proposals, and dissertations.

The primary purpose of this manual is to provide certain uniform standards regarding style and format, but also to allow enough flexibility to satisfy the acceptable practices of each academic discipline. This manual is designed to be used in conjunction with the style manual approved by the student's department or college. It is the responsibility of the student to ascertain the approved style manual to be used. The directions contained in this manual supersede any directions contained in the style guides selected by departments and colleges (for example, AAA, APA, Chicago, CSE (formerly CBE), MLA, etc.). Students are cautioned to avoid using another student's dissertation as a model because what is acceptable in one instance or in one discipline might not be acceptable in another. In addition, there may have been changes in Graduate College policy and in style manual requirements.

INTRODUCTION

Selecting an appropriate dissertation topic is one of the most significant aspects of graduate work. The topic should be the result of thoughtful consideration by and cooperation among the student, the Committee Chair, and the entire advisory committee.

The finished dissertation must reflect a comprehensive understanding of the pertinent literature (which must be properly cited), and express in clear and readable language, the method, results, and significance of the student's research. Full documentation and appropriate tabular and/or graphic presentation are especially important. The length of the completed manuscript should be no longer than is necessary to present all pertinent information. This length will of course vary widely, according to research topics, academic disciplines, and the degree being sought.

The dissertation should be presented as a single unit of scholarly and well-integrated narrative, properly supported and documented, reporting the original work done by the student under the supervision of the advisory committee. No dissertation should be a series of separate but related journal-type articles; continuity from chapter to chapter is important. A dissertation corresponds in format to a book with a continuous narrative, not to an anthology.

The dissertation is a requirement for the doctoral degree. Qualitatively, the two works are often distinguished along the following lines: dissertation contributes wholly original knowledge to a field of study. For issues related to the appropriate content of the dissertation, the student should primarily rely on the recommendations of his or her committee members.

PROPOSAL

The proposal is simply a description of the research which the student intends to undertake and on which the student will report in a much more detailed and comprehensive fashion in the completed dissertation. It offers the student an opportunity to convince the Chair and the other members of the advisory committee of the student's ability to pursue the projected topic to a successful conclusion. The nature of the problem to be examined, the status of current research relating to the subject under consideration, the research method, and the importance of the projected work should be carefully but succinctly narrated in the

proposal.

All rules of style and format which apply to the completed dissertation also apply to the proposal. The proposal will be double-spaced. The narrative portion of the proposal normally should not be more than ten (10) pages. In addition to the narrative, the student must include a list of the literature cited or a tentative bibliography of those materials which may be used later in the completed dissertation. The filing of the proposal will be in accordance with guidelines developed by the individual departments and/or colleges.

HUMAN SUBJECTS/ANIMAL USE

All studies involving human subjects must be reviewed and approved by the UTRGV Human Subjects Review Committee. The criteria are established in accordance with the U. S. Department of Health and Human Services regulations. Departmental and/or college permission may also be required for any study using students and/or faculty as subjects.

All studies using live vertebrate animals must be reviewed and approved by the UTRGV Animal Care and Use Committee. Approval is based on criteria established by the U.S. Public Health Services Policy on Human Care and Use of Laboratory Animals. All students planning research involving live vertebrate animals are under the direction and supervision of a UTRGV faculty member who is responsible for securing any departmental or college permission necessary. Human Subjects or Animal Care Use approval must be secured prior to the final approval of the proposal.

SELECTION OF A JOURNAL MODEL OR STYLE MANUAL

The style and format of proposals and theses vary widely according to academic disciplines, yet there are standards common to all scholarship. The student may be guided in the writing and documentation practices of the respective discipline by following as a model or pattern for style and format a recent issue of one of the more respected scholarly journals in the major field. The completed dissertation must conform as closely as possible to the general format and organization of a published article in the journal, with the exception of specific variations indicated in this manual. If a journal employs a wide variety of styles, then one article from that journal should be selected and its style consistently followed. Consistency of style and form should be the rule throughout the dissertation. The more sophisticated publication and layout practices of some journals (such as double columns on text pages) are not to be followed. The dissertation itself is analogous to a manuscript, not a published final product.

Authors submitting novels, poetry, screenplays, and compositions as theses must follow UTRGV margin and frontal page requirements. In some cases, however, variations are permitted regarding pagination and margins; authors must verify any departures from UTRGV and departmental styles with the Graduate College office before submitting their theses.

SELECTION OF DISSERTATION COMMITTEE

Selection of dissertation committee members will follow guidelines established by each department and/or college.

COPYRIGHT

Since a dissertation is legally classified as a publication, care must be taken not to violate U.S. copyright laws. Authors are discouraged from including copyrighted material (printed tests and measuring instruments, etc.) in the appendix to the dissertation, since such published materials are usually easily available to the reader. Moreover, use of copyrighted materials without permission of the copyright holder constitutes plagiarism; therefore such materials will not be reproduced in the microfilmed dissertation. Inclusion of illustrative graphs, tables, charts, etc. from copyrighted sources is permitted only if a letter of release from the copyright

holder is included in a separate appendix of the dissertation. If there is a genuine need to include copyrighted material, the copyright holder's permission must be secured and the author must add the proper copyright notice (e.g., "Copyright 19—by John Doe. Used by permission.") at the bottom of the first page of all copyrighted materials.

II. *****DISSERTATION PROCEDURES

SETTING UP DISSERTATION COMMITTEE

- Meet with your advisor and set up your Dissertation Committee during your first semester. Creation of the committee will follow guidelines established by each department and/or college.
- As you create your committee, complete the "Application for Dissertation Committee Form" and submit the form to your advisor. It will be signed and routed to the Graduate College office.

SUBMITTING THE DRAFT

- As you write your Dissertation, refer to Section III, of the Dissertation Manual for formatting guidelines.
- Submit the completed draft, as per instructions noted on the manuscript submission page, to the Proquest UMI website: www.etsdadmin.com/utrgv
- Here you will also have the option to select the number of copies to be bound for your personal use. (You will be automatically billed for two copies required by the university at \$35/copy, one copy for the library and one for the department).

Note: The Graduate College does not check the content of your manuscript. Additionally, students are responsible for checking grammar and spelling for all names and titles.

- A draft that is submitted for review should be **complete** except for minor formatting improvements and changes that will be made based on the committee's recommendations. Therefore, a draft should include:
 - All preliminary and supplementary pages
 - Table of contents
 - All chapter title pages and contents
 - References
 - Biographical sketch

The Graduate College will review the formatting of your draft based on guidelines contained in the "Graduate Dissertation Manual". You will be notified by email, when your draft is reviewed with recommendations for any edits that need to be made. If major revisions are required, these must be addressed and the draft resubmitted for review prior to final copy submission. Every effort will be made to complete dissertation review within 4-5 business days of submission.

SUBMITTING FINAL COPIES

- Once the draft of your dissertation has been approved and after your defense, you will upload the final copy of your dissertation as per instructions posted on the ProQuest UMI website: www.etsdadmin.com/utrgv

ENROLLMENT IN A DISSERTATION COURSE

- You must continue to enroll in a Dissertation course each Fall and Spring semester until you complete your Dissertation.

- Students who are applying for graduation must have been enrolled in a Dissertation course during the same semester they plan to graduate in order to be certified for graduation (applies to Summer graduation.)

COPYRIGHT SERVICES

- Per the Library of Congress Web site, “Copyright protection subsists from the time the work is created in fixed form. The copyright in the work of authorship immediately becomes the property of the author who created the work. Only the author or those deriving their rights through the author can rightfully claim copyright.” For more information go to: <http://www.copyright.gov/>.
- Students can elect to have ProQuest/UMI to handle the application for registration of their claim to copyright their work by clicking on appropriate box while uploading the manuscript for final submission and pay the appropriate fee at that time or do it on their own through the U.S. Copyright office website at www.copyright.gov for a fee of \$25.

DEADLINES

SEMESTER	DEADLINE FOR ONLINE SUBMISSION OF DRAFT	DEADLINE FOR SUBMISSION OF FINAL COPY ONLINE AND CERTIFICATION OF COMPLETION OF DISSERTATION FORM
FALL 2016	October 28, 2016	December 12, 2016
SPRING 2017	March 27, 2017	May 8, 2017
SUMMER I 2017	June 5, 2017	July 5, 2017
SUMMER II 2017	July 14, 2017	August 14, 2017

INCLUSION IN THE COMMENCEMENT CEREMONY PROGRAM

- Students who would like to have the title of their Dissertation included in the Commencement Program must submit their draft online by the deadline indicated above for submission of drafts and titles. If the draft is not uploaded by the published deadline, the dissertation title will not be listed in the commencement ceremony program. The information is needed several weeks before the ceremony due to the printing schedule of the program.

EXTENSIONS

- Extensions to the draft deadline may be requested in writing to the Graduate College office please email Elizabeth Salinas at elizabeth.r.salinas@utrgv.edu. Students who do not submit a draft by the draft deadline will not have their dissertation title listed in the commencement ceremony program. Extensions to the final submission deadline will be granted by the Dean of the Graduate College only when special circumstances warrant doing so.

CERTIFICATION OF COMPLETION OF THESIS OR DISSERTATION FORM

- Students must turn in the “Certification of Completion of Thesis or Dissertation” form to the Graduate College. This form is signed by all committee members once the student has successfully defended the thesis or dissertation and must be received by the Graduate College office by the last day of the semester in order to fulfill graduation requirements.

ADDITIONAL REQUIREMENTS**Dissertation Defense**

- Announcement must be made a minimum of one week prior to the defense.
- Certain graduate programs may require more advanced notice – students are advised to consult with their program advisors for more information.

III. MANUSCRIPT PREPARATION

PAGE SIZE

- Page size should be letter size 8 ½” x 11”

FONT

- The font should be Times New Roman, 12 point.
- The same font must be used throughout the text, except in the appendices or citations, or in the case of a table that must be reduced in size to fit on a page.
- Printing must be black and of letter quality.

JUSTIFICATION

- With the exception of headers, right justification or full justification is prohibited.

LINE SPACING

- The text must be double-spaced.
- The start of each paragraph should be indented
- A new paragraph should not begin at the bottom of a page or end at the top of a page, unless at least two (2) lines of text can be included in each case. Large expanses of white space within chapters should be avoided.

QUOTATIONS

- Quotations over three (3) lines should be indented from the right and left margins.

MARGINS

Acceptable margins are:

Left:	1 inch
RIGHT:	1 inch
TOP:	1 inch
BOTTOM:	1 inch

For pages with major headings (i.e., ABSTRACT, DEDICATION, ACKNOWLEDGEMENTS, CHAPTER, TABLE OF CONTENTS,) margins should be:

LEFT:	1 inch
RIGHT:	1 inch
TOP:	2 inch
BOTTOM:	1 inch

PAGINATION

- Every page should bear a number except the title page, approval page and copyright page. Some of the preliminary pages will require Roman numerals per format requirement.

- The following plan of numbering should be followed:
 - Copyright Page
Placed right after the Listing of Committee Members page and is **not** numbered.
 - Preliminary pages (ABSTRACT, DEDICATION, ACKNOWLEDGMENTS, TABLE OF CONTENTS, LIST OF TABLES, and LIST OF ILLUSTRATIONS)
Small Roman numerals (iii, iv, v, etc.) should be used.
 - All other pages should be numbered with Arabic numerals.
 - All numbers should be placed at the bottom of the page, centered.

CORRECTIONS

- No interlineations, crossing out of letters or words, strike-overs, corrections made with liquid paper, or erasures are acceptable on final copies.

TITLES

- Every major division in the dissertation (PREFACE, INTRODUCTION, CHAPTER, BIBLIOGRAPHY) must begin on a new page which carries the heading, every word of which is typed in capitals and which is centered two (2) inches from the top of the sheet.
- All preliminary page titles, all chapter or section designations and titles, and all supplementary page titles are centered at the top of the page, and are typed in all capital letters.
- Major headings are not underlined, nor do they appear in boldface. If such headings are long, they must be divided and centered in inverted pyramid form, double spaced, and without end punctuation.
- The word CHAPTER and the number in capital Roman numerals will occupy the first line of the heading.
- There is no end punctuation.
- Between the line carrying the chapter number and the first line of the chapter heading there are two spaces (or double-space.) Another **two spaces** are between the last line of the chapter heading and the first line of the text or subheading.
- Different levels of subheadings will follow the journal model or style manual used in the dissertation. See sample page.
- This format overrules any differences in format or layout followed by the journal model.

IV. CONTENTS OF THE DISSERTATION

- **Preliminary Pages list (in the following order)**
 - Title Page
 - Blank Page (no page number)
 - Listing of Committee Members Page
 - Blank Page (no page number)
 - Copyright
 - Blank Page (no page number)
 - Abstract (the first numbered page, iii)
 - Blank Page (no page number) (needed only if the total number of pages for the abstract is an odd number)
 - Dedication (optional)
 - Blank Page (no page number) (needed only if there is a dedication page)
 - Acknowledgments (optional)
 - Blank Page (no page number) (needed only if the total number of pages for the acknowledgements is an odd number)
 - Table of Contents
 - Blank Page (no page number) (needed only if the total number of pages for the table of contents is an odd number)
 - List of Tables (if there is more than one table)
 - Blank Page (no page number) (needed only if the total number of pages for the list of tables is an odd number)
 - List of Figures (if there is more than one figure)
 - Blank Page(no page number) (needed only if the total number of pages for the list of figures is an odd number)
- **Text**
- **Supplementary Pages**
 - References
 - Appendix
 - Biographical Sketch

PRELIMINARY PAGES

TITLE PAGE

- The Title Page must follow the style, spacing and form of the example in the sample pages.
- **Title:** The title is typed in capital letters, double-spaced in an inverted pyramid if more than one line is needed.
- **Pagination:** There is no page number on the title page (although it is considered to be page i.)
- **Proposals:** For all proposals, the word “Proposal” is used instead of “Dissertation.”
- **Name of Student:** The name of the student, typed in capital letters, without designation of profession, military rank, or marriage is listed. The name on the dissertation must be the same as that recorded in the official records of the Office of Admissions and Records of The University of Texas Rio Grande Valley. Any differences must be cleared by the Dean of the Graduate College.
- **Name of Degree:** The full name of the degree to be awarded is typed in capital letters. Degrees are awarded only in May, August, and December. The appropriate month and year when the degree will be awarded must be indicated.
- **Major:** The student’s major subject is listed at the bottom of the Title page. The major subject must have a degree authorized by the Coordinating Board and listed in the University Catalog (see Current Graduate Degree Offerings.)

APPROVAL PAGE

- The Listing of Committee Members page must follow the style, spacing, and form of the example.
- The name of each member on the committee must be typed starting with the name of the Committee Chair. The status of each member on the committee must be indicated under the typed name (Committee Chair vs. Committee Member). If the student has co-chairs, the status of each is listed as “Co-Chair of Committee,” neither is designated as “Chair of Committee.”
 - If an administrator of the student’s major department or college serves also as a member or as Chair or Co-Chair of the student’s Advisory Committee, he/she must sign in the signature space allotted for each position.
- **Title:** The title is typed in capital letters, is double-spaced, and is in an inverted pyramid if more than one line in length. The title on the Listing of Committee Members page must be exactly the same as the title on the Title page.
- **Pagination:** There is no page number on the Listing of Committee Members page (although it is considered to be page ii.)
- **Dissertation:** For the Ph.D or Ed.D degree, the word “Dissertation” is used.
- **Proposal:** For all proposals, the word “Proposal” is used instead of “Dissertation.” The name of the student, typed in capital letters, without designation of profession, military rank, or marriage is listed. The name on the dissertation should be the same as that recorded in the official records of the Graduate College of The University of Texas Rio Grande Valley. Any differences must be cleared by the Dean of the Graduate College.

- **Name of Degree:** Degrees are awarded in May, August and December. The appropriate month and year when the degree will be awarded must be shown at the bottom of the Committee page.

COPYRIGHT

- Use the format shown in the sample page.

ABSTRACT

- **Format:** The abstract must begin two (2) inches from the top of the page and must be double spaced. If the abstract is more than one page (for dissertations only) the top margin on the second page is 1 inch.
- **Description:** It may include a statement of the problem, the sources of data, the organization of the dissertation, the content treated in each chapter or division, the findings, the conclusions, and if any, recommendations.
- **Length:** The dissertation abstract must contain no more than 350 words, **not** including all words in the general heading. Numbers are counted as words. Hyphenated words count as two (2) words; acronyms, initials and abbreviations also count as words. (See sample in sample page list.)
- **Heading:** The abstract heading contains the author's name (surname first), the dissertation title, degree, graduation date, number of pages (does not include preliminary pages), number of tables, number of figures or illustrations, the number of titles included in the bibliography, and the number of appendices if more than one. **Note that the dissertation title is underlined in the abstract heading. If the underlined title of the dissertation contains an italicized title or term, the latter title or term should not be underlined (in order to indicate italics.)**
- **Margins**

LEFT:	1 inch
TOP:	2 inches
RIGHT:	1 inch
BOTTOM:	1 inch
- **Other:** Notes, textual references, or subheadings are not used in the abstract.

DEDICATION PAGE

One page of dedication is permitted if the author wishes to include one.

- **Diction & Content:** The diction and contents of any dedication must be restrained and appropriate to scholarly work.
- **Title:** The word DEDICATION should appear two (2) inches from the top of the sheet, and the page should be numbered appropriately.

ACKNOWLEDGEMENTS

- **Diction & Content:** The diction and contents of any acknowledgements must be restrained and appropriate to scholarly work.
- **Title:** The word ACKNOWLEDGEMENT (or ACKNOWLEDGEMENTS, if appropriate) should appear two (2) inches from the top of the sheet, and the page should be numbered appropriately.

- **Appropriate Use:** Acknowledgement may also properly be made in such circumstances as these:
 - When the research which the dissertation reports was funded in whole or in part by an agency independent of UTRGV (for example, the National Science Foundation, another agency of the State of Texas, or a private foundation.)
 - When the author has received assistance from a faculty member of another institution, or a scientist or scientific establishment not a part of UTRGV. See sample page.

TABLE OF CONTENTS

The Table of Contents indicates the major divisions and principal subheadings of the dissertation and the beginning page number of each section. The listing starts with the Abstract (iii) and must include all preliminary pages.

- **Contents:** All major divisions of the narrative text (i.e., chapters or sections) and principle subheadings (when appropriate) within each chapter or section must be listed in the Table of Contents. The subordination of the subheadings should be indicated by appropriate spacing and indentation. All supplementary pages—reference section, appendices (if any,) and Biographical Sketch—must be listed in the Table on Contents.
- **Format:** The numbering, wording, and pagination of titles and headings must be exactly the same in the Table of Contents as they are on the pages of the dissertation. See example in the sample page list for layout, placement of leader dots, etc. If the table of contents is more than one page, the top margin on page 2, 3 etc. is 1 inch.

LIST OF TABLES AND FIGURES

If more than one table and/or figure is used, a listing must be included following the Table of Contents.

- **Format:** The tables and/or figures and their titles must be listed in order with appropriate page referencing. Titles in the listing must be the exact title from the text. If the list of tables/figures is more than one page, the top margin on page 2, 3 etc. is 1 inch.

TEXT

Pages without headings should have the following margins:

LEFT:	1 inch
TOP:	1 inch
RIGHT:	1 inch
BOTTOM:	1 inch

REFERENCES

- **Format:** The first page of the references must begin two (2) inches from the top of the page. All subsequent pages have a top margin of 1 inch
- **Title:** The title for this section follows the style manual used. The referencing system used in the dissertation must follow the method used by the style manual.
- **Sources Cited:** The literature cited section should include only those sources used directly in the text of the dissertation.
- **Other:** Chapter reference lists (or chapter bibliographies) may be required by individual departments and professors. Additional bibliographic entries may be included as an appendix

APPENDIX

It may be necessary or desirable to include various items in an appendix which follow the reference list. In general it is preferable not to make many distinctions between related or similar items in the appendix; however, if a number of different types of items are included as appendices, they may be identified as APPENDIX A, APPENDIX B, and so on.

- **Paper:** All pages of the appendix must be on the same kind of paper as used for preparation of the body of the dissertation. Original letters, questionnaires, testing instruments, etc. should therefore be reproduced onto dissertation paper. (Note Section I, Copyright Information for use of copyrighted material.)
- **Margins:** The margins of such items must be the same as those prescribed for the body of the dissertation; oversize text should be reduced on a reducing photocopier in order to keep items in the appendix within the UTRGV margin requirements. The left margin is especially important.
- **Format:** Items in the appendix such as printed forms, questionnaires, and computer-produced tables may differ in type face and format from the body of the dissertation, though the appendix title page should not differ. If reproduced documents in the appendix already contain page numbers, the page number for the dissertation may be put into brackets, as close to center at the bottom of the page as possible.
- **Title Page:** The appendix should be preceded by a title page, on which the word APPENDIX is typed, centered, and in all capitals. If appendices are individually identified, a title page should be provided for each, bearing the appropriate identification: APPENDIX A, etc. Please note that these pages are numbered in accordance with UTRGV style.

BIOGRAPHICAL SKETCH

A brief biographical sketch of the student is required as a part of each dissertation.

- **Length:** Must not exceed one page in length.
- **Format:** Written in paragraph style, third person form. Since the student will have received their degree by the time the dissertation is bound, the degree should be listed as having already been earned.
- **Title:** The title, biographical sketch, is typed in capital letters and centered at the top of the page.
- **Location:** The Biographical Sketch page is the last numbered page of the dissertation and must be included in the Table on Contents.
- **Description:** The Biographical Sketch should include the student's full legal name (as it appears on the title page and elsewhere,) educational background (including schools attended, degrees earned (including the current degree), the years in which all degrees were completed, and major field of specialization,) and the student's permanent mailing address. Where applicable, this page should list professional experience in industry, military service, business, and academic life.

v. **SAMPLE DISSERTATION PAGES**

- Title Page
- Listing of Committee Members
- Copyright
- Abstract
- Dedication
- Acknowledgments
- Table of Contents
- List of Tables
- List of Figures
- Chapter Page
- Page with Text and Subheadings
- References
- Appendix Cover Page
- Appendix Page 2
- Biographical Sketch

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THE RELATIONSHIP BETWEEN LIPID PROFILES
AND INDICES OF OBESITY IN
MIDDLE-AGED ADULTS

A Dissertation

by

DONNA M. AGUIRRE

Equal Spacing

Submitted to the Graduate College of
The University of Texas Rio Grande Valley
In partial fulfillment of the requirements for the degree of

DOCTOR OF EDUCATION

7 lines

May XXXX

4 lines

Major Subject: Curriculum and Instruction

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THE RELATIONSHIP BETWEEN LIPID PROFILES
AND INDICES OF OBESITY IN
MIDDLE-AGED ADULTS

A Dissertation
by
DONNA M. AGUIRRE

COMMITTEE MEMBERS

Dr. John Doe
Chair of Committee

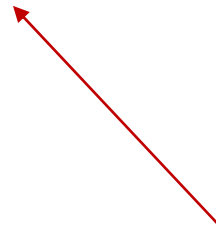
Dr. Maria Smith
Committee Member

Dr. Robert Garza
Committee Member

Dr. Susan Jones
Committee Member

May XXXX

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vertically and horizontally



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ABSTRACT



2 spaces between lines

Aguirre, Donna M., The Relationship Between Lipid Profiles and Indices of Obesity in Middle-Aged Adults. Doctor of Education (Ed.D.), May, 20XX, 180 pp., 10 tables, 3 figures, references, 135 titles.

The abstract is double spaced, including the heading, which begins two (2) inches down from the top of the page. Note that the abstract title is underlined and that any italicized words are not underlined (in order to indicate italics). If an abstract title contains scientific terminology requiring italics, such terminology should be treated in the same manner. Do not use italic print in the abstract title.



1 space between lines

Right and left margins are the same as for the body of the dissertation. Note that the author's name and dissertation title must be identical on the title page, the approval page, and the abstract heading. The date of graduation is the same as that shown on the title page. The number of titles is the number of items in the bibliography or reference list. Word limits is 350 for doctoral dissertations. Count numbers as words, hyphenated words as two words. Acronyms, abbreviations, and initials as words. Do not use footnotes or references.




2" margin

DEDICATION



2 spaces between lines

The completion of my doctoral studies would not have been possible without the love and support of my family. My mother, Jane Smith, my father, John Smith, my wife, Mary Smith, and my daughter, Debby, wholeheartedly inspired, motivated and supported me by all means to accomplish this degree. Thank you for your love and patience.



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between
lines




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ACKNOWLEDGMENTS



2 spaces between lines

I will always be grateful to Dr. John Doe, chair of my dissertation committee, for all his mentoring and advice. From database funding, research design, and data processing, to manuscript editing, he encouraged me to complete this process through his infinite patience and guidance. My thanks go to my dissertation committee members: Dr. Dr. Susan Smith, and Dr. Maria Garza. Their advice, input, and comments on my dissertation helped to ensure the quality of my intellectual work.



1 space between lines

I would also like to thank my colleagues at the UTRGV library who helped me locate supporting documents for my research. Also, I would like to acknowledge the many volunteers who participated in the focus group research.

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2" margin

Two spaces between heading and list

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"*****"kpf gpygf

Ngcxg ur ceg"dgwy ggp
vkrg"cpf 'r ci g'pwo dgt

2" margin

2 spaces between lines

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2" margin

CHAPTER I

INTRODUCTION

2 spaces between lines

1 space between lines

The chapter number is two inches from the top of the page. There should be two spaces between the chapter number and the chapter title. Also two spaces come between the chapter title and the first line of text. The major headings (all caps) are the only headings that appear in all the text.

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The Graduate College oversees the publishing of the dissertation. There are several procedures that have been established to help students meet the requirements of their degree and to produce a final manuscript that is ready to be bound. Copies of the dissertation are kept on file in the library and in the student's departments. Students are required to order at least three copies of their manuscript and may order as many additional copies as they would like.

Commencement Ceremony

← Level 1 heading

Title Submission

← Level 2 heading

Commencement ceremonies at UTRGV are always an exciting family event. It is also an important time to highlight the accomplishments of the graduate students. Students can have the title of their dissertation featured in the commencement ceremony program, however, that information must be turned in well in advance due to printing schedules.

← Level 3 heading

Graduation process. Obtaining one's graduate degree is a major milestone and reflects much time and effort. Along the way, many sacrifices are made but it is a truly a worthwhile endeavor.

← Level 4 heading

Continuing education. Once a student graduates, they are strongly encouraged to continue being part of the university's community by joining the Alumni Association and helping to recruit new students to the university. Please take advantage of the resources available at the university while are you attending to the Graduate College and make time to participate in the events that are organized by various student organizations. We wish you success in your future endeavors.



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REFERENCES

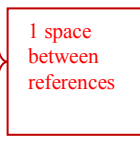


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APPENDIX A




Appendix Cover Page
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APPENDIX A



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DEFINITION OF MERGER AND ACQUISITION


Scott (2003) defines the terms merger and acquisition as follows:

Merger: A combination of two or more companies in which the assets and liabilities of the selling firm(s) are absorbed by the buying firm. Although the buying firm may be a considerably different organization after the merger, it retains its original identity. The merger of equals between Sprint and Nextel is an example.

Acquisition: The purchase of an asset such as a plant, a division, or even an entire company, for example, Procter & Gamble made a major acquisition in 2005 when it purchased The Gillette Company, Inc., in order to extend its reach in the consumer products industry.

Sherman and Hart (2006) explain the terms of merger and acquisition in more detail:

A merger typically refers to two companies joining together (usually through the exchange of shares) as peers to become one. An *acquisition* typically has one company-the buyer-



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BIOGRAPHICAL SKETCH



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A brief biographical sketch of the student is required as part of each dissertation. This biographical sketch must not exceed one page in length. The title, BIOGRAPHICAL SKETCH, is typed in capital letters and centered at the top of the page. The Biographical Sketch is the last numbered page in the dissertation and must be included in the Table of Contents.

The Biographical Sketch should include the student's full legal name (as it appears on the title page and elsewhere), educational background (including schools attended, degrees earned, the years in which previous degrees were completed, and major field of specialization), and the student's permanent mailing address. Where applicable, this page should list professional experience in industry, military service, business and academic life.



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APPENDIX - FORMS

DISSERTATION CHECKLIST

Students may use the following as a checklist during the completion of their Dissertation however they are strongly advised to check with their program advisors for other requirements.

SET UP COMMITTEE

- Meet with advisor to set up Dissertation Committee during first semester
- Complete the “Dissertation Committee” form
- Submit form to advisor who will sign and route the form to the Graduate College office

ENROLL IN DISSERTATION COURSE

- Enroll in Dissertation Courses. Once dissertation work has started, you must continue to enroll in a Dissertation course until you complete your Dissertation. For August graduation, you must be enrolled in Dissertation during summer II.

DRAFT (DURING FINAL SEMESTER)

- Refer to the Dissertation Manual for formatting guidelines.
- Upload a copy of the draft of your Dissertation on the Proquest Submission website at www.etsadmin.com/utrgv, Check Dissertation Manual for deadlines and procedures.
- At this time, you will need to order and pay for your personal copies. Two copies, for the library and department will be added to your account automatically.
- You will be notified by email with any corrections to be made (within 4 or 5 business days).

DEFENSE

- Coordinate the date of your defense, at the beginning of your last semester, with your program advisor.

FINAL SUBMISSION OF DISSERTATION

- Once you have been notified that your Dissertation draft has been approved by the Graduate College, you will upload the final copy per the instructions on the Proquest website.

CERTIFICATION OF COMPLETION OF THESIS OR DISSERTATION FORM

- Once you have successfully completed and defended your dissertation, the Certification of Completion of Thesis or Dissertation form must be signed by all the committee members and turned in to the Graduate College office. This is a requirement for graduation.

INCLUSION IN COMMENCEMENT CEREMONY PROGRAM

- If draft is not completed by the published deadline, ask program advisor to forward your name and dissertation title for inclusion in the commencement ceremony program (same deadline applies).
- Submit a request for an extension in writing to the Graduate College if draft is not ready by the published deadline. No extensions to the final deadline will be granted.

APPLICATION FOR DISSERTATION COMMITTEE

Student's name _____ Date _____

Student ID _____

Degree sought _____ in the department of _____

Dissertation title: _____

**TO BE APPROVED BY THE STUDENT'S ADVISOR, THE DEAN OF THE COLLEGE
AND BY THE DEAN OF THE GRADUATE COLLEGE**

Name of Committee Chair _____

Name of Committee Member _____

Name of Committee Member _____

Name of Committee Member _____

Type a brief statement of the proposed dissertation topic:

I agree to supervise this student in the preparation of the dissertation described above

Signature of the Committee Chair _____

APPROVAL OF THE COMMITTEE AS NOTED

Student's Graduate Advisor _____ Date _____

Dean of College _____ Date _____

Dean of the Graduate College _____ Date _____

CERTIFICATION OF COMPLETION OF THESIS OR DISSERTATION

This form must be submitted by the final deadline established by
the Graduate College for the graduation semester.

Date Approved _____

Student's name _____ Student ID _____

Degree sought _____ Dept. _____

Graduation date: _____

Thesis or Dissertation Title:

The Thesis or Dissertation listed above has been read and reviewed in its entirety, with all final corrections complete and approved by the committee chair and members, and is ready for publication.

NAME OF COMMITTEE CHAIR (TYPE)

SIGNATURE

NAME OF COMMITTEE MEMBER (TYPE)

SIGNATURE

NAME OF COMMITTEE MEMBER (TYPE)

SIGNATURE

NAME OF COMMITTEE MEMBER (TYPE)

SIGNATURE

Please return this signed copy to the Graduate College by the deadline for the semester in which you are graduating. For more information contact us at: gradcertification@utrgv.edu.