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APPENDIX

FORMS:
DISSERTATION SUBMISSION CHECKLIST
APPLICATION FOR DISSERTATION COMMITTEE
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, theses and dissertations. Hereafter, the word “thesis” will be used in this manual in general instructions equally applicable to proposals, theses, 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 thesis 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 thesis 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 Chair of Committee, and the entire advisory committee.

The finished thesis 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 thesis 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 thesis should be a series of separate but related journal-type articles; continuity from chapter to chapter is important. A thesis corresponds in format to a book with a continuous narrative, not to an anthology.

The thesis is a requirement for some Master's degrees. Qualitatively, the two works are often distinguished along the following lines: the thesis may use existing knowledge to solve an original problem. For issues related to the appropriate content of the thesis, however, 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 thesis. 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 thesis 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 thesis. 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 thesis 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 thesis. The more sophisticated publication and layout practices of some journals (such as double columns on text pages) are not to be followed. The thesis 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 THESIS COMMITTEE

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

COPYRIGHT

Since a thesis 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 thesis, 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 thesis. 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 thesis. 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. THESIS PROCEDURES

SETTING UP THESIS COMMITTEE

- Meet with your Grad Program Coordinator (faculty advisor) and set up your Thesis 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 Thesis Committee Form" and submit the form to your Grad Program Coordinator (faculty advisor) through DocuSign. If unfamiliar with DocuSign a representative from the Graduate College office will be able to assist.

SUBMITTING THE DRAFT

- Submit the completed draft, as per instructions noted on the manuscript submission page, to the ProQuest UMI website: www.etdadmin.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 $25/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 "Thesis Formatting Guide". 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. Thesis will be reviewed in order as they are received. We hope to have a response within a week of submission.

SUBMITTING FINAL COPIES

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

ENROLLMENT IN A THESIS COURSE

- You must continue to enroll in a Thesis course each Fall and Spring semester until you complete your thesis.
• Students who are applying for graduation must have been enrolled in a Thesis 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 $35.

DEADLINES

To access the most up-to-date information on thesis and dissertation deadlines, please visit the Graduate College office website at: https://www.utrgv.edu/graduate/for-new-and-current-students/thesis-and-dissertation/index.htm.

If you have any questions or require further clarification regarding these deadlines or the submission process, please contact our team at ETD@utrgv.edu.

EXTENSIONS

An extension to the draft deadline may be requested by submitting the Dissertation/Thesis Submission Deadline Extension Signature Form located on the Graduate College office website - https://www.utrgv.edu/graduate/for-new-and-current-students/forms/dissertation-thesis-submission-deadline-extension-form.pdf.
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 office. This form is signed by all committee members once the student has successfully defended the thesis and must be received by the Graduate College office by the last day of the semester in order to fulfill graduation requirements.

ADDITIONAL REQUIREMENTS

Thesis Defense*

- Announcement must be made a minimum of one week prior to the defense.
- The defense must be scheduled to occur no later than two weeks before the final draft deadline.
- Certain graduate programs may require more advanced notice – students are advised to consult with their thesis chair and graduate program coordinator for more information.

*Make sure to leave enough time between your defense and the final draft deadline in case your committee has feedback and you need to make changes to your draft.
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:

<table>
<thead>
<tr>
<th>Margin</th>
<th>Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left</td>
<td>1 inch</td>
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<td>RIGHT</td>
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<tr>
<td>TOP</td>
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</tr>
<tr>
<td>BOTTOM</td>
<td>1 inch</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Margin</th>
<th>Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEFT</td>
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<tr>
<td>BOTTOM</td>
<td>1 inch</td>
</tr>
</tbody>
</table>

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 FIGURES)
  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 thesis (PREFACE, INTRODUCTION, CHAPTER, REFERENCES) 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 page.
- 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 thesis. See sample section.
- This format overrules any differences in format or layout followed by the journal model.
IV. CONTENTS OF THE THESIS

- Preliminary Pages list (in the following order)
  - Title page
  - Blank page (no page number)
  - Listing of Committee Members
  - 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 acknowledgments 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 Title page example in the sample section.
- **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.)
- **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 thesis 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.
- **Major:** The student’s major subject is listed four (4) lines below name of degree. The major subject must have a degree authorized by the Coordinating Board and listed in the University Catalog (see Current Graduate Degree Offerings.)
- **Name of University:** Name of university "The University of Texas Rio Grande Valley" to be placed seven (7) lines below student's major subject, just above the appropriate month and year.
- The appropriate month and year when the degree will be awarded must be indicated and set at the bottom one (1) inch margin. Degrees are awarded only in May, July, August, and December. (*Summer III students will use July as their degree award month)

COMMITTEE PAGE

- The Listing of Committee Members page must follow the style, spacing, and form of the Listing of Committee Members example in the sample section.
- The name of each member on the committee must be typed starting with the name of the Chair of Committee. The status of each member on the committee must be indicated under the typed name (Chair of Committee 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.)
- **Proposal:** For all proposals, the word “Proposal” is used instead of “Thesis.” The name of the student, typed in capital letters, without designation of profession, military rank, or marriage is listed. The name on the thesis 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.
• **Degree Date:** Degrees are awarded in May, July, 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 section.

**ABSTRACT**

• **Format:** The abstract must begin two (2) inches from the top of the page and must be double spaced.

• **Description:** It may include a statement of the problem, the sources of data, the organization of the thesis, the content treated in each chapter or division, the findings, the conclusions, and if any, recommendations.

• **Length:** The thesis abstract no more than 150 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 abstract example in sample section.)

• **Heading:** The abstract heading contains the author’s name (surname first), the thesis 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 references, and the number of appendices if more than one. **Note that the thesis title is underlined in the abstract heading. If the underlined title of the thesis contains an italicized title or term, the latter title or term should not be underlined (in order to indicate italics.)**

• **Margins**

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</tbody>
</table>

• **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.

**ACKNOWLEDGMENTS**

• **Diction & Content:** The diction and contents of any acknowledgments must be restrained and appropriate to scholarly work.

• **Title:** The word ACKNOWLEDGMENT (or ACKNOWLEDGMENTS, if appropriate) should appear two (2) inches from the top of the sheet, and the page should be numbered appropriately.
• **Appropriate Use:** Acknowledgment may also properly be made in such circumstances as these:
  - When the research which the thesis 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 section.

### TABLE OF CONTENTS

The Table of Contents indicates the major divisions and principal subheadings of the thesis 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 thesis. See example Table of Contents in the sample section 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 one (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 one (1) inch.

### TEXT

Pages without headings should have the following margins:

- **LEFT:** 1 inch
- **TOP:** 1 inch
- **RIGHT:** 1 inch
- **BOTTOM:** 1 inch
IN-TEXT TABLES AND FIGURES

- **Tables and Figures, defined:** Tables are graphics that organize information in a structure comprised of rows and columns, while figures are any other type of illustration or image.
- **Placement:** Tables and figures may be placed 1) within the chapter, immediately after they are first mentioned, 2) grouped together at the end of their corresponding chapter, or 3) in the appendix. Note: tables and figures in the appendix must still be included in the LIST OF TABLES/LIST OF FIGURES.
- **Alignment:** Tables and figures must be left-aligned throughout.
- **Numbering:** When numbering Tables and Figures, a logical sequence must be followed. You may either use a single number (Table 1, Table 2, Figure 1, etc), or a double-number format (Table 3.1 is the first table in Chapter 3; Figure 10.5 is the fifth figure in Chapter 10). Whichever numbering format you choose, you must follow that format throughout, and you must ensure that numbering follows a logical, consecutive sequence.
- **Titles:** Table titles must always be placed directly above the table, while figure titles must always be placed directly below the figure. When a table or figure can fit on a single page with its title, it is recommended that they do. If a table or figure must be split across several pages, a title should be placed on each page, beginning with the full title on the first page and “Table x, cont.” or “Figure x, cont.” on all subsequent pages.
- **Margins:** All tables and figures must fit within the required one (1) inch margin from top of the page. If necessary, tables and figures may be placed on landscape-oriented pages. Note: On landscape pages, bottom page number must be in portrait orientation. For assistance or clarification, please email the Graduate College office at ETD@utrgv.edu.

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 one (1) inch.
- **Title:** All manuscripts must have references. Unless the style manual used requires an alternative title, the title for this section should be “REFERENCES”. However, students should confirm with the Graduate College office at ETD@utrgv.edu that the alternative title is acceptable for the section.
- **Organization:** Unless the style manual used requires something different, references must be organized in alphabetical order and must be formatted using hanging indent (first line is not indented, but subsequent lines are).
- **Sources Cited:** The literature cited section should include only those sources used directly in the text of the thesis.
- **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 thesis. Original letters, questionnaires, testing instruments, etc. should therefore be reproduced onto thesis 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 thesis; 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 thesis, though the appendix title page should not differ. If reproduced documents in the appendix already contain page numbers, the page number for the thesis 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 thesis.

- **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 thesis 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 thesis 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 or personal email. Where applicable, this page should list professional experience in industry, military service, business, and academic life.
v. SAMPLE THESIS PAGES

- Title page
- Listing of Committee Members
- Copyright
- Abstract
- Dedication
- Acknowledgments
- Table of Contents
- List of Tables
- List of Figures
- Chapter
- Page with Text and Subheadings
- References
- Appendix (cover page)
- Appendix (page 2)
- Biographical Sketch
THE RELATIONSHIP BETWEEN LIPID PROFILES AND INDICES OF OBESITY IN MIDDLE-AGED ADULTS

A Thesis by DONNA M. AGUIRRE

Submitted in Partial Fulfillment of the Requirements for the Degree of MASTER OF SCIENCE

Major Subject: Biology

The University of Texas Rio Grande Valley

May 2022
THE RELATIONSHIP BETWEEN LIPID PROFILES AND INDICES OF OBESITY IN MIDDLE-AGED ADULTS

A Thesis
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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Centered in the middle of the page vertically and horizontally.
Aguirre, Donna M., The Relationship Between Lipid Profiles and Indices of Obesity in Middle-Aged Adults. Master of Science (MS), 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.

Right and left margins are the same as for the body of the thesis. Note that the author’s name and thesis 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 are 150 for master’s theses. Count numbers as words, hyphenated words as two words. Acronyms, abbreviations, and initials as words. Do not use footnotes or references.
DEDICATION

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. (1 page Max.)
ACKNOWLEDGMENTS

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.

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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CHAPTER I

INTRODUCTION

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.
The Graduate College oversees the publishing of the thesis and 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 thesis and dissertation are kept on file in the library and in the student’s departments. Students are required to order at least two copies of their manuscript for UTRGV and may order as many additional copies as they would like.

Commencement Ceremony

Title Submission

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 thesis or dissertation featured in the commencement ceremony program, however, that information must be turned in well in advance due to printing schedules.

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.

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.
Figure 2.1: Titles in listing must be the exact title from the text. Titles for figures are below the figure.

A figure is a visual representation, like a chart or picture. It's used to explain things visually. Figures have captions to help understand them. They're used for graphs, diagrams, and images to make information more understandable and engaging.
Table 3.1: Titles in listing must be the exact title from the text. Titles for tables are above the table.

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*Source:* Fictitious data, for illustration purposes only

A table is a means of presenting data in a structured, tabular format, with rows and columns used to display numerical information. It typically includes labels, row and column headings, and numerical values.


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—
A brief biographical sketch of the student is required as part of each thesis. 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 thesis 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 or personal email. Where applicable, this page should list professional experience in industry, military service, business and academic life.
APPENDIX - FORMS
THESIS CHECKLIST

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

**SET UP COMMITTEE**
- □ Meet with advisor to set up Thesis Committee during first semester
- □ Complete the “Application for Thesis Committee” form
- □ Submit form to advisor who will sign and route the form to the Graduate College office

**ENROLL IN THESIS COURSE**
- □ Enroll in Thesis Courses. Once thesis work has started, you must continue to enroll in a Thesis course until you complete your Thesis. For August graduation, you must be enrolled in Thesis during Summer II.

**DRAFT (DURING FINAL SEMESTER)**
- □ Refer to the Thesis Manual for formatting guidelines.
- □ 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 THESIS**
- □ Once you have been notified that your thesis 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 FORM**
- □ Once you have successfully completed and defended your thesis, the Certification of Completion of Thesis 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 thesis 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.