

ANGELO STATE UNIVERSITY  
COLLEGE OF GRADUATE STUDIES  
AND RESEARCH  
DISSERTATION/CAPSTONE PROJECT  
MANUAL  
INSTRUCTIONS CONCERNING  
ADVISORY COMMITTEES,  
PREPARATION OF DISSERTATION/CAPSTONE  
PROJECT PROPOSALS  
AND  
FINAL DISSERTATION/CAPSTONE PROJECT  
SUBMISSION

Revised Spring 2025

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**DISSERTATION/CAPSTONE PROJECT MANUAL:  
INSTRUCTIONS CONCERNING THE PREPARATION OF DISSERTATION/CAPSTONE PROJECT  
DOCUMENTS**

The College of Graduate Studies and Research reserves the right to not review and return dissertation/capstone project documents to the student and committee if substantial errors are found.

**A. INTRODUCTION**

This manual has been prepared by the College of Graduate Studies and Research of Angelo State University to assist students and their Advisory Committees in the preparation of proposals and dissertations/capstone projects. Hereafter, the words "dissertation/capstone project" will be used in this manual to refer to general instructions equally applicable to proposals or dissertation/capstone projects. The primary purpose of this manual is to allow enough flexibility to satisfy the acceptable practices of each academic discipline and provide certain uniform standards regarding style and format (Section N).

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**STUDENTS ARE CAUTIONED TO AVOID USING ANOTHER STUDENT'S DISSERTATION/CAPSTONE PROJECT AS A MODEL SINCE GUIDELINES MAY CHANGE AND THE SUBMISSION MAY NOT MEET PRESENT STANDARDS.**

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**B. APPOINTMENT OF ADVISORY COMMITTEE**

An Advisory Committee must be assigned to every student who is writing a dissertation/capstone project. Normally, this committee is formed upon the student's completion of ***at least 12 semester credit hours*** of graduate-level work with a minimum grade point of 3.0. **The Advisory Committee Form must be submitted to the College of Graduate Studies and Research no later than the semester preceding the student's written qualifying examination.**

The Advisory Committee will consist of at least four members (some programs may require an additional member): at least two members, including a Chair, from the department in which the student is majoring; a member from the department in which the student is taking supporting electives if he or she is doing so; and a Graduate Studies Representative appointed by the Dean of the College of Graduate Studies and Research. All members of the Advisory Committee must be members of the Graduate Faculty and hold a doctoral degree.

The Graduate Dean will appoint one member of the Graduate Faculty to serve as a Representative of the College of Graduate Studies and Research on each Advisory Committee. The Graduate Representative will be selected systematically from the Graduate Faculty, and membership in the Graduate Faculty will carry the responsibility to serve in this capacity from time to time. The functions of the Graduate Representative will be much like those of the other members of the Advisory Committee. The Graduate Representative should

1. Provide general assistance to the student and work cooperatively with the other members of the Advisory Committee.
2. Ensure that the dissertation/capstone project defense is conducted in a manner that is fair to the student and protective of the integrity of the University.
3. Review the research proposal and dissertation/capstone project ***to be able to attest that it meets generally accepted standards befitting research documents.***
4. Encourage the candidate to discuss the study and research in non-technical language that can be understood by the intelligent layperson.
5. Stimulate the candidate's awareness of a scholar's responsibility to publish research findings, to maintain an active interest in contributions to knowledge beyond his or her own specialization, and to support those developments which improve the human condition in the community and society in general.

To fulfill these general functions, the Graduate Representative will attend and/or participate in any qualifying examinations of the student, will review the dissertation/capstone project proposal and dissertation/capstone project itself, and will participate in the dissertation/capstone project defense. The Graduate Representative should be an active participant in the dissertation/capstone project defense, especially in regard to duties 4 and 5, and should be invited by the Chairperson of the Advisory Committee to ask questions if the Graduate Representative wishes to do so.

The Graduate Representative is to be treated as a genuine member of the student's Advisory Committee and is to perform the functions of protecting the student and upholding high standards. By contributing an outside perspective to the expertise represented on the Advisory Committee, the Graduate Representative promotes breadth in the student's knowledge and is a valuable ally to both the student and the Committee.

**C. Dissertation/Capstone Project COMMITTEE CHAIR RESPONSIBILITIES**

1. Help student choose committee members for their Graduate Dissertation/Capstone Project Advisory Committee.
  - a. Choose three members. At least two members are from the department in which the student is majoring; one member may be from the department in which the student is taking supporting electives, if applicable.
  - b. All members of the Advisory Committee must be members of the Graduate Faculty **and** hold a doctoral degree.
2. Direct student to the Application for Appointment of Doctoral/Capstone Advisory Committee.
  - a. The application is a webform.
    - [Doctoral Capstone Advisory Committee](#) - Student will initiate by completing the top portion and will need to enter names and emails for the committee chair, three members, and Program Director. The form is automatically routed to the College of Graduate Studies and Research.
    - [Dissertation Advisory Committee](#) – Student will initiate by completing the top portion and will need to enter names and emails for the committee chair, two members, Department Chair for their program, Program Director. The form is automatically routed to the College of Graduate Studies and Research.
  - b. Submit form to the College of Graduate Studies and Research no later than one (1) semester prior to proposal deadline.
3. Obtain IRB, IBC, or IACUC approval prior to student writing proposal. The IRB consent form, or IBC/IACUC protocol forms and an approval letter must be included in the proposal. See sections G, H, or I in the Dissertation/Capstone Project Manual for further details.
4. Approve proposal and submit approval form to the College of Graduate Studies and Research.
5. Set the Dissertation/Capstone Project Defense date 4 weeks prior to graduation. See [Academic Calendar](#) for deadlines.
6. Notify Dissertation/Capstone Project Coordinator of defense date.
  - a. Dissertation/Capstone Project Defense result letter is a web form. The Committee

Chair will initiate after defense is complete.

7. Prior to student submitting their Dissertation/Capstone Project to the College of Graduate Studies and Research, review content and format.

#### **D. CHOICE OF SUBJECT**

Selecting an appropriate dissertation/capstone project 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.

#### **E. PROPOSALS: PREPARATION AND SUBMISSION**

The research proposal is a description of the research which the student intends to undertake and on which he or she will report in a far more comprehensive manner in the dissertation/capstone project. The proposal allows the student to demonstrate for the Advisory Committee their ability to pursue and bring the projected topic to a successful conclusion. The nature of the problem to be examined, the status of current research relating to the subject, the research method, and the importance of the projected work should be carefully but succinctly narrated in the proposal.

Once the completed research proposal is approved by the advisory committee, the committee chairperson must submit proposal approval to the College of Graduate Studies and Research by the corresponding deadline below.

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<b>DEADLINES:</b>	<b>December Graduation- August 1</b>
	<b>May Graduation- December 1</b>
	<b>August Graduation- March 1</b>

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## **Proposal Checklist**

1. The minimum required for the proposal:
  - a. Cover Page
  - b. Introduction
  - c. Comprehensive Literature Review
    - i. Introduction and literature review can be separate or as one depending on discipline.
  - d. Materials and Methods
  - e. Abstract (optional)
  - f. Selected references cited
  - g. IRB Consent Form, IACUC Protocol Form, or IBC Protocol Form and an approval letter as appendices, if applicable. (see sections G, H, or I for instructions)
2. Appropriate margins and spacing.

## **F. DISSERTATION/CAPSTONE PROJECT: PREPARATION AND SUBMISSION**

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

The dissertation/capstone project should be presented as a cohesive scholarly work that is properly supported and reports the original work performed by the student under the supervision of the Advisory Committee. No dissertation/capstone project should be a series of separate but related journal-type articles; continuity from chapter to chapter is important. A dissertation/capstone project corresponds in format to a book with a continuous narrative, not to an anthology.



#### **G. INSTITUTIONAL REVIEW BOARD (IRB)**

For research involving human subjects, the Institutional Review Board Human Subjects Review Forms must be completed. These forms are available on the web at

<https://www.angelo.edu/content/files/16926-irb-application-form>.

Data collection cannot begin until the research proposal is approved (with possible modifications) by the IRB. The IRB approval letter must be in the appendices of the proposal and dissertation/capstone project. In cases where IRB approval is not received prior to the proposal deadline, a copy of the IRB Consent Form should be included as an appendix in the proposal and the College of Graduate Studies and Research should be notified by the advisor. An official approval letter is required in the final dissertation/capstone project submission.

#### **H. INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)**

For research involving live animals, the Institutional Animal Care and Use Committee Form must be completed. This form is available on the web at <https://www.angelo.edu/content/files/22581-iacuc-protocol-form>.

Approval by the committee is required before any animal can be ordered or used. The IACUC approval letter must be in the appendices of the proposal and dissertation/capstone project. In cases where IACUC approval is not received prior to the proposal deadline, a copy of the IACUC Protocol Form should be included as an appendix in the proposal and the College of Graduate Studies and Research should be notified by the advisor. An official approval letter is required in the final dissertation/capstone project submission.

#### **I. INSTITUTIONAL BIOSAFETY COMMITTEE (IBC)**

Research involving any of the agents listed below must be approved by the Angelo State University Institutional Biosafety Committee (IBC) prior to initiation:

- A. Pathogens and potential pathogens of humans, animals, or plants
- B. Materials potentially containing human pathogens (including human blood, tissue, and cell line and non-human primate blood, tissue, and cell lines)
- C. Recombinant DNA (and RNA) including creation or use of transgenic plants and animals
- D. Select agents and toxins including strains and amounts exempted from the select agent regulations
- E. Any material requiring a CDC import license or a USDA permit
- F. Any material that is considered extremely toxic or a hazardous substance

Detailed information on the approval process and required forms are available on the web at <https://www.angelo.edu/content/files/23726-ibc-policies-and-procedurespdf>. The IBC approval letter must be in the appendices of the proposal and dissertation/capstone project. In cases where IBC approval is not received prior to the proposal deadline, a copy of the IBC Protocol Form should be

included as an appendix in the proposal and the College of Graduate Studies and Research should be notified by the advisor. An official approval letter is required in the final dissertation/capstone project submission.

#### **J. STYLE: SELECTION OF A JOURNAL MODEL**

The style and format of proposals and dissertations/capstone projects vary widely according to academic disciplines, yet some standards are common to all scholarship. The student should use a recent issue of one of the more respected scholarly journals in the major field as a model or pattern for style and format.

The journal used as a model for style and format must be noted at the bottom of page one in the text of the dissertation/capstone project. This single-spaced statement should be separated from the text by a horizontal line ten spaces in length. This statement does not require a superscript number or symbol of any kind. (Sample Form 9).

The completed dissertation/capstone project must conform as closely as possible to the general format and organization of a published article in the journal. If a journal employs more than one style, 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/capstone project. The more sophisticated publication and layout practices of some journals (such as the use of double columns on a text page, etc.) are not to be followed. The dissertation/capstone project itself is more like a manuscript submitted to a publisher than a published final product. The dissertation/capstone project, therefore, is not expected to duplicate a published journal in typographic arrangement and display.

The student should not assume that a journal's "Instructions to Contributors" are to be followed exactly when writing a dissertation/capstone project. These instructions are for the convenience of the editors and printers of a journal and do not necessarily apply to the format of a dissertation/capstone project.

If the student encounters a problem in interpreting the selected journal's style, help should be sought from his or her Advisory Committee chairperson. Such issues should be resolved well in advance of the final submission of the dissertation/capstone project to avoid the delays for final approval and graduation.

#### **K. SUGGESTED STYLE MANUALS**

No one should assume that this dissertation/capstone project manual answers all of the questions pertaining to style and format which may arise during the preparation of a dissertation/capstone project. Many excellent manuals and handbooks are available for the student who needs further assistance. For specific questions not answered in this "Manual," the current editions of the following

publications may be helpful: Kate L. Turabian, A Manual for Writers of Term Papers, Dissertations/capstone projects, and Dissertations; American Institute of Biological Sciences Style Manual; Publication Manual of the APA; The MLA Style Manual; Style Manual for Biological Journals; University of Chicago Press: A Manual of Style; and Chicago Guide to Preparing Electronic Manuscripts for Authors and Publishers. Other manuals can be located in the online catalog in the Porter Henderson Library.

#### **L. USE OF OWN PUBLISHED RESEARCH**

Graduate students may publish materials that subsequently may be used as a part of the dissertation/capstone project provided that the College of Graduate Studies and Research is notified in writing of this intention by the student at the time the paper is submitted for publication and no copyright laws are violated. The complete title, the names of authors as they appear in the paper, and the name of the journal must be furnished. Further, copyright laws may require that the student receive permission from the journal and/or any coauthors, even to use material the student has written.

Reprints of these published articles or copies of manuscripts for submission to a journal are not acceptable in that format in the final dissertation/capstone project.

#### **M. COPYRIGHT LAWS AND PLAGIARISM**

Since a dissertation/capstone project is legally classified as a publication, care must be taken not to violate the United States copyright laws. Inclusion of illustrative graphs, tables, charts, etc. from copyrighted sources is permitted only if a letter of release from the original copyright holder is included in the acknowledgments section of the dissertation/capstone project. It is the student's responsibility to correctly record all documents that are used in the dissertation/capstone project that are not their own with proper citations of the sources. Plagiarism means the appropriation and the unacknowledged incorporation of another's work or idea into one's own work offered for credit. Plagiarism includes, but is not limited to, the following:

- a. Failing to acknowledge properly a statement, idea, or statistic made by another individual in the body of a work;
- b. Taking a whole section of somebody else's work and placing it in the body of your own work without properly acknowledging the contributor;
- c. Representing somebody else's work as that of your own.

## **N. DIGITAL ACCESSIBILITY**

Your dissertation/capstone project will need to be accessible and follow the [Web Content Accessibility Guidelines, WCAG 2.0](#) . **Contact the College of Graduate Studies and Research for further questions.**

- It is best to check the accessibility of your document in Word as you are typing – do not wait until you finish.
- To check and verify accessibility for your PDF, you must use Adobe Acrobat Pro DC.

## **O. FORMAT AND TYPING REGULATIONS**

**Format regulations 1-5 and Accessibility requirements in this section will need to be followed for all dissertations/capstone projects regardless of journal model.**

### **1. Font Specifications**

Use a 12-pt. font for Times New Roman or 11-pt for serif fonts (Calibri, Arial) in typing the body of the dissertation/capstone project. Chapter headings should also not exceed 12 points. Script, italic, block, or any other unusual typeface is not acceptable for the main body of the text. The dissertation/capstone project must be printed with double spacing.

The same font must be used throughout the dissertation/capstone project. Mixing of font is not accepted. However, italic font is acceptable for those words and/or short phrases which would be italicized in a published format.

The smallest font size that may be used in a table or figure is 8 pt.

Samples of all font to be used must be cleared by the College of Graduate Studies and Research before they are used if any question exists about their quality.

Persons using computer systems are cautioned again not to try to mimic a journal exactly; that is not the intent of a dissertation/capstone project. Unusual innovations that are possible with these systems should be avoided unless prior approval is given by the Dean of the College of Graduate Studies and Research.

## 2. Justified Right Margins

Justified right margins are not acceptable.

## 3. Spacing

The narrative text should be double spaced. Single spacing is used only for such specific and appropriate purposes as long, blocked, and inset quotations; footnotes; endnotes; and itemized or tabular materials. **Any prose quotations of six or fewer typed lines should be double spaced like the text.** Longer prose quotations should be inset. If there are any footnotes, they should be placed at the bottom of each page, separated from the text by a solid line one and one-half (1½) inches long. Footnotes that are longer than one line should be single spaced. Double spaces should appear between footnotes.

## 4. Margins

The left, or "binder's," margin should be one and one-fourth (1.25) inches, and the top, right and bottom margins should be one (1) inch. All page numbers, computer data, illustrations, and tables must conform to the margin requirements in every way.

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Left margin = 1.25"

Top, right & bottom margins = 1"

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## 5. Pagination

Every page in the dissertation/capstone project except the Title Page and the Approval Page must be printed with a number. The Title Page is considered to be page "i" and the Approval Page is considered to be page "ii," **but no page number** should appear on these pages.

**Preliminary pages:** Small Roman numerals (iii, iv, v, etc.) placed in the center at the bottom of the pages are used to number the preliminary pages (Dedication, Acknowledgments, etc.). The first page with a printed number is the Dedication Page (if the dissertation/capstone project has one), which is numbered "iv." It follows the Approval Page, on which no number appears.

**Text and Supplementary pages:** Arabic numerals are used in numbering all text and supplementary pages. The first page of the narrative text is numbered with the numeral "1" and the numbering runs consecutively to the end of the dissertation/capstone project.

6. Placement of Page Numbers

Preliminary page numbers of the dissertation/capstone project must be horizontally centered on the bottom of the page. Page numbers of the dissertation/capstone project text and supplementary pages can be horizontally centered on the bottom of the page or placed according to journal model.

7. Photographs and Other Illustrative Materials

Photocopies of black and white photographs are acceptable if the photo has enough light and dark contrast for a good reproduction. When several pictures are used in the dissertation/capstone project, part of them should be placed at the tops of the pages and part at the bottoms to distribute the bulk.

Color photographs are discouraged unless the color is essential to the research problem under consideration. All photographs must be within the standard margins. For photographs that must be placed lengthwise, or landscape, the top of the photograph should be at the left-hand, binding side of the page. The caption must be at the bottom of the illustration, not at the top or bottom of the page.

Photographs and illustrative materials must also have alternate text to convey the same information.

8. Reductions

Reduction of tables, charts, figures, etc. must be large enough to be clearly legible. The minimum size for numbers and capital letters is 8 pt.

9. Tables and Figures

Placement of tables and figures will be determined per journal model. Should a journal model not provide clear instructions, the following guidelines may be followed.

Tables and figures should be placed as close as possible to the first reference made to them in the text. A short table or small figure may be placed on the text page itself, in which case the table or figure should be separated from the text by a single line that uses triple spacing at the top and bottom. A full-page table or figure should be placed on the page following the first reference to it.

Tables must meet accessibility requirements.

- Create a simple table.
- A table must contain the same number of columns in each row and rows in each column, avoiding split cells and merged cells.
- Use table headers or header rows and select “Repeat Header Rows.”
- Add a Table caption or alt text.

Figures must meet accessibility requirements by including alternate text for each figure.

Each table or figure in the main body of the dissertation/capstone project must have a separate number and a title, which must be indicated on the List of Tables page or the List of Figures page. This is also true for all tables and figures that appear in the Appendices, where their numbering follows, in a consecutive manner, the numbers of those found in the text.

The numbering, wording, and pagination of titles must be the same on the List of Tables or List of Figures page as they are in the text of the dissertation/capstone project. Only the first sentence of a lengthy table or figure title needs to appear in the List of Tables or List of Figures.

Tables and figures, respectively, are to be numbered consecutively throughout the dissertation/capstone project. A List of Figures or a List of Tables is not necessary if the dissertation/capstone project contains no more than one figure or table. Titles should be concise but should also clearly describe the content of the table or figure. No two titles should be identical in wording. Placement of titles should follow the style and format of the journal which is being used as a model for the dissertation/capstone project. If tables or figures must be placed lengthwise, or broadside, the top of the table or figure should be at the left-hand, binding side of the page. The caption must be at either the top or the bottom of the table or figure, **not** at the top or bottom of the page. The journal model should be followed for correct caption placement.

Tables or figures longer than one page in length should have the complete title and table or figure number on the first page only. Subsequent pages of the same table or figure should have the table or figure number, and the word "Continued" plus the necessary column headings for ease of reading and reference. A table or figure may be placed on a separate page, regardless of the size of the table or figure.

**For additional information on complex materials, the College of Graduate Studies and Research office should be consulted well in advance of the deadline for turning in the dissertation/capstone project.**

**P. PARTS OF THE MANUSCRIPT**

A dissertation/capstone project ordinarily has three main parts: preliminary pages, text, and supplementary pages:

1. Preliminary Pages (in the following order)
  - a. Title Page
  - b. Approval Page (Committee Approval Page)
  - c. Copyright
  - d. Dedication page (optional)
  - e. Acknowledgments (optional unless copyright issues are involved)
  - f. Abstract (required; maximum of 350 words)
  - g. Table of Contents
  - h. List of Tables (if more than one Table is used)
  - i. List of Figures (if more than one Figure is used)
2. Text (normally requires the following parts)
  - a. Introduction
  - b. Review of Literature
  - c. Main narrative body--The journal model should provide the guidelines on how the main body of the text is set up. Headings and subheadings are usually necessary to divide the text into appropriate divisions.
  - d. Conclusion and/or Summary
3. Supplementary Pages (in the following order)
  - a. Bibliography, References, or Literature Cited
  - b. Appendix or Appendices (if needed)
  - c. Biography/Vita

All preliminary page titles, major chapter or major section designations and titles, and supplementary page titles are centered at the top of the page (within the specified margins) and are typed in all capital letters.



**Q. PRELIMINARY PAGES**

**I. Title Page**

The Title Page must follow the style, spacing, and form of Sample Form 1.

- a. The title is typed in capital letters, double-spaced, and centered within the specific margins. Must be formatted as Style – Title.
- b. No page number appears on the Title Page, although it is considered page i.
- c. The full legal name of the student, typed in capital letters without initials and without designation of profession, military rank, or marriage, is listed. The name on the dissertation/capstone project must be the same as that recorded in the official records of the Registrar of Angelo State University. Any changes must be cleared by both the Registrar and the Dean of the College of Graduate Studies and Research.
- d. Degrees are awarded only in May, August, and December. The appropriate month and year must be shown at the bottom of the Title Page.

**2. Committee Approval Page**

The Committee Approval Page must follow the style, spacing, and form of Sample Form 2. This is the only approval page that will be included in bound copies of the dissertation/capstone project and should have the following characteristics:

- a. The title is typed in capital letters, double-spaced, and centered within the specified margins. The title on the Approval Page must be the same as the title on the Title Page. Must be formatted as Style – Title.
- b. No page number appears on the Approval Page, although it is considered page ii.
- c. The full legal name of the student, typed in capital letters without initials and without designation of profession, military rank, or marriage, is listed. The name on the dissertation/capstone project must be the same as that recorded in the official records of the Registrar of Angelo State University. Any changes must be cleared by both the Registrar and the Dean of the College of Graduate Studies and Research.

**3. Copyright**

Check with Committee Chair if required. No page number will appear, although it is considered page iii.

4. Dedication page (optional)

A dedication is a short section written to honor a person, small group of people, or a thing for personal reasons.

5. Acknowledgments (optional unless copyright issues are involved)

The Acknowledgements page is meant to pay tribute to individuals who helped you research and write your dissertation/capstone project. This page is usually one page or less.

6. Abstract

The abstract should be a maximum of 350 words. It should contain the statement of the research problem, the research methodology, and the conclusions of the research.

7. Table of Contents

The Table of Contents indicates the major divisions and principal subheadings of the dissertation/capstone project and the beginning page number of each section. The listing must start with the Dedication (iv) and must include all subsequent preliminary pages. Listing of the Table of Contents itself is optional.

All major divisions of the narrative text (i.e., chapters or sections) and principal (or first order) subheadings 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 biography--must be listed in the Table of Contents. The wording, numbering, 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/capstone project (Sample Form 7).

8. List of Tables (if more than one Table is used)

The numbering, wording, and pagination of titles must be the same as they are in the text. Only the first sentence of a lengthy table title needs to appear in this list. Add a Leader Tab to help line up page numbers.

9. List of Figures (if more than one Figure is used)

The numbering, wording, and pagination of titles must be the same as they are in the text. Only the first sentence of a lengthy figure title needs to appear in this list. Add a Leader Tab to help line up page numbers.

**R. DIVISIONS OF NARRATIVE TEXT**

The narrative text may be divided into chapters or sections. A student must use either the chapter or section style. A combination of these styles is not acceptable. The journal model or the conventional style of the student's academic discipline can help determine which system is more appropriate.

Each chapter or section begins on a new page. The title of the chapter or section is typed in capital letters and is centered at the top of the page. Bold face type in the same font as the text of the dissertation/capstone project may be used.

Chapters are designated both by upper case Roman numerals used consecutively throughout the dissertation/capstone project and by chapter titles. The chapter designation (i.e., CHAPTER I) in capitals should be centered within the margins at the top of the page. The chapter title is also in all capitals and is centered a triple-space below the chapter designation. All chapter titles of more than one line in length should be double-spaced.

Section titles need not be numbered but are typed in capital letters and must be centered within the margins at the top of the page. Section titles of more than one line in length should be double spaced.

Subdivisions within chapters or sections do not begin on a new page. Subdivision headings are typed in upper- and lower-case letters and may be either centered or placed flush left. First order subheadings may be typed in all capital letters or bold face type (upper- and lower-case letters) provided that they are placed flush left. All capital letters may not be used for subheadings lower than first order.

Space and economic considerations of journals used as models for dissertations/capstone projects often demand brevity in articles. The more expanded presentation of a dissertation/capstone project may require a more elaborate system for development and division than a journal employs. If such expansion is needed, the student should consult one of the manuals suggested in Section K.

**S. REFERENCES**

The referencing system used in the dissertation/capstone project must follow the method used by the model journal (Section J). If a journal employs a variety of styles of referencing, then one article from that journal must be selected and followed consistently. When the referencing system is alphabetical, an orderly arrangement of multiple entries for the same author must be used. The College of Graduate Studies and Research office can also assist in selecting an appropriate referencing system. The

Reference section should include only those sources cited directly in the text of the dissertation/capstone project.

#### **T. BIOGRAPHY/VITA**

A brief biographical sketch of the student is optional. If added, it becomes the last numbered page in the dissertation/capstone project and must be included in the Table of Contents. The biographical sketch may be titled Biography or Vita. It is written in third person and must not exceed one page in length. The biography must include the student's full name, as it appears on the Title Page and elsewhere, and education background (including schools attended, degrees earned, the years in which previous degrees were completed, and the major field of specialization). Remember this information will be made public along with the dissertation/capstone project. **DO NOT** include addresses (physical or email), phone numbers, birth date, place of birth, etc.

#### **U. SUBMISSION OF DISSERTATION/CAPSTONE PROJECT TO THE GRADUATE OFFICE**

After the dissertation/capstone project has been successfully defended and all corrections required by the Advisory Committee have been made, the student must complete the following steps:

1. Review the Final Dissertation or Capstone Checklist. **Failure to turn in a professional presented dissertation or capstone project MAY result in a delay of graduation.**
2. Upon receipt of the defense results, the Thesis Coordinator will email the student a link with instructions to electronically submit the dissertation or capstone project to the Texas Digital Library (TDL), which is detailed further in Section X below.

#### **V. MAKING CORRECTIONS IN THE MANUSCRIPT**

When the manuscript has been checked by the College of Graduate Studies and Research, the student will be notified by email if corrections are to be made.

All necessary corrections must be made as promptly as possible so that the student does not encounter problems with the deadlines in the College of Graduate Studies and Research calendar. The date of graduation will be postponed if a student fails to make the necessary corrections on time, and in that case new Title and Approval pages will have to be prepared.

#### **W. FINAL CLEARANCE**

After the student receives final approval from the College of Graduate Studies and Research, the final clearance process is complete.

## **X. TEXAS DIGITAL LIBRARY (TDL)**

### **Electronic Submission**

Angelo State requires dissertation/capstone project-track graduate students to use the TDL submission system for the official electronic version of their dissertations/capstone projects. This allows you to enter information about your dissertation/capstone project, degree, and upload a PDF. The Dissertation/capstone project Coordinator then approves the submission. TDL is located at <https://asu-ir.tdl.org/handle/2346.1/2/submit> and instructions are available through the College of Graduate Studies and Research. Remember that the full-text of the dissertation/capstone project will be available online through the Angelo State University Digital Repository.

### **Copyright Agreement**

During the submission process you must agree to a copyright agreement. This agreement states that the work does not infringe on copyright or patent of a third party. This agreement also states that you are the copyright owner of the work, or you have permission from the copyright owner to submit the dissertation/capstone project. In most cases, this means you wrote the material and you did not use anyone else's copyrighted material without permission.

In the first paragraph of the agreement, you grant Angelo State the "non-exclusive rights to copy, display, perform, distribute and publish the content I submit". This allows Angelo State to publish a copy of the dissertation/capstone project in the Angelo State University Digital Repository. The author retains the copyright.

### **Embargo**

All students submitting a dissertation/capstone project can request an embargo for six months; or one, two, or five years. Please consult with your graduate advisor about the appropriate embargo for your dissertation/capstone project. These embargoes are renewable. Otherwise, the embargo will expire after the predetermined time, and the Library will make the work public. To renew an embargo, the submitter must contact the Director at 325-942-2222 or [library@angelo.edu](mailto:library@angelo.edu) and submit a written request and justification for renewal one month before the embargo expires. The maximum embargo length, even with renewals, is 10 years. Any embargo request for more than 10 years will require substantial reasons and the approval of the Director or designated successor.

### **Publication**

Your dissertation/capstone project will be published to the Angelo State University Digital Repository after the degrees are confirmed. This can take up to four weeks.

## **Y.      SAMPLE FORMS**

1. Title Page
- 2 Committee Approval Page
3. Dedication page (optional)
4. Acknowledgments (optional)
5. Abstract
6. Table of Contents
7. List of Tables
8. List of Figures
9. Journal Model annotation
10. Literature Cited
11. Appendix
12. Biography/Vita (optional)

**SAMPLE FORM 1 -- Title Page**

**Begin title 4 single spaced lines below top margin. Text on this page is double spaced and there is no page number on this page.**

A STUDY OF THE HISTORY OF GOODFELLOW

AIR FORCE BASE, SAN ANGELO, TEXAS

4single spaced lines

A Dissertation/Capstone Project

Presented to the

Faculty of the College of Graduate Studies and Research

Angelo State University

8 single spaced lines

In Partial Fulfillment of the

Requirements for the Degree

DOCTOR OF SOCIAL WORK

5 single spaced lines

by

MARY ANN JONES

May 2026

Major: Clinical Social Work

**SAMPLE FORM 2 – Committee Approval Page**

**Begin title 4 single spaced lines below top margin.**

**Text on this page is double spaced except where indicated below.**

**No page number on this page.**

A STUDY OF THE HISTORY OF GOODFELLOW

AIR FORCE BASE, SAN ANGELO, TEXAS

3 single spaced lines

by

MARY ANN JONES

3 single spaced lines

APPROVED:

Typed Name of Chairperson

Typed Name of Committee Member

Typed Name of Committee Member

Typed Name of Committee Member

5 single spaced lines

APPROVED:

Dr. David Bixler

Dean, College of Graduate Studies and Research



**SAMPLE FORM 3 -- Dedication Page (optional)**

**DEDICATION**

This page is optional. If it is included the page number will be iv.

A dedication is a short section written to honor a person, small group of people, or a thing for personal reasons.

**SAMPLE FORM 4 – Acknowledgments (optional)**

**ACKNOWLEDGEMENTS**

This page is optional unless copyright issues are involved. If it is included, the page number will be a small Roman numeral and follow that of the DEDICATION page. If there is no DEDICATION page, then this page number will be iv.

The Acknowledgements page is meant to pay to tribute to individuals who helped you research and write your dissertation/capstone project. This page is usually one page or less.

## **SAMPLE FORM 5 – Abstract**

### **ABSTRACT**

The Abstract is a required section in the final dissertation/capstone project. It is limited to a maximum of 350 words. It should contain the statement of the research problem, the research methodology, and the conclusions of the research.

The page number will be a small Roman numeral and follow that of the Acknowledgments page (if included). If the Abstract is the first page after the title pages, then it will be page iv.

**SAMPLE FORM 6a -- Table of Contents -- Example A, Chapter Style**

**TABLE OF CONTENTS**

	<b>Page</b>
ACKNOWLEDGMENTS .....	iii
TABLE OF CONTENTS .....	iv
LIST OF FIGURES .....	vi
<b>CHAPTER</b>	
I. INTRODUCTION.....	1
II. PROBLEM IDENTIFICATION .....	3
Mechanics .....	3
Thermodynamics .....	5
III. SOLUTION ALTERNATIVES.....	15
IV. REFERENCES.....	24
V. APPENDIX.....	30

**SAMPLE FORM 6b -- Table of Contents -- Example B, Section Style**

**TABLE OF CONTENTS**

	<b>Page</b>
ACKNOWLEDGMENTS .....	iii
TABLE OF CONTENTS .....	iv
LIST OF FIGURES .....	vi
INTRODUCTION .....	1
PROBLEM IDENTIFICATION .....	3
Mechanics .....	3
Thermodynamics .....	5
SOLUTION ALTERNATIVES .....	15
REFERENCES .....	24
APPENDIX A: TITLE OF APPENDIX .....	30

**SAMPLE FORM 7 – List of Tables**

**LIST OF TABLES**

	Page
Table 2.1. Title of Table2.1.....	26
Table 2.2. Title of Table 2.2.....	30
Table 3.1. Title of Table 3.1 .....	35
Table 4.1. Title of Table 4.1.....	51
Table 5.1. Title of Table 5.1.....	60

See page 14 above for further guidance.

**SAMPLE FORM 8 – List of Figures**

**LIST OF FIGURES**

	Page
Figure 1.1. Title of Figure 1.1 .....	7
Figure 1.2. Title of Figure 1.2 .....	12

See page 14 above for further guidance.

## **SAMPLE FORM 9 – Model-Journal Form**

[At the bottom of the first page of the body of the text, the professional journal that will serve as the model for the documentation of the dissertation/capstone project should be identified. Copies of enough pages from the chosen journal to make clear the documentation style it follows should be clipped to the dissertation/capstone project proposal and to the dissertation/capstone project.]

[If the title of the journal is longer than one line, it should be single spaced. The title should be preceded by a line ten spaces long.]

---

Journal of Animal Science



**SAMPLE FORM 10 – Literature Cited or References**

Refer to your Journal Model for specific guidelines on how to format different reference types (books, electronic sources, periodicals, etc.) and for specifics such as when to use italics, which words to capitalize, where to place dates, quotation marks, and so forth.

**SAMPLE FORM 11 – Appendix**

**APPENDIX (A, B, C, etc)**

Title of Appendix

Examples of what can be placed here:

IRB Consent Form

IRB Approval letter

IACUC Protocol Form

IACUC Approval letter

IBC Protocol Form

IBS Approval letter

Multi-page table

## **SAMPLE FORM 12 – Biography/Vita (optional)**

### **BIOGRAPHY**

This section is optional. If you do choose to include it, follow the guidelines below:

- The title of this section can be BIOGRAPHY or VITA
- It is written in third person, double-spaced, and must not exceed one page in length.
- The student's name must be written as it appears on the Title Page and elsewhere in the dissertation/capstone project.
- In addition to name, it must include education background (including schools attended, degrees earned, the years in which previous degrees were completed, and the major field of specialization).
- It is the last numbered page in the dissertation/capstone project and must be included in the Table of Contents.
- **DO NOT** include addresses (physical or email), phone numbers, birth date, place of birth, etc.