

UNIVERSITY OF HOUSTON

COLLEGE OF EDUCATION

GRADUATE STUDIES OFFICE

Thesis

and

Dissertation

Guide

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February 16, 1981

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Introduction

Since the discontinuation of the University of Houston's Graduate School in 1978, it has been the responsibility of each College within the University to maintain its own standards regarding the format of dissertations and theses. A 1980 review of student dissertations, theses, proposals and abstracts developed in the College of Education indicated that no single format had been followed by all students and faculty. To facilitate the research productivity of College of Education graduate students, the following format rules were adopted by the Faculty of the College of Education on February 16, 1981 for dissertations, theses, proposals and abstracts.

None of these rules are to supersede the current [University of Houston Graduate and Professional Studies Catalog](#). Information relating to completion of appropriate forms related to thesis or dissertation binding may be obtained from the Office of Institutional Effectiveness and Outreach in Room 160 of Farish Hall.

The general recommendation of the faculty is that all student dissertations, theses, abstracts and proposals developed within the College of Education follow the format of the latest approved edition of the *Publication Manual of the American Psychological Association* (APA). Students may, however, in consultation with their major advisors, choose to use other style manuals (e.g., Turabian, Chicago, American Medical Association [AMA], Modern Language Association [MLA]). The important point is that *a specific style be chosen and followed* throughout the completion of the writing.

Students are urged not to go to recent theses, dissertations, or journal articles to develop a format, but rather to purchase the *APA Manual* or other style manual of choice.

The attached pages beginning on page 7 provide detailed examples of cover sheets, abstract pages, etc., which should be used by all students.

Guide for the Preparation of a Thesis or Dissertation

Deadlines

Consult the College of Education website for [Important Dates and Deadlines](#) for the binding of your thesis or dissertation. Also, check with your Department prior to beginning the thesis or dissertation for any additional requirements. Any questions not answered by this *Guide* or the current [Graduate and Professional Studies Catalog](#) should be referred to your major advisor and/or research committee chairperson.

Submission for Binding

The original and two copies - a total of three (3) manuscripts - plus three (3) original signed approval pages must be submitted to Bernice Roberts in the Office of Institutional Effectiveness and Outreach, Room 160, Farish Hall, by 4:00 p.m. on the [deadline date](#) listed in the College of Education Website. The original and one copy of your manuscript are kept by the University for reference. The third copy is kept by the College of Education. Check with your research committee chairperson to see if extra copies are needed. The College of Education will not bind extra copies. Please see Bernice Roberts in Room 160 for information about binding extra copies.

Paper and Number of Copies

Students **MUST** use at least **20-pound, 8-1/2 x 11, white, 100% cotton bond paper with a plain finish for the original and one copy**. The third copy should be prepared on at least 20-pound paper. A word processor should be used to produce the text and the original should be printed on a laser printer. Subsequent copies can be laser printed or photocopied. Dot matrix or ink jet printers should not be used.

Accompanying Pages

All dissertations and theses must be accompanied by:

1. One extra copy of Abstract Title Page, and an abstract of no more than 350 words.
2. Two extra copies of the thesis/dissertation Title Page.
3. Several forms are required. Contact Bernice Roberts in the Office of Institutional Effectiveness and Outreach, 160 FH.

Abstracts

May not exceed 150 words for thesis; may not exceed 600 words for dissertation.

Fees

Payments should be made payable to the University of Houston and are due when copies are submitted to the Office of Institutional Effectiveness and Outreach, 160 FH.

(Check or Money Order only) A fee schedule is available in the information packet that students receive prior to making their binding appointment. Students will be charged for the following services:

1. Binding - per copy (required)
2. Microfilming – (required)
3. Copyright - (optional)

Clarification of APA Style Guidelines for Theses/Dissertations

In Appendix A of the APA *Publication Manual*, recommendations for theses and dissertations are presented. Should you decide to follow APA style with sections of your dissertation as chapters, the following suggestions are recommended as clarifications of the material presented in Appendix A.

Margins

Left - 1 ½"; Right - 1" (must have 1 ½" left margin for binding)

Pagination

There are two sets of page numbers in the thesis or dissertation. The

preliminary pages (the title page up to the body of the paper) should be numbered with small (lower case) Roman numerals centered at the bottom of the page. The following pages, beginning with the first page of Chapter I and continuing throughout the paper, (including references and appendices) should be numbered with Arabic numerals in the top right corner of the page.

Every page of the paper (except blank cover page) is assigned a number, although that number may not be typed on the face of every page. In the set of Roman numerals, the title and approval pages are given numbers but they do not appear on the pages. Thereafter, any division (i.e., abstract, table of contents, etc.) having only one page must show a number on that page. Any division of two or more pages should show numbers beginning with the second page. In the event a page showing a figure lacks space for a legend, a facing page may be used. The legend information is typed on the back side of a blank preceding page so it faces the figure. The facing page will be numbered, but the number will be indicated on the blank side of the page rather than on the side with the caption. The figure page will also be numbered, and that number will be placed in the usual position.

In the set of Arabic numerals, the first page of any major division (the first page of Chapter I, the first page of Chapter II, the first page of the references, etc.) does not have the number typed on it, but the page is included in the numbering.

Tables and Figures

Tables and figures are to appear in the text. Each table may appear on a separate page or within the paragraphs of the text. The form of the table is to follow the specifications in the APA Manual. The List of Tables begins a new page following the Table of Contents. The List of Figures follows the List of Tables on a new page. Following is the format for the List of Tables and List of Figures:

LIST OF TABLES

Table		Page
1	Descriptive Statistics for ITBS Scores	47
2	Univariate ANOVA Results	54

LIST OF FIGURES

Figure		Page
1	Flowchart of Multivariate Analysis Decisions	34
2	Diagram of Hypothesized Factor Structure	37

References

The list of references follows the form suggested in the APA Publications Manual and appears at the end of the text. Use the appropriate title: "References" or "Bibliography." See APA Manual for details. A list of reference notes is generally not part of a dissertation or thesis.

Appendix(dices)

Each appendix should be identified with a capital letter of the alphabet, beginning with "A." A cover sheet should be provided for each appendix with the appendix letter and title centered in the middle of the page. Please refer to the sample below:

APPENDIX A

INTERCORRELATION MATRIX OF VARIABLES

(Note that the cover page to the appendix does not have a page number typed on it, although it does have a page number assigned to it. This assigned number appears in the Table of Contents. The list of appendices appears at the end of the Table of Contents. (See sample Table of Contents, page 17, for specific form.)

DISSERTATION AND THESIS PAGE ORDER

Cover Page (one blank sheet of paper)

*Copyright Page (Option) (Copyright by _____, show month and year of graduation)

*Title Page (show month and year of graduation)

*Signature Page (original and copies must have the ORIGINAL signatures of the committee and the Dean) (show month and year of graduation)

Acknowledgment (Optional)

*Abstract Title Page (show month and year of graduation)

Abstract

Table of Contents

List of Tables

List of Figures (or Illustrations)

Text (Chapters)

References (or Bibliography)

Appendix(dices) (if applicable)

Vita (not assigned a number) (Optional)

Final page (one blank sheet of paper)

***THESE DATES MUST BE THE MONTH AND YEAR YOU GRADUATE. FOR EXAMPLE, IF YOU GRADUATE IN DECEMBER, 1995 THIS DATE MUST BE ON ALL OF THESE PAGES.**

SAMPLES

Dissertation Proposal Title Page
(Doctor of Education or Doctor of Philosophy)

THE RELATIONS BETWEEN MEASURES OF DOGMATISM AND TEACHING
EFFECTIVENESS

A Dissertation Proposal Presented to the
Faculty of the College of Education
University of Houston

In Partial Fulfillment
of the Requirements for the Degree

Doctor of Education
or Doctor of Philosophy

by

Robert K. Katayama

December, 2009

Thesis Proposal Title Page

(Master of Education or Master of Science)

AN ANALYSIS OF COMPUTER – AIDED INSTRUCTION
AS A TEACHING DEVICE IN
BILINGUAL EDUCATION

A Thesis Proposal Presented to the
Faculty of the College of Education
University of Houston

In Partial Fulfillment
of the Requirements for the Degree

Master of Education
or
Master of Science

by

Guy Scott McKinney

December, 2009

Cover Sheet for Dissertation Proposal Abstract

(Doctor of Education or Doctor of Philosophy)

TO: Faculty
College of Education

DATE: _____

SUBJECT: DISSERTATION PROPOSAL ABSTRACT

Faculty members may request a complete copy of the dissertation proposal from (Committee chairperson's name and office number go here). Please direct your comments regarding this proposal to (Committee chairperson's name) no later than (the date which is ten working days following distribution of the abstract).

THE RELATIONS BETWEEN MEASURES OF
DOGMATISM AND TEACHING EFFECTIVENESS

An Abstract of a Dissertation Proposal
Presented to the
Faculty of the College of Education
University of Houston

Dr. Walter H. Howe, Chairperson

Dr. Elizabeth K. Sims, Committee Member

Dr. Karen R. Ware, Committee Member

Dr. Susan R. Alvarez, Committee Member

In Partial Fulfillment of the Requirements for the Degree
Doctor of Education or Doctor of Philosophy

by

Robert K. Katayama

August 2009

Cover Sheet for Thesis Proposal Abstract
(Master of Education or Master of Science)

TO: Faculty
College of Education
DATE: _____

SUBJECT: THESIS PROPOSAL ABSTRACT

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AN ANALYSIS OF COMPUTER-AIDED INSTRUCTION
AS A TEACHING DEVICE IN
BILINGUAL EDUCATION

An Abstract of a Thesis Proposal
Presented to the
Faculty of the College of Education
University of Houston

Dr. Ronald C. Kline, Chairperson

Dr. Marilyn R. Poplar, Committee Member

Dr. Ralph L. Smith, Committee Member

In Partial Fulfillment of the Requirements for the Degree
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Master of Science

by

Guy Scott McKinney

August 2009

Dissertation Proposal (Signature) Approval Page
(Doctor of Education or Doctor of Philosophy)

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A Research Proposal
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Dissertation Proposal Abstract Page
(Doctor of Education or Doctor of Philosophy)

Katayama, Robert K. "The Relations Between Measures of Dogmatism and Teaching Effectiveness." Unpublished Doctor of Education Dissertation, University of Houston, December, 2009.

Abstract

The abstract of your dissertation proposal should begin like this and continue . . . (like this). (DOUBLE SPACED)

The abstract within the dissertation **proposal** can be any length.

Thesis Proposal Abstract Page
(*Master of Education or Master of Science*)

McKinney, Guy Scott. "An Analysis of Computer-Aided Instruction as a Teaching Device in Bilingual Education." Unpublished Master of Education Thesis, University of Houston, December 2009.

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Table of Contents (Thesis/Dissertation and Proposals)*(Master of Education, Master of Science, Doctor of Education or Doctor of Philosophy)*

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APPENDIX B RELIABILITY ESTIMATES.....	33

VITA

(Note that the number of chapters and chapter titles above are for illustrative purposes only: not all dissertations will have five chapters with identical titles.)

Thesis/Dissertation Copyright Page

(Master's of Education, Master of Science, Doctor of Education or Doctor of Philosophy)

Copyright

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Robert K. Katayama

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Dissertation Title Page

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Cover Sheet for Dissertation Abstract
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TO: Faculty

College of Education

DATE: _____

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December, 2009

Thesis/Dissertation Acknowledgement Page

ACKNOWLEDGEMENT

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