

# INSTRUCTION

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## Faculty and Student Procedure

Faculty plays an active role in ensuring that graduate students implement the thesis guidelines. To ensure students graduate in a timely manner, the faculty chair of the committee should use these Guidelines to review the work of the student.

Faculty members of relevant thesis and dissertation committees have the responsibility for content, readability of text, citation completeness, and compliance with the citation style that is agreed upon within the committee and relevant University academic department. The responsibility is the committee members for the thesis or dissertation submitted as a final product in regards to intellectual material, citations, acceptable grammar, and completeness.

Students are advised that it is the student's responsibility that the final document that is submitted meets the Thesis/Dissertation Guidelines.

The Graduate School holds responsibility for seeing that final theses and dissertations meet formatting guidelines for completed final documents. These formatting guidelines include, but are not limited to, margins, line spacing, placement of figures and tables, pagination and page count, font size, and "front end material" (table of contents, figures, tables, etc). These updated guidelines are also posted to the Graduate School's website at <http://gradschool.nmsu.edu/Guidelines/>.

When a student brings the thesis or dissertation to the Graduate School, they will:

1. Be referred to these Guidelines for the completion of two checklists and signature page. They will not be allowed to leave a copy of the thesis with the Graduate School until the checklists are completed.
2. The first checklist, to be completed by the student, is the "Forms and Procedures for Degree Completion Checklist." (See pages 4 and 5).
3. The second checklist, completed by the student working with the faculty chair, is the "Thesis Guidelines Checklist." (See pages 6, 7, and 8).
4. In order for the faculty chair and student to complete the "Thesis Guidelines Checklist," the student is instructed to work with the chair of their thesis/dissertation committee to insure that the final document is complete regarding intellectual content, adequateness of citations, and overall completeness.
5. Once the student and committee chair complete and review the checklists, they need to sign the "Signature Page for Faculty and Student." (See page 9). Students are advised that it is the student's responsibility that the final document submitted meets the Thesis/Dissertation Guidelines.

6. The student will submit the thesis/dissertation to the Graduate School with both checklists and the signature page. If the paper is a dissertation, the student will also submit the Survey of Earned Doctorates.
7. The Graduate School will then check to ensure that the guidelines presented at the Graduate School website were used by the student.

After the Graduate School checks the thesis for format, they will send you a list of corrections by e-mail. The paper copy may then be picked up from the Graduate School by you or your representative. A printed copy of the list of corrections will be included with this draft. A thesis may need revising, so allow time in your schedule to make corrections and for the Graduate School to check them.

- All corrections on the list of corrections must be made.
- The Graduate School requires the paper to be returned for a correction check if it contains format errors.

Papers submitted for rechecking will be reviewed in the order they are received.

Prepare the thesis in accordance with the instructions in these [Guidelines](#) and any departmental requirements. Use Turabian's [A Manual for Writers of Term Papers, Theses, and Dissertations](#), 6th ed. as a supplement. The most current edition of any style guide must always be used.

The Graduate School encourages faculty to work with their students and help them develop strong writing skills. As faculty read the initial drafts, they are encouraged to use a red pen to correct grammar and spelling errors.

If the student is struggling with their writing, encourage them to take advantage of the Writing Center in Room 102 of Clara Belle Williams Hall.

Editing of the thesis/dissertation is the responsibility of the student. In cases where the student has writing problems, the faculty should suggest that the student hire someone to professionally edit the thesis/dissertation. The Graduate School does not have a list of thesis editors, but the Writing Center keeps a current list.

## Forms and Procedures for Degree Completion Checklist

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You must have completed the following forms and you must have filed them in the appropriate offices in order to satisfy final requirements for graduation. Graduate Student Services will examine and process your paperwork for the final degree check and the orals final defense. Please check if you do not know if these forms have been approved. When the forms for your orals/final defense have been processed, the information is posted on the Graduate School home page at <<http://gradschool.nmsu.edu/orals/index.html>>.

- \_\_\_\_\_ Enrollment in 1 hour (thesis) or 3 hours (dissertation). This registration is processed at the Graduate School before the deadline.
- \_\_\_\_\_ Drop/Add/Instructor Consent Form (the Special Studies Permit is still accepted) for thesis hour or dissertation hours (must have signatures to be registered). Graduate Student Services will keep this form when you register.
- \_\_\_\_\_ Registration Document (class schedule). Pick it up at Graduate Student Services and take the form to the Business Office to pay tuition before the deadline (refer to the current Schedule of Classes for payment deadlines).
- \_\_\_\_\_ Application for Admission to Candidacy (Program of Study for PhD). File at Graduate Student Services after you complete 12 graduate credits.
- \_\_\_\_\_ Application for Degree (Diploma) (\$30 filing fee). Pay at the Business Office then file at the Office of the Registrar before the filing deadline. You can apply online at <<http://www.nmsu.edu/~registra/>>.
- \_\_\_\_\_ If you are a doctoral student, and want to partake in commencement, you must submit your dissertation title to the Graduate School for inclusion in the Commencement Program by the semester deadline. You can submit your title by completing the form at <<http://www.gradschool.nmsu.edu/forms/DTF.pdf>>.
- \_\_\_\_\_ Application of Committee for Final Examination (form for orals or final defense). File the completed form at Graduate Student Services 10 working days before the date of your orals/final defense.
- \_\_\_\_\_ Fees are required for binding and microfilming. Pay the fees at the Business Office. You can call (575) 646-3927 to charge to your credit card or you may pay the fees in person at the Business Office. You will be given a transaction number. Write it down accurately.
- \_\_\_\_\_ Complete the binding form at <<http://lib.nmsu.edu/depts/bibsvs/thesis.html>>. You will need the transaction number referred to above. Upon the successful completion of the binding form, the binding section in Branson Library will receive an email notification that the fee has been paid. Keep a copy of the form for your records.

- \_\_\_\_\_ Survey of Earned Doctorates (doctoral students only). You need to submit the SED when you submit your dissertation to be approved for format. You may download the SED at: <<http://www.gradschool.nmsu.edu/Guidelines/sed.pdf>>.
- \_\_\_\_\_ Doctoral Dissertation Agreement Form (doctoral students only). This form can be downloaded at <<http://www.gradschool.nmsu.edu/forms/umi.pdf>>. Please complete and turn the form in at Branson Library when submitting your required copies to be bound.
- \_\_\_\_\_ If you wish to copyright your dissertation, you will also need to include a money order or cashier's check payable to ProQuest for \$65.
- \_\_\_\_\_ In addition to the required number of copies, students may elect to retain bound copies of their thesis/dissertation for personal use. If you would like personal copies, please obtain a money order or cashier's check for personal binding. Supply payment to Branson Library when you submit copies for binding. The form for binding personal copies can be obtained at Branson Library or in these [Guidelines](#). All personal copies will be shipped from the bindery to the one U.S. address that is indicated on the binding form. You may deposit the required copies and personal copies in Branson Library at the same time; however, keep the personal copies separate from the required copies (put them in a separate box or an envelope).

## Thesis Guidelines Checklist

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This checklist details the specific formatting, citation, and printing requirements that must be met in order for final theses and dissertations to be accepted by the Graduate School. As stated earlier, it is the student's responsibility that the final document submitted meets the Thesis/Dissertation Guidelines. The staff of the Graduate School will only be reviewing the documents to check for compliance, and staff will not perform copyediting of content.

- \_\_\_\_\_ I have read the Thesis/Dissertation Guidelines <<http://gradschool.nmsu.edu/Guidelines>>.
- \_\_\_\_\_ The style used in the thesis has been agreed on by all members of the committee.
- \_\_\_\_\_ The style employed is \_\_\_\_\_.
- \_\_\_\_\_ All committee changes have been incorporated into the draft before submission to the Graduate School.
- \_\_\_\_\_ The print is black laser print or comparable; dot matrix is not acceptable for any portion of the thesis/dissertation.
- \_\_\_\_\_ The thesis is printed on only one side of the page and is not bound.
- \_\_\_\_\_ The font size is a minimum of 12-point. All page numbers are in the same font size and style used for the body of the thesis.
- \_\_\_\_\_ Left margin (binding side) is 1.50"; top and right margins are 1.25".
- \_\_\_\_\_ All numbered pages have page numbers in the center of the page, 1 .0" from the bottom edge of the paper. The page numbers do not have dashes, hyphens or any other embellishment around them. All page numbers are in the same font style and size as the body of the paper.
- \_\_\_\_\_ At least .25" of spacing is between the last line of text on a page and the top of the page number. Page numbers do not overlap text, figures, or tables.
- \_\_\_\_\_ All required preliminary pages are included and follow the format of the example pages in the Guidelines.
- \_\_\_\_\_ All preliminary page numbers are lowercase roman numerals and are in the same font size and style as the body of the paper.
- \_\_\_\_\_ Signature and date lines (for page ii) must be solid lines, not dotted or dashed or shaded and must end at the right margin.
- \_\_\_\_\_ All subheads are included in the table of contents.

- \_\_\_\_\_ If subheads are used, there are at least two subheads at any given level.
- \_\_\_\_\_ All text lines (except block quotations and poetry) are double spaced (6 lines per vertical inch for single spacing; 3 blank lines and 3 lines of text for double spacing).
- \_\_\_\_\_ The text begins with an arabic number 1.
- \_\_\_\_\_ All chapters and chapter equivalents begin on a new page; subheads do not begin on a new page unless they would be the last line on the page (if this occurs then place that subheading on the next page).
- \_\_\_\_\_ Tables and figures that are not my original work have a source note and those sources are included in the References Cited/Bibliography.
- \_\_\_\_\_ All tables, figures, and appendices are mentioned in the text before they appear and are mentioned in numerical (or alphabetical for appendices) order.
- \_\_\_\_\_ The captions for all tables and figures are listed in a list of tables and a list of figures that follow the table of contents page(s). The lists are included in the table of contents as the first entries. Figures and tables should be numbered according to the chapter where they are placed. For example, the first table in chapter 2 should be 2.1. The first figure in chapter 3 should be numbered 3.1.
- \_\_\_\_\_ There are no partially filled text pages. If a table or figure will not fit in the space remaining on a page after its citation, fill the page with text (even if you need to begin a new subhead) and place the tables and figures on the following page(s). Turabian explains how to integrate tables and figures into the narrative on p. 94, sections 6.18 and 6.19.
- \_\_\_\_\_ Any table started on a page with text must be complete on that page. If the table will not fit, the text page must be filled with narrative and the table started on the next page.
- \_\_\_\_\_ Type size of tables must be large enough to be read when microfilmed (reduction to 75% on microfilm).
- \_\_\_\_\_ All illustrative material conforms to the requirements stated in the Guidelines.
- \_\_\_\_\_ All citations in the text and, if applicable, in tables/figures have a corresponding entry in the Literature Cited/Bibliography.
- \_\_\_\_\_ Every direct quotation has a citation that includes the page number from the original source, or in the case of secondary citations, the source you actually read.

- \_\_\_\_\_ All reference entries are single spaced with a double space (press “enter” twice with your line swing set on single spacing) between each entry.
- \_\_\_\_\_ All Literature Cited (or References or what you choose to use) entries are complete and in the proper format.
- \_\_\_\_\_ Signatures on all 3 (4 for molecular biology or astronomy majors) approval pages are original.
- \_\_\_\_\_ The final 3 (4 for molecular biology or astronomy majors) copies have the front and back fly leaves (blank sheets of paper) as well as all preliminary pages, text pages, and back matter duplicated on 25, 50, or 100% cotton white bond paper (20 or 24-pound weight) with a watermark.
- \_\_\_\_\_ Written permission has been granted for inclusion of any material that is not my own (maps, pictures, tests, questionnaires, etc.) and is attached to the Doctoral Dissertation Agreement Form as well as noted in the acknowledgments. For master’s theses, submit the permission letters with the required copies. Faculty must review theses and dissertations to ensure that they do not violate copyright protection laws. Stanford has a great website that explains copyright and fair use at <<http://fairuse.stanford.edu>>.
- \_\_\_\_\_ I have printed and completed the Thesis/Dissertation Intake Form to present to the Graduate School when I submit my thesis/dissertation for each correction check. Please print the form from the [Guidelines](#) or enter <<http://www.gradschool.nmsu.edu/mb/TDIntake.pdf>> to obtain the Intake Form.

## Signature Page for Faculty and Student

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As chair of the committee, I have reviewed both the “Forms and Procedures for Degree Completion Checklist” and the “Thesis Guidelines Checklist” with my student. By signing below, I am certifying the thesis or dissertation submitted is a final product regarding intellectual content, acceptable grammar, citations, and completeness.

\_\_\_\_\_  
Print Faculty Name

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department MSC

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

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As a graduate student, I have reviewed and used the “Forms and Procedures for Degree Completion Checklist” and the “Thesis Guidelines Checklist” to insure completion of the thesis or dissertation. I have completed the suggested revisions of my faculty on the text, as well as the “Thesis Guideline Checklist.”

\_\_\_\_\_  
Print Student Name

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

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

Please Select:  Doctoral Dissertation  Masters Thesis

\_\_\_\_\_  
Title of Thesis/Dissertation

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## THESIS/DISSERTATION INTAKE FORM

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Please complete this form and print it. Present this completed intake form with the “Forms and Procedures for Degree Completion Checklist,” the “Thesis Guidelines Checklist,” and the “Signature Page for Faculty and Student” with a copy of your thesis/dissertation that will be reviewed. Submit these materials to the front desk at the Graduate School. Please submit an intake form each time you submit your thesis/dissertation for editing.

Check one:    Thesis    Dissertation

Your name as it appears on the thesis/dissertation. Please include the hyphen if you use one in your last name.

\_\_\_\_\_

Last name	First name	Middle Initial
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Banner ID Number \_\_\_\_\_

Home phone number including area code \_\_\_\_\_

Work phone number including area code \_\_\_\_\_

E-mail address (if this includes \_ please write below the line not as a hyphen -)

\_\_\_\_\_

Semester you plan to graduate:    Fall    Spring    Summer Session

Date of orals/final defense: \_\_\_\_\_

Attending commencement:    Yes    No

The Graduate School assumes that you have followed the NMSU Guidelines for format and use of a writing style. What style manual or journal format did you use for your references and other technical aspects of your paper?

\_\_\_\_\_

If you did not do the format editing and word processing yourself, please provide the name and phone number or e-mail address of the person who did.

\_\_\_\_\_