

UNIVERSITY OF HOUSTON
COLLEGE OF EDUCATION
GRADUATE STUDIES OFFICE

THESIS
AND
DISSERTATION
GUIDE

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TABLE OF CONTENTS

	Page
TABLE OF CONTENTS	i
INTRODUCTION	1
GUIDE FOR THE PREPARATION OF A THESIS/DISSERTATION	2
Deadlines	2
Submission for Binding	2
Paper and Number of Copies	2
Accompanying Pages	2
Abstracts	3
Fees	3
Clarification of APA Style Guidelines for Thesis/Dissertation	3
Margins	3
Pagination	3
Tables and Figures	4
References	5
Appendices	5
DISSERTATION PROPOSAL ABSTRACT	6
PROPOSAL	7
DISSERTATION AND THESIS PAGE ORDER	8
SAMPLES	9
Doctor of Education	9
Cover (Blank sheet of paper)	
Copyright	9
Title Page	10
Approval (Signature) Page	11
Acknowledgement (Optional)	12
Abstract Title Page	13
Abstract Page	14
Table of Contents	15
Master of Education	16
Copyright (see page 9)	
Proposal Approval Page	16
Thesis Title Page	17
Thesis Approval (Signature) Page	18
Abstract Title Page	19
Abstract Page	20
Table of Contents (see page 15)	

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* bulletin. Information relating to completion of appropriate forms related to thesis or dissertation binding may be obtained from the Graduate Studies Office 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 *Publication Manual of the American Psychological Association* (Fourth Edition), 1994. Students may, however, in consultation with their major advisors, choose to use other style manuals (e.g., Turabian, Campbell, Chicago, Modern Language Association). 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 provide detailed examples of cover sheets, abstract pages, etc., which should be used by all students.

GUIDE FOR THE PREPARATION OF A THESIS/DISSERTATION

Deadlines. Consult the Academic Calendar published in the University schedule of classes for deadline dates related to completion of a 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* bulletin 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 (four [4] if you want an original approval page in your own copy) must be submitted to the Graduate Studies Office, Room 160, Farish Hall, by 4:00 p.m. on the deadline date published in the most recent Class Schedule. The original and one copy are kept by the University for purposes of reference. The third copy is kept by the College of Education. Check with your research committee chairperson to see if extra copies are needed. Students wishing extra copies for themselves may order them at the time copies are submitted for binding. You will be notified by letter when your copies are ready, which will be about the middle of the following semester.

Paper and Number of Copies. Use at least 20-pound, 8-1/2 x 11 white bond of 100% rag content for the original and one copy. The third copy should be prepared on at least 20-pound paper. In general, carbon copy, print, electrostatic copy (such as xerox quality duplication), multilith, and permagraph are acceptable means of duplication for the required copies. Not acceptable are ozalid, mimeograph, hectographing, or any other fluid processes.

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 the Graduate Studies Office, 160 FH.

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

Fees. Pay at the Graduate Studies Office, 160 FH. Fees are subject to change.

1. Binding. \$40 per copy (Dissertation/Thesis).
2. Microfilming. \$60,(Dissertation/Theses).
3. Copyright. \$45(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.

1. **Margins**. Left, 1-1/2"; Right, 1". (must have 1-1/2" left margin for binding)
2. **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 second set of numbers, Arabic numerals, begins with the first page of Chapter I and continues throughout the paper, references and appendices.

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 page should show numbers beginning with the second page. In the event that 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 that 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. The pages are numbered consecutively in the upper right-hand corner, using Arabic numerals. NO ARABIC NUMERALS ARE EVER SHOWN AT THE BOTTOM OF A PAGE.

3. **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. Each table is to be listed as follows in the "List of Tables." The List of Tables begins a new page following the Table of Contents.

LIST OF TABLES

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

Each Figure is to be listed as follows in the "List of Figures" (or Illustrations). The List of Figures follows the List of Tables on a new page.

LIST OF FIGURES

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

4. **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.

5. **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 as follows, centered in the middle of the page.

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 15, for specific form.)

SAMPLE COVER SHEET FOR 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

SAMPLE PROPOSAL APPROVAL PAGE -- DOCTOR OF EDUCATION OR
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by

Robert K. Katayama

August, 1995

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

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.**

SAMPLE COPYRIGHT PAGE -- MASTERS, DOCTOR OF EDUCATION AND DOCTOR
OF PHILOSOPHY

Copyright

by

Robert K. Katayama

December, 1995

SAMPLE TITLE PAGE -- DOCTOR OF EDUCATION OR
DOCTOR OF PHILOSOPHY

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Robert K. Katayama

Approved by Dissertation Committee:

Dr. Walter H. Howe, Chairperson

Dr. Elizabeth K. Sims, Committee Member

Dr. Karen R. Ware, Committee Member

Dr. Susan R. Alvarez, Committee Member

("NAME OF THE DEAN"), Dean
College of Education

December, 1995

ACKNOWLEDGEMENT

SAMPLE ABSTRACT TITLE PAGE -- DOCTOR OF EDUCATION
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December, 1995

SAMPLE 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, 1995.

Abstract

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

(DOUBLE SPACED)

The abstract within the dissertation can be any length. The extra copy required for University Microfilms is to be no more than 350 words.

SAMPLE TABLE OF CONTENTS -- MASTERS AND DOCTOR OF EDUCATION AND
DOCTOR OF PHILOSOPHY

TABLE OF CONTENTS

Chapter		Page
I.	INTRODUCTION	1
	The Problem	3
	Hypothesis	4
	Definition of Terms.	7
II.	REVIEW OF RELATED LITERATURE.	10
	Cognitive Domain.	12
	Affective Domain	14
	Psychomotor Domain	16
III.	METHODOLOGY	18
	Sample.	19
	Procedures	20
	Treatment	22
IV.	RESULTS	25
	Cognitive Instruments.	26
V.	CONCLUSIONS AND SUMMARY.	27
	REFERENCES	29
	APPENDIX A CORRELATION MATRIX.	32
	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.)

SAMPLE PROPOSAL APPROVAL PAGE -- MASTER OF EDUCATION AND
MASTER OF SCIENCE

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

A Research Proposal Presented to the
Dean 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

Master of Education or
Master of Science

by

Guy Scott McKinney

December, 1995

SAMPLE THESIS TITLE PAGE -- MASTER OF EDUCATION OR
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December, 1995

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BILINGUAL EDUCATION

A Thesis for the Degree

Master of Education
or
Master of Science

by

Guy Scott McKinney

Approved by Thesis Committee:

Dr. Ronald C. Kline, Chairperson

Dr. Marilyn R. Poplar, Committee Member

Dr. Ralph L. Smith, Committee Member

("Name of Dean"), Dean
College of Education

December, 1995

SAMPLE ABSTRACT TITLE PAGE -- MASTER OF EDUCATION OR
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by

Guy Scott McKinney

December, 1995

SAMPLE 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 1995.

Abstract

The abstract of your thesis should begin like this and continue . . . (like this but include no more than 150 words.)